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TRI • COUNTY
REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
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MEMBER TOWNS:
Franklin, Medfield,
Medway, Millis, Norfolk,
North Attleboro, Plainville,
Seekonk, Sherborn,
Walpole, Wrentham

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL ADMISSIONS POLICY AND PROCEDURES

I. INTRODUCTION

An admissions process is necessary in vocational-technical schools where space is a limiting factor. Vocational-technical programs and laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops and laboratories 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 twelve at Tri-County Regional Vocational Technical High School will be evaluated using the criteria contained in this Admissions Policy. The Tri-County Regional Vocational Technical School District Committee approved this policy on July 24, 2019.

II. EQUAL EDUCATION OPPORTUNITY

Tri-County Regional Vocational Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, and veteran or military status.

If there is a student with limited English proficiency, a qualified representative from Tri-County will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions process upon request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admissions 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 admissions process, will not affect the admission to the school.

III. ELIGIBILITY STATEMENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Tri-County Regional Vocational Technical School District (Franklin, Plainville, Medfield, Seekonk, Medway, Sherborn, Millis, Walpole, Norfolk, Wrentham, North Attleboro) who expects to successfully complete the current grade is eligible to apply for fall admission or admission during the school year subject to the availability of openings at Tri-County Regional Vocational Technical High School. Successful completion of the current grade is defined as promotion to the next grade for current Grade 9, 10, and 11 students by the student's local school district and having passed English Language Arts or its equivalent and mathematics for each year of high school enrollment.

Successful completion for Grade 8 students is defined as having passed English Language Arts or its equivalent and mathematics and having been promoted to grade 9 by the local school district.

Students who begin their enrollment as District residents and move outside the District during their enrollment, who request to remain at Tri-County as nonresidents under M.G.L. c.74, Sections 7 and 7C will be allowed to do so provided that they obtain approval from the superintendent of the student's district of residence in accordance with the Massachusetts Department of Elementary and Secondary

Education Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process located at: http://www.doe.mass.edu/cte/admissions/non_guidelines.

In all cases, nonresident applicants must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application located at: <http://www.doe.mass.edu/cte/admissions> with the superintendent of the student's district of residence in accordance with the Massachusetts Department of Education Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L. c.74. http://www.doe.mass.edu/cte/admissions/nonres_guidelines.

Students residing in towns not included in the Tri-County Regional Vocational Technical School District may apply if they meet all the requirements listed above. These applicants will be considered for any openings remaining after those eligible from the district towns have been admitted.

Transfer students from other chapter 74 programs are eligible to apply for fall admission or admission during the school year to Grades 9-12 at Tri-County provided they expect to successfully complete their current grade. Transfer students will be evaluated using the criteria contained in this Admission Policy.

Home schooled students must provide documentation from their local superintendent showing approval of curriculum and evidence of work reflecting state benchmarks. Refer to page 4, section VI for additional information.

IV. ORGANIZATIONAL STRUCTURE

Tri-County Regional Vocational Technical High School is a public, regional vocational technical high school serving the Tri-County Regional Vocational Technical School District, comprising the towns of Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole and Wrentham. The campus is located in Franklin, Massachusetts. Tri-County Regional Vocational Technical High School is an accredited member of the New England Association of Schools and Colleges.

It is the responsibility of the Tri-County Regional School District Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Tri-County has an Admissions Committee appointed by the Superintendent. The committee consists of the Principal, Guidance Department Head, the Director of Special Education, Dean of Students, the Vocational Director and other administrators deemed necessary. The Guidance Department Head serves as the Chair of the Admissions Committee. Responsibilities of the Admissions Committee include:

- Determination of standards for admission
- Development and implementation of admissions procedures
- Processing of applications
- Ranking of students
- Admission of students according to the procedure and criteria in the admissions policy
- Establishment and maintenance of a waiting list of acceptable candidates

It is the responsibility of the Admissions Committee to ensure that to whatever extent possible all qualified applicants are served with no limitations on the number accepted from each of the 11 towns according to available space. In the event that applications exceed the number of openings available in any grade level, 9 – 12, each member town's percentage of seats will be the ratio of that town's eligible high school student population, as determined by the most recently available January 1st School-Attending Children Report, for children in grades 8 – 11 as compared to the total number of children in grades 8 – 11 reported within Tri-County's School District. Available spaces from communities that have not filled their available seats with acceptable candidates by May 1st of each year will be distributed to those communities that have an excess of acceptable candidates.

Openings for grades 9 – 12 will be determined by the Tri-County Administration. Tri-County is in compliance with State and Federal legislation guaranteeing equal access to public educational institutions.

Students who have withdrawn from Tri-County must reapply and meet the established admissions criteria.

Nonresident students must meet the same admissions criteria as resident students. They will be admitted on a space-available basis after June 30th following the completion of the admissions process for in-district students. Nonresident students must have approval of their nonresident tuition arrangements.

Transfer students from other vocational schools will adhere to the admissions policy and will be accepted on an individual basis on a space-available basis.

Tri-County Regional Vocational Technical High School does not participate in the School Choice Program.

V. RECRUITMENT PROCESS

Prior to applying to Tri-County, district students have several opportunities to gain information about the School and its programs including:

1. Program of Study booklets/pamphlets describing Tri-County's academic and vocational programs and an application are available in the sending schools and Tri-County Guidance Office. Program of Study booklets/pamphlets are mailed to all district grade 8 students.
2. All the region's grade 8 students have the opportunity to attend Career Days at Tri-County which are generally held in late October and/or early November. Students tour the school, learn about available programs, and listen to presentations describing career pathways. Transportation for the day is provided by Tri-County. Participation in Career Days is not a prerequisite for admission.
3. Tours are available to the public on Tuesdays at 9:00 A.M. The Tri-County Vocational Technical School Office is open year round to provide information to prospective applicants. Information about the school is also available at the Tri-County website at www.tri-county.us.
4. An Open House for Grade 8 Parents and Students is held in early November.

VI. APPLICATION PROCESS

The application for admissions is found on the Tri-County website (www.tri-county.us) and is translated into different languages. Brochures and postcards with application information and directions are mailed to all eighth grade students who reside within the Tri-County Regional School District.

1. The application, requesting personal information and program choices, is filled out by the child and parent. The parent must sign (or e-sign) the application to indicate approval of their son/daughter's application and authorize the release of all information by the sending school.
2. The application is submitted online. Each year the Tri-County regional middle schools will be contacted and provided login information to view and to submit applicants school records that are required for admissions. This information includes the student's report card for the previous year and the first half of the current year; attendance reports for the same time period; the school recommendation, discipline record and any other pertinent information. Paper applications should be requested from the Tri-County Guidance Department.
3. Students are scheduled for an interview with a member of the admissions team or their designee. In the case of student absence on the interview day, or in the case of a late applicant, the interview

schedule will be mutually agreed upon between the Director of Guidance and the student's counselor and/or parent(s)/guardian. The purpose of the interview is to clarify the student's reason for attending Tri-County, choice of program areas, career goals, interests and motivation.

4. Notification will be made by the Guidance Department Head to all applicants by May 1st. Each applicant will receive a letter notifying them of an admissions decision including; accept, reject, or waitlist. Regional middle school counselors will be notified. The wait list is valid for the current school year. 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, which is determined by the total points given according to the selection criteria.
5. Fall priority admissions application deadline is December 31. Applications will be accepted until capacity is reached. Capacity is determined by the Superintendent.
6. Home Schooled Students (including approved online educated) who are formally being home schooled may apply for admission to Tri-County Regional Vocational Technical High School, including admission during the school year, provided all admission criteria are followed.
 - The home schooled student's parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent, provide documentation showing the approval of the curriculum, and provide evidence of work reflecting state benchmarks.
 - Home schooled students will be accepted to Tri-County Regional Vocational Technical High School according to the selection criteria contained in this Admission Policy.
 - The Admission Policy for home schooled students includes: Students who are home schooled may apply for admission to Tri-County, including admission during the school year, provided all admissions policy criteria is followed: a) The homeschooled student must submit a copy of the "Home School Approval Letter" from the local superintendent. b) If grades are not available, a representative sample portfolio of the student's body of work in English, Math, Science and Social Studies must be submitted. c) Home Schooled students will be ranked on their portfolio/grades (34%), three letters of recommendation (33%), and an interview with Tri-County staff (33%). d) If the student has also attended school at any time within the two years of applying, the current year's and one year prior records will be included as appropriate. e) Three letters of recommendation should be written by community member who is not a direct relation to applicant.

VII. SELECTION CRITERIA

1. Scholastic Achievement - A maximum of 20 points is derived from the previous full year grades and all grades prior to February 1 for the current school year in English, math, social studies, and science from the local report card. Each class is given the appropriate letter grade (when numerical grades are not available, students are given the average of A-95, B-85, C-75, D-69, F-65 or below); the four course grades are averaged to give the overall score.

Grade Averages	7 th Grade Points	8 th Grade Points
90-100	10	10
80-89	8	8
70-79	5	5
65-69	3	3
0-64	0	0

Possible score: 20

Students who receive pass/fail grades: A passing grade will be awarded a score representing the lowest passing score.

2. **Attendance** - Attendance, based on the total number of absences and tardies (3 tardies = 1 absence), constitute the attendance category. Points are awarded and totaled for grade 7 and the first half of grade 8. For students applying for Grade 10, 11, or 12, points are awarded for the previous two years using the full year point value chart.

7th Grade		8th Grade	
Full Year	Point Value	Half-Year	Point Value
0 – 5 (absences)	10	0 – 3	10
6 – 10	8	4 – 6	8
11 – 15	6	7 – 8	6
16 – up	0	9 – up	0

Possible score: 20

3. **Conduct/Behavior** - This criterion is a measure of the student's rating in conduct and citizenship as determined by teachers and counselors and recorded on the application and as determined by the student discipline record. Points are awarded as follows:

Rating	Point Value
Excellent (0 detentions, referrals, or logged incidents)	25
Good (1 detention, referrals, or logged incidents)	15
Average (2 – 4 detentions, referrals, or logged incidents)	10
Fair (1 suspension or 4+ detentions)	5
Poor (5+ detentions, referrals, or logged incidents 1+ days suspension)	0

Possible Score: 25

4. **Sending School Recommendation** - A maximum of 10 points is derived from the recommendation of the sending school counselor and/or other sending school personnel who know the applicant best. A student's performance at his/her current grade level is being evaluated. The recommendation is based on a student's effort and motivation regarding his/her education. Points are awarded as follows:

Rating	Point Value
Excellent	10
Good	8
Average	6
Fair	4
Poor	0

Possible Score: 10

5. **Interview** - Each applicant will be interviewed by the Guidance Department Head or designee. Each applicant is asked the same questions and rated with a uniform standard. The interview will provide information regarding the student's reason for attending Tri-County and ability to benefit there from, the student's choice of program area, career goals, and his/her interests and motivation.

Rating	Point Value
Excellent	25
Good	15
Average	10
Fair	5
Poor	0

Possible Score: 25

Possible score for all criteria: 100 points

Applications are rank ordered from the highest admissions score to the lowest. Students who have low scores and do not meet the admissions criteria will be placed on a waiting list or may be rejected. Students on the waiting list will have their applications reviewed as space becomes available.

VIII. SELECTION PROCESS

The Guidance Department Head and/or designee screens each application to determine if it is complete. Each criterion is translated into numerical equivalents and added, resulting in the admissions score. The score is a composite point value of the five admissions criteria computed as follows:

- 20 Points** Achievement (English Language Arts, mathematics, social studies and science grades)
- 20 Points** Attendance
- 25 Points** Conduct/behavior
- 10 Points** Recommendation/effort
- 25 Points** Interview
- = Admissions score

Students from the District are rank ordered by their admission score in descending order. Students applying from non-district towns are rank ordered by their admissions scores in descending order and their names are placed on a list entitled "Nonresident Applicants".

The Admissions Committee reviews the applications from each town to determine the final selection of entering students. The Committee also reviews the Nonresident applicants and makes recommendations for acceptance when appropriate.

All applicants who complete the admission process are notified of their status by a letter to the student and/or parent(s)/guardian(s). School Guidance Counselors will be notified as well. Students must be promoted to the next grade level in order to maintain their acceptance status. Students must pass English Language Arts and Mathematics by June of the school year in which the application was processed.

IX. ENROLLMENT AND CONDITIONAL ADMISSION

In order to enroll at Tri-County Regional Vocation Technical High School as a Grade 9 student, students must have successfully completed Grade 8. Successful completion is defined as having passed English Language Arts or its equivalent and mathematics and having been promoted to Grade 9 by the local school district. For students entering as Grade 10, 11, or 12, applicants must have been promoted to the grade they wish to enter by their local school district and have passed English Language Arts or its equivalent and mathematics in each year at the local school. Nonresident students must have approval of their nonresident tuition arrangements.

Any application found to be fraudulent, or if a student is accepted under false pretense, will be deemed ineligible to enroll. If that student is already enrolled, the administration will determine the appropriate action.

X. PROGRAM ADMISSION

All grade nine students who enroll in Tri-County participate in a half school year exploratory program which consists of two phases. During phase one, all grade nine students explore all vocational programs for a 1/2 day each. During phase two, all grade nine students explore six exploratory programs of their choice. Each exploratory is graded and is figured in the student's exploratory average. In January of the freshman year, students select their top three choices for a vocational major. Program choices are awarded based on space available determined by the Superintendent. If more students select a program major than there are spaces available, then the students are rank ordered by their exploratory grade. If there is a tie in exploratory scores, the tie-breaker is the student's exploratory score in that specific program. Remaining students are placed on a waiting list, rank ordered by exploratory score in that program. Those students are then placed in one of their alternate program selections. If the student's second and third choices are not available due to space availability, the guidance counselor will meet with the student and review spaces available. The guidance counselor will meet with the student on the wait list if any opening should occur during the remainder of Grade 9.

- 40 points** – Average grade in all 6 explored program
- 20 points** – Grade in 1st choice program
- 20 points** – Conduct/Behavior
- 20 points** – Attendance
- =100 total possible points**

Attendance (Grade 9)	
Half-Year	Point Value
0 – 3	20
4 – 6	10
7 – 8	5
9 – up	0

Discipline Rating	Point Value
Excellent (0 detentions, referrals, or logged incidents)	20
Good (1 detention, referrals, or logged incidents)	15
Average (2 – 4 detentions, referrals, or logged incidents)	10
Fair (1 suspension or 4+ detentions)	5
Poor (5+ detentions, referrals, or logged incidents 1+ days suspension)	0

Students who enroll in Tri-County after the completion of the Grade 9 exploratory program may explore vocational technical programs that have openings, before making a program selection. Students are evaluated and graded by each shop instructor during the period of the exploration. 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 a 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 to determine the appropriateness of the transfer of the particular student.

XI. REVIEW AND APPEALS PROCESS

The applicant's parents(s)/guardian(s), upon receipt of a letter from Tri-County indicating that the applicant was not admitted or placed on a waiting list for the school or for a particular program, may request a review of the decision by sending a letter requesting a review to the Guidance Department Head within 15 days of the receipt of the letter. The Guidance Department Head will respond in writing to the letter with the findings of the review within 15 days of receipt of the letter. If after the review by the Guidance Department Head, the parent/guardian wishes to appeal the findings, they may do so by sending a letter requesting a review to the Principal within 15 days of receipt of the letter from the Guidance Department Head. The Principal will respond in writing to the letter with the findings of the review within 15 days of the receipt of the appeal letter. The decision of the Principal is final.