

Admission Policy

I. Introduction

An admissions process is necessary in regional vocational-technical high schools where space is a limiting factor. Career/technical education programs and laboratories (career/technical education shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary.

All applicants to grades nine through twelve at Greater New Bedford Regional Vocational Technical High School will be evaluated using the procedures and criteria contained in this Admissions Policy.

II. Equal Educational Opportunity

Greater New Bedford Regional Vocational Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, national origin, sex, religion, sexual orientation, gender, disability, or housing status.

If there is a student with limited English proficiency, a qualified representative from Greater New Bedford Regional Vocational Technical High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions process.

Students with disabilities and/or advocates may voluntarily self identify for the purpose of requesting reasonable accommodations during the entire application and admissions process. Information submitted voluntarily by students with limited English proficiency and students with disabilities, for the purpose of receiving assistance and accommodations during the entire application and admissions 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 district and who expects to successfully complete their current grade is eligible to apply for fall admission or admission during the school year. Pursuant to the McKinney-Vento Homeless Assistance Act, this includes students who are homeless and resided within the district. Successful completion of that grade is defined as promotion to the next

grade by the student's local school district. For eighth grade applicants, successful completion of that grade is defined as passing eighth grade English Language Arts or its equivalent, eighth grade mathematics or its equivalent, and subsequent promotion to grade nine by the student's local school.

Students transferring from Chapter 74 state-approved programs who relocate into the district are eligible to apply for fall admission or admission during the school year to grades 9-12. These students will be evaluated using the criteria contained in this Admissions Policy. Students will be placed in a career/technical program on an availability basis.

School Choice

The Greater New Bedford Regional Vocational Technical High District School Committee votes annually on whether to participate in the School Choice Program.

Homeless Students

Greater New Bedford Regional Vocational Technical High School will accept homeless students according to the selection criteria contained in this Student Admissions Policy.

Home Schooled Students

Students who are formally being home schooled may apply for admission to Greater New Bedford Regional Vocational Technical High School, including admission during the school year, provided all admissions policy criteria are followed. The home school students' parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the local school superintendent. Home Schooled students will be accepted to Greater New Bedford Regional Vocational Technical High School according to the selection criteria contained in this admission policy. Please refer to Section VI - Application Process for additional information regarding selection criteria.

Two-Year Programs

Some career and technical education programs at Greater New Bedford Regional Vocational are two years in length and are designed for juniors and seniors. For two-year programs, only students entering their junior year may apply.

IV. Organizational Structure

Greater New Bedford Regional Vocational Technical High School is a regional vocational-technical high school for young men and women. The school serves the communities of New Bedford, Dartmouth and Fairhaven. Founded in 1908, it was one of the first vocational schools in the country. Over the years, the school has gained an excellent reputation for providing quality vocational and academic programs. Greater New Bedford Regional Vocational Technical High School is an accredited member of the New England Association of Schools and Colleges.

It is the responsibility of the Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy. The Coordinator of Guidance/Pupil Personnel Services is directed by the Superintendent-Director to oversee the admissions process.

An Admission Committee is appointed by the Superintendent-Director. The committee consists of a Principal, the Coordinator of Guidance, the Special Services Department Head, and representatives from the academic and career/technical departments. Responsibilities of the committee include:

- A. Adherence to the standards and criteria for admission as approved by the the District School Committee.
- B. Development and implementation of admissions procedures.
- C. Processing of applications.
- D. Ranking of applicants according to approved criteria.
- E. Acceptance of students according to the procedure and criteria in the admissions policy.
- F. Establishment and monitoring of a waiting list of acceptable candidates.

The Coordinator of Guidance/Pupil Personnel Services is responsible for disseminating information about Greater New Bedford Regional Vocational Technical High School through local school assemblies, Open House, advertisements, press releases, brochures and web page entries. The Coordinator is also responsible for receiving applications from the local sending schools.

V. Recruitment Process

Greater New Bedford Regional Vocational Technical High School disseminates information about the school through a variety of methods:

- A. Visitations with an informational video and/or CD-ROM presentation to eighth grade classes in all sending schools. Guidance Counselors visits are scheduled in November.

- B. An Open House is scheduled on a Sunday in November. Prospective students and their parents/guardians are addressed by the Superintendent-Director and other Administrators. Parents/Guardians and students then have an opportunity to visit all career/technical and academic programs. Brochures outlining all curricular and extracurricular programs are available for students and parents/guardians.
- C. Parents/Guardians may schedule individual visits at a mutually convenient time by contacting the Guidance Office.
- D. Advertisements and public service notices are posted in the local newspapers, cable TV, community access channels and theaters.
- E. Other programs and activities deemed by the district to assist in recruiting.

VI. Application Process

Application Process for Fall Admission to Grade 9

- All Grade 8 students living in the district receive an application in the mail during November. Applications are also available in the Guidance Office of each sending school and applications are available to download from the school's web site at www.gnbvt.edu.
- Students and parents are instructed to return the completed application to their local Guidance Counselor.
- It is the responsibility of the local Guidance Counselor to:
 - Complete the sending school portion of the application including the recommendation and requested signatures.
 - Attach the required documents, which are: report cards from Grade 7 (full year) and Grade 8 (first two marking periods); the disciplinary report for both grades; and records of unexcused absences and tardy arrivals for both grades.
 - Forward the completed application to the Coordinator of Guidance/Pupil Personnel Services at Greater New Bedford Regional Vocational Technical High School as soon as possible. For Spring decision, the application deadline is March 1st. Applications received after March 1st will be considered for future acceptance rounds until the freshman class is filled. Students who apply after September 1st or after the first day of school will be placed on the waiting list.

Applications for Grades 10, 11, and 12

- Students interested in applying can obtain an application from their local school Guidance Counselor, request one from the Greater New Bedford Regional

Vocational Technical High School Guidance Office or download one from the school's web site at www.gnbvt.edu.

- Students and parents/guardians must forward the completed application to the local school Guidance Counselor by the deadline established by the local school district.
- It is the responsibility of the local Guidance Counselor to:
 - Check the application for completeness and signatures.
 - Complete the sending school section including the recommendation and required signatures.
 - Attach the required documents: Report cards, disciplinary record, and record of unexcused absences for the current year and prior year.
 - Forward the completed application and attachments to the Coordinator of Guidance/Pupil Personnel Services at Greater New Bedford Regional Vocational Technical High School as soon as possible.
- Applications received by July 1st will be reviewed and processed for immediate September openings. Applications received after that date will be processed and considered for acceptance on a waiting list — program availability basis.

Application Process during the School Year for Admissions to Grades 9, 10, 11 or 12

- Students interested in applying can obtain an application from their local school Guidance Counselor, request one from the Greater New Bedford Regional Vocational Technical High School Guidance Office or download one from the school's web site at www.gnbvt.edu.
- Students and parents/guardians must forward the completed application to the local school Guidance Counselor by the deadline established by the local school district.
- It is the responsibility of the local Guidance Counselor to:
 - Check the application for completeness and signatures.
 - Complete the sending school section including the recommendation and required signatures.
 - Attach the required documents: Report cards, disciplinary record, and record of unexcused absences and tardy for the prior year and for the current year up to the date of the application.
 - Forward the completed application and attachments to the Coordinator of Guidance/Pupil Personnel Services at Greater New Bedford Regional Vocational Technical High School as soon as possible.
- Applications received by July 1 will be reviewed and processed for immediate September openings. Applications received after that date will be processed and considered for acceptance on a waiting list program availability basis.

Incomplete Applications

If incomplete applications are received, the following procedures will be followed:

- The Greater New Bedford Regional Vocational Technical High School Guidance Office will notify the local school guidance counselor responsible for submitting the application, that the application is incomplete and will request completion.
- The applicants' parents/guardians will be notified by the Greater New Bedford Regional Vocational Technical High School Guidance Office in the event the problem is not resolved by the local school guidance counselor.
- All additional efforts will be made to complete the application through direct contact with the local school counselor, parents/guardians and applicant. These efforts will be documented. If after forty-five days the application is still incomplete, the application will be considered null and void. The forty-five day deadline may be waived by the Superintendent-Director if the parent can show mitigating circumstances.

Late Applications

Applications received after any aforementioned deadlines will be evaluated using the same criteria as other applications and the resulting composite score will be integrated in rank order on the established waiting list.

Withdrawn Students

Students who withdraw from Greater New Bedford Regional Vocational Technical High School and who are attending or not attending another high school may reapply following the procedures contained in this Admissions Policy and will be evaluated using the same criteria.

Home Schooled Students

Students who are formally being home schooled may apply for admission to Greater New Bedford Regional Vocational Technical High School, including admission during the school year, provided all admissions policy criteria are followed. The home school students' parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the local school superintendent. Grades level work and a representative sample or portfolio of the student's body of work in English language arts or its equivalent, math, science, and social studies must be submitted. Home-schooled students will be ranked on their portfolio/grades (50%) and three letters of

recommendation (not related to student) (50%) including one from someone knowledgeable of the student's academic ability.

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:

Scholastic Achievement Maximum 30 Points

Grade Average	Points for Each of Four Subjects
90-100	7.5
80-89	6
70-79	4.5
65-69	3
0-64	0

For applications to Grade 9 (fall admission), the average of Grade 7 and marking periods one and two Grade 8 marks in English, mathematics, science and social studies from the local school report card are used. For application to grades 10, 11, and 12 (fall admission), the average of the previous school year and terms one of the current school year marks in English, mathematics, science and social studies from the local school report card are used. For applications to Grades 9, 10, 11 and 12 (admission during the school year), marks in English, mathematics, science and social studies from the current school year to the date of the application are used.

Attendance Maximum 30 points

Number of Unexcused Absences	Points
0	30
1-5	25
6-9	20
10-12	10
13-15	5
16 or more	0

For applications to Grade 9 (fall admission), the sum of the unexcused absences from Grade 7 and marking periods one and two of Grade 8 from the local school report card are used. For applications to grades 10, 11, and 12 (fall admission), the sum of the unexcused absences from the previous school year and current school year from the local school report card are used. For applications to grades 9, 10, 11 and 12 (admission during the school year), unexcused absences from the current school year to the date of the application are used. (After 9 tardy every 3 tardy will equal 1 absence)

School Behavior **Maximum 30 points**

Number of Incidents	Points
0	20
1-2	10
3-5	5
6 or more	0
Number of Suspensions	Points
0	10
1	5
2 or more	0

Total of numbers one and two equals the student's School Behavior rating.

For applications to Grade 9 (fall admission), the total number of disciplinary incidents and/or suspensions in Grade 7 and marking periods one and two of Grade 8, listed on the local school discipline report or provided by the local school Guidance Counselor, are used. For applications to Grades 10, 11 and 12 (fall admission), the total number of disciplinary incidents and/or suspensions from the previous school year and the current school year, listed on the local school report card or provided by the local school Guidance Counselor, are used. For applications to Grades 9, 10, 11 and 12 (admission during the school year), the total number of disciplinary incidents and/or suspensions from the current school year to the date of the application, listed on the local school report card or provided by the local school Guidance Counselor, are used.

Local Guidance Counselor Recommendation **Maximum 10 points**

Rating by Guidance Counselor	Points
-------------------------------------	---------------

Excellent: Student is highly motivated, demonstrates excellent leadership and independent skills, has outstanding work and study habits, maintains excellent citizenship, has respect for school policy and career/technical learning, and is a good example for peer mentoring.	10
Above Average: Student is motivated, has good attitude toward school, and demonstrates leadership and independence regarding academic and career/technical learning. Student is responsible and a self-starter.	8
Average: Student successfully completes tasks, is attentive and motivated with a good attitude toward school and career/technical learning. Student will follow directions.	6
Below Average: Student is not motivated, and attitude toward school and/or behavior is problematic. Student may not follow rules and directions consistently. Student's level of independence and responsibility is inconsistent.	4
Poor: Student is not motivated to attend school or to do assigned school work. Attitude, behavior and work habits are less than desirable. Student may be a safety risk.	0

VIII. Selection Process

The Admission Committee at Greater New Bedford Regional Vocational Technical High School will examine, discuss and make recommendations for action on the applicants.

Based on scholastic achievement, record of unexcused absences, school behavior, and local guidance counselor recommendation each applicant is assigned a point total., The point totals are listed in rank order from highest to lowest. The applicant with the highest point total is accepted first, followed by the next on the list and so on until all openings are filled. All applicants are accepted, declined, or placed on a waiting list. Applicants who are accepted are notified by mail and given ten (10) days to respond favorably to the acceptance.

If an acceptance is declined, admission is offered to the next applicant on the waiting list. This list is in descending order of points assigned according to the selection criteria. Applications received after the initial deadline (March 1) will be evaluated using the same criteria as other applications and the composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by May 15 are notified of their status by a letter to their parent(s)/guardian(s) with proper notice to the local sending school

principal by June 1. All notifications will state that the admissions decision is conditional on meeting the requirements noted in the Enrollment section of the policy.

IX. Enrollment

In order to enroll at Greater New Bedford Regional Vocational Technical High School, applicants must have successfully passed English Language Arts or its grade equivalent, mathematics or its grade equivalent, and been promoted by their local school district to the grade they seek to enter. Students who fail English Language Arts or its grade equivalent or mathematics or its grade equivalent for the year will not be accepted and will have their acceptance letter rescinded.

Acceptance and enrollment at Greater New Bedford Regional Vocational Technical High School is conditional upon the accuracy and completeness of a student's application. Greater New Bedford Regional Vocational Technical High School reserves the right to revoke its conditional acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process. Additionally, Greater New Bedford Regional Vocational Technical High School, reserves the right to review applications when the final report card, terms three and four and records of discipline and attendance from terms three and four, greatly differ from the initial information received in the application for terms one and two. This review may lead to the re-calculation of the application and possible revocation of student's acceptance to Greater New Bedford Regional Vocational Technical High School.

X. Appeal Process

The applicants parent(s)/guardian(s) may, upon receipt of a letter from Greater New Bedford Regional Vocational Technical High School indicating that the applicant was not accepted or placed on a waiting list for admission to the school, may request a review of the decision by sending a letter requesting a review to the Superintendent-Director within thirty days of the receipt of the letter.

The Superintendent-Director will respond in writing to the letter of appeal within thirty days. The superintendent's decision will serve as the final decision in the appeal process.