

# **BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL**

## **ADMISSION POLICY**

October 2003

### **I. INTRODUCTION**

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical shops are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through eleven at Bristol-Plymouth Regional Technical School will be evaluated using the criteria contained in this Admission Policy. The Bristol-Plymouth Regional Technical School District Committee approved this policy on

### **II. EQUAL EDUCATIONAL OPPORTUNITY**

Bristol-Plymouth Regional Technical School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, or disability.

If there is a student with limited English proficiency, a qualified representative from Bristol-Plymouth Regional Technical School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

### **III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Bristol-Plymouth Regional Technical School District (Taunton, Berkley, Bridgewater, Middleboro, Raynham) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Bristol-Plymouth Regional Technical School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Bristol-Plymouth Regional Technical School residents.

Students who are not residents of the Bristol-Plymouth Regional Technical School District are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Bristol-Plymouth provided they expect to be promoted to the grade they seek to enter by their local district. Non-resident students will be evaluated using the criteria contained in this Admission Policy. Bristol-Plymouth Regional Technical School does not participate in the School Choice Program.

Transfer students from other technical schools are eligible to apply for fall admission or admission during the school year to grades 9-11 at Bristol-Plymouth provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

#### **IV. ORGANIZATIONAL STRUCTURE**

Bristol-Plymouth is a public regional technical school located on a scenic campus in Taunton, Massachusetts. Bristol-Plymouth is a member of the Bristol-Plymouth Regional Technical School District and is accredited by the New England Association of Schools and Colleges. Bristol-Plymouth is committed to providing quality technical programs.

It is the responsibility of the Bristol-Plymouth Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Bristol-Plymouth has an Admission Committee appointed by the superintendent. The committee consists of a member of the Administration, Guidance, Special Needs, Technical and Academic Departments. Responsibilities of the Admissions Committee include:

1. determination of standards for admission
2. development and implementation of admission procedures
3. processing of applicants
4. ranking of students
5. acceptance of students according to the procedure and criteria in the Admission Policy
6. establishment and maintenance of a waiting list of acceptable candidates

The Bristol-Plymouth Admission Coordinator is responsible for disseminating information about Bristol-Plymouth through local school assemblies and press releases, and for collecting applications from the local schools.

#### **V. RECRUITMENT PROCESS**

1. Bristol-Plymouth disseminates information about the school through a variety of methods.
  - a) Visitations with an informational video presentation to 8<sup>th</sup> grade classes in local schools by Bristol-Plymouth staff from January to February are scheduled.
  - b) An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all technical programs and speak with teachers as well as view a presentation about all offerings. All seventh and eighth grade students and parents are invited to the Open House.
  - c) All eighth grade students tour the technical facilities at Bristol-Plymouth.
  - d) Brochures, which describe technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8<sup>th</sup> grade visitations, the Open House, and presentations at local junior high schools.

## VI. APPLICATION PROCESS

### APPLICATION PROCESS FOR FALL ADMISSION\* TO THE NINTH, TENTH, AND ELEVENTH GRADE.

\* applying for admission during the winter and spring to begin classes the following fall.

1. Students interested in applying to Bristol-Plymouth for fall admission to the ninth, tenth, and eleventh grade must:
  - a) Obtain an application from their local school guidance counselor as early in the school year as possible.
  - b) Return the completed application form to their local school guidance counselor by the deadline set by the guidance counselor.
  - c) Be interviewed at their local school. If applying to any other grade, applicants will be interviewed at Bristol-Plymouth. If the applicant or parent/guardian cannot provide transportation, a representative from Bristol-Plymouth will go to the local school to interview the applicant.
2. It is the responsibility of the local school guidance counselor to:
  - a) Complete their portion of the application form, including SASID number.
  - b) Forward the completed applications to the Admissions Coordinator at Bristol-Plymouth by April 1<sup>st</sup> (along with hard copies of grades, attendance and discipline). Complete applications include:
    - i. Completed application form (including required signatures)
    - ii. For application to grade 9 (fall admission), the complete grade 7 report card and the grade 8 report card reflecting the 1<sup>st</sup> and 2<sup>nd</sup> term grades. For applications to grades 10 and 11 (fall admission), the previous school year's report card and/or transcript.

For applications to grade 9 (fall admission) the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the local school report card/transcript are required.

For applications to grades 10 & 11 (fall admission), the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the local school report card/transcript is required.

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required. For applications to grades 10 & 11 (fall admission), the average of the previous school year and terms 1 & 2 of the current school year assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required.

For applications to grade 9, 10, & 11 (fall admission), the local school guidance counselor's recommendation is required.
3. If incomplete applications are received, the following procedures will be followed:

1. The Admission Office at Bristol-Plymouth will notify the local school guidance counselor responsible for submitting the application that the application is incomplete and will request completion.
2. The applicant's parent(s)/guardian(s) will be notified by the Bristol-Plymouth Admission Office in the event that the problem is not resolved by the local school guidance counselor.
3. If after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

**APPLICATION PROCESS – FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADES FOR THE CURRENT SCHOOL YEAR\***

\*applying for admission during the school year to begin classes during the same school year as opposed to applying for admission one school year to begin classes the next school year in the fall.

1. Students interested in applying to Bristol-Plymouth for admission for the current school year must:
  - a) Obtain an application from their local school guidance counselor.
  - b) Return the completed application form to their local school guidance counselor by the deadline set by the guidance counselor.
  - c) Attend and interview at Bristol-Plymouth Regional Technical School. If the applicant or parent/guardian cannot provide transportation, a representative from Bristol-Plymouth will go to the local school to interview the applicant.
2. It is the responsibility of the local school guidance counselor to:
  - a) Complete their portion of the application form, including SASID number.
  - b) Forward the completed applications to the Admission Coordinator at Bristol-Plymouth.
 

Complete applications include:

    - i. Completed application form (including required signatures)
    - ii. For application to grades 9,10 & 11 (admission during the school year) the current school year to the date of the application marks in English language arts, social studies, math and science from the local school report card/transcript are required.

For applications to grades 9 10, & 11 (admission during the school year) the current school year to the date of the application unexcused absences from the local school report card/transcript are required.

For applications to grades 9, 10 & 11 (admission during the school year) the current school year to the date of the application assessments of behavior from the local school report card or from the local school guidance counselor assessment are required.

For applications grades 9, 10, & 11 (admission during the school year) the local school guidance counselor's recommendation is required.
4. If incomplete applications are received, the following procedures will be followed:
  - a. The Bristol-Plymouth Admissions Office will notify the local school guidance counselor responsible for submitting the application that the application is incomplete and will request completion.

- b. The applicant’s parent(s)/guardian(s) will be notified by the Bristol-Plymouth Admission Office in the event that the problem is not resolved by the local school guidance counselor.
- c. If after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

**LATE APPLICATIONS**

Applications received after April 1<sup>st</sup> will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

**TRANSFER STUDENTS**

Applications from students who are enrolled in a state-approved (Chapter 74) technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Bristol-Plymouth. All transfer students must attend an interview at Bristol-Plymouth. If the applicant or parent/guardian cannot provide transportation, an official from Bristol-Plymouth will go to the local school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy.

**WITHDRAWN STUDENTS**

Students who withdraw from Bristol-Plymouth and who are attending or not attending another high school may reapply Bristol-Plymouth following the procedures contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy.

**VII. SELECTION CRITERIA**

Completed applications are processed by the Admission Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement (maximum 20 points):

Grade Averages	Points
90-100 (A)	20
80-89 (B)	15
70-79 (C)	10
65-69 (D)	5
64 or below (F)	1

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 10 & 11 (fall admission), the average of the previous school year and terms 1 & 2 of the current school year marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10 & 11 (admission during the school year) the current school year to the date of the applications marks in English, social studies, mathematics and science from the local school report card/transcript are used.

B. Attendance (maximum 5 points):

Number of Unexcused Absences	Points
0-6	5
7-9	4
10-12	3
13-15	2
16 plus	1

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the local school report card/transcript are used. For applications to grades 10 & 11 (fall admission), the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the local school report card/transcript are used. For applications to grades 9, 10, & 11 (admission during the school year) the current school year to the date of the application, unexcused absences from the local school report card/transcript is used.

C. School Discipline/Conduct (maximum 10 points):

Discipline/Conduct Rating	Points
Excellent	10
Above Average	8
Average	6
Below Average	2
Poor	0

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 assessments from the local school report card/transcript or from the local school guidance counselor's assessment are used. For applications to grades 10 & 11 (fall admission), the average of the previous school year and terms 1 & 2 current school year assessments from the local school report card/transcript or from the guidance counselor's assessment are used. For applications to grades 9,10 and 11 (admission during the school year), the current school year to the date of the application assessments from the local school report card/transcript or from the local school guidance counselor's assessment is used.

D. Local Guidance Counselor's Recommendation (maximum 5 points):

Rating	Points
Excellent	5
Above Average	4
Average	3
Below Average	2
Poor	1

E. Interview (maximum 5 points):

Rating	Points
Excellent	5
Above Average	4
Average	3
Below Average	2
Poor	1

Interview topics: Interest in Tech Ed, educational goals, motivation and overall impression.

**VIII. SELECTION PROCESS**

The Admission Committee at Bristol-Plymouth will examine, discuss and make recommendations for action on the applicants.

After points are given in each area, the points are totaled for each applicant. A maximum total of forty-five (45) points can be earned.

The Admission Committee considers scholastic achievement, attendance, school behavior, local guidance counselor's recommendation and interview. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total". Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after April 1<sup>st</sup> will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Bristol-Plymouth *by* April 1<sup>st</sup> are notified of their status by a letter to their parents/guardians and their local school guidance counselor by mid-April. Applicants whose applications are received by Bristol-Plymouth *after* April 1<sup>st</sup> will receive a letter informing them of their status.

**IX. ENROLLMENT**

In order to enroll at Bristol-Plymouth for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed courses in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment at Bristol-Plymouth.

**X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All ninth grade students who enroll in Bristol-Plymouth participate in a three (3) phase technical experience designed to help them learn about their talents and interests relative to a variety of technical programs.

**The Exploratory Program schedule is as follows:**

**Phase I – Freshman Exposure (beginning to mid-September)**

**Phase II – Freshman Exploratory (mid-September to end of January)**

**Phase III – Freshman Permanent Placement (last week of January)**

Phase One is the Exposure Program during which all freshman students are “exposed” to every shop offered at Bristol-Plymouth. Students experience four (4) shop informational presentations each day covering a four-day period. At the conclusion of the phase, students select four (4) shops (in order of priority) which they want to learn more about during Phase Two: the Exploratory Phase.

The two (2) primary objectives of the Exploratory Phase are:

1. Students will receive adequate information and experiences to determine if they have the interest and aptitude to successfully complete a particular technical program.
2. Shop instructors will evaluate the student’s aptitude and potential to successfully complete that particular program.

With an emphasis on placing students into their top selections, students will spend two (2) weeks in each of the four (4) shops that they explore. [Let it be noted that students are highly encouraged to choose a non-traditional shop as one of their exploratory options]. Students are evaluated by each shop teacher. The scoring range is 0-50 points.

Phase Three- Permanent Placement begins during which each student selects his/her program of choice, as well as a second and third choice from the four (4) explored shops. Students are admitted into the shops of their choice based on the point total extracted from the following formula:

1. Specific Shop Selection Grade	0-50 points
2. Average of all Shops Explored	0-20 points
3. Academic Grades	0-16 points
4. Additional Specific Shop Teacher Input	0-10 points
5. Attendance/Conduct	<u>0-5 points</u>
TOTAL	101 points

Students with a higher point total will be placed in a shop before a student with a lesser point total. If a shop is filled, based on point total, before a student gets his/her first choice, the guidance counselor then moves to the students’ second or third choice and places the student in direct competition as if he/she made that choice a first choice. Again, the student is admitted based upon overall point total. If a student’s point total is so low that he/she was not placed in choices 1-3, the guidance counselor will meet with the student and present a list of shops with openings from which the student will make a selection. The process continues until all students are placed.

Grade nine (9) students who enroll in Bristol-Plymouth after the Exploratory Program has been completed, may explore vocational technical programs that have openings before making a permanent selection. Students who do not get placed in their top choice shops will remain on a rank-order wait list that is established for each shop. Should a shop opening occur any time in the freshman or sophomore year, wait-listed students will be notified and given the opportunity to transfer into the shop.

## **XI. REVIEW AND APPEALS**

### **Students Not Accepted for Admission/Placed on Waiting List:**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Bristol-Plymouth Tech indicating that the applicant was not accepted or was placed on a waiting list, may request a review of the decision by sending a letter to the Director of Student Services within thirty (30) days of the receipt of the letter. The Director of Student Services will respond in writing with the findings of the review within thirty (30) days.

If after review, the parent(s)/guardian(s) wishes to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the school's Assistant Superintendent-Director/Principal to appeal the Director of Student Services' findings. Bristol-Plymouth's Assistant Superintendent/Principal will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty (30) days of the receipt of the letter.

After this additional appeal has been heard, the Assistant Superintendent-Director/Principal will then respond in writing with his decision on the appeal within thirty (30) days of when the appeal was presented.

### **Students Not Accepted Into Selected Shop Area/Placed on Shop Waiting List:**

For shop selection, the appeals process is the same as the appeals process for students not accepted for admission/placed on waiting list as outlined above.

