

# Worcester Public Schools

## Worcester Technical High School

### ADMISSION POLICY

Updated April 2010

#### **I. INTRODUCTION**

An admission process is necessary in vocational technical schools where space is a 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 Worcester Technical High School will be evaluated using the criteria contained in this Admission Policy. The Worcester Public School Committee approved this policy in October 2003.

#### **II. EQUAL EDUCATIONAL OPPORTUNITY**

Worcester Technical High 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 or disability.

If there is a student with limited English proficiency, a qualified representative from Worcester Technical High School 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.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission 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 admission process, will not affect their admission to the school.

#### **III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Worcester Public School District who expects to be promoted to the grade they seek to enter is eligible to apply for fall admission subject to the availability of openings to Worcester Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Worcester Technical High School 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**

Worcester Technical High School is a public vocational technical school located in Worcester, Massachusetts. Worcester Technical High School is a member of the Worcester Public Schools District and is accredited by the New England Association of Schools and Colleges. Worcester Technical High School is committed to providing quality academic and vocational technical programs.

It is the responsibility of the Worcester Public Schools Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Worcester Technical High School has an Admission Committee appointed by the Principal. The committee consists of a member of the Administration, Guidance, Special Needs, Vocational Technical and Academic Departments. Responsibilities of the Admissions 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 Worcester Public Schools do participate in the School Choice Program.

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

1. Worcester Technical High School disseminates information about the school through a variety of methods.
  - a. All Worcester Public School and Charter eighth graders tour Worcester Technical High School each fall. Buses are provided to the middle schools by Worcester Technical High School for this career awareness program. Applications are mailed to each Worcester Public School student in the language of their family.
  - b. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with teachers as well as view a presentation about all offerings. WPS provides translators at Open House to explain the programs and opportunities.
  - c. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
  - d. Brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8th grade visitations, posted on our web site and the Open House. All material is translated into five languages.

## VI. APPLICATION PROCESS

### APPLICATION PROCESS-FOR FALL ADMISSION\* TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE

1. Students interested in applying to Worcester Technical High School for fall admission to the ninth, tenth, eleventh or twelfth grade must:
  - a. obtain an application from their sending school Guidance Counselor as early in the school year as possible.
  - b. return the completed application form to their sending school Guidance Counselor by the deadline set by the Guidance Counselor.
  
2. It is the responsibility of the sending school Guidance Counselor to:
  - a. complete their portion of the application form.
  - b. forward the completed applications to the Admission Coordinator at Worcester Technical High School by April 1st. Complete applications include:
    - (i) Completed application form (including required signatures).
    - (ii) For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 marks in English language arts, social studies, math and science from the sending 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 in English language arts, social studies, math and science from the sending school report card/transcript is required.

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the sending 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 from the sending school report card/transcript is required.

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 assessments of behavior from the sending school report card or from the sending school Guidance Counselor's assessment are required. For applications to grades 10, 11 & 12 admission subject to the availability of openings to Worcester Technical High School. (fall admission) the average of the previous school year and terms 1 & 2 of the current school year assessments of behavior from the sending school report card or from the sending school Guidance Counselor's assessment are required.

For applications to grade 9, 10, 11 and 12 (fall admission), the sending school Guidance Counselor's recommendation is required.
  
3. If incomplete applications are received, the following procedures will be followed:
  - a. The Admission Office at Worcester Technical High School will notify the sending school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.

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\* applying for admission during the winter and spring to begin classes the following fall

- b. The applicant's parent(s)/guardian(s) will be notified by the Worcester Technical High School Admissions Office in the event that the problem is not resolved by the sending school Guidance Counselor.
- c. If after notifying the sending school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

**APPLICATION PROCESS - FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELTH GRADES FOR THE CURRENT SCHOOL YEAR\***

1. Students interested in applying to Worcester Technical High School for admission for the current school year must:
  - a. obtain an application from their sending school Guidance Counselor.
  - b. return the completed application form to their sending school Guidance Counselor by the deadline set by the Guidance Counselor.
  
2. It is the responsibility of the sending school Guidance Counselor to:
  - a. complete their portion of the application form.
  - b. forward the completed applications to the Admission Coordinator at Worcester Technical High School. Complete applications include:
    - (i) completed application form (including required signatures)
    - (ii) 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 language arts, social studies, math and science from the sending school report card/ transcript 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 sending school report card/transcript 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 assessments of behavior from the sending school report card or from the sending school Guidance Counselor assessment are required.  
  
 For applications to grades 9, 10, 11 and 12 (admission during the school year) the sending school Guidance Counselor 's recommendation is required.
  
3. If incomplete applications are received, the following procedures will be followed:
  - a. The Worcester Technical High School Admissions Office will notify the sending school Guidance Counselor responsible for submitting the application, that the application is incomplete and will request completion.

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\* applying for admission during the school year to begin classes during the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall

- b. The applicant's parent(s)/guardian(s) will be notified by the Worcester Technical High School Admission Office in the event the problem is not resolved by the sending school Guidance Counselor.
- c. If after notifying the sending school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

**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) vocational 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 Worcester Technical High School. All transfer applicants must attend an interview at Worcester Technical High School. Their applications will be evaluated according to the provisions of this Admission Policy.

**WITHDRAWN STUDENTS**

Students who withdraw from Worcester Technical High School and who are attending or not attending another high school may reapply to Worcester Technical High School 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 40 points

| <b>Grade Averages</b> | <b>Points</b> |
|-----------------------|---------------|
| 90 - 100              | 5             |
| 80 – 89               | 4             |
| 70 - 79               | 3             |
| 65 – 69               | 2             |
| 0 – 64                | 0             |

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 marks in English, social studies, mathematics and science from the sending 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 marks in English, social studies, mathematics and science from the sending school report card/transcript are used. For applications to grades 9, 10, 11 and 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

| <b>Number of Unexcused Absences</b> | <b>Points</b> |
|-------------------------------------|---------------|
| 0-10                                | 20            |
| 11-20                               | 15            |
| 21-30                               | 10            |
| 31-40                               | 5             |
| 41 plus                             | 0             |

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the sending school report card/transcript are used. For applications to grades 10, 11 and 12 (fall admission) the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the sending school report card/transcript are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application, unexcused absences from the sending school report card/transcript are used.

C. School Discipline/Conduct: Maximum 20 points

| <b>Discipline/Conduct Rating</b> | <b>Points</b> |
|----------------------------------|---------------|
| Excellent                        | 20            |
| Above Average                    | 15            |
| Average                          | 10            |
| Below Average                    | 5             |
| Poor                             | 0             |

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 assessments from the sending school report card/transcript or from the sending school Guidance Counselor's assessment are used. For applications to grades 10, 11 and 12 (fall admission) the average of the previous school year and terms 1 & 2 current school year assessments from the sending school report card/transcript or from the Guidance Counselor's assessment are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application assessments from the sending school report card/transcript or from the sending school Guidance Counselor's assessment are used.

D. Sending Guidance Counselor's Recommendation: Maximum 20 points

| <b>Rating</b> | <b>Points</b> |
|---------------|---------------|
| Outstanding   | 20            |
| Above Average | 15            |
| Average       | 10            |
| Below Average | 5             |
| 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 Worcester Technical High School will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, sending Guidance Counselor's recommendation results. Applications are reviewed, processed and assigned points by grade level.

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. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. All applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats 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 points given according to the selection criteria.

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 Worcester Technical High School by April 1 are notified of their status by a letter to their parents / guardians by mid-May.

**IX. ENROLLMENT**

In order to enroll at Worcester Technical High School for the fall, applicants must have been promoted to the grade they wish to enter by their sending school. In addition, they must have courses in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment at Worcester Technical High School.

**X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All ninth graders who enroll in Worcester Technical High School 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 academy for one day. Then, students list their

top 6 exploratory choices and explore each of them for one week in related theory and one week in shop. Students are evaluated and scored (0-100 points) using standardized rubric by each shop & related teacher during the two weeks in each shop.

|                        |   |   |   |
|------------------------|---|---|---|
| <b>CONDUCT</b>         | <b>5 POINTS</b><br>Needs prodding to follow all safety rules, with guidance/supervision in related/shop | <b>10 POINTS</b><br>Follows safety rules, with guidance/supervision in related/shop | <b>15 POINTS</b><br>Follow all safety rules, as instructed in related/shop  |
| <b>EFFORT/ATTITUDE</b> | <b>2 Points</b><br>Does not exhibit positive attitude to other members in related/shop or to tasks      | <b>5 Points</b><br>Needs prodding to participate with others in related/shop        | <b>10 POINTS</b><br>Motivated, properly dressed, positive attitude. Participates well with others in related/shop |
| <b>GRADE IN POINTS</b> | <b>5 Points</b><br>Makes little effort to complete assignments in related/shop                          | <b>15 Points</b><br>Mostly completes work/assignments in related/shop               | <b>20 Points</b><br>Completes tasks in timely fashion to instructional standards in related/shop                  |
| <b>ATTENDANCE</b>      | <b>1 Point</b><br>Frequently absent and/or late from break/lunch in related/shop                        | <b>3 Points</b><br>Mostly present and on time daily, break & lunch in related/shop  | <b>5 Points</b><br>On time daily, including break & lunch in related/shop   |

At the end of this six exploratory choice period, each student selects his/her program preferences one through six from the programs they explored. 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 an average point total of 100 would be admitted before a student with an average point total of 80. If a shop fills, based on highest point total, if a student does not get his/her first choice, the guidance counselor then moves to the students' second through sixth choice depending upon whether there is an opening in those shops. Again, the student is admitted based upon overall point total average. If a students' point total in all shops combined is so low that they were not placed in their second through sixth 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 can explore 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 wish to transfer from one shop to another during the school year may apply for transfer using a standardized form from their guidance councilor. Transfer requests will be considered subject to the availability of openings in the requested shops, and career plan. 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 Worcester Technical High School 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 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 requesting that they be scheduled to appear before the Quadrant Manager to appeal the Principal's findings. The Quadrant Manager will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter.