

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

ADMISSIONS POLICY

Approved by Massachusetts DOE OCTOBER 2003

I. INTRODUCTION

An admissions process is necessary in regional vocational-technical where space is an intrinsic limiting factor. Vocational-technical laboratories (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 to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through twelve at Upper Cape Cod Regional Technical School (Upper Cape Tech) will be evaluated using the criteria contained in this Admissions Policy. The policy was approved by the Upper Cape Cod Regional Technical School Committee on December 11, 2003.

II. EQUAL EDUCATIONAL OPPORTUNITY

Upper Cape Cod 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, disability or sexual orientation.

If there is a student with limited English proficiency, a qualified representative from Upper Cape Tech will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions 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 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 their admission to the Upper Cape Tech.

III. ELIGIBILITY

Priority for admission is given to students who are residents of the Upper Cape Cod Regional Technical School District (Bourne, Falmouth, Marion, Sandwich, and Wareham).

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Upper Cape Cod Regional Technical School District who expects to be promoted to the grade they seek to enter 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 at Upper Cape Tech. Resident students will be evaluated using the criteria contained in this Admission Policy.

Students who are not residents of the Upper Cape Cod Regional Technical School district are eligible to apply for fall admission during the school year subject to the availability of openings at Upper Cape Tech, provided they expect to be promoted to the grade they seek to enter by their local district. Nonresident students will be evaluated using the criteria contained in this Admission Policy.

Transfer student from other vocational technical schools are eligible to apply for fall admission during the school year to grades 9 – 12 at Upper Cape Tech 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

Upper Cape Cod Regional Technical School is a public regional technical school located on a scenic campus overlooking Buzzard's Bay in Bourne, Massachusetts. Upper Cape Tech is accredited by the New England Association of Schools and Colleges. Upper Cape Tech is committed to providing quality technical programs.

It is the responsibility of the Upper Cape Cod Regional Technical School's Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy. Upper Cape Tech has an Admission Committee appointed by the Superintendent-Director. The committee consists of a member of the Administration, Guidance, Special Needs, Technical and Academic Departments. Responsibilities of the Admission 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 Admissions Counselor is responsible for disseminating information about Upper Cape Tech through local school assemblies and press releases, and for collecting applications from the local schools.

Upper Cape Cod Regional Technical School District Agreement:

Upper Cape Cod Regional Technical School District governs the admission of school district residents. Admissions procedure is as follows:

After a point total for each resident's application has been determined, the resident's applications are placed in the order of their "point total". Resident's applications are then accepted in order of the point total they have achieved. The resident applicant with the highest point value is accepted first; the resident applicant with the second highest point value is accepted second, and so on until all seats are filled. All residents 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.

Upper Cape Cod Regional Technical School does not participate in school choice.

V. RECRUITMENT PROCESS

1. Upper Cape Cod Regional Technical School disseminates information about the school through a variety of methods.
 - a. Visitations with an informational slide presentation to 8th grade classes in local schools by Upper Cape Tech staff from October 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.
 - c. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
 - d. Brochures which describe technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8th grade visitations and the Open House.

VI. APPLICATION PROCESS

*APPLICATION PROCESS FOR ALL FALL ADMISSION TO THE NINTH, TENTH,
ELEVENTH AND TWELFTH GRADE*

1. Students interested in applying to Upper Cape Cod Regional Technical School for fall admission to the ninth, tenth, eleventh or twelfth 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 to their local school Guidance Counselor by the deadline set by the Guidance Counselor.
 - c. Attend a scheduled interview with an Upper Cape Tech guidance counselor to take place at the resident school. If the applicant is absent on the day of the scheduled interview, an alternative time at the resident school will be scheduled.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Prepare a complete admissions packet.
 - c. For applications for grade 9 (fall admission), the average of terms 1 & 2 grade 8 marks in English language arts, social studies, math and science from the local school report card/transcript are required. For applications to grades 10, 11, & 12 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year marks, if available, in English language arts, social

studies, math and science from the local school report card/transcript is required.

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

For applications to grades 10, 11, & 12 (fall admission) the sum of the previous school year and terms 1 & 2 current school year unexcused absences, if available, from the local school report card/transcript are required.

For application to grade 9 (fall admission), the conduct report of term 1 & 2 grade 8 from the local school report card or school discipline report are required. For applications to grades 10, 11, and 12 (fall admission) the conduct report of the previous school year and terms 1 & 2 of the current school year, if available, are required and terms 1 & 2 of the current school from the local school report card or the discipline report are required.

For applications to grade 9, 10, 11 and 12 (fall admission), the local school Guidance Counselor's recommendation is required.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admission Office at Upper Cape Cod Regional Technical 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 Upper Cape Cod Regional Technical School's Admissions 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 placed in an "incomplete" file.

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

1. Students interested in applying to Upper Cape Cod Regional Technical School 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 a scheduled interview with an Upper Cape Tech Guidance Counselor to take place at the resident school. If the applicant is absent on the day of the scheduled interview, an alternative interview time at the resident school will be scheduled.

2. It is the responsibility of the local school Guidance Counselor to:

- a. complete their portion of the application form.
- b. complete the following documentation and have it ready for the Admission Counselor(s) when they arrive at the resident school for interviews:
 - (i) completed application form (including required signatures)
 - (ii) For application to grades 9, 10, 11 & 12 (admission during the school year) documentation of the current school year grades, to date, in English Language Arts, social studies, math and science are required.

For applications to grades 9, 10, 11 & 12 (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 & 12 (admission during the school year) the current school year to date conduct report from the local school report card or from the discipline report are required.

For applications to grades 9, 10, 11 & 12 (admission during the school year) the local school Guidance Counselor's recommendation is required.

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

- a. The Upper Cape Tech 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 Upper Cape Tech Admission Office in the event 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 placed in an "incomplete" file.

LATE APPLICATIONS

Applications received after April 1st 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 Upper Cape Tech. All transfer applicants must attend an interview at Upper Cape Tech. If the applicant or parent/guardian cannot provide transportation, an official from Upper Cape Tech will go to the local school to interview the applicant. Their application will be evaluated according to the provisions of this Admissions Policy.

WITHDRAWN STUDENTS

Students who withdraw from Upper Cape Tech and who are attending or not attending another high school may reapply to Upper Cape Tech 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	5
80 – 89	4
70 – 79	3
60 – 69	2
0 - 59	0

For applications to grade 9 (fall admission), of 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, and 12 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year, if available, marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10, 11 & 12 (admission during the school year) the current school year to the date of the application marks in English, social studies, mathematics and science from the local school report card/transcript are used.

B. Attendance: Maximum 20 points

Number of Unexcused Absences	Points
0 – 3	20
4 – 8	15
9 – 14	10
15 and over	0

For applications to grade 9 (fall admission) terms 1 & 2 of grade 8 unexcused absences from the local school report card/transcript are used. For applications to grades 10, 11 & 12 (fall admission) the sum of the previous school year and terms 1 & 2 current school year, if available, unexcused absences from the local school report card/transcript are used.

C. School Discipline/Conduct: Maximum 20 points

Discipline/Conduct Rating	Points
Excellent <i>0 references to discipline</i>	20
Above Average <i>1-3 detentions/1 day in school suspension</i>	15
Average <i>3-6 detentions/2 day in school suspension 1 day out of school suspension</i>	10
Below Average <i>2 – 3 days out of school suspension</i>	5
Poor <i>7+ detentions/3 day in school suspension 4+ days out of school suspension</i>	0

For applications to grade 9 (fall admission), the conduct report from terms 1 & 2 grade 8 from the local school report card/transcript or the discipline report are used. For applications to grades 10, 11 and 12 (fall admission) the current school year to date conduct report from the local school report card or discipline report are used. For applications to grades 9, 10, 11 & 12 (admission during the school year) the current school year to date conduct report from the local school report card/transcript or from the discipline report are used.

D. Local Guidance Counselor’s Recommendation: Maximum 10 points

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

E. Interview: Maximum 30 points

Rating	Points
Excellent	10
Above Average	8
Average	6
Below Average	2
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.

VIII. SELECTION PROCESS

The Admission Committee at Upper Cape Tech will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, local Guidance Counselor's recommendation and interview results. 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" and town of residence. 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 applicants are evaluated using the criteria in this Admission Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been accepted.

Applications received after April 1st 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 Upper Cape Tech by April 1st are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by Mid-May. Applicants whose applications are not received by Upper Cape Tech by April 1st will receive a letter each school quarter informing them of their status.

IX. ENROLLMENT

In order to enroll at Upper Cape Tech 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 at Upper Cape Tech.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Upper Cape Tech 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 one day. Then, students list their top four exploratory choices and explore each of them for one week. Students are evaluated and scored (1 – 100 points) by each shop teacher during the week in each shop. At the end of this five-week exploratory period, each student selects his/her program of choice, as well as a second and third choice from the four explored shops. Students are evaluated and scored (0-100 points) by each shop teacher during

the week in each shop. At the end of this four-week exploratory period, each student selects his/her program of choice, as well as a second and third choice from the four explored shops. Students are admitted into the shop of their choice based on the point total they received in all shops combined. For example, a student with a point total of 392 would be admitted before a student with a point total of 390. If a shop fills, based on point total, 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. Again, the student is admitted based upon overall point total. If a students' point total in all shops combined is so low that they were not placed in their second or third choice shop because the shops were filled by students with higher point totals, 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. Again, students selecting shops from among the shops with openings, which the student explored, will be admitted based on their point totals. The process continues until all students are placed.

Students who enroll in Upper Cape Tech after grade nine may explore vocational technical programs that have openings, before making a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank order 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 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 Upper Cape Tech 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 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 with the findings of the review within thirty days. If after the review, the parent/guardian 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 Committee to appeal the Superintendent-Director's findings. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.

The applicant's parent/guardian, upon receipt of a letter from Upper Cape Tech indicating that the applicant was not accepted or placed on a waiting list for a particular program, may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty days of the receipt of the letter. The Superintendent-Director will respond in writing to the letter with the findings of the review within thirty days.