

# **NORTHERN BERKSHIRE VOCATIONAL REGIONAL SCHOOL DISTRICT**

## **McCann Technical School**

### **ADMISSIONS POLICY**

#### **INTRODUCTION**

An admissions process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to safely serve a specific maximum number of students. 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 and ten will be evaluated using the criteria contained in this admissions policy. The School Committee approved this policy on November 18, 2021.

#### **EQUAL EDUCATIONAL OPPORTUNITY**

McCann 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 housing status. McCann has an on-line application that is adaptable to languages other than English. If there is a student with limited English proficiency that needs assistance, a qualified representative from McCann will assist the applicant throughout the entire admissions process. Students with disabilities may 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 applicant's admission to the school.

Consistent with Massachusetts Department of Elementary and Secondary Education (DESE) regulations, the admissions policy includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile. The admissions data team will be responsible for this work as well as reviewing placement data in vocational enrollments to identify potential disproportionality. The following will occur at least annually:

- 1) Review of student population in each grade level.
- 2) Review of student population from each member town.
- 3) Aggregate review of regional student population data.
- 4) Review by town and region the academic and demographic profile of the student population.
- 5) Review of program placement data and demographic profiles.
- 6) The admissions data team will review all available data and make recommendations with deliberate, specific strategies which promote equal educational opportunities and attract, enroll, and retain the student population.

## ELIGIBILITY

Any 8th or 9th grade student who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for admissions subject to the availability of openings at McCann Technical School and its admissions timeline. All students will be evaluated using the criteria contained in this admissions policy. Nonresident and homeless students will be accepted according to the criteria contained in this admissions policy.

## TRANSFERS

Transfer students from other Chapter 74 vocational technical programs are eligible to apply for admissions to grades 9-12 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 admissions policy. Only students who have been enrolled in another Chapter 74 vocational technical program are eligible for transfer. For applications to grades 11 or 12, students must be passing their vocational subject at the time of application, once this is verified applicants will be evaluated according to the admissions policy.

## SCHOOL CHOICE

McCann Technical School does not participate in the School Choice Program.

## MCKINNEY-VENTO

“Homeless students will be accepted to McCann Technical School according to the selection criteria contained in this admissions policy.”

## HOME-SCHOOLED STUDENTS

Students who are formally home schooled may apply for admissions to McCann Technical School, provided all admissions 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 DESE benchmarks. Home schooled students will be accepted according to the selection criteria contained in this admissions policy. The admissions criteria for home-schooled students includes:

- 1) The home-schooled student must submit a copy of the “Home School Approval letter” from the local superintendent.
- 2) If grades are not available, a representative sample portfolio of the student's body of work in English, mathematics, and science must be submitted.
- 3) Home-schooled students will be ranked on their portfolio/grades (33%), three letters of recommendation (33%), and a personal statement (33%).
- 4) 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.
- 5) Three letters of recommendation should be written by community members who are not a direct relation to the applicant.

## **ORGANIZATION**

McCann Technical School is a public regional vocational technical school located on a scenic campus in North Adams, Massachusetts. The school is a member of the Northern Berkshire Vocational Regional School District, is accredited by the New England Association of Schools and Colleges, Inc. and is committed to providing quality vocational technical programs. It is the responsibility of the district superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this admissions policy. The school has an admissions data team, appointed by the superintendent, consisting of a member of the administration, guidance, special education, vocational, and academic departments. Responsibilities of the admissions data team include:

- 1) determination of standards for admissions
- 2) development and implementation of admissions procedures
- 3) processing of applications
- 4) ranking of students
- 5) acceptance of students in accordance with this policy
- 6) establishment and maintenance of a waiting list of acceptable candidates

## **RECRUITMENT PROCESS**

The McCann Technical School admissions data team is responsible for disseminating information about McCann to local perspective students in the following ways:

- 1) Annual "Showcase to Success" open house evening.
- 2) School catalogs featuring programs and courses.
- 3) Tours of the school and programs for area sending schools when possible.
- 4) Presentations at area sending schools when possible.
- 5) Application nights in the community at various locations and/or events.
- 6) 8th grade after-school career awareness program.
- 7) Newsletters through direct mail to area students highlighting programming.
- 8) Summer "Welcoming" event for incoming students.

## **APPLICATION PROCESS**

Students interested in applying for admissions to the 9th or 10th grade can do so by applying online; by obtaining an application from their local school guidance counselor; by accessing the McCann Technical School's webpage for an application, or visiting McCann Technical School's guidance department. After the application has been submitted an applicant may review the status of their application by logging on to the account that they created when they submitted an online application. The applicant can also get status updates from the local guidance counselor or the principal at McCann. If an applicant does not have a guidance counselor, or in the case of homeschooling, the applicant should contact the guidance department at McCann. It is the responsibility of the local school guidance counselor to complete their portion of the application form and forward the completed applications, including all required signatures to McCann according to the admissions timeline. Applications will be scored using the following four criteria which are essential to participation in vocational programs. Applicants can receive a possible total of 100 points on the application.

## 1) GRADES

Applications will be considered using the cumulative average for the prior year and one half of school in English, mathematics, and science. For 9th grade applications this would mean the entirety of 7th grade and the first half of 8th grade. For 10th grade applications this would mean the entirety of 8th grade and the first half of 9th grade. The overall average will be used to determine a score using the following chart and can account for up to 30 points of the student's overall application score.

80-100 = 30 pts	70-79 = 25 pts	60-69 = 20 pts	50-59 = 15 pts	0-49 = 10 pts
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## 2) ATTENDANCE

Student attendance will be evaluated based on the number of unexcused absences only. Applicants will be scored on the number of unexcused absences accumulated from the prior year and one half of school. For 9th grade applications this would mean the total of unexcused absences for 7th grade and the first half of 8th grade. For 10th grade applications this would mean the total of unexcused absences for 8th grade and the first half of 9th grade. The total number of unexcused absences will be used to determine a score using the following chart and can account for up to 30 points of the student's overall application score.

0-6 Unexcused Absences = 30 pts	7-13 Unexcused Absences = 25 pts	14-20 Unexcused Absences = 20 pts	21-26 Unexcused Absences = 15 pts	27+ Unexcused Absences = 10 pts
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## 3) DISCIPLINE

Applications will consider student discipline in a binary method. If a student has not been suspended for any infractions under M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½ or been suspended or expelled for more than 10 days under M.G.L. c.71, § 37H-¾ then they will receive the maximum number of 20 points available in this category. If a student has been suspended for any infractions under M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½ or been suspended or expelled for more than 10 days under M.G.L. c.71, § 37H-¾ they will receive 0 points in this category.

## 4) RECOMMENDATIONS

A recommendation from the sending school's guidance counselor will be completed using a specific rubric that aligns with McCann's core educational philosophy of R.E.A.C.H. (Respect, Effort, Accountability, Communication, and Honor). Students will receive a score from their guidance counselor for each category with a detailed rubric defining the criteria. Students can receive up to 4 points for each of the 5 categories resulting in the possible accumulation of 20 points in this category.

	<b>Exemplary</b>	<b>Proficient</b>	<b>Developing</b>	<b>Limited</b>
	4 points	3 points	2 points	1 point
<b>Respect</b>	Shows due regard for the feelings, wishes, rights or traditions of others as well as due regard for property and material in all instances.	Shows due regard for the feelings, wishes, rights or traditions of others as well as due regard for property and materials in most instances.	Occasionally shows disregard for the feelings, wishes, rights, or traditions of others and for property and materials.	Routinely shows disregard for the feelings, wishes, rights, or traditions of others as well as for property and materials.
<b>Effort</b>	Demonstrates the ability to put forth their best effort in every task they complete and often look to take on extra work for the benefit of enrichment and growth.	Generally puts forth their best effort in every task they complete and is usually willing to take on extra work for the benefit of enrichment and growth.	Occasionally looks to take the easiest path to complete tasks even at the risk of losing quality. Is generally not interested in taking on extra work for the benefit of enrichment and growth.	Routinely looks for ways to get out of completing tasks and shows no interest in completing assigned work, never-mind extra work for enrichment.
<b>Accountability</b>	Follows rules, takes personal responsibility, and is accountable for their academic expectations in all instances.	Follows rules, takes personal responsibility, and is accountable for their academic expectations in most instances.	Occasionally breaks rules, does not comprehend their personal responsibility in situations and is not accountable in meeting their academic expectations.	Regularly breaks rules, shows no personal responsibility for their actions, and is rarely accountable in meeting their academic expectations.
<b>Communication</b>	Communicates effectively and appropriately with peers and adults in all opportunities.	Communicates effectively and appropriately with peers and adults in most opportunities.	Occasionally needs assistance or redirection in communicating effectively and appropriately with peers and adults.	Is frequently incapable of communicating effectively and appropriately with others.
<b>Honor</b>	Acts with integrity, shows resiliency, and maintains a positive attitude in all situations.	Acts with integrity, shows resiliency, and maintains a positive attitude in most situations.	Occasionally acts without integrity, displays a poor attitude, and occasionally gives up when faced with challenging tasks.	Often acts with a lack of integrity, displays a poor attitude, and rarely works through challenging tasks.

## TIMELINE

December 1st	Application window opens
March 1st	Round 1 application deadline
March 15th	Round 1 notifications made to all applicants
June 1st	Round 2 application deadline
June 15th	Round 2 notifications made to all applicants
July 15th	Round 3 application deadline
August 1st	Round 3 notifications made to all applicants
August 2nd - End of Tier 1 Exploratory	Vacancies filled through waitlist as/if available
Start of Tier 2 Exploratory - End of Tier 2 Exploratory	Waitlist freeze for equity to students in attendance and their chances for placement
Date of Grade 9 permanent shop placement commencing to end of Q2	Vacancies filled through waitlist as/if available
Start of Q3	Reset of admissions cycle, all students on waitlist may start admissions process over for start of the next school year

## INCOMPLETE APPLICATIONS

If incomplete applications are received, the McCann principal will notify the local school guidance counselor responsible for submitting the application and will request completion. The applicant's parent(s)/guardian(s) will be notified by the principal in the event the problem is not resolved by the local school guidance counselor. If after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for ten (10) school days, the application will be voided. Similarly, homeschool applicants will follow the same procedure with the McCann principal notifying the applicant's parent/guardian.

## LATE APPLICATIONS

Applications received after any of the first two admissions deadlines will be scored, reviewed, and decided on for the next admissions deadline. Students will be admitted based on their rank order after having their application scored. Applications received after the third admissions deadline will be placed on the waitlist in rank order and offered admissions as spaces become available.

## WITHDRAWN STUDENTS

Students who withdraw from McCann Technical School and who are attending or not attending another high school may reapply. The procedures and criteria contained in this admissions policy will be used to determine acceptance.

## SELECTION CRITERIA

Completed applications are processed by the admissions data team using weighted criteria. Each applicant will be assigned a score derived from the sum of scores of the following criteria:

Grades: 30 points

Attendance: 30 points

Discipline: 20 points

Guidance counselor recommendation: 20 points

Points are given in each area; the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. In the event of a tie for the final open slot(s) of the class being applied to, the total score of Section 4, guidance counselor recommendation, will be used to break the tie. If a tie still exists, Section 1 of the application, grades, will break the remaining tie.

## SELECTION PROCESS

Applications are reviewed, processed and assigned points according to the selection criteria. After a point total for each applicant has been determined, all applicants are placed in order of their point total. Applicants are then accepted in order of the point total they have achieved. All applicants are accepted, declined, or placed on a waiting list. If openings occur, the vacancies are filled by accepting applicants from the waiting list. These applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total point achieved according to the selection criteria.

Applications received after each application deadline 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 in preparation for the next application deadline. All applicants are notified of their acceptance decision by the deadline in their respective admissions window via a welcome letter sent electronically through the school's online admissions program. Families without the internet and who have completed paper applications will be notified via letter.

## **ENROLLMENT**

In order to enroll 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, mathematics, science, and social studies for the school year immediately preceding their enrollment.

Acceptance and enrollment at McCann Technical School is conditioned upon the accuracy and completeness of a student's application. The School reserves the right to revoke its conditional acceptance of a 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.

If an offer of acceptance is declined by the student and their family they will not be placed back on the waitlist without a formal request to have their application reactivated. If the request to reactivate an application is made outside the application windows the student must reapply following the application procedures and timelines.

## **VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All 9th graders who enroll are required to participate in the Vocational Technical Exploratory Program. This program provides each student an awareness of the opportunities associated in all nine technical majors, including those that would prepare them for careers that are non-traditional for their gender. In addition, students will become aware of program requirements, opportunities for employment, and further education/training required.

The Exploratory Program consists of two phases, in Phase I students spend approximately two days in each of the nine technical areas. Students will be scored using a rubric in two equally weighted categories: 1) Project completion/Participation and 2) Citizenship. In Phase II students will select four technical programs and spend approximately one week in each of the four technical areas. These choices are selected after meeting with their guidance counselor and are based on student interest, scores in Phase I and parental input. Students are scored in Phase II using the same rubric as Phase I.

Students with a higher point total will be placed in a technical major before a student with a lesser point total. If a technical major is filled, based on point totals, a student may be placed in their second, third, or fourth choice. Students that do not get their first choice are still in direct competition as if it is a first choice. Again, the student is admitted based on overall point total. If a student's point total is so low that they were not placed in choices 1-4, the principal or designee will meet with the student and present a list of technical majors with available openings from which the student will make a selection. The process continues until all students are placed. A waitlist is generated for all students that did not receive their first choice. Students are considered for placement from the waitlist as space becomes available upon student request.

## **REVIEW AND APPEALS**

The applicant's parent(s)/guardian(s), upon receipt of a letter indicating that the applicant was not accepted into the school or program of choice, or was placed on a waiting list for possible admissions to the school at a later date, may request a review of the decision by sending a letter requesting a review to the principal within thirty days of the receipt of the letter. The principal will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter to the superintendent to appeal the principal's findings. The superintendent will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The superintendent will respond in writing to the letter with his decision on the appeal within thirty days.