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**BROCKTON HIGH SCHOOL**  
**ADMISSION POLICY AND PROCEDURES**  
**for**  
**VOCATIONAL TECHNICAL EDUCATION PROGRAMS**

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*This draft document was developed according to M.G.L. c. 74, the Vocational Technical Education Regulations 603 CMR 4.00 and the Guidelines for Admission Policies of Vocational Technical Secondary Schools and Comprehensive Secondary Schools. Complete information on admission policies required under M.G.L. c. 74 can be found in those two publications.*

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APPLICATION FOR NINTH GRADE ADMISSIONS (LINK TO FORM)

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PDF Versions of Admissions Forms

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**I. INTRODUCTION**

An admission process is necessary for vocational technical programs in which there are more applicants than openings. Vocational shops are designed to serve a specific number of students safely. Consequently, shops lack both the space and the flexibility to accommodate the potential needs/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 the vocational technical education programs to grades nine through twelve at Brockton High School will be evaluated using the criteria contained in this Admissions Policy. In case of a tie a lottery system will be used. This policy was approved by the Brockton School Committee on October 5, 2021.

**II. EQUAL EDUCATIONAL OPPORTUNITY**

Brockton High 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, housing status, or disability.

Students and parents with limited English proficiency will be aided by a qualified staff member from Brockton Public Schools who will assist the student applicant and the parent/guardian by interpreting during the entire application and admissions process, so they can understand the process and complete the necessary forms upon the request of the student applicant and or the parent/guardian.

Students who have a disability may voluntarily self-identify for requesting reasonable accommodations. Brockton High School will provide reasonable accommodations to assist the applicant during the entire application and admission process upon the request of the applicant and or parent/guardian.

Information on limited English proficiency and/or disability can be submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process. This self-disclosure will not affect the student applicant's admission to the vocational technical education program.

Students experiencing homelessness may self-identify themselves for the purpose of receiving assistance from the district's McKinney Vento or local High School liaison who will work with homeless students and their families to assist in the application process.

Brockton Public Schools participates in the School Choice Program.

### **III. ELIGIBILITY**

Any eighth, ninth, tenth, or eleventh grade student who resides in Brockton and who expects to be promoted to the grade they seek in the upcoming school year as certified by their school of origin is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the three Vocational Technical Education Programs at Brockton High School. These student applications will be evaluated using the procedures and selection criteria contained in this Admission Policy.

Students who are not residents of the City of Brockton are eligible to apply for fall admission or admission during the school year subject to the availability of openings provided they expect to be promoted to the grade they seek to enter by their current school.

Non-resident students must submit a Chapter 74 Vocational Technical Education Nonresident Student Tuition Application to the superintendent of the student's district of residence by April 1<sup>st</sup> of the preceding year. This application is available on the Department of Elementary and Secondary Education website at: <http://www.doe.mass.edu/cte/admissions> .

Priority for admission is given to students who are residents of the City of Brockton as stated in the Brockton Public Schools Admissions Policy.

Transfer students from other chapter 74 state-approved vocational technical programs who reside/will reside in Brockton are eligible to apply for fall admission or admission during the school year to grades 9-12 at Brockton High School to a comparable vocational technical education program at Brockton provided they expect to be promoted to the grade they seek to enter and subject to availability of openings. Transfer students will be evaluated using the selection criteria contained in this Admission Policy.

### **IV. ORGANIZATIONAL STRUCTURE**

Brockton High School is a local public comprehensive high school located in Brockton, MA, which is obligated to serve the students of Brockton in grades 9 through 12. Brockton High School is accredited by the New England Association of Schools and Colleges. Brockton High School provides three quality vocational technical education programs, which are approved by the Commonwealth of Massachusetts' Department of Education according to the provisions of Chapter 74. Reference: M.G.L. c. 74, the Vocational Technical Education Regulations 603 CMR 4.00 and the Carl D. Perkins Career & Technical Education Improvement Act of 2006 or Perkins IV. Brockton is a member district to Southeastern Regional Vocational Technical School District.

The Superintendent of Schools has the overall responsibility to oversee and supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy. The Director of Vocational and Career Education is delegated by the Superintendent to be responsible for the execution and implementation of this Admissions Policy.

Brockton High School has an Admission Committee whose members are recommended by the Director Vocational and Career Education and appointed by the school Principal. The committee consists of a member of the Vocational and Career Education administration, a CTE counselor, a

special needs teacher/liaison, a bilingual teacher/liaison and one or more vocational technical education teachers.

Responsibilities of the Admissions Committee include:

- determination of standards for admission
- development and implementation of admission procedures
- processing of applications
- ranking of students
- acceptance of students according to the procedure and criteria in the admission policy
- establishment and maintenance of a waiting list of acceptable candidates

Brockton High School's Director of Vocational and Career Education is responsible for disseminating information about Brockton's vocational technical education programs through local school assemblies, printed materials, press releases, social media, postings on the school district's website and for collecting and processing applications from students.

## V. RECRUITMENT PROCESS

Brockton High School's Director of Vocational and Career Education plans, organizes and implements a number of activities to disseminate information about the school and the technical vocational program oriented to recruit students:

**School Visitations.** The program director, CTE teachers and CTE students (if available), and the CTE guidance counselor schedule visits in the fall to all the public middle schools. An informational PowerPoint/video presentation of Brockton High School including the CTE programs is presented to 8th grade classes and/or at a general assembly. At this time, printed materials are disseminated giving student specific information about the CTE program and the opportunity to learn more by visiting the VCE website and viewing the VCE Viewbook.

**Phone call follow-up.** The CTE guidance counselor with the support of multi-lingual parent liaison place a phone call to the parent of those students who express interest in the presented VCE programs and answer any questions the student applicant/parent may have regarding the program and to offer some guidance with the admission process.

**Open House.** Prospective/interested students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers as well as participate in a presentation about all offerings by attending our open house during the fall. The open house is advertised locally through public community television channels, newspapers, flyers and an automated phone call to all eight graders in the Brockton Public Schools.

**Brochures and other printed materials.** All materials, including the application form and the Admissions Policy are printed in English, Spanish, French, and Portuguese and are distributed to parents and students during presentations and activities at the seven middle schools. Multilingual materials are always available in the guidance offices throughout the district as well as at the Vocational and Career Education office at Brockton High School. The VCE viewbook and brochures display our course offerings organized into **Career Clusters** and include the programs and courses offered under each title.

**Individual visits.** Parent(s)/guardian(s) may schedule a visit at a mutually convenient time by calling the Vocational and Career Education office at 508-580-7665 during regular school hours.

All of the above information is published on the school district website: [www.bpsma.org](http://www.bpsma.org). Following the links: Teaching & Learning > Vocational and Career Education > Vocational Education > Exploratory Program.

## **VI. APPLICATION PROCESS.**

### **PROCEDURES FOR FALL ADMISSION TO THE NINTH GRADE EXPLORATORY PROGRAM.**

Students in eighth grade interested in applying for Brockton High School Career Exploratory for the fall of the next year must:

1. Access the Brockton High School Vocational and Career Education Program Application located on the VCE website. This form is available throughout the year on the Brockton Public School's Website and at guidance offices throughout the district. One application covers admission to all the vocational technical education programs.
2. Student applicants and their parent(s)/guardian(s) must complete all pertinent sections of the application and submit it by the posted deadline. The student's current school guidance counselor completes the rest of the process. It is the responsibility of the student's current school Guidance Counselor to do the following:
  - a. Check that the application includes all required information, including signatures (student and parent/guardian).
  - b. Complete the Counselor Report Section of the application form which requires information about the applicant's previous two school years regarding a) current and/or final marks in English language arts (or its equivalent), math, science, and social studies, b) attendance, c) discipline/conduct, and d) interest in the program. Students applying in the fall of the previous year submit first semester or first quarter marks, along with the previous year's final report card at the time of the application.
  - c. The district will provide assistance if needed (bilingual liaison, McKinney Vento liaison, or other districts) to the parent/guardian and student applicant in completing their sections.
  - d. Verify that a counselor report is completed and submitted for each student that has completed a student application. All forms are completed and submitted electronically through the links provided by the Director of Vocational and Career Education.

In the event that the student is (or has) been out of school or changed districts and cannot access his previous guidance counselor, (s) he or the parent/guardian may call our office at the number provided above and ask for assistance with the previous steps. BPS has a rolling policy admission and will provide support to any student who is seeking enrollment into the program.

## **APPLICATION PROCESS FOR ADMISSION TO THE NINTH GRADE FOR THE CURRENT SCHOOL YEAR\* (Students already in a high school)**

Students in grade ninth interested in applying for admission to the Career Exploratory Program comprised of the three Ch. 74 vocational programs.

1. Access and complete a Brockton High School Vocational and Career Education Program Application Form. This document is available on the Brockton Public School Website, located at [www.bpsma.org](http://www.bpsma.org) and at the guidance offices throughout the district. One application covers admission to all the vocational technical education programs.
2. Ask their counselors to complete the Counselor Report and forward the completed application including the student's past year and current marks in /language arts (or its equivalent), math, science, and social science, and the past year and current year discipline and attendance record to the office of the Vocational and Career Education at Brockton High School by the deadline established by the program director and posted in the Brockton Public School's website.
3. In the event that the student is/has been out of school/change districts and cannot access his previous guidance counselor he/she or the parent guardian may call our office to the number provided above and ask for assistance with the previous steps, at least 15 days before the last academic day in the Brockton Public Schools' academic calendar of the year previous to the academic calendar year for which the student is applying.

Student applicants and parents/guardians requesting special accommodations or the assistant of a translator/interpreter must also call our office at least 15 days prior to this deadline. Applications will be reviewed and students will be accepted only if there are openings in the career exploratory program. If there are openings and the number of applications exceed the seat availability, the Admissions Committee will score applications based on the criteria defined in section VI Application Process above.

All applications will be reviewed, processed, and each criteria will be assigned points according to the rubrics included in this Admissions Policy within the 15 days immediately after the last academic day in the Brockton Public Schools school calendar for the year previous to which the student is applying. The total points assigned will rank order the applicants and determine acceptance. Students with the higher ranks will be selected until filling all available seats. Students not accepted during this process will be placed on a waiting list. An admission's decision letter will be generated from the Office of the Director of Vocational and Career Education and mailed to the each applicant address within 15 days after the applications review process has be completed.

4. Applications from students who are already enrolled in another state-approved (Chapter 74) vocational technical education program (transfer student) will be considered for admission (including admission during the school year) if the student relocates/moves to the city of Brockton from the previous district and wishes to pursue the same program of study at Brockton High, given that such program has available openings, or in the case of the students in exploratory if they pursue to continue exploring the shop options offered at Brockton High. All transfer applicants will be scheduled for an informational meeting with the program counselor at Brockton High School to review the application. This meeting can be conducted

via video conferencing or through a pre-arranged conference call with the guidance counselor from the sending school. If these options are not available to the applicant, a staff member from Brockton High School's Vocational and Career Education Department will go to the local school to meet with the applicant. In the event that at a given time there are more applicants than openings for the program the applications will be evaluated using the same Admission Criteria described above.

## **WITHDRAWN STUDENTS**

Students who withdraw from Brockton's Vocational Technical Education Programs may reapply in the next school year for admission to Brockton's vocational technical education programs by following the procedures contained in this admission policy. These applications will be evaluated using the same Acceptance Criteria for Initial Admissions contained in this Admission Policy.

## **INCOMPLETE APPLICATIONS:**

If incomplete applications are received, the applicant's parent/guardian will be notified by mail, email, or telephone by the Office of Vocational and Career Education at Brockton High School. If after notifying the parent/guardian, the application remains incomplete for ten school days, the application will be voided.

## **LATE APPLICATIONS:**

Applications received after the last academic day in the Brockton Public Schools academic calendar previous to the year for which the applicant is applying will be evaluated using the same criteria for admission included in this admission policy. The composite scores will be integrated in rank order to determine admission if there are any openings or to be placed on the established wait list. In the event that there are more student applicants than open seats available, the Tie-Breaker Criteria for admissions described above will be used. See Section VII: Acceptance Criteria below.

## **VII. ACCEPTANCE CRITERIA:**

### **FOR STUDENTS SEEKING ADMISSION TO THE NINTH GRADE CAREER EXPLORATORY PROGRAM.**

1. Students seeking admission to the ninth grade Career Exploratory Program at Brockton High School Vocational Technical Program will be admitted as follows:
  - a. The student applicant forwards a complete application to his/her current counselor at least fifteen days before the last academic day in the Brockton Public Schools' academic calendar of the year previous to the academic calendar year for which the student is applying.  
The Academic Calendar can be found on the Brockton Public Schools website.
  - b. The student's current guidance counselor forwards the complete application, including the completed Counselor Report by the application deadline established by the Director of Business, Instructional Technology, Vocational, technical and Career Education.



## ACCEPTANCE CRITERIA FOR INITIAL ADMISSION INTO BROCKTON HIGH SCHOOL TECHNICAL VOCATIONAL EXPLORATORY PROGRAM.

**NOTE:** The following criteria and its charts/rubrics will be used *ONLY for Admission* into Brockton High School Career and Technical Education Exploratory Program for whenever there are more initial applicants than seats for the ninth grade exploratory. This information is pulled from the Counselor Report which is integral part of each student seeking admissions into the Career Exploratory. Students who have completed the Exploratory and who are seeking admission into one of the three majors offered through Brockton High School Vocational Training Program are subject to a different acceptance criterion (included in this document)

### 1. ATTENDANCE

Each applicant is expected to have a good attendance record. Past school attendance patterns appear to be a good indication of an applicant’s employability. Therefore, it is important to evaluate unexcused absences. Absenteeism due to hospitalization or serious illness (which has been medically excused) will not be considered. The guidance counselor of the sending school will be responsible for providing this information in regards to the student applicant previous two school years (the previous year and first semester of the current school year for students applying for the fall) in the Counselor Report section of the Application Form.

<b>ATTENDANCE</b>			
<b>Unexcused Absences for the previous school year/semester</b>			
<b>Full Year</b>	<b>Points</b>	<b>Half-Year</b>	<b>Points</b>
0-2	100	0	10
3-5	90	1	9
6-8	80	2	8
7-9	70	3-4	7
10-12	60	5-6	6
13-15	50	7-8	5
16-218	40	9-10	4
19-21	30	11-12	3
23-25	20	13- 15	2
26 and above	10	16 and above	1
<b>Possible Points: Maximum = 110</b>			
<b>Minimum = 11</b>			

### 2. MAJOR SUBJECTS FINAL MARKS

Past Academic/School Grades are used as criteria for admission. Four subject areas are rated: English language arts (or its equivalent), math, science, and social studies. Points are given for final/semester marks in the two previous school years. The points range from 1-10 for each and are applied to each final mark/grade for each of the subjects above. Students can earn a maximum of 20 points and a minimum of 2 points per each subject area with a maximum of 80 points and a minimum of 4 points for all four subjects for the two previous school years (midyear marks for the year immediately before the year for which the student is applying).

<b>MAJOR SUBJECTS FINAL MARKS</b>		
<b>Final/Midyear marks for the two previous school year</b>		
<b>Letter Grade</b>	<b>Numerical</b>	<b>Points ( x2)</b>
F	59 and below	1
D- D	60-66	2
D+	67-69	3
C-	70-71	4
C	73-76	5
C+	77-79	6
B- B	80-86	7
B+	87-89	8
A- A	90- 93	9
A+	94 to 100	10
<b>Possible Points: Maximum 8 x 9= 72</b>		
<b>Minimum 8 x 1= 8</b>		

### 3. DISCIPLINE

Applicants are expected to have self-regulatory skills. They must be able to conduct themselves appropriately in the shop environment for both, their own safety and that of the rest of the students in the classroom. Thus, information about their disciplinary history is important to determine if they can behave appropriately. The Conduct section of the Counselor Report would offer information on the student’s number of disciplinary events during the semester prior to the application weather this is for the current school year or the past school year depending on the time of the year is the application is forwarded for consideration.

<b>DISCIPLINE</b>		
<b>Number of Disciplinary events during the previous semester</b>		
<b>Letter Grade</b>	<b>Number of Events</b>	<b>Points</b>
Exemplary	0	100
Commendable	1-02	75
Acceptable	03-04	50
Fair-Good	05-06	25
Poor	05 & above	0
<b>Possible Points: Maximum = 100</b>		
<b>Minimum = 0</b>		

### 4. GUIDANCE COUNSELOR RECOMMENDATION

Guidance Counselors are trained professionals who can offer valuable information regarding their counselee’s level of interest in exploring or completing a particular program. The Counselor Report ask the student applicant current counselor to make an assessment to the counselee level of interest in career education.

<b>COUNSELOR RECOMMENDATION</b>	
<b>RATING</b>	<b>Points</b>
Highly Interested	100
Strongly Interested	75
Fairly Interested	50
Somehow Interested	25
Not Interested	0
<b>Possible Points: Maximum = 100</b>	
<b>Minimum = 0</b>	

**ACCEPTANCE CRITERIA FOR STUDENTS SEEKING ACCEPTANCE INTO A VOCATIONAL TECHNICAL MAJOR.**


Students that are admitted to the vocational technical education program at Brockton High School participate in a half school year career exploratory program designed to help them learn about their talents and interests relative to three different vocational technical programs we offer: Automotive Technology, Construction Technology, and Graphics and Printing Technology. Students rotate through each shop and participate in a career essentials course throughout the first semester of the ninth grade year. During the career exploratory period, students are evaluated daily by each of the vocational technical program (shop) teachers using a value point system (see below). At the end of this career exploratory period, each student ranks the three explored shops, being number one their first choice, number two their second choice, and number three their third choice. Students who enroll in Brockton High School after grade nine may explore the vocational technical programs offered if there is an opening in the exploratory program before ranking their choices.

All students are evaluated daily by each shop teacher during the period of exploration. Brockton High School Vocational Technical Program shop teachers use a five-point rubric system to evaluate daily their students during the exploratory period. Students are assessed using the following criteria: Performance, Conduct/Discipline, Effort and demonstrated interest in learning technical skills. Students can earn as little as 1 point and as much as 5 points under each of these criteria daily. At the end of the rotations each student could earn a maximum of 60 points under each criteria for a grand total of 300 points (including all 5 criteria). See criteria and descriptors below.

CRITERIA	POINTS AND DESCRIPTORS
<b>PERFORMANCE</b>	<p><b>5. Always</b> (90-100% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned.</p> <p><b>4. Most of the time</b> (80- 90% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned..</p> <p><b>3. Generally</b> (70-80% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned.</p> <p><b>2. Sometimes</b> (60-70% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned.</p> <p><b>1. Rarely</b> (less than 60% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned.</p>
<b>ATTITUDE</b>	<p><b>5. Always</b> (90-100% of the time) works and stays on task, is enthusiastic towards program training, and shows a cooperative attitude toward instructor and other students.</p> <p><b>4. Most of the time</b> (80- 90% of the time) works and stays on task, is enthusiastic towards program training, and shows a cooperative attitude toward instructor and other students.</p> <p><b>3. Generally</b> (70-80% of the time) works and stays on task, is enthusiastic towards program training, and shows a cooperative attitude toward instructor and other students.</p> <p><b>2. Sometimes</b> (60-70% of the time) works and stays on task, is enthusiastic towards program training, and shows a cooperative attitude toward instructor and other students..</p> <p><b>1. Rarely</b> (less than 60% of the time) works and stays on task, is enthusiastic towards program training, and shows a cooperative attitude toward instructor and other students.</p>
<b>CONDUCT: SELF CONTROL /SAFETY</b>	<p><b>5. Always</b> (90-100% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly.</p> <p><b>4. Most of the time</b> (80- 90% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly.</p> <p><b>3. Generally</b> (70-80% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly.</p> <p><b>2. Sometimes</b> (60-70% of the time) follow safe work practices, care for the tools/equipment, and works responsibly.</p> <p><b>1. Rarely</b> (less than 60% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly</p>

<b>EFFORT</b>	<p><b>5 Always</b> (90-100% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks.</p> <p><b>4. Most of the time</b> (80- 90% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks.</p> <p><b>3. Generally</b> (70-80% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks.</p> <p><b>2. Sometimes</b> (60-70% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks.</p> <p><b>1. Rarely</b> (less than 60% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks.</p>
<b>TECHNICAL SKILLS INTEREST</b>	<p><b>5. Always</b> (90-100% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks.</p> <p><b>4. Most of the time</b> (80- 90% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks.</p> <p><b>3. Generally</b> (70-80% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks.</p> <p><b>2. Sometimes</b> (60-70% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks.</p> <p><b>1. Rarely</b> (less than 60% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks.</p>

The points earned by each exploratory student throughout the exploratory program are recorded in a personalized summative chart. For students seeking admission into one out of the three shops of Brockton High School Vocational Programs their ranked choices are also recorded in this chart. Students will give three reasons, in writing justifying their choices using what they have learned in tin their career exploration program. Parent/guardian will be also asked to support their child’s choices. Finally, the chart will record each teacher final recommendation for each student in terms of value points:: 100 (strongly recommended); 75 (recommended); 50 (recommended with reservations); 25 (not recommended). Students will be rank order.

BROCKTON HIGH SCHOOL VOCATIONAL PROGRAM - STUDENT SUMMATIVE EXPLORATORY EVALUATION																
SHOP CHOICES: 1ST			REVIEW DATE:									Doe				
2ND			SHOP ASSIGNED:				COUNSELOR SIGNATURE	STUDENT SIGNATURE				Joe				
3RD							DATE:	DATE:				ID# 112212				
PERFORMANCE		TOTAL	ATTITUDE		TOTAL	CONDUCT		TOTAL	EFFORT		TOTAL	INTEREST		TOTAL	TEACHER RECOMMENDATION	TOTAL EXPLORATORY POINTS
WEEK ONE			WEEK ONE			WEEK ONE			WEEK ONE			WEEK ONE				
WEEK TWO			WEEK TWO			WEEK TWO			WEEK TWO			WEEK TWO				
WEEK THREE			WEEK THREE			WEEK THREE			WEEK THREE			WEEK THREE				
WEEK FOUR			WEEK FOUR			WEEK FOUR			WEEK FOUR			WEEK FOUR				
WEEK FIVE			WEEK FIVE			WEEK FIVE			WEEK FIVE			WEEK FIVE				
WEEK SIX			WEEK SIX			WEEK SIX			WEEK SIX			WEEK SIX				
CRITERIA	POINTS AND DESCRIPTORS															
PERFORMANCE	5. Always (90-100% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned. 4. Most of the time (80-90% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned. 3. Generally (70-80% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned. 2. Sometimes (60-70% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned. 1. Rarely (less than 60% of the time) demonstrates the willingness to understand/follow directions, remember/follow steps sequentially, manipulate tools/equipment safely, and to do the work assigned.											ADMISSIONS COMMITTEE MEMBERS				
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CONDUCT: SELF CONTROL AND SAFETY	5. Always (90-100% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly. 4. Most of the time (80-90% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly. 3. Generally (70-80% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly. 2. Sometimes (60-70% of the time) follow safe work practices, care for the tools/equipment, and works responsibly. 1. Rarely (less than 60% of the time) follows safe work practices, cares for the tools/equipment, and works responsibly.											JANE DOE	Signature			
EFFORT	5. Always (90-100% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks. 4. Most of the time (80-90% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks. 3. Generally (70-80% of the time) willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks. 2. Sometimes (60-70% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks. 1. Rarely (less than 60% of the time) shows willingness to learn, demonstrates perseverance, asks for assistance, and volunteers for technical tasks.											JANE DOE	Signature			
TECHNICAL SKILLS INTEREST	5. Always (90-100% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks. 4. Most of the time (80-90% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks. 3. Generally (70-80% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks. 2. Sometimes (60-70% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks. 1. Rarely (less than 60% of the time) exhibits the willingness to understand the technical content and apply the new learned skills to assignments/tasks.											JANE DOE	Signature			

Students who finish the exploratory program are admitted into the shop of their choice based on the total number of points received in all shops combined during the 90 days of the exploratory period. For example, a student with a point total of 1,250 will be admitted before a student with a point total of 1,230. If a shop fills, based on point total, before a student gets his/her first choice, the guidance counselor will move the student's to the second or third choice depending upon where there is a shop that has an opening or seat available. Again, students are admitted based upon overall point total. If a student's point total in all the shops combined is so low that he/she was not placed in their second or third choice shop because the shops were filled with students with higher point totals, the counselor will meet with the student and recommend alternative courses/programs within the many pathways and career education programs offered at Brockton High School.

## EXAMPLE OF USING THE TIE BREAKER ACCEPTANCE CRITERIA FOR ADMISSION INTO A THE TECHNICAL VOCATIONAL MAJOR

The example below shows a list of 26 applicants and the total point value they obtained at the end of the exploratory rotation period based on five evaluation criteria. All these students are seeking to be admitted into the same major: Automotive Technology. The program has just 10 openings. Thus, the requests exceed the openings. In this case, and according to our Admissions Policy, student applicants will be rank ordered based on the total quality points they obtained. The students who earned the top ten highest point values will gain admission. The rest of the students will be a) waitlisted for this major and b) automatically added to the list of students requesting their second choice. In case of a tie for the tenth seat the Total Unexcused Absences Points System in this Admissions Policy will be used for exploratory students as a tie breaker. In this example two students are competing for the 10th opening as they have the same number of value points (1455). Thus, the points assigned to their number of unexcused absences was added to their total point values.

EXAMPLE: VOCATIONAL PROGRAM ADMISSION EVALUATION: STUDENTS REQUESTING AUTOMOTIVE AS THEIR FIRST CHOICE																			
ID#	STUDENT LAST	STUDENT FIRST	FIRST CHOICE	EVALUATION CRITERIA					TEACHERS RECOMMENDATION	TOTAL NUMBER OF POINTS	ADMISSION STATUS	RANK	LAST	FIRST	POINTS VALUE	TOTAL UNEXCUSED ABSENCES	ADDITIONAL POINTS	NEW ASSIGNED POINTS	NEW RANK ORDER
				TECHNICAL MAJOR REQUEST	PERFORMANCE	ATTITUDE	CONDUCT	EFFORT											
2345	DOE	JEAN	AUTOMOTIVE	450	345	334	427	438	100	2094	ADMITTED	1	DOE	SANDRA	2318				1
3456	DOE	JANET	AUTOMOTIVE	225	232	345	450	323	313	1888	ADMITTED	2	DOE	SAMANTHA	2297				2
4567	DOE	MARK	AUTOMOTIVE	323	134	138	145	143	50	933	WAITLISTED (MOVED TO SECOND CHOICE)	3	DOE	JENNIFER	2292				3
5678	DOE	SAMUEL	AUTOMOTIVE	222	215	199	198	298	100	1232	WAITLISTED (MOVED TO SECOND CHOICE)	4	DOE	MARTIN	2154				4
6789	DOE	JENNIFER	AUTOMOTIVE	440	438	442	432	440	100	2292	ADMITTED	5	DOE	JEAN	2094				5
1234	DOE	AUCIA	AUTOMOTIVE	150	150	150	150	150	100	850	WAITLISTED (MOVED TO SECOND CHOICE)	6	DOE	CAMILE	1911				6
2345	DOE	GEORGE	AUTOMOTIVE	226	322	332	342	323	50	1595	ADMITTED	7	DOE	JANET	1888				7
2456	DOE	CECIL	AUTOMOTIVE	230	236	338	248	328	75	1455	WAITLISTED (MOVED TO SECOND CHOICE)	8	DOE	KRISTEN	1728				8
2567	DOE	KRISTEN	AUTOMOTIVE	333	334	243	428	340	50	1728	ADMITTED	9	DOE	GEORGE	1595				9
2678	DOE	SIMPLICE	AUTOMOTIVE	222	138	143	127	123	0	753	WAITLISTED (MOVED TO SECOND CHOICE)	10	DOE	CHRISTIAN	1455	10	16	1471	10
2789	DOE	KEVIN	AUTOMOTIVE	215	212	398	293	207	50	1375	WAITLISTED (MOVED TO SECOND CHOICE)	10	DOE	CECIL	1455	5	12	1467	11
3456	DOE	SANDRA	AUTOMOTIVE	445	442	443	440	448	100	2318	ADMITTED	11	DOE	MONIQUE	1392				12
3567	DOE	TREVON	AUTOMOTIVE	226	222	223	222	220	25	1138	WAITLISTED (MOVED TO SECOND CHOICE)	12	DOE	ANTHONY	1386				13
3678	DOE	ANTHONY	AUTOMOTIVE	313	202	207	334	305	25	1386	WAITLISTED (MOVED TO SECOND CHOICE)	13	DOE	KEVIN	1375				14
3789	DOE	SAMANTHA	AUTOMOTIVE	445	440	434	440	438	100	2297	ADMITTED	14	DOE	SADE	1343				15
4123	DOE	SUSAN	AUTOMOTIVE	212	227	222	225	240	25	1151	WAITLISTED (MOVED TO SECOND CHOICE)	15	DOE	MARIE	1250				16
4234	DOE	MARTIN	AUTOMOTIVE	443	343	422	441	430	75	2154	ADMITTED	16	DOE	SAMUEL	1232				17
4345	DOE	MARE	AUTOMOTIVE	202	223	242	228	330	25	1250	WAITLISTED (MOVED TO SECOND CHOICE)	17	DOE	FRANCISCO	1191				18
4567	DOE	FERNANDO	AUTOMOTIVE	201	189	185	180	295	0	1050	WAITLISTED (MOVED TO SECOND CHOICE)	18	DOE	SUSAN	1151				19
4678	DOE	MONIQUE	AUTOMOTIVE	342	223	228	234	340	25	1392	WAITLISTED (MOVED TO SECOND CHOICE)	19	DOE	TREVON	1138				20
4789	DOE	CHRISTIAN	AUTOMOTIVE	205	309	320	312	234	75	1455	ADMITTED	20	DOE	HENRI	1131				21
5123	DOE	CAMILE	AUTOMOTIVE	440	234	348	346	443	100	1911	ADMITTED	21	DOE	FERNANDO	1050				22
5234	DOE	FRANCISCO	AUTOMOTIVE	242	228	228	212	231	50	1191	WAITLISTED (MOVED TO SECOND CHOICE)	22	DOE	MARK	933				23
5345	DOE	HENRI	AUTOMOTIVE	198	198	202	309	112	112	1131	WAITLISTED (MOVED TO SECOND CHOICE)	23	DOE	ALICIA	850				24
5456	DOE	SADE	AUTOMOTIVE	324	232	231	321	225	10	1343	WAITLISTED (MOVED TO SECOND CHOICE)	24	DOE	SIMPLICE	753				25

## **TRANSFER PROCESS**

Students who wish to transfer from one shop to another may request (written) it to their counselor and will contact the parent to discuss the student's request. Transfer requests will be considered subject to the availability of openings in the requested shops and will be added to the wait list for students who did not make it into the shop but who rated as their first choice. If there is an opening the students listed by date, before the student requesting the transfer will be given the first opportunity of at the time they want to transfer shop. If none of the students in the wait list listed before the student wants to take the seat available, then the student requesting the transfer will be accepted into the shop. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the student. If a change is approved, the change will be made only at the end of the term.

## **VIII. SHOP PLACEMENT APPEAL PROCESS**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Brockton High School indicating that the applicant was not accepted or was placed on a wait list for a program (shop) (major), may request a review of the decision by sending a letter requesting a Brockton High School Principal within thirty days of the receipt of the rejection/wait list letter. The Director will respond in writing to the letter with the findings of the review within thirty days.

## **IX. ENROLLMENT**

To enroll at Brockton High School Vocational Technical Program for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English language arts or its equivalent and mathematics for the school year immediately preceding their enrollment at Brockton High.

## **XI. REVIEW and APPEALS**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Brockton High School Technical Vocational Program indicating that the applicant was not accepted or was placed on a wait list, may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty days of the receipt of the rejection/wait list letter. The Superintendent 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 requesting that they be scheduled to appear before the School Committee to appeal the Superintendent's findings. The School Committee will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.

The applicant's parent(s)/guardian(s), upon receipt of a letter from Brockton High Technical Vocational Program indicating that the applicant was not accepted or placed on a wait list for a particular program (shop) (major), may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty days of the receipt of the rejection/wait list letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty days.



## **APPENDIXES OF FORMS**

Click links below to access electronic forms:

[APPLICATION FOR NINTH GRADE ADMISSIONS](#)

[APPLICATION FOR TENTH GRADE ADMISSIONS](#)

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Below, find PDF versions of the ninth and tenth grade admissions applications

# Brockton High School

## Vocational and Career Education

### Application

### 2022-2023

Brockton High School Vocational and Career Education Department has a published admission policy for the Exploratory and Vocational Training Programs, SOAR Program, and Innovation Pathways: Healthcare Program that is available to all applicants. The policy describes the process for application/admission and establishes the criteria for acceptance. A copy of the policy may be obtained from a) Brockton High School Vocational and Career Education Department by calling 508-580-7665; b) any middle or high school guidance office in the Brockton Public Schools (BPS); or c) the BPS website: [www.bpsma.org](http://www.bpsma.org) (<http://www.bpsma.org>).

This application form must be completed and submitted to the Brockton High School Vocational and Career Education Department by the date specified in the Brockton school calendar. In addition to this application form, the applicant's current guidance counselor will submit transcripts of the criteria that will be used for admission that includes the applicant's grades, attendance record, and discipline/conduct record. For Fall admission applicants, current first semester or first term grades are required along with grades for terms one through four from the previous school year. A fourth criteria is the counselor's recommendation included in the Counselor Confidential Report.

Brockton High School's Exploratory and Vocational Training Programs, SOAR Program, and Innovation Pathways: Healthcare Program each have a universal acceptance policy which is solely based on student interest and the number of available seats in the program. In the event of receiving more applications than seats, students will be ranked using the criteria mentioned above. The Programs do not require any formal interviews for its applicants; however, an informal phone call home may be made by the counselor if there is an incomplete application. Student applicants and parents/guardians are encouraged to call our office in the event they have additional questions or require assistance for this process. Students and parent/guardians requiring an interpreter or accommodations, including help filling out the application, should call the office at 508-580-7471 at least 15 days before the application deadline. The complete application, including the counselor report, needs to be mailed to the address below or faxed to 508-580-7549 by the guidance counselor.

Brockton High School  
Vocational and Career Education Department  
Attention: Guidance Counselor  
470 Forest Avenue  
Brockton, MA 02301

**Applications are due by Wednesday, December 1, 2021!**

\* Required

## STUDENT APPLICANT INFORMATION

1. Last Name \*

2. First Name \*

3. Middle Name

4. School ID Number \*

5. Date of Birth \*



Format: M/d/yyyy

6. Street Address \*

7. Home Phone Number \*

8. Cell Phone Number \*

9. E-mail Address \*

10. Current Middle School \*

Ashfield

Davis K-8

East

North

Plouffe

South

West

Other

## PROGRAM SELECTION

Please select one of the following programs for which you wish to apply:

### 11. Vocational Education \*

- Automotive Technology
- Construction Technology
- Graphic Communications
- I do not wish to participate in Vocational Education

### 12. SOAR (Southeastern vOccational Access paRtnership) \*

- Cosmetology
- Culinary Arts
- Dental Assisting
- Early Education
- Marketing & Entrepreneurship
- Precision Machine Technology
- I do not wish to participate in SOAR

### 13. Innovation Pathways: Healthcare \*

- Yes, I want to participate in Innovation Pathways: Healthcare
- I do not wish to participate in Innovation Pathways: Healthcare

14. Why are you interested in the program you selected above? \*

15. If accepted into one of the programs listed above, what would be your future goal?  
Please state below. \*

## PARENT/GUARDIAN INFORMATION

16. Last Name \*

17. First Name \*

18. Middle Name

19. Street Address \*

20. Home Phone Number \*

21. Cell Phone Number \*



22. Work Phone Number

23. E-mail Address \*

## VOLUNTARY INFORMATION SECTION - EQUAL OPPORTUNITY

The information requested in this section is voluntary and will not affect the applicant's admission into the program. This information will be used for monitoring equal educational opportunities. All students, including but not limited to students with disabilities and English Language Learners, may request reasonable accommodations during the application and admission process.

24. Are you willing to complete the following VOLUNTARY section?

Yes

No

25. Applicant Gender

Male

Female

26. Do you need an interpreter/translator to help you navigate the admissions form and process?

Yes

No

27. If yes, please select the language that will best meet your needs:

- Portuguese
- Spanish
- French
- Haitian Creole
- Cape Verdean Creole

Other

28. What is the primary language spoken at home?

29. Would the parent/guardian like to receive information in a different language?

- Yes
- No

30. If yes, which language?

- Portuguese
- Spanish
- French

Other

31. Place of birth (City/Town)

32. Place of birth (Country)

33. Do you receive Special Education Services?

Yes

No

34. Do you have a 504 accommodation plan?

Yes

No

35. Are you an unaccompanied minor or are you or your family experiencing homelessness?

Yes

No

## SIGNATURES SECTION

Our signatures below indicate our interest in enrolling in the Vocational and Career Education Department. We understand the expectations of the program included in the program brochure and to whom we can communicate regarding questions or concerns about the program. Our signatures below certify we have read and agree with this statement.

Typing your names below will serve as an Electronic Signature.

36. Student Signature \*

37. Date \*

Format: M/d/yyyy

38. Parent Signature \*

39. Date \*

Format: M/d/yyyy

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# Brockton High School

## Vocational Technical Program

### Application

### 2022-2023

During the following days you will be asked to select your courses for next year. Since you have had the opportunity to spend time this semester, EXPLORING each of our three shops (Automotive Technology, Construction Technology, and Graphic Communications), it is time now for you to decide which shop you would like to APPLY FOR ADMISSION to receive career training for the rest of your high school career.

\* Required

#### STUDENT APPLICANT INFORMATION

1. Last Name \*

2. First Name \*

3. Middle Name

4. School ID Number \*

5. Date of Birth \*



Format: M/d/yyyy

6. Street Address \*

7. Home Phone Number \*

8. Cell Phone Number \*

9. E-mail Address \*



# VOCATIONAL TECHNICAL PROGRAM SELECTION

Please select one of the following programs for which you wish to apply:

10. Do you want to apply for the Vocational Technical Program? \*

- YES - I DO want to apply to the Vocational Technical Program
- No - I DO NOT want to apply for the Vocational Technical Program

11. Select your First Choice for a Training Program: \*

- Construction Technology
- Graphic Communications
- Automotive Technology

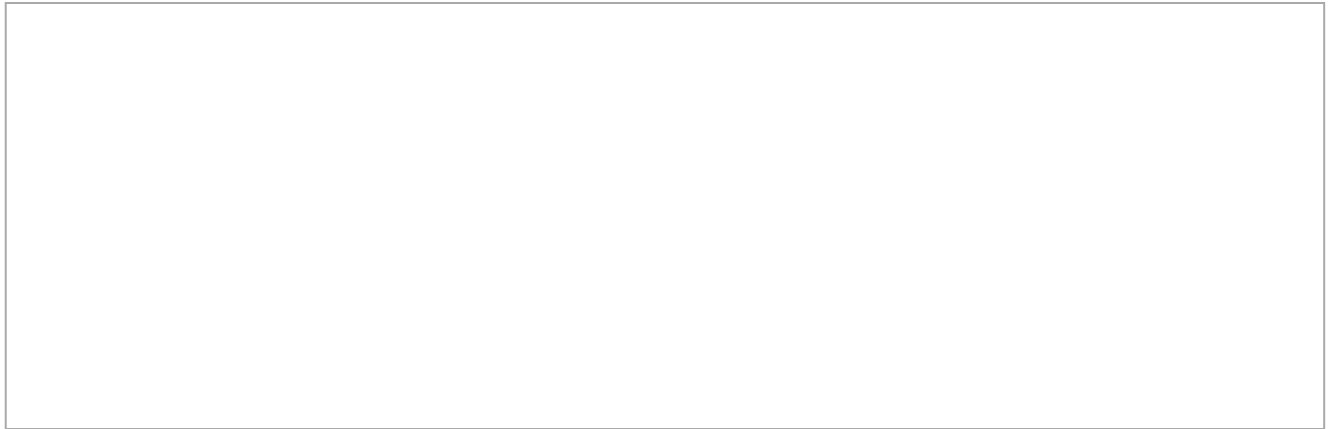
12. Select your Second Choice for a Training Program: \*

- Automotive Technology
- Graphic Communications
- Construction Technology

13. Select your Third Choice for a Training Program: \*

- Automotive Technology
- Construction Technology
- Graphic Communications

14. In the space below, state at least three reasons that make you believe that your first choice is the right fit for you. Think about your skills, interests, and your willingness to commit to complete your training. \*

A large, empty rectangular box with a thin black border, intended for the user to write their response to question 14.

## PARENT/GUARDIAN INFORMATION

15. Last Name \*

16. First Name \*

17. Middle Name

18. Street Address \*

19. Home Phone Number \*

20. Cell Phone Number \*

21. Work Phone Number

22. E-mail Address \*

## ACKNOWLEDGMENT AND SIGNATURES SECTION

I understand that my child's acceptance will be based on the summary of the shop instructor's daily evaluations and on my child's interest as manifested above in this application. I also understand that one factor that can affect acceptance is the student's behavioral record while in the shop. I acknowledge that since all shops have dangerous machinery, appropriate behavior in these facilities is of foremost importance as it ensures the safety of ALL students.

I also understand that, if accepted, my child will be eligible to receive training for the remaining of their high school career given this does not represent a threat to their health, safety and that of the rest of the students. I also understand that in certain occasions there are unexpected circumstances such as retention/mandated courses that may interfere with my child sequence of courses (i.e. retention or specialized courses).

Typing your names below will serve as an Electronic Signature.

23. As a parent/guardian, I have discussed my child's vocational educational options at BHS and I support my child's decision based on the following: (In the space below, please explain why you think the student's first choice is appropriate (think about the student's skills, interests, and your willingness to commit to complete your training): \*

24. Student Signature \*

25. Date \*



Format: M/d/yyyy

26. Parent Signature \*

27. Date \*

Format: M/d/yyyy

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 Microsoft Forms