

**NORTHERN BERKSHIRE VOCATIONAL REGIONAL SCHOOL DISTRICT
McCann Technical High School**

ADMISSION POLICY

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 eleven at Northern Berkshire Vocational Regional School District will be evaluated using the criteria contained in this admission policy.

II. EQUAL EDUCATIONAL OPPORTUNITY

Northern Berkshire Vocational Regional School District 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, disability, or homelessness. If there is a student with limited English proficiency, a qualified representative from the District 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 Northern Berkshire Vocational Regional School District (North Adams, Adams, Williamstown, Savoy, Florida, Monroe and Clarksburg) who expects to be promoted to the grade they seek 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 the McCann Technical School. Resident students will be evaluated using the criteria contained in this admission policy. Non 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 McCann Technical 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.

TRANSFERS

Only students who have been enrolled in another Chapter 74 approved vocational program are eligible for transfer. For applications to grade 12, students must be passing their vocational subject at the time of application. With this experience verified, grade 12 student applicants will be evaluated using the same criteria as used for grades 10 and 11.

IV. ORGANIZATIONAL STRUCTURE

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 and is accredited by the New England Association of Schools and Colleges. McCann Technical School 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 admission policy. The school has an admission committee, appointed by the superintendent, consisting of a member of the administration, guidance, special education, 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 in accordance with this policy
- F) establishment and maintenance of a waiting list of acceptable candidates

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

V. RECRUITMENT PROCESS

The McCann Technical School admissions coordinator is responsible for disseminating information about McCann through local school assemblies and press releases, and for collecting applications from the local schools. McCann Technical School disseminates information about the school through a variety of methods including local school visitations, with an informational video presentation to 8th grade classes, conducted October through January, and an after school program is also conducted for interested 8th grade students during the early winter months. A fall Open House allows perspective students and their parent(s)/guardian(s) to have an opportunity to visit all vocational-technical programs and speak with teachers and view presentations about the school. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. Brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8th grade visitations and during the Open House.

VI. APPLICATION PROCESS

APPLICATION PROCESS-FOR FALL ADMISSION TO THE NINTH, TENTH, AND ELEVENTH GRADE.

1. APPLICATION

Students interested in applying to McCann Technical School for fall admission to the ninth, tenth, and eleventh grade must obtain an application from their local school guidance counselor as early in the school year as possible and return the completed application form by the deadline established by the guidance counselor.

2. GRADES

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 the admissions coordinator at McCann Technical School by March 1st. Applications for grade 9 fall admission will be considered using the average of grade 7 and terms 1 & 2 grade 8 grades in English language arts, social studies, mathematics and science. A transcript is required and must accompany the application. Applications for fall admission to grades 10 and 11 must include the average of the previous school year and terms 1 & 2 of the current school year grades in English language arts, social studies, mathematics and science. A transcript is required and must accompany the application.

3. ATTENDANCE

The average of grade 7 and terms 1 & 2 grade 8 assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required for applicants to grade 9 fall admission. The average of the previous school year and terms 1 & 2 of the current school year assessments of behavior from the local school guidance counselor's assessment are required for applicants to grades 10 and 11 fall admission.

4. CONDUCT

The average of grade 7 and terms 1 & 2 grade 8 assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required for applicants to grade 9 fall admission. The average of the previous school year and terms 1 & 2 of the current school year assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required for applicants to grades 10 and 11 fall admission.

5. RECOMMENDATIONS

The local school guidance counselor's recommendation is required for applicants to grade 9 fall admission. If an incomplete application is received, the admissions office at McCann Technical School will notify the local school guidance counselor responsible for submitting the application that the application is incomplete and will request completion. The applicant's parent(s)/guardian(s) will be notified by the McCann Technical School Admission Office in the event that 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 school days, the application will be voided.

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

1. Students interested in applying to McCann Technical School for admission for the current school year must obtain an application from their local school guidance counselor and return the completed application form by the deadline established by the guidance counselor.
2. It is the responsibility of the local school guidance counselor to complete their portion of the application form and forward the completed applications to the admission coordinator at McCann Technical School.

A complete application includes:

- Completed application form including required signatures.
 - The current school year grades in English language arts, social studies, mathematics and science from the local school report card. Transcript is required for applications to grades 9, 10, and 11.
 - The current school year attendance.
 - The local school guidance counselor's recommendation is required for applications to grades 9, 10, and 11.
 - Only students who have been enrolled in another Chapter 74 approved vocational program and are passing their vocational subject at the time of application are eligible for transfer.
3. If an incomplete application is received, the admissions office at McCann will notify the local school guidance counselor. The applicant's parent(s) or guardian(s) will be notified by the McCann Admission Office in the event that the problem is not resolved. If the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications received after the deadline may not be accepted. If accepted, they will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on a waiting list with other late applications.

TRANSFER STUDENTS

Transfer applications from students who are enrolled in another Chapter 74 approved vocational technical high school program in another school, will be considered for admission, including during the school year, if they want to pursue the same program of study at McCann. All transfer applicants must attend an interview for informational purposes at McCann and their applications will be evaluated according to the provisions of this admission policy.

WITHDRAWN STUDENTS

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

VII. SELECTION CRITERIA

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

ACADEMICS

Students must pass all core subjects to continue with the admissions process. Students will receive points based upon the average of the first semester grades in each major subject and their seventh grade final averages.

8th Grade Core Subjects 1st Semester Grades		Grade	Points	
		90-100	25	
English	_____	80-89	20	
Math	_____	75-79	15	
Science	_____	70-74	10	
Social Studies	_____	60-69	5	Maximum Points 25

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 grades in English language arts, 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 grades in English language arts, social studies, mathematics and science are used. For applications to grades 9, 10, 11, and 12 (admission during the school year) the current year to the date of the application grades in English language arts, social studies, mathematics and science are used.

Admission to McCann is contingent upon final passing grades in core subjects.

ATTENDANCE

Attendance points will be awarded in respect to the total number of days of absenteeism in 7th grade to the first semester of the eighth grade.

	Absences	Points
Total days absent: _____	0-5	25
	6-10	20
	11-15	15
Excused: _____ Unexcused: _____	16-30	10
	31+	5
	41+	0

Maximum Points 25

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

DISCIPLINE/CONDUCT

Exemplary	25	
Very Good	20	
Average	15	
Needs Improvement	10	
Poor	5	
		Maximum Points
		25

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 assessments from the local school report card/transcript or from the local 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 local 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 date of the application assessments from the local school report card/transcript or from the local school guidance counselor's assessment are used.

PROFILE: RECOMMENDATION FROM FEEDER SCHOOL

Profile Based Upon

Initiative	Excellent	25
Judgment & Common Sense	Very Good	20
Punctuality	Above Average	15
Cooperative Work Ethic	Average	10
Follows Directions	Below Average	5
Completes Assignments	Poor	0
Attitude		Maximum Points
		25

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 McCann Technical School will make recommendations on the applications. The committee considers scholastic achievement, attendance, school behavior, and local guidance counselor's recommendations. 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 point given according to the selection criteria.

Applications received after March 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 McCann Technical School by March 1st are notified of their status by a letter to their parent(s)/guardian(s) and their local school guidance counselor by mid-May. Applicants whose applications are not received by McCann Technical School by March 1st will be notified as soon as possible as openings occur. Applicants will be notified by the end of June as to the status of their application.

IX. ENROLLMENT

In order to enroll at McCann Technical School 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 at McCann Technical School.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in McCann Technical School are required to participate in the vocational technical Exploratory Program. This program provides each student

an awareness of the opportunities associated in all nine majors, including those that would prepare them for careers that are non-traditional for their gender. The Stanford Achievement Test Series, tenth edition, is used to assess each student's academic knowledge and skills, and the Strategies for Success program assesses each student's learning style, aptitude, and interest. 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 will explore vocational technical majors for two and one-half days. In Phase II, students will select their top three areas of interest and their guidance counselor, in concert with the student, will select one additional program. The students will once again spend two and one-half days in the four selected majors, exploring each one in greater depth. Students are evaluated and scored (0-100 points) by each vocational-technical teacher. At the end of this exploratory period, each student selects their program of choice, as well as a second and third choice from the nine explored majors. Students are admitted into the major of their choice based on the combined point total they received. If a student is not admitted to their first choice, they will be admitted to their second choice based upon the combined scores. This selection process will continue until all students have selected a major.

Students who enroll in McCann Technical School after grade nine may explore vocational technical majors that have openings before making a program selection. Students are evaluated and graded by each vocational teacher during this exploration. If the number of applicants seeking a particular technical major exceeds the number of openings, the grades received by the students are rank ordered to determine who will be placed in a particular technical major.

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from McCann Technical School indicating that the applicant was not accepted into the school or program of choice, or was placed on a waiting list for possible admission 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.