

# BLUE HILLS REGIONAL TECHNICAL SCHOOL

## ADMISSION POLICY

This policy is available in multiple languages upon request. Este documento está disponível em múltipla forma de linguagem sobre petição. Este documento está disponible en múltiples forma del idioma sobre la petición. Ce document est disponible dans la forme de langue multiple sur demande. Dokiman sa a disponib nan fòm sa a nan plizyè lang sou demann.

### I. INTRODUCTION

An admission process is necessary in career and vocational technical education schools where space is a limiting factor. Each career and vocational technical education program is designed and equipped to serve a maximum number of students, resulting in the inability to accommodate all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to Blue Hills Regional Technical School for grades nine through twelve will be evaluated using the selection criteria contained in this Admission Policy. The Blue Hills Regional Vocational School District Committee approved this policy.

### II. EQUAL EDUCATIONAL OPPORTUNITY

Blue Hills 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, gender identity, disability or homelessness status.

If there is a student with limited English proficiency, a qualified representative from Blue Hills Regional 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. Applications are available in English, Spanish, Portuguese and Creole. Accommodations for any other linguistic groups will be made upon request.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and/or 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 or ninth grade, including homeless or home schooled, student residing in the Blue Hills Regional Vocational School District (Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, Westwood) expecting to be promoted by their sending school district is eligible to apply for fall admission or admission during the school year, subject to the availability of openings at Blue Hills Regional Technical School. Resident students will be evaluated using the criteria contained in this Admission Policy. Home schooled students must provide documentation from superintendent showing approval of curriculum and evidence of work reflecting state benchmarks. Priority for admission is given to District residents.

Non-residents of the Blue Hills Regional Technical School District may apply for fall admission or admission during the school year subject to the availability of openings. This is also contingent upon promotion by their sending school district to the grade they seek to enter. Non-resident students will be evaluated using the criteria contained in this Admission Policy.

A nonresident student seeking admission to Blue Hills Regional Technical School in grades 9 and 10, under M.G.L. c.74 Sections 7 and 7C must follow the admission process outlined in this Admissions Policy. All nonresidents will be evaluated and ranked using the criteria set forth in this Admissions Policy.

Students who begin their enrollment as District residents and move outside of the District during their enrollment, who request to remain at Blue Hills Regional Technical School as nonresidents under M.G.L. c.74, Section 7 and 7C will be allowed to do so providing 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/nonres\\_guidelines.html](http://www.doe.mass.edu/cte/admissions/nonres_guidelines.html).

In all cases, nonresidents must file a Chapter 74 Vocational Nonresident Student Tuition Application (located at: [www.doe.mass.edu/cte/admissions](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 located at [http://www.doe.mass.edu/cte/admissions/nonres\\_guidelines.html](http://www.doe.mass.edu/cte/admissions/nonres_guidelines.html).

The student's parent/guardian or school that has been denied nonresident tuition by the district of residence may request that the Commissioner review the denial of tuition. The application may be forwarded to the Massachusetts Department of Elementary and Secondary Education for review within 10 business days of its receipt from the District of Residence in accordance with the Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L. c.74, M.G.L. c.74. Section 8A requires that the municipality of residence provide transportation to students admitted to Blue Hills Regional Technical School as nonresidents under M.G.L. c.74 Sections 7 and 7C.

Transfer students from other M.G.L. c.74 state approved vocational technical programs, who move into the Blue Hills Regional Vocational School District, may apply for fall admission or admission during the school year to grades 9-12, provided their expectation is to be promoted by their current school to the grade they seek to enter at Blue Hills Regional Technical School. For Fall Admission to the 9th and 10th grade, applicants may pursue a different program of study and 11th and 12th grade applicants must pursue the same program of study at Blue Hills Regional Technical School. For Admission during the current School Year, 9th grade and 10th grade applicants (during first term only) may pursue a different program of study. As of second term of 10th, 11th and 12th grade applicants must pursue the same program of study at Blue Hills Regional Technical School. Transfer students will be evaluated using the selection criteria contained in this Admission Policy.

Students who are homeless will be accepted to Blue Hills Regional Technical School according to the selection criteria contained in this admission policy.

Students who are formally being home schooled may apply for admission to Blue Hills Regional Technical School, including admission during the school year, provided all admission selection criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the sending school superintendent. Home schooled students will be accepted to Blue Hills Regional Technical School according to the selection criteria contained in the admission policy.

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

Blue Hills Regional Technical School is a public regional vocational technical school located in Canton, Massachusetts. It is operated by the Blue Hills Regional Vocational School District, approved by the Massachusetts Department of Elementary and Secondary Education and accredited by the New England Association of Schools and Colleges. Blue Hills Regional Technical School is committed to providing quality academic and career/technical education programs.

It is the responsibility of the Blue Hills Regional's Superintendent-Director to oversee the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

The Blue Hills Regional Technical School Admissions Committee is charged with the process of selecting applicants for admission. This Committee is comprised of the Director of Admissions and Financial Aid, the Director of Student Services, and the Assistant- Superintendent/Principal. Additional staff will be trained on the admission policy, scoring rubric and the interview process to assist in the admission process, if necessary.

The Director of Admissions and Financial Aid is responsible for supervising all aspects of the admission process. This includes: the developing and implementation of the admission procedures, processing of applications, ranking of students, acceptance of students and establishing/maintenance of a waiting list of acceptable candidates. Additional responsibilities include disseminating information about the school and collecting applications from sending schools.

According to guidelines set in the District Agreement, there are no quotas for the number of students eligible to apply or a quota to have a certain number of acceptances from member towns.

Blue Hills Regional Technical School does not participate in the School Choice Program.

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

Blue Hills Regional Technical School disseminates information about the school utilizing a variety of approaches.

Events and timelines of admission activities are developed in the fall. This information is posted on the school website, provided to guidance offices, principals and superintendents of each sending school district disseminated to eighth grade students in the districts.

Informational Assembly Programs are scheduled for eighth grade students at district schools. The information presented includes a recruitment power point, which describes the technical programs, academic courses, cooperative education, special education resources, sports, clubs, other extracurricular activities and the application process. The Director of Admissions may coordinate other presenters, which may include administration, guidance, faculty and student representatives.

The Director of Admissions will disseminate recruitment information and applications for admission at High School Nights for 8th grade students, at private/parochial schools in the District.

An annual open house is held in the fall for all residents of the District. Prospective students and their parent(s)/guardian(s) have an opportunity to see demonstrations and speak with teachers, staff and students regarding academic courses, career and technical programs and co-curricular areas.

All eighth grade students are invited to tour the campus. Dates and times are scheduled with the public middle/junior high schools. Blue Hills Regional provides bus transportation for these students. Interested students and parents from private/parochial schools and parents are welcome to attend. Dates and time are available at the district public schools and Blue Hills Regional Technical School; Admissions Office and website at [www.bluehills.org](http://www.bluehills.org).

All ninth and tenth grade applicants who have not attended a tour may schedule a “Warrior for a Day” visit. Applicants will shadow a student host through the day visitation program.

The school’s recruitment material describes Open House, the career and technical programs, non-traditional career options, academic courses, sports, clubs, cooperative education and special education resources. The materials are mailed to every seventh and eighth grade student in the district. It is distributed during open house and informational sessions. This information is also available on the school website at [www.bluehills.org](http://www.bluehills.org).

Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.

## **VI. APPLICATION PROCESS**

### **A. APPLICATION PROCESS - FOR FALL ADMISSION TO THE NINTH and TENTH GRADE**

1. Students interested in applying to Blue Hills Regional Technical School for fall admission to the ninth and tenth grade must go through the appropriate stages of the process: The Timeline Guide and Instructions are below. The Timeline Guide provides general dates for the purpose of this policy document. Reference to the specific dates are published on the school’s annual Admissions Timeline and Events calendar and posted on our school website at [www.bluehills.org](http://www.bluehills.org). If the timeline needs to be adjusted, the changes will be posted publically and on our school website at [www.bluehills.org](http://www.bluehills.org). Applicants will also be notified in writing.

Obtain an Application for Admission, fill out and return it to their Guidance Counselor/School Designee	Early Fall
Receipt of Completed Applications Form on or before	Third Friday in December
Interviews Completed on or before	Last school day in January
Letters of Notification Sent Out on or before	Mid-February
Confirmation by Parents on or before	First Friday in March
Next Round of Notification Letters sent out (Late Applications and Interviews completed after last day in Jan.)	Mid-March
Next Round of Confirmation by Parents on or before	First Friday in April
The application and notification process will continue until all placements are filled.	

Stage 1: Obtain an application form from their guidance counselor/school designee, as early in the school year as possible. Applications are also available in our Admissions Office or by downloading the application from our school website at [www.bluehills.org](http://www.bluehills.org).

Stage 2: Return the completed application form to their sending school guidance counselor/school designee, they will check it, and complete the application packet. The completed application packet will be submitted to the Admissions Office.

Stage 3: Completed application packets may also be sent directly to the Blue Hills Admissions Office, provided the guidance counselor/school designee has completed their portion of the application.

Stage 4: Upon receipt of a completed application packet, each applicant will have an interview at either their sending school or at Blue Hills Regional.

Applications received after the Third Friday in December deadline, may limit the student's opportunity for admission.

**2. Complete applications include:**

**a. For Grade 9**

- 1.) Completed application form (including signature of the parent/guardian. Student's signature is recommended but not required).
- 2.) The final averages of grade 7 and all current grades for term 1 grade 8 in English language arts, social studies, math and science from the school report card.
- 3.) Completed and signed Attendance Evaluation Form which includes the sum of unexcused absences from grade 7 and all current unexcused absences from term 1 of grade 8 from the sending school report card.
- 4.) Completed and signed Section "A" Recommendation Form which provides equitable standards for measuring the sending school's recommendation.
- 5.) Completed and signed Section B of the Recommendation Form which includes the sum of discipline record from grade 7 and the current discipline record from term 1 grade 8 or assessment of behavior from the school. A complete and current copy of the discipline record will be included.
- 6.) Upon receipt of a completed application packet, each applicant will have an interview at their sending school or Blue Hills Regional. Our goal is to have all interviews completed by the last school day in January.

**b. For Grade10**

- 1.) Completed application form (including signature of the parent/guardian. Student's signature is recommended but not required).
  - 2.) The average of the previous school year and all current grades for term 1 of the current school year in English, social studies, math and science from the school report card.
  - 3.) Completed and signed Attendance Evaluation Form which includes the sum of unexcused absences from the previous school year and term 1 of the current 9th grade school year's sending school report card.
  - 4.) Completed and signed Section "A" Recommendation Form which provides equitable standards for measuring the sending school's recommendation.
  - 5.) Completed and signed Section B of the Recommendation Form which includes the sum of discipline record from the previous school year and the term 1 of the current 9th grade school year or assessment of behavior from the school. A complete and current copy of the discipline record will be included.
  - 6.) Following receipt of a completed application packet, an interview with each Applicant will take place at Blue Hills Regional. Our goal is to have all interviews completed by mid-May.
3. If incomplete applications are received, the following procedures will be followed:
- a. The Admission Office will notify the applicant's Guidance Counselor/school designee responsible for submitting the application that the application is incomplete. This notification will specify what is needed for completion.
  - b. The applicant's parent(s)/guardian(s) will be notified by our Admission Office in the event that the problem is not resolved by the applicant's Guidance Counselor/school designee. The notification specifies what part(s) of the application are missing.
  - c. If after notifying the applicant's Guidance Counselor/school designee and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be placed on 'inactive' status, until such time as the additional information is received.

## **B. APPLICATION PROCESS - FOR ADMISSION TO THE NINTH AND TENTH GRADES FOR THE CURRENT SCHOOL YEAR**

1. Students interested in applying to Blue Hills Regional Technical School for admission for the current school year must:

Stage 1: Obtain an application from their guidance counselor/school designee. Applications are also available in our Admissions Office or by downloading the application from our school website at [www.bluehills.org](http://www.bluehills.org).

Stage 2: Return the completed application form to their sending school guidance counselor/school designee, they will check it, and complete the application packet. The completed application packet will be submitted to the Blue Hills Admissions Office.

Stage 3: Completed application packets may also be sent directly to the Blue Hills Admissions Office, provided the guidance counselor/school designee has completed their portion of the application.

Stage 4: Upon receipt of a completed application packet, each applicant will have an Interview at Blue Hills Regional. If the applicant or parent/guardian cannot provide transportation, the Director of Admissions or a representative will go to the school to interview the applicant.

Applications received after the first school day of October, may limit the student's opportunity for admission.

2. It is the responsibility of the applicant's Guidance Counselor/school designee to:
  - a. complete their portion of the application form.
  - b. forward the completed application to the Director of Admissions at Blue Hills Regional Technical School. Complete applications include:
    - 1.) Completed application form (including signature of the parent/guardian. Student's signature is recommended but not required).
    - 2.) For applications to grades 9 and 10 (admission during the school year), submit the previous school year and the current school year to the date of the application grades in English language arts, social studies, math and science. An official report card is required.
    - 3.) For applications to grades 9 and 10 (admission during the school year), submit the previous school year and the current school year to the date of the application unexcused absences from the official report card.
    - 4.) For applications to grades 9 and 10 (admission during the school year), submit the previous school year and the current school year to the date of the application assessments of behavior reports from the school. A complete and current copy of the discipline record will be included.

- 5.) For applications to grades 9 and 10 (admission during the school year) the sending school's recommendation is required.
- 6.) Following receipt of a completed application packet, an interview with each applicant will take place at Blue Hills Regional. Our goal is to have all interviews completed by First Friday in November.

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

- a. The Admission Office at Blue Hills Regional will notify the applicant's Guidance Counselor/school designee responsible for submitting the application, that the application is incomplete. This notification will specify what is needed for completion.
- b. The applicant's parent(s)/guardian(s) will be notified by the Admission Office in the event the problem is not resolved by their Guidance Counselor/school designee.
- c. If after notifying their Guidance Counselor/school designee and parent(s)/guardian(s) the application remains incomplete for ten school days, the application will be placed on 'inactive' status, until such time as the additional information is received.

#### **C. LATE APPLICATIONS**

Applications received after Third Friday in December and/or interviews completed after the last school day in January 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.

#### **D. TRANSFER STUDENTS**

Applications from students who are enrolled in a state-approved (Chapter 74) Vocational Technical School program in another school (transfer students) will be considered for admission) if they relocate away from their current school. For Fall Admission to the 9th and 10th Grade, applicants may pursue a different program of study and 11th and 12th Grade applicants must pursue the same program of study at Blue Hills Regional Technical School. For Admission during the current School Year, 9th grade applicants and 10th grade applicants during their first term may pursue a different program of study. As of second term of 10th, 11th and 12th Grade applicants must pursue the same program of study at Blue Hills Regional Technical School. All transfer applicants must be interviewed by Blue Hills Regional Technical School. If the applicant or parent/guardian cannot provide transportation, the Director of Admissions or a representative from the admissions staff at Blue Hills Regional Technical School will go to the applicant's school to interview the applicant. Their applications will be evaluated according to the provisions of this Admission Policy.

#### **E. WITHDRAWN STUDENTS**

Students who withdraw from Blue Hills Regional Technical School and who are attending or not attending another high school may reapply to Blue Hills Regional following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy. A student who has withdrawn from Blue Hills is not guaranteed an acceptance.



## 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

<u>Grade Averages</u>	<u>Points</u>
90 – 100 (A)	20
80 – 89 (B)	15
70 – 79 (C)	10
60 – 69 (D)	5
0 – 59 (F)	0

For applications for grade 9 (fall admission), the average of grade 7 and term 1 grade 8 marks in English, social studies, mathematics and science from the sending school report card are required. For applications for grades 10 (fall admission) the average of the previous school year and term 1 of the current school year marks in English, social studies, mathematics and science from the sending school report card are required. For applications to grades 9 and 10 (admission during the school year) the previous school year and the current school year to the date of the application marks in English, social studies, mathematics and science from the sending school report card are required.

### B. Attendance: Maximum 15 points

<u>Number of Unexcused Absences</u>	<u>Points</u>
0	15
1	15
2	14
3	13
4	12
5	11
6	10
7	9
8	8
9	7
10	6
11	5
12	4
13	3
14	2
15	1
16	0

For applications to grade 9 (fall admission), the sum of grade 7 and term 1 grade 8 unexcused absences from the school report card are used. For applications to grades 10 (fall admission) the sum of the previous school year and term 1 current school year unexcused absences from the

sending school report card are used. For applications to grades 9 and 10 (admission during the school year) unexcused absences from the five previous completed terms will be used.

**C. School Discipline/Conduct: Maximum 15 points**

<u>Discipline/Conduct Rating</u>	<u>Points</u>
Excellent <i>0-1 Detention and/or 0 Suspensions</i>	15
Above Average <i>2-4 Detention and/or 0 Suspensions</i>	10
Average <i>2-4 Detention and/or 1 Suspension</i>	5
Below Average <i>5-9 Detentions and/or 2-3 Suspensions</i>	3
Poor <i>10 + Detentions and/or 4 + Suspensions</i>	0

For applications to grade 9 (fall admission), the sum of grade 7 and term 1 grade 8 assessments from the sending school are used. For applications to grade 10 (fall admission) the sum of the previous school year and term 1 current school year assessments from the sending school are used. For applications to grades 9, 10 (admission during the school year) the school discipline/conduct from the five previous completed terms will be used.

**D. Sending School's Recommendation: Maximum 5 points**

<u>Rating</u>	<u>Points</u>
Excellent	5 – 4.5
Above Average	4 – 3.5
Average	3 – 2.5
Below Average	2 – 1.5
Poor	1 – 0.0

**E. Interview: Maximum 45 points**

<u>Rating</u>	<u>Points</u>
Excellent	37 - 45
Above Average	28 - 36
Average	19 - 27
Below Average	10 - 18
Poor	0 - 9

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 Blue Hills Regional Technical School will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, sending school'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". 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. The waiting list is valid for the current school year.

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. Non-resident applicants for Fall Admission will be considered only after the first Friday in May.

All applicants whose completed application forms are received on or before the Third Friday in December application deadline date will be interviewed. It is expected that application packets and interviews will be completed by the last school day in January. If after notifying the applicant's Guidance Counselor/school designee and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be placed on 'inactive' status, until such time as the additional information is received.

Applications received and interviews completed after the last school day in January 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. Applicants will be notified of their status by a letter to the student by Mid- February. Applicants whose completed application packets are not received and have not been interviewed by Mid-January will receive a letter informing them of their status. Accepted students must notify the Admissions Office of their intention to attend Blue Hills Regional by the first Friday in March. If no such notification is received, applicants on the waiting list will be accepted in their place. Thus a second round of acceptance letters will be sent by Mid-March. The number of acceptance letters sent will be based on the number of unfilled openings.

Please note that students accepted in the initial round who notify the Admissions Office after the Confirmation deadline of the first Friday in March will be placed on the wait list based on their rank order score.

Accepted students from the second round must notify the Admissions Office of their intention to attend Blue Hills Regional by the first Friday in April.

A third round of acceptances will take place, if openings remain, based on the process described above.

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 Blue Hills Regional Technical School for the fall, applicants must have been promoted to the grade they wish to enter by their sending 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 Blue Hills Regional Technical School. An official final transcript of grades/report card is required to be submitted to the Director of Admissions prior to enrollment. Students who fail English Language Arts or its equivalent or mathematics in their current grade will be required to take and pass comparable make-up course(s) in a summer school program, if eligible, provided by their local school district or another school district. The applicant's sending school must submit the final summer school course grade(s) and passing update on their final transcript of grades.

Applicants will be advised to make up any failed courses required for promotion and/or graduation.

Acceptance and enrollment at Blue Hills Regional Technical School is based upon the accuracy and completeness of the student's application. Blue Hills Regional Technical School reserves the right to revoke its acceptance of any student, at any time, if it determines that the student, the student's parent/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

All accepted incoming students will participate in a placement testing. Additionally, prior to the first day of school, and in accordance with the Massachusetts State Law, updated physical examination and immunization records of incoming students must be forwarded to Blue Hills Regional Technical School.

## **X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All ninth graders who enroll in Blue Hills Regional Technical School participate in a technical exploratory program. First, the mini exploratory program is the preliminary introduction to Blue Hills Regional's technical program offerings. For the mini exploratory, students rotate through all seventeen (17) technical programs for one period of time (about 40 minutes). Students then choose the top nine (9) vocational technical programs they wish to explore for a one-week (approx. 30 hours) period of time during nine (9) technical week cycles.

A universal exploratory evaluation form is used by each technical program. Each student will be assigned a total score derived from the sum of the sub scores (points) in the following areas: Tech-Related, completeness of Work, Safety, Preparedness, Respect and Behavior, Quality of Work and Participation. Each area will receive a sub score of 3, 6, 9, 12 or 15.. Once points are awarded in each area, the points are totaled to arrive at a score for each student. A maximum total of 105 points "A" = 95-105 points; "B" = 84-94 points; "C" = 63-83 points; "D" = 42-62 points; "F" = 0-41 points. At the end of the last exploratory, each student selects his/her technical program of choice, as well as a second and third choice. Students are permitted to choose a technical program they received fewer than 41 points or equivalent of an "F" on the universal exploratory evaluation form based on available space. In the instance that a student were to receive fewer than twelve (12) points in all technical

programs explored, a meeting would take place with the student, parent(s)/guardian(s), guidance counselor and Vocational Director. A list of technical programs with openings would be reviewed and students are able to explore additional technical programs they had not previously explored. Students are then placed in a technical program in accordance with the placement formula described in the next paragraph.

Students are admitted into the technical program of their choice based first on the total point score they received in that program. The student with the highest total point score for a technical program is admitted first. The student with the next highest point total score in that program is admitted second, and so on. In the event that equal grades are earned by multiple students applying to the same vocational program, consideration will be given to the overall average students received in all exploratory programs. For example, if two students earned a 94 in Culinary Arts and only one seat is available, the student with the highest overall average of all exploratory grades will be placed in Culinary Arts. If a student does not receive his/her first choice, their second choice becomes their new first choice for purpose of placement. Students will be placed in their second choice area following the same procedure as their first choice placement that is, based on the score they received in that program, and so on. Students are admitted to the second or third choice of program in order of his/her rating for the technical program.

If a student is not placed in his/her first, second or third choice of program, the guidance counselor will meet with the student and present a list of the technical programs with openings and invite the student to choose one not previously explored. The guidance counselor counsels the students' and the students' parent(s)/guardian(s) on the different options that are available. If the student chooses a technical program in which he/she previously explored, the technical program placement will be made. If the student elects to explore a new technical program, he/she will be evaluated on the same criteria and scale as is used during the regular exploratory program.

Students who enroll at Blue Hills Regional in the tenth grade may explore the technical programs that have openings. Students are evaluated using the same criteria and scale during the period of exploration. If the number of enrollees seeking a technical program exceeds the number of openings, the evaluative total point score/grades would determine the placement. Additional guidance is available to students and parents.

Students who wish to transfer from one technical program to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested program. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student. Transfers will not occur without parent(s)/guardian(s) permission.

## **XI. REVIEW and APPEALS**

Acceptance at Blue Hills Regional Technical School is based upon the accuracy of the admission criteria information provided by the sending school district and the accuracy of information provided by parents/guardians and students on the admission application form.

Upon the receipt of a letter from the Admissions Committee of the Blue Hills Regional Technical School indicating that the applicant has not been accepted or placed on the wait list, the parent(s)/guardian(s) and/or applicant may appeal the decision to the Blue Hills Regional Director of Admissions. The appeal

must be in the form of a letter that states the reasons(s) why they think the decision should be reconsidered. The appeal letter must arrive within thirty (30) days of the date on the non-accept determination letter. The Director of Admissions will conduct an administrative review of the application materials and notify the parent/guardian of the results of this review within thirty (30) days.

A parent/guardian who is not satisfied with the decision of the Director of Admissions may request a second appeal on the matter with the Assistant Superintendent/Principal. This request must be made in writing and must arrive within thirty (30) days of the administrative review with the Director Admissions. The Assistant Superintendent/Principal's Office will schedule an appeal on the matter with the applicant, the parent/guardian and the Assistant Superintendent/Principal. At this appeal, a decision will be rendered. If a parent/guardian is not satisfied with the decision of the Assistant Superintendent/Principal, the parent/guardian and/or applicant may appeal the decision to the Superintendent-Director. This request must be made in writing and must arrive within thirty (30) days of the meeting with the Assistant Superintendent/Principal. The Superintendent-Director's Office will schedule an appeal on the matter with the applicant, the parent/guardian and the Superintendent-Director. At this appeal, a decision will be rendered. The decision of the Superintendent-Director will be final.

With regard to program placement, the parent/guardian of a student, who was not placed in a particular technical program, may request a review of the decision by sending a letter to the Assistant Superintendent/Principal. She/he will review the matter and respond in writing within thirty days.