

**KEEFE REGIONAL TECHNICAL SCHOOL  
ADMISSION POLICY**

September 2021

**I. INTRODUCTION**

An admission process is necessary in vocational technical training programs where space is a limiting factor. Vocational technical training programs 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.

All applicants to grades nine through twelve at Keefe Regional Technical School will be evaluated using the criteria contained in this Admission Policy. The Keefe Regional Technical School Committee approved this policy on October, 4, 2021.

**II. EQUAL EDUCATIONAL OPPORTUNITY**

Keefe Regional Technical School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

If there is a student with limited English proficiency, a qualified representative from Keefe Regional Technical School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions process upon the request of the applicant.

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 disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

**III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Keefe Regional Technical School District (Ashland, Framingham, Holliston, Hopkinton, and Natick) 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, to Keefe Regional Technical School. Resident students will be evaluated using the criteria contained in this Admissions Policy. Priority for admission is given to Keefe Regional Technical School District residents according to the District Agreement.

Transfer students from other Chapter 74 state-approved programs are eligible to apply for fall admission or admission during the school year to grades 9-12 in Chapter 74 state-approved programs, 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. Out-of-district or nonresident students may apply. They will be evaluated according to the criteria contained in this admission policy and according to M.G.L. c.74 s.8A (please see the “guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c.74 located at [www.doc.mass.edu/ctc/nonres.guidelines](http://www.doc.mass.edu/ctc/nonres.guidelines)). Priority for admission is given to Keefe Regional Technical School residents.

### **McKinney-Vento**

Homeless students will be accepted to Keefe Regional Technical School according to the selection criteria contained in this admission policy.

### **School Choice**

Keefe Regional Technical School does not participate in the School Choice Program.

## **IV. ORGANIZATIONAL STRUCTURE**

Keefe Regional Technical School is a state approved regional vocational technical education delivery system, which was established in 1972 to serve the Metrowest communities of Ashland, Framingham, Holliston, Hopkinton and Natick. Keefe Regional Technical School is a member of the South Middlesex Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Keefe Regional Technical School is committed to providing quality vocational technical programs.

It is the responsibility of the Keefe Regional Technical School Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Keefe Regional Technical School has an Admissions Committee appointed by the Superintendent. The committee consists of a member of the Administration, School Counseling, Special Education, Career-Technical and Academic Departments. Responsibilities of the Admissions Committee include:

1. Determination of standards for admission
2. Development and implementation of admissions procedures
3. Processing of applications
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the admissions policy
6. Establishment and maintenance of a waiting list

The Keefe Regional Technical School Director of Guidance and Admissions and Admissions Counselor are responsible for disseminating information about Keefe Regional Technical School through local school assemblies, on-campus events, school website, and mailings and press releases. These parties are also responsible for managing online applications and for collecting applications from local schools for prospective students.

Keefe Regional Technical School does not utilize apportionment for member communities. Priority for admission is given to Keefe Regional Technical School District residents according to the District Agreement.

## **V. RECRUITMENT PROCESS**

Keefe Regional Technical School disseminates information about the school through a variety of methods, all under the supervision of the Director of Guidance and Admissions:

1. Keefe Tech Student Ambassadors and Admissions Team present to 8<sup>th</sup> grade classes in local schools during the fall.
2. Multiple mailings are sent home to in-district 8th grade students regarding Showcase Days, Career and Technical Programs, Career Night Open House and Priority Application Deadline. In-district 7th grade students are included on the mailing for Career Night Open House.
3. On campus Showcase Days are coordinated with in-district middle schools and typically held in November. Students are able to explore a selection of Career and Technical Programs, as well as participate in presentations about student life, post-secondary opportunities after graduation, and academic programming.
4. A Career Night Open House is scheduled after Showcase Days. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all Career-Technical Programs, speak with Academic faculty members, connect with current students and parents and participate in high school experience and special education presentations by faculty members and school administrators.
5. Parents(s)/guardian(s) may schedule individual visits at a mutually convenient time.

## **VI. APPLICATION PROCESS**

### **APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH OR TWELFTH GRADE**

Students interested in applying to Keefe Regional Technical School for fall admissions to the ninth, tenth, eleventh or twelfth grade must:

1. Obtain an application form from the local School Counselor or Keefe Regional Technical School Guidance Department as early in the school year as possible. Students also have the ability to apply for admission by using an online application, <https://keefetech.go2cte.com/>, and their local school will be notified that they applied.
2. Return the completed application form to the local School Counselor by the deadline set by the School Counselor.
3. Attend an interview conducted at their local school (for incoming grade 9 students) by a Keefe Regional Technical School admissions representative. If the applicant or parent/guardian cannot

provide transportation, a representative from Keefe Regional Technical School will go to the local school to interview the applicant. Interviews for incoming grade 10, 11 or 12 students will take place on Keefe Tech's campus. Virtual interviews will be conducted as needed.

It is the responsibility of the local School Counselor/or designee to:

1. Complete the designated portion of the application form.
2. Forward the completed applications to the Guidance/Admissions Department at Keefe Regional Technical School by the date agreed upon by both schools. Priority application is set for January 15th and applications received after this date will be considered on a rolling admissions basis.
3. Complete applications should include:
  - a. Completed application form (including required signatures).
  - b. For application to grade 9 (fall admissions), the end of the year transcript for grade 7 and trimester 1 grade 8 marks in English Language Arts, Social Studies, Math and Science from the local school report card/transcript are required.
  - c. For application to grades 10, 11 or 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 local school report card/transcript are required.
  - d. For application to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 of grade 8 unexcused absences from the local school report card/transcript is required.
  - e. For application to grades 10, 11 or 12 (fall admissions), the sum of the previous school year and terms 1 and 2 of the current school year unexcused absences from the local school report card/transcript is required.
  - f. For application to grade 9 (fall admission), the disciplinary records of grade 7 and terms 1 and 2 of grade 8 are required.
  - g. For application to grades 10, 11 or 12 (fall admissions), the disciplinary records of the previous school year and terms 1 and 2 of the current school year from the local school are required.
  - h. For application to grades 9, 10, 11 or 12 (fall admissions), recommendations from the local School Counselor or representative are required.
4. If incomplete applications are received, the following procedures will be followed:
  - a. The Admissions Office at Keefe Regional Technical School will notify the local School Counselor responsible for submitting the application that the application is incomplete and will request completion.
  - b. The applicant's parent(s)/guardian(s) will be notified by the Keefe Regional Technical School Admission Office in the event that the problem is not resolved by the local School Counselor.
  - c. If after notifying the local School 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 OR TWELFTH GRADES FOR THE CURRENT SCHOOL YEAR\***

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

1. Students interested in applying to Keefe Technical School for admissions for the current school year must:
  - a. Obtain an application form from their local School Counselor or Keefe Regional Technical School Guidance Department.
  - b. Return the completed application form to their local School Counselor by the deadline set by the School Counselor.
  - c. Attend an interview at Keefe Regional Technical School. If the applicant or parent/guardian cannot provide transportation, a representative from Keefe Regional Technical School will go to the local school to interview the applicant.
  
2. It is the responsibility of the local School Counselor or designee to:
  - a. Complete the recommendation portion of the application.
  - b. Forward the completed applications to the Admission Coordinator at Keefe Regional Technical School.
  - c. Completed application must include:
    - i. Completed application form (including required signatures)
    - ii. For applications to grades 9, 10, 11 or 12 (admission during the school year), the prior school year and the current school year to the date of the application, marks in English Language Arts, Social Studies, Math and Science from the local school report card/transcript are required.
    - iii. For application to grades 9, 10, 11 or 12 (admission during the school year), the prior school year and the current school year to date of the application, unexcused absences from the local school report card/transcript are required.
    - iv. For application to grades 9, 10, 11 or 12 (admission during the school year), the prior school year and the current school year to the date of the application, the disciplinary record from the local School Counselor is required.
    - v. For application to grades 9, 10, 11 or 12 (admission during the school year), the local School Counselor's recommendation is required.
  
3. If incomplete applications are received, the following procedures will be followed:
  - a. The Keefe Regional Technical School Admission Office will notify the local School Counselor responsible for submitting the application that the application is incomplete and will request completion.
  - b. The applicant's parent(s)/guardian(s) will be notified by the Keefe Regional Technical School Admission Office in the event the problem is not resolved by the local School Counselor.
  - c. If after notifying the local School Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

### **LATE APPLICATIONS**

Applications received after the priority deadline of January 15th will be evaluated using the same criteria as other applications and the 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 admissions during the school year) if they relocate away from their current school and wish to pursue the same program of study at Keefe Regional Technical School. All transfer applicants must be interviewed by a Keefe Regional Technical School Admissions staff member. If the applicant or parent/guardian cannot provide transportation, an official from Keefe Regional Technical School will go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admission Policy.

## **WITHDRAWN STUDENTS**

Students who withdraw from Keefe Regional Technical School and who are attending or not attending another high school may reapply to Keefe Regional Technical School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

## **HOME SCHOOL STUDENTS**

Students who are formally home schooled may apply for admission to Keefe Regional Technical School, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent and if grades are not available, a representative sample or portfolio of the student's body of work in English Language Arts or its equivalent, Math, Science, and Social Studies. Home-schooled students will be ranked on their portfolio/grades (50%), and applicant interview (50%). Home Schooled students will be accepted to Keefe Regional Technical School according to the selection criteria contained in this admission policy.

## **VII. SELECTION CRITERIA**

The Admissions Committee uses weighted admissions criteria to process completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

1. Scholastic Achievement: Maximum 24 points

| <b>Grade Averages</b> | <b>Points</b> |
|-----------------------|---------------|
| 90 - 100              | 6             |
| 80 - 89               | 5             |
| 70 - 79               | 4             |
| 60 – 69               | 3             |

|        |   |
|--------|---|
| 0 - 59 | 0 |
|--------|---|

For applications to grade 9 (fall admissions), the average marks of grade 7 and term 1 of grade 8 in English, Social Studies, Mathematics and Science from the local school report card are used. For applications to grades 10, 11 or 12 (fall admission), the average marks of the previous school year and terms 1 and 2 of the current school year in English, Social Studies, Mathematics and Science from the local school report card are used. For applications to grades 9, 10, 11 or 12 (admission during the school year), marks for the prior school year and the current school year to the date of the application in English, Social Studies, Mathematics and Science from the local school report card are used.

2. Attendance: Maximum 20 points

| Number of Unexcused Absences | Points |
|------------------------------|--------|
| 0 – 10                       | 20     |
| 11 – 20                      | 15     |
| 21 – 30                      | 10     |
| 31 – 40                      | 5      |
| 41 plus                      | 0      |

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

For application to grades 10, 11 or 12 (fall admission), the sum of unexcused absences from the previous school year and terms 1 and 2 of the current school year from the local school report card are used. For application to grades 9, 10, 11 or 12 (admission during the school year), unexcused absences of the current school year to the date of the application from the local school report card are used.

3. School Discipline/Conduct: Maximum 10 points

| Discipline/Conduct Rating  | Points |
|--|--------|
| Applicant has no conduct infractions that resulted in suspensions or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½, or resulted in suspension | 10     |

|   |   |
|---|---|
| or expulsion for more than 10 days for a single infraction or cumulatively pursuant to M.B.L. c.71, § 37H-¾   |   |
| Applicant has one or more conduct infractions that resulted in suspensions or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½, or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to M.B.L. c.71, § 37H-¾ | 0 |

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

4. Local School Recommendation: Maximum 10 points

| Rating by School Counselor or other appropriate school faculty member   | Points |
|---|--------|
| <b>Excellent:</b> Student is highly motivated, demonstrates excellent leadership skills, has outstanding work and study habits, maintains excellent citizenship, has respect for school policy and career/technical learning, and is a good example for peer mentoring. | 10     |
| <b>Above Average:</b> Student is motivated, has a good attitude toward school and demonstrates leadership and independence regarding academic and career/technical learning. Student is responsible and a self-starter.   | 8      |
| <b>Average:</b> Student successfully completes tasks, is attentive and motivated with a good attitude toward school and career/technical learning. Student will follow directions.  | 6      |
| <b>Below Average:</b> Student is not motivated and attitude toward school and/or behavior is problematic. Student may not follow rules and directions consistently. Student’s level of independence and responsibility is inconsistent.                                 | 4      |



|   |   |
|---|---|
| <b>Poor:</b> Student is not motivated to attend school or to do assigned school Work. Attitude, behavior and work habits are less than desirable. Student may be a safety risk. | 0 |
|---|---|

5. Interview Protocol: Maximum 36 points

A Keefe Regional Technical School staff member will interview each applicant. Interviews for eighth graders will be held at the sending middle school. High school transfer students will interview by appointment at Keefe Regional Technical School. If an interview is unable to be scheduled in person, accommodations will be made to schedule interviews virtually with the applicant and interviewer on screen.

Interviewers must make their scoring without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homeless status. The District also makes interviewers aware of the importance of avoiding cultural/racial and gender stereotyping and provides yearly opportunities for training to ensure consistency in scoring.

English Language Learners (ELL), will be provided translator services throughout the process.

A maximum of 36 points with 6 maximum points per question may be awarded to applicants. The applicant’s interest in career-technical education, motivation toward school and their future, and the thought given to the selection of career-technical programs will be taken into consideration in assigning points to individual questions, which will give each applicant a total interview score.

| Rating        | Points  |
|---------------|---------|
| Excellent     | 30 - 36 |
| Above Average | 24 - 29 |
| Average       | 18 - 23 |
| Below Average | 8 - 17  |
| Poor          | 0 - 7   |

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 Admissions Committee at Keefe Regional Technical School will oversee the entire admissions process. Based on scholastic achievement, record of unexcused absences, school behavior, local school recommendation, and interview, each applicant is assigned a point total. The point totals are listed in rank

order from highest to lowest. The applicant with the highest point total is accepted first, followed by the next on the list and so on until all openings are filled. All applicants are accepted or placed on a waiting list. The waiting list is valid for the current school year. Applicants who are accepted are notified by mail and given a minimum of twenty (20) days to respond favorably to the acceptance.

If an acceptance is declined, admission is offered to the next applicant on the waiting list. This list is in descending order of points assigned according to the selection criteria. Applications received after the initial priority deadline (January 15) will be evaluated using the same criteria as other applications and the composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by January 15, are notified of their status by a letter to their parent(s)/guardian(s) with proper notice to the local sending school's by March 15. 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 Keefe Regional Technical School for the fall, applicants must meet the criteria to be promoted by their local school district to the grade they seek to enter. If there is a decline in a student's performance after a student has been accepted to Keefe Regional Technical School, additional transition programming may be offered to support the student.

Acceptance and enrollment at Keefe Regional Technical School is conditioned upon the accuracy and completeness of a student's application. Keefe Regional Technical 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, or incomplete, information during the application process.

## **X. CAREER TECHNICAL PROGRAM PLACEMENT**

All ninth grade students who enroll at Keefe Regional Technical School participate in a Career Exploratory program designed to help them learn about their talents and interests relative to a variety of different Career Technical Programs. The Career Exploratory program consists of students exploring eight programs in total. The student is asked to select eight programs to explore prior to starting at Keefe Tech. This is traditionally done at Accepted Students Day in June. Students are guaranteed to be able to explore five out of their eight program choices during their freshman year, with the other three programs assigned at random depending on space available. This includes students exploring at least one program area that is non-traditional for their gender identity. Students will explore a new program every other week for three consecutive periods. During each of the eight scheduled Career Exploration blocks, all of the students will be assessed using the Keefe Tech Exploratory Scoring Rubric. The Exploratory Scoring Rubric includes the following grading categories and percentages:

| <b>Grading Criteria</b>           | <b>Score Percentage</b> |
|-----------------------------------|-------------------------|
| Conduct, Safety & Respect         | 30%                     |
| Engagement and Employability      | 30%                     |
| Participation and Professionalism | 40%                     |

Each student will also receive an aptitude comment that is not calculated into their final technical program score. These aptitude comments are given to help the students and their parents/guardians make informed decisions about the overall fit and ability of the student to succeed in the program. Instructors will provide one of the following comments for each student:

- The student has demonstrated a superior level of aptitude for this technical program.
- The student has demonstrated a high level of aptitude for this technical program.
- The student has demonstrated a moderate level of aptitude for this technical program.
- The student has demonstrated a low level of aptitude for this technical program.

Students can earn up to 100 points in each of the eight scheduled Career Exploration blocks for a total maximum score of 800 points. In addition to the 800 possible points that students can earn during the eight scheduled Career Exploration blocks, students will receive up to 100 additional points for their grade point average, and up to 100 additional points for their school attendance. The maximum number of points that a student can earn during the Career Exploration program is 1000. The points awarded for student GPA will be based on each student's Term 1 grades. The points awarded for school attendance will be calculated based on student attendance through December 31st of the current school year. The following table outlines how points will be awarded for the grade point average and attendance portions of the placement scoring:

| <b>Student GPA</b> | <b>GPA Points</b> | <b>Student Absences</b> | <b>Attendance Points</b> |
|--------------------|-------------------|-------------------------|--------------------------|
| <b>4.0</b>         | 100               | <b>0</b>                | 100                      |
| <b>3.7-3.9</b>     | 95                | <b>1</b>                | 95                       |
| <b>3.3-3.6</b>     | 90                | <b>2</b>                | 90                       |
| <b>3.0-3.2</b>     | 85                | <b>3</b>                | 85                       |
| <b>2.7-2.9</b>     | 80                | <b>4</b>                | 80                       |
| <b>2.3-2.6</b>     | 75                | <b>5</b>                | 75                       |
| <b>2.0-2.2</b>     | 70                | <b>6</b>                | 70                       |

|                     |    |                  |    |
|---------------------|----|------------------|----|
| <b>1.7-1.9</b>      | 65 | <b>7</b>         | 65 |
| <b>1.3-1.6</b>      | 60 | <b>8</b>         | 60 |
| <b>1.2 or Below</b> | 55 | <b>9 or More</b> | 55 |

Student point totals will be calculated at the end of the Career Exploration program and students will be ranked based on the total number of points that they earned out of the 1000 possible points. The student with the highest overall point total will meet with representatives from the Guidance Department and select the technical program of their choice. This process will continue following the established rank order until all students have chosen a technical program.

It is the goal of the Keefe Regional Technical School to place every student in their first choice technical program. If this goal cannot be met, students will be asked to choose a technical program placement from the list of programs that have additional openings. Technical program enrollment is limited and not all students will be able to be placed in their first choice technical program. A waiting list will be maintained of students wanting to be placed in the oversubscribed technical programs. When an opening becomes available, the list will be reviewed by the Guidance Department and the highest-ranking student will be offered placement in that technical program. After placement, students continue to explore the technical program in which they were placed for the remainder of the school year in order for them to continue to learn about their talents and interests.

Students who wish to transfer from one technical program to another may apply for a transfer. Transfer requests will be considered subject to the availability of openings in the requested technical programs. Each transfer applicant will be interviewed and counseled individually, with the final decision left to the student and their parent(s)/guardian(s). All placements in Grades 10, 11, and 12 are subject to technical program availability. Students who wish to move from one technical program to another during the school year may apply for a transfer by meeting with their School Counselor and bringing in a signed permission statement from a parent/guardian. In making decisions about transfers from one technical program to another, the school will consider space availability in the technical program, a student's discipline record, record of unexcused absences, and current grades. The Guidance Office will consult with the Director of Career and Technical Education during this process. All decisions on technical program transfers will be made by the Director of Career and Technical Education after reviewing the specific circumstances of each transfer request. It should be noted that students transferring technical programs run the risk of not earning a Chapter 74 certificate and/or articulation credit based upon the timing of the student's transfer.

**Keefe Regional Technical School  
Exploratory Scoring Rubric**

**Conduct, Safety & Respect (30%):** This grading category includes student behavior. This includes respecting staff, other students, and the materials and equipment in the technical program. Students are expected to be respectful at all times during the Exploratory cycle. Technical programs that have tools and equipment can further utilize this category to score a student's ability to follow the safety rules and policies for the program.

**10 Points (Exceeded Expectations):** The student always followed all class rules and always acted respectfully towards staff and took the initiative to help peers and/or the teacher when needed (i.e. proper safety apparel/equipment, operates equipment safely, respects others opinions/property/space, uses appropriate language, positive demeanor...).

**9 Points (Met Expectations):** The student always followed all class rules and always acted respectfully towards staff and peers (i.e. proper safety apparel/equipment, operates equipment safely, respects others opinions/property/space, uses appropriate language, positive demeanor...).

**8 Points (Needs Improvement):** The student sometimes followed the class rules and sometimes acted respectfully towards staff and peers (i.e. the student needed to be reminded more than twice during the class about proper safety apparel/equipment, operating equipment safely, respecting others opinions/property/space, using appropriate language, positive demeanor...).

**7 Points (Unsatisfactory):** The student occasionally followed the class rules and occasionally acted respectfully towards staff and peers (i.e. the student needed to be reminded more than four times during the class about proper safety apparel/equipment, operating equipment safely, respecting others opinions/property/space, using appropriate language, positive demeanor...).

**Engagement and Employability (30%):** This grading category includes the ability of students to follow written and verbal directions and to execute these instructions to the best of their ability. Students are expected to engage in all aspects of the program and demonstrate employability skills including the setup and clean-up of the work areas that they are utilizing.

**10 Points (Exceeded Expectations):** The student always followed instructor directions and was always engaged throughout the school day, including during setup and clean-up of the work area and took the initiative to help peers and/or the teacher when needed (i.e. follows multi-step written and verbal instructions, helps to organize and complete setup and clean-up activities...).

**9 Points (Met Expectations):** The student always followed instructor directions and was always engaged throughout the school day, including during setup and clean-up of the work area (i.e. follows multi-step written and verbal instructions, helps to organize and complete setup and clean-up activities...).

**8 Points (Needs Improvement):** The student sometimes followed instructor directions and was sometimes engaged throughout the school day including during setup and clean-up of the work areas (i.e.

the student needed to be reminded more than twice during the class to follow multi-step written and verbal instructions, help to organize and complete setup and clean-up activities...).

**7 Points (Unsatisfactory):** The student occasionally followed instructor directions and was occasionally engaged throughout the school day including during setup and clean-up of the work areas (i.e. the student needed to be reminded more than four times during the class to follow multi-step written and verbal instructions, help to organize and complete setup and clean-up activities...).

**Participation and Professionalism (40%):** This grading category includes the level of care and attention to detail that students demonstrate while completing the assigned activities in the technical program. Students are expected to be on task and working to complete their assigned tasks at all times. Students are expected to identify, plan for, and transition at various points during the school day.

**10 Points (Exceeded Expectations):** The student always paid attention to detail as they worked to complete the assigned technical tasks, and the student was always working to the best of their ability. The student managed the transition of activities to the best of their ability and took the initiative to help peers and/or the teacher when needed (i.e. student paid attention to assignment details, student was engaged and working throughout the school day, student helped facilitate lesson transitions...).

**9 Points (Met Expectations):** The student always paid attention to detail as they worked to complete the assigned technical tasks, and the student was always working to the best of their ability. The student managed the transition of activities to the best of their ability (i.e. student paid attention to assignment details, student was engaged and working throughout the school day, student helped facilitate lesson transitions...).

**8 Points (Needs Improvement):** The student sometimes paid attention to detail as they worked to complete the assigned technical tasks, and the student was sometimes working to the best of their ability. The student did not transition activities to the best of their ability (i.e. the student needed to be reminded more than twice during the class to pay attention to assignment details, stay engaged and working throughout the school day, help to facilitate lesson transitions...).

**7 Points (Unsatisfactory):** The student occasionally paid attention to detail as they worked to complete the assigned technical tasks, and the student was occasionally working to the best of their ability. The student did not transition activities to the best of their ability (i.e. the student needed to be reminded more than four times during the class to pay attention to assignment details, stay engaged and working throughout the school day, help to facilitate lesson transitions...).

## XI. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Keefe Regional Technical School indicating that the applicant was 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 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(s)/guardian(s) wish to appeal the findings of the review, this may be done by sending a letter to the

Superintendent requesting to appeal the principal's findings. The Superintendent will respond in writing to the parent(s)/guardian(s) with a scheduled meeting date for the appeal within thirty days of receipt of the letter. The Superintendent will respond in writing with their decision on the appeal within thirty days of the meeting when the appeal was presented.

The applicant's parent(s)/guardians(s), upon receipt of a letter from the Keefe Regional Technical School Superintendent indicating that the applicant was not accepted or placed on a waitlist for a particular Career and Technical Program, may request to schedule an appeal date with the School Committee by sending a letter to the chairperson. The School Committee will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of receipt of the letter. The School Committee chairperson or designated representative will respond in writing with their decision on the appeal within thirty days of the meeting when the appeal was presented. The School Committee's decision is final.

**KEEFE REGIONAL TECHNICAL SCHOOL  
INTERVIEW SCORE SHEET**

|                      |                |
|----------------------|----------------|
| Student:             | Current Grade: |
| Current School/Town: |                |

| Grade Average (Max. 24 points) | Points | Subject      | Last Year | This Year | Total |
|--------------------------------|--------|--------------|-----------|-----------|-------|
| A ( 90-100)                    | 6      | English      |           |           |       |
| B (80-89)                      | 5      | Math         |           |           |       |
| C (70-79)                      | 4      | Science      |           |           |       |
| D (60-69)                      | 3      | Soc. Studies |           |           |       |
| F (0-59)                       | 0      |              |           |           |       |

**Grades Total:** \_\_\_\_\_

| Number of Unexcused Absences (Max. 20 points) | Points | Last Year | This Year | Total |
|---|--------|-----------|-----------|-------|
| 0 - 10  | 20     |           |           |       |
| 11 - 20                                       | 15     |           |           |       |
| 21 - 30                                       | 10     |           |           |       |
| 31 - 40                                       | 5      |           |           |       |
| 41 plus                                       | 0      |           |           |       |

**Attendance Total:** \_\_\_\_\_

| Discipline/Conduct (Max. 20 points)  | Points | Last Year | This Year | Total |
|--|--------|-----------|-----------|-------|
| Applicant has no conduct infractions that resulted in suspensions or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½, or resulted in suspension or expulsion for more than 10 days for a single instractio or cumulatively pursuant to M.B.L. c.71, § 37H-¾ | 10     |           |           |       |



|   |   |  |  |  |
|---|---|--|--|--|
| Applicant has one or more conduct infractions that resulted in suspensions or expulsion pursuant to M.G.L. c.71, § 37H or M.G.L. c.71, § 37H-½, or resulted in suspension or expulsion for more than 10 days for a single instructio or cumulatively pursuant to M.B.L. c.71, § 37H-¾ | 0 |  |  |  |
|---|---|--|--|--|

**Discipline/Conduct Total:** \_\_\_\_\_

| <b>Sending School Recommendation (Max. 10 points)</b> | <b>Total Possible</b> | <b>Total Points</b> |
|---|-----------------------|---------------------|
| Excellent   | 10                    |                     |
| Above Average   | 8                     |                     |
| Average   | 6                     |                     |
| Below Average   | 4                     |                     |
| Poor  | 0                     |                     |

**Recommendation Total:** \_\_\_\_\_

| <b>Interview (Max. 36 points)</b> | <b>Points</b> |
|-----------------------------------|---------------|
| Excellent (30-36)                 |               |
| Above Average (24-29)             |               |
| Average (18-23)                   |               |
| Below Average (8-17)              |               |
| Poor (0-7)                        |               |

**Interview Total:** \_\_\_\_\_

|  |                             |
|--|-----------------------------|
| <b>Name of Person Completing Form:</b> |                             |
| <b>Date:</b>                           | <b>Total Student Score:</b> |