



UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

ADMISSIONS POLICY

INTRODUCTION

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

An admissions process is necessary in regional vocational-technical where space is an intrinsic limiting factor. Vocational-technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and / or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through twelve at Upper Cape Cod Regional Technical School (UCT) will be evaluated using the criteria contained in this Admissions Policy. The policy was approved by the Upper Cape Cod Regional Vocational-Technical School District Committee on .

I. ADMISSIONS

When Upper Cape Cod Regional Technical School receives more applications than it has available seats, Upper Cape Cod Regional Technical School applies selection criteria to determine which students it will admit. The criteria Upper Cape Cod Regional Technical School uses has been approved by UCT School Committee, and the School Committee will approve the use of these criteria annually. UCT's admission policy is on file at the Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

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

If a student's primary home language is not English, Upper Cape Cod Regional Technical School will provide them with an application form in their home language. Please contact our Admissions Office at (508) 759-7711 ext. 210 if you have questions or need help filling out the application form.

Upper Cape Cod Regional Technical School is committed to providing educational opportunities to students experiencing homelessness. Please contact UCT's liaison at mdufresne@uppercapetech.org, (508) 759-7711 ext. 237, 220 Sandwich Road, Bourne, MA 02532 with any questions.

Students with disabilities may voluntarily identify themselves to Upper Cape Cod Regional Technical School to request reasonable accommodations during the application and admission process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Upper Cape Cod Regional Technical School.

Consistent with Massachusetts [regulations](#), Upper Cape Cod Regional Technical School has created a plan with deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile.

UCT has created an equity team comprised of the following team members:

- 1. Data Analyst*
- 2. Principal*
- 3. Assistant Principal*
- 4. Director of Curriculum and Instruction*
- 5. Vocational Director*
- 6. Director of Student Services and Special Education*

Goals and Purpose: The Equity team members of UCT will be tasked with continual evaluation of the success and equity of our district's programming. UCT will be evaluating qualitative and quantitative data associated with our district and our sending communities to achieve the goal of a fair and equitable school culture and inclusive access to our programs.

III. ELIGIBILITY

Any rising or current 8th, 9th, 10th, 11th, or 12th grade student who is a resident of our UCT sending districts may apply for admission to Upper Cape Cod Regional Technical School. Students may only be admitted to Upper Cape Cod Regional Technical School if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional. If they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend Upper Cape Cod Regional Technical School full-time and will be subject to the same admissions standards as other applicants.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Upper Cape Cod Regional Technical School and will be subject to the same admissions standards as other applicants.

Applications from students who are enrolled in a state-approved Chapter 74 technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Upper Cape Tech. All transfer applicants must attend an interview at Upper Cape Tech. If the applicant or parent/guardian cannot provide transportation, an official from Upper Cape Tech will go to the local school to interview the applicant. Their application will be evaluated according to the provisions of this Admissions Policy.

SCHOOL CHOICE:

Upper Cape Cod Regional Technical School does not participate in the inter-district school choice program. The inter-district school choice program, [M.G.L. c. 76, § 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

IV. ORGANIZATIONAL STRUCTURE

Upper Cape Cod Regional Technical School is a Vocational High School located in Bourne, Massachusetts.

The Superintendent of Upper Cape Cod Regional Technical School is:

Roger Forget, Superintendent

The Principal of Upper Cape Cod Regional Technical School is:

James McCue, Principal / Acting Principal, Josh Greeley

The Assistant Principal of Upper Cape Cod Regional Technical School is:

Tim Lizotte, Acting Assistant Principal

The Supervisor/Director of Upper Cape Cod Regional Technical School is:

Nolan LeRoy, Vocational Director

The Director of Curriculum and Instruction of Upper Cape Cod Regional Technical School is:

Marie Alvernaz, Director of Curriculum and Instruction

The Director of Student Services/Special Education of Upper Cape Cod Regional Technical School is:

Mark Dufresne, Director of Students Services/Special Education

The Technical Supervisor of Upper Cape Cod Regional Technical School is:

Pete Winiarski, Technical Supervisor

It is the responsibility of Upper Cape Cod Regional Technical School Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

V. ADMISSIONS COMMUNICATION POLICIES

Upper Cape Cod Regional Technical School maintains a calendar of events on its website (uppercapetech.com) where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office at (508) 759-7711 ext. 210.

Upper Cape Cod Regional Technical School also shares recruitment information with potential applicants in the following ways:

Upper Cape Cod Regional Technical School offers tours of its facilities to interested applicants. To request a tour, please call or email our Admissions Office at jwatterson@uppercapetech.org. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts.

Upper Cape Cod Regional Technical School offers an Open House event. Details of the event can be found at [Prospective Students](#). The event will allow all students to see UCT in action. Demonstrations of our 15 technical programs and academic departments will be on display. Additionally, videos of each technical area will be sent to 7th and 8th grade families via e-mail to the addresses provided by the sending school districts.

Brochures which describe technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8th grade visitations and the Open House. Brochures are also distributed to community partners in our 5 sending towns. Our equity team reviews cultural data and sends out UCT communication in our communities' native language.

VI. APPLICATION PROCESS

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

1. Students interested in applying to Upper Cape Cod Regional Technical School for fall admission to the ninth, tenth, eleventh or twelfth grade must:
 - a. Obtain an [application](#) from Upper Cape Cod Regional Technical School as early in the school year as possible by applying online at the Upper Cape Tech website. (uppercapetech.com)
 - b. Attend a scheduled interview at Upper Cape Tech to take place at Upper Cape Tech. If the applicant is absent on the day of the scheduled interview, an alternative time will be scheduled.
2. It is the responsibility of the Sending District to:
 - a. Complete their portion of the application form.

- b. Prepare a complete admissions packet.
- c. For applications for grade 9 (fall admission), the average of terms 1 & 2 grade 8 marks in English language arts, social studies, math and science from the local school report card/transcript are required. For applications to grades 10, 11, & 12 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year marks, if available, in English language arts, social studies, math and science from the local school report card/transcript is required.

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

For applications to grades 10, 11, & 12 (fall admission) the sum of the previous school year and terms 1 & 2 current school year unexcused absences, if available, from the local school report card/transcript are required.

For application to grade 9 (fall admission), the conduct report of term 1 & 2 grade 8 and Grade 7, from the local school report card or school discipline report are required. For applications to grades 10, 11, and 12 (fall admission) the conduct report of the previous school year and terms 1 & 2 of the current school year, if available, are required and terms 1 & 2 of the current school from the local school report card or the discipline report are required.

- 3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admissions Office at Upper Cape Cod Regional Technical School will notify the local school district responsible for submitting the application components that the application is incomplete and will request completion. Students with incomplete applications will not be considered as an official applicant until a completed application is received.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Upper Cape Cod Regional Technical School's Admissions Office in the event that the problem is not resolved by the local school district.
 - c. If after notifying the local school district and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be placed in an "incomplete" file.

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

- 1. Students interested in applying to Upper Cape Cod Regional Technical School for admission for the current school year must:

- a. obtain and complete an application online at www.uppercapetech.com or by calling the Admissions Office at (508) 759-7711 x. 210 to receive a paper copy of the application
- b. attend a scheduled interview with an Upper Cape Tech admissions staff representative to take place at Upper Cape Cod Technical Regional School. If the applicant is absent on the day of the scheduled interview, an alternative interview time at the resident school will be scheduled.

LATE APPLICATIONS

Applications received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved Chapter 74 technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Upper Cape Tech. All transfer applicants must attend an interview at Upper Cape Tech. If the applicant or parent/guardian cannot provide transportation, an official from Upper Cape Tech will go to the local school to interview the applicant. Their application will be evaluated according to the provisions of this Admissions Policy.

WITHDRAWN STUDENTS

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

VII. SELECTION RUBRICS

When more students apply to Upper Cape Cod Regional Technical School than available seats, Upper Cape Cod Regional Technical School uses the following system to select students for admission:

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

A. Scholastic Achievement: Maximum 20 points

Grade Averages	Points
90 – 100	5
80 – 89	4
70 – 79	3
60 – 69	2
0 - 59	0

For applications to grade 9 (fall admission), terms 1 & 2 grade 8 marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 10, 11, and 12 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year, if available, marks in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10, 11 & 12 (admission during the school year) the current school year to the date of the application marks in English, social studies, mathematics and science from the local school report card/transcript are used.

B. Unexcused Attendance: Maximum 10 points

Number of Unexcused Absences	Points
0 – 5	10
6 – 12	05
13 and over	0

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

C. School Discipline/Conduct: Maximum 10 points

Discipline/Conduct Rating	Points
Excellent - no references to discipline	10
Long term suspension lasting over 10 days	5
37 H violation resulting in expulsion for current school year	0

For applications to grade 9 (fall admission), the conduct report from terms 1 & 2 grade 8 from the local school report card/transcript or the discipline report are used. For applications to grades 10, 11 and 12 (fall admission) the current school year to date conduct report from the local school report card or discipline report are used. For applications to grades 9, 10, 11 & 12 (admission during the school year) the current school year to date conduct report from the local school report card/transcript or from the discipline report are used.

E. Interview: Maximum 60 points

Rating	Points
Excellent	60
Above Average	
Average	
Below Average	
Poor	0

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned.

SELECTION PROCESS

The Admission Committee at Upper Cape Tech will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, unexcused attendance, school behavior (limited to 37H and 37 h 1/2 violations and suspensions longer than 10 days only), and interview results. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their “point total” and town of residence. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Upper Cape Tech by April 1st are notified of their status by a letter to their parents/guardians by mid-May. Applicants whose applications are not received by Upper Cape Tech by April 1st will receive a letter each school quarter informing them of their status.

VIII. EXPLORATORY PROGRAM

Because Upper Cape Cod Regional Technical School offers five or more Chapter 74 state-approved programs, Upper Cape Cod Regional Technical School provides a half year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All ninth graders who enroll in Upper Cape Tech participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs. Students initially explore each vocational technical shop for one day. Then, students list their top 5 exploratory choices and explore each of them for one week. Students are evaluated and scored (1 – 100 points) by each shop teacher during the week in each shop. At the end of this five-week exploratory period, each student selects his/her program of choice, as well as a second and third choice from the five explored shops. Students are evaluated and scored (0-100 points) by each shop teacher during the week in each shop. Students are admitted into the shop of their choice based on the point total they received in all shops combined. For example, a student with a point total of 492 would be

admitted before a student with a point total of 490. If a shop fills, based on point total, before a student gets his/her first choice, the counselor then moves to the students' second or third choice depending upon whether there is an opening in the shop. Again, the student is admitted based upon overall point total. If a students' point total in all shops combined is so low that they were not placed in their second or third choice shop because the shops were filled by students with higher point totals, the counselor will meet with the student and present a list of the shops with openings which the student explored and ask the student to choose one of them. Again, students selecting shops from among the shops with openings, which the student explored, will be admitted based on their point totals. The process continues until all students are placed.

Students who enroll in Upper Cape Tech after grade nine may explore vocational technical programs that have openings, before making a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank order would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.



UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

NAME:

STUDENT EVALUATION - EXPLORATORY PROGRAM EXPLORATORY WEEK #

INSTRUCTOR:

DATE:

SHOP:

Rate each category with a maximum of 10 points # of Points

1. Conduct

Demonstrates responsibility (5)

Is respectful to peers and adults (5)

2. Effort

Works to the best of his/her ability (5)

Works continuously throughout the day (5)

3. Cooperation

Willing to try all shop assignments (5)

Works well individually and teams (5)

4. Willingness to Follow Instructions

Is prepared for shop (5)

Follows shop rules (5)

5. Task Completion

Demonstrates ability/willingness to begin shop projects (5)

Works to completion or seeks help (5)

6. Responsibility

Demonstrates proper use and storage of equipment and supplies (10)

7. Personal Safety

Follows shop safety rules (5)

interactions with other students (5)

8. Apparent Ability for Technical Program

Shows interest in the Technical Program (5)

Demonstrates ability for trade success (5) 9.

9. Quality of Work.

Demonstrates appropriate attention to detail (5)

Completed work is neat and maintained (5)

10. Understanding and Use of Tools and Equipment

Demonstrates the ability to use tools and equipment in the Technical Program (10)

Total

Comments:

IX. PROGRAM-SPECIFIC ADMISSION

Upper Cape Cod Regional Technical School does not use the system described above for students to identify and enroll in a specific Chapter 74 technical program.

X. REVIEW AND APPEALS PROCESS

ADMISSION TO Upper Cape Cod Regional Technical School

If Upper Cape Cod Regional Technical School does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the [Superintendent or their designee] of Upper Cape Cod Regional Technical School review that decision within 30 days. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
jwatterson@uppercapetech.org	Janice Watterson Upper Cape Cod Regional Technical School 220 Sandwich Road Bourne, MA 02532

The [Superintendent or their designee] will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the [Superintendent or their designee] will review the following information:

- Student’s Application*
- Student’s Context*
- All relevant criteria*

XI. MAINTENANCE OF RECORDS

Upper Cape Cod Regional Technical School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Upper Cape Cod Regional Technical School will provide this information to the Massachusetts Department of Elementary and Secondary Education upon request.

Approved by School Committee 11/18/2021