

ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine and ten at North Shore Technical High School will be evaluated using the criteria contained in this Admission Policy. The North Shore Regional Vocational School District Committee approved this policy on March 11, 2004.

II. EQUAL EDUCATIONAL OPPORTUNITY

North Shore Technical High 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 North Shore Technical High 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 and admission process.

Information on limited English proficiency and disability submitted voluntarily by applicants, 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 or tenth grade student who is a resident of the North Shore Regional Vocational School District (Beverly, Boxford, Danvers, Essex, Gloucester, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Rockport, Salem, Swampscott, Topsfield and Wenham) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission to North Shore Technical High School subject to the availability of openings. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to North Shore Regional Vocational School District residents according to the District Agreement.

Students who are applying to enter grade 10, who are not residents of the North Shore Regional Vocational School District are eligible to apply for fall admission through

School Choice, subject to the availability of openings to North Shore Technical High School, provided they expect to be promoted to the grade they seek to enter by their local district. Nonresident choice students will be evaluated using the criteria contained in this Admission Policy. Due to the volume of ninth grade applicants from within District communities, School Choice is not available to entering ninth grade nonresidents.

All students eligible to apply to North Shore Technical High School must apply for fall admission, with the exception of transfer students from other vocational high schools.

Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at North Shore Technical High School 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, and eligible students will be admitted on a “space available” basis.

IV. ORGANIZATIONAL STRUCTURE

North Shore Technical High School is a public regional vocational technical school located on a campus in Middleton, Massachusetts. North Shore Technical High School is a member of the North Shore Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. North Shore Technical High School is committed to providing quality academic and vocational technical programs.

It is the responsibility of the North Shore Regional Vocational School District’s Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

North Shore Technical High School has an Admissions Committee appointed by the Superintendent. The committee consists of members of the Administration, Guidance, Special Needs, Vocational Technical and Academic Departments. Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

The North Shore Technical High Schools Admissions Coordinator(s) are responsible for disseminating information about North Shore Technical High School through local school assemblies and press releases, and for collecting applications from the local schools.

V. RECRUITMENT PROCESS

1. North Shore Technical High School disseminates information about the school through a variety of methods.
 - a. Visitations with an informational presentation to 8th grade classes in local schools by North Shore Technical High School staff from October to January 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 vocational-technical programs and speak with vocational and academic teachers.
 - c. Group tours are scheduled for 8th grade students from all sixteen sending communities in December and January; transportation and lunch are provided.
 - d. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.

- e. Brochures, which describe vocational technical programs, including academic courses, extra-curricular activities and cooperative education are distributed during the 8th grade visitations and the Open House.

VI. APPLICATION PROCESS

APPLICATION PROCESS-FOR FALL ADMISSION* TO THE NINTH AND TENTH GRADE

1. Students interested in applying to North Shore Technical High School for fall admission to the ninth or tenth, 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.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. complete their portion of the application form.
 - b. forward the completed applications to the Admissions Office at North Shore Technical High School between January 1st and March 15th. Completed applications include:

(i) Completed application form (including required signatures).

(ii) For applications to grade 9 , the average of grade 7 and term 1 (and term 2, if available) grade 8 marks in English, social studies, math and science from the local school report card/transcript is required.

For applications to grade 10, the average of the previous school year and term 1 (and term 2, if available) of the current school year marks in English, social studies, math and science from the local school report card/transcript is required.

For applications to grade 9, the sum of grade 7 and term 1 (and term 2, if available) grade 8 unexcused absences and unexcused tardies from the local school report card/transcript and/or attendance report is required.

For applications to grade 10, the sum of the previous school year and term 1 (and term 2, if available) of the current school year unexcused absences and unexcused tardies from the local school report card/transcript and/or attendance report is required.

For applications to grade 9, the average of grade 7 and term 1 (and term 2, if available) grade 8 assessments of behavior from the local school report card, discipline report or Guidance Counselor's assessment is required.

For applications to grade 10, 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, discipline report or Guidance Counselor's assessment is required.

For applications to grades 9 and 10, the local school Guidance Counselor's recommendation and an academic teacher recommendation are required.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admission Office at North Shore Technical High School 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 North Shore Technical High School's 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 thirty (30) school days, the application will be voided.

LATE APPLICATIONS

Applications received after March 15th 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. No applications will be processed after August 1st.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational 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 North Shore Technical High School. All transfer applicants must attend an interview at the North Shore Technical High School. If the applicant or parent/guardian cannot provide transportation, transportation to the interview will be provided. Their applications will be evaluated according to the provisions of this Admission Policy. Transfer students must meet the admission criteria in this policy, in order to be eligible for acceptance.

WITHDRAWN STUDENTS

Students who withdraw from North Shore Technical High School and who are attending or not attending another high school may reapply for fall admission to North Shore Technical High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

CHOICE STUDENTS

The North Shore Regional Vocational School District does participate in the School Choice Program for students entering grade 10, ~~11 or 12~~ on a space available basis, through a lottery system. All applicants for school choice must be received on or before April 1st.

VII. SELECTION CRITERIA

Completed applications are processed by the Admissions 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 40 points

Academic Grade	Points
A	10
A/B	9
B	8
B/C	7
C	6
C/D	5
D	4
D/F	2
F	0

For applications to grade 9, the average of grade 7 and term 1 (and term 2, if available) grade 8 marks in English, social studies, mathematics and science from the local school report card/transcript is used. For applications to grade 10, 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 is used.

B. Attendance: Maximum 10 points

Number of Unexcused Absences Unexcused Tardies	Points
0 – 10	10
11 – 25	5
25+	0

For applications to grade 9, the sum of grade 7 and term 1 (and term 2, if available) grade 8 unexcused absences and tardies from the local school report card/transcript or attendance report is used. For applications to grade 10, the sum of the previous school year and terms 1 & 2 current school year unexcused absences and tardies from the local school report card/transcript or attendance report is used. Unexcused absences and unexcused tardies are determined by the policies of the sending school district.

C. School Discipline/Conduct: Maximum 15 points

Discipline/Conduct Rating	Points
Excellent	15
Average	10
Below Average	5
Poor	0

For applications to grade 9, the average of grade 7 and term 1 (and term 2, if available) grade 8 behavioral assessments from the local school report card/transcript, Guidance Counselor's assessment or discipline report is used. For applications to grade 10, the average of the previous school year and terms 1 & 2 current school year assessments from the local school report card/transcript, Guidance Counselor's assessment or discipline reports is used.

D. Guidance Counselor's /Academic Teacher's Recommendation: Maximum 10 points

Rating	Points
Excellent	10
Average	5
Poor	0

E. Interview: Maximum 25 points

Rating	Points
Excellent	20-25
Above Average	13-19
Average	6-12
Below Average	1-5
Poor	0

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. To be eligible for an interview, a student's points must total at least 40 out of a possible 80 (before the interview score is added).

VIII. SELECTION PROCESS

The Admission Committee at North Shore Technical High School will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, local Guidance Counselor's/Academic Teacher's recommendations and interview results. Applications are reviewed, processed and assigned points.

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 applicant 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. If openings occur, the seats are filled by accepting resident applicants from the 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.

Non-resident Choice applicants (for grades 10, only) are evaluated using the criteria in this Admission Policy and will be placed on the waiting list after the resident applicants. Non-resident Choice applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been accepted, and space is available in their chosen vocational program. Choice applications must be submitted by April 1st. Choice students are accepted through a lottery.

Applications received after March 15th 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 North Shore Technical High School by March 15th, are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by April 15th. Applicants whose applications are not received by North Shore Technical High School by March 15th will have their applications processed, scored and integrated into the waiting list. Non-resident Choice students are notified by a letter to their parents/guardians and their local school Guidance Counselor by June 1st.

IX. ENROLLMENT

In order to enroll at North Shore Technical High School 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 its equivalent, and mathematics for the school year immediately preceding their enrollment.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in North Shore Technical High School participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs. Students initially explore each vocational technical shop for five days. Then, students list their top 3 exploratory choices and explore each of these for three days. Students are evaluated and scored (0-100 points) by each shop teacher during the week in each shop. At the end of this re-exploratory period, each student selects his/her program of choice, as well as a second and third choice from the explored shops. Students are admitted into the shop of their choice based on the student preference and the vocational teacher evaluations. If a shop fills before a student gets his/her first choice, the guidance counselor then moves to the students' second or third choice depending upon whether there is an opening in the shop. If a student could not be placed in their second or third choice shop because the shops were filled, the guidance counselor will meet with the student and present a list of the shops with openings which the student explored and ask the student to choose one of them. The process continues until all students are placed.

Students who apply to enroll in North Shore Technical High School after grade nine are asked to visit their desired vocational program in the spring of the preceding year, before making a program selection, if they are unsure of their shop selection. If the number of

enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually by their guidance counselor to determine the appropriateness of the transfer for the particular student.

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from North Shore Technical High School indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting an appeal/review to the Principal within thirty days of the receipt of the decision. The Principal will respond in writing to the request for appeal with the findings of the review within thirty days of the receipt of the letter. If after the review, the parent(s)/guardian(s) wish to appeal the Principal's decision, they may do so by sending a letter to the Superintendent. The Superintendent will respond in writing to the request for the second appeal with the findings of the review within thirty days of the receipt of the letter.

The applicant's parent/guardian, upon receipt of a letter from North Shore Technical High School indicating that the applicant was not accepted or placed on a waiting list for a particular program (shop), may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.

Adopted 3/11/04

Revised: June 2007

Approved: July 26, 2007