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

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*This 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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**BROCKTON HIGH SCHOOL  
ADMISSION POLICY AND PROCEDURES  
CAREER AND TECHNICAL PROGRAMS**

**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 and the Superintendent of Schools on September 28, 2022.

**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 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, Massachusetts 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 Business, Career and Technical 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 of Business, Career and Technical Education and appointed by the school Principal. The committee consists of a member of the Business, Career and Technical Education administration, a CTE counselor, a special needs teacher/liaison, a bi-lingual 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 Business, Career and Technical 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

The Brockton High School's Director of Business, Career and Technical 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 completing a detachable "Yes, I'm Interested" section of the brochure.

**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 return the "Yes, I'm Interested" section to 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 spring. 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, Haitian Creole, and Cape Verdean Creole and are distributed to parents and students during presentations and activities at the six middle schools. Multilingual materials are always available in the guidance offices throughout the district as well as at the Business, Instructional Technology, Vocational, Career and Technical Education office at Brockton High School. The 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 Business, Instructional Technology, Vocational, Technical and Career Education office at 508-580-7665 during regular school hours.

All of the above information is published on the school district website: [brocktonpublicschools.com](http://brocktonpublicschools.com): Following the links: Teaching & Learning > Business, Career and Technical Education > Vocational Education> Exploratory Program. The information is also available in writing in the middle/junior high schools' guidance offices throughout the district, Monday through Friday between 8:00 A.M and 3:00 PM.

## **VI. APPLICATION PROCESS.**

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

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

1. Obtain a Brockton High School Vocational Technical Program Application Form. This document is available throughout the year on the Brockton Public School 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 return it signed to the student applicant's current guidance counselor at least 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. 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) 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; provided, however, that no one criterion exceeds 50% of the total. 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.

These criteria are used to determine admissions when there are more seats than applicants as further established in this Admissions Policy.

- c. The district will provide assistant if needed (bilingual liaison, McKinney Vento liaison, or other districts) to the parent/guardian and student applicant in completing their sections.
- d. Forward the completed application, and copies of the previous year's report cards and a copy of the disciplinary record to the Director of Business, Instructional Technology, Vocational and Technical Education of Brockton Public Schools to the following address:

Brockton High School  
Business, Career and Technical Education Department  
Exploratory Program Admissions Committee  
470 Forest Avenue  
Brockton, MA 02301

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 3 C.74 vocational programs, and Perkins CTE Programs.

1. Obtain a Brockton High School Vocational Technical 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 Business, Career and Technical Education at Brockton High School by the deadline established by the program director and posted in the Brockton Public Schools 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 Business, Career and Technical 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 go over 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 Schools Business, Career and Technology Department will go to the local school to meet with the applicant. In the event that are 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 for Business, Instructional Technology, Vocational Technical 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
  - 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 four majors offered through Brockton High School Vocational Training Program are subject to a different acceptance criterion.

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) won't 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	01-02	75
Acceptable	03-04	50
Fair-Good	05-06	25
Poor	05 & above	0
<b>Possible Points: Maximum = 100 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 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 spend 30 days in each shop each semester until they complete three rotations, one in each shop (90 days in total). 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 450 points under each criteria for a grand total of 2250 points (including all 5 criteria). See criteria and descriptors below.

<b>CRITERIA</b>	<b>POINTS AND DESCRIPTORS</b>
<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 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		
ATTITUDE	5. Always (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. 4. Most of the time (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. 3. Generally (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. 2. Sometimes (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. 1. Rarely (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.										JANE DOE	Signature	
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) shows 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, students 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							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	TECHNICAL SKILLS	TEACHERS RECOMMENDATION									
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	SAMANTH	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	MARIE	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	FERNAND	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

This example shows a list of 26 students applicants and the total point value they obtained at the end of an exploratory rotation period based on five evaluation criteria, including teacher recommendation (see chart below). All these students are seeking to be admitted into the same major: Automotive Technology. The program has just 10 openings. Thus, the requests exceeds our openings. In this case, and according to our Admissions Policy, students applicants will be rank ordered based on the total quality points they obtained (see rank order list below). 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 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. This allowed to rearrange their total value points, break the tie, and determine admission.

## 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 students 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

