



## AFTER DARK PROGRAM ADMISSION POLICY

### I. ADMISSIONS 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, intended to comply with Massachusetts state regulations is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary.

The Greater Lowell Technical High School (GLTHS) After Dark Program is a DESE approved Chapter 74 Partnership program that recognizes innovative Career Vocational Technical Education pathway opportunities delivered outside the typical school day. Priority is given to oversubscribed schools, especially those in Gateway Cities. The GLTHS program partners with Lowell High School. Current CTE offerings include Automotive Technology; Heating, Ventilation, Air Conditioning, and Refrigeration; and Information Technology Services. As a result of vocational technical laboratories (shops) space limitations, the After Dark enrollment capacity is 50 juniors and seniors (combined) each year.

The GLTHS After Dark Admissions Policy follows all the criteria and stipulations of the GLTHS Admissions Policy that are relevant to the program.

All applicants to the After Dark Program at Greater Lowell Technical High School will be evaluated using the criteria contained in this Admission Policy.

When the After Dark Program at Greater Lowell Technical High School receives more applications than it has available seats, GLTHS applies selection criteria to determine which students it will admit.

The criteria Greater Lowell Technical High School After Dark Program applies have been approved by the GLTHS School Committee on December 14, 2023, and the School Committee will approve the use of these criteria annually. The Greater Lowell Technical High School After Dark Program Admission Policy is on file at the Department of Elementary and Secondary Education.

## II. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Greater Lowell Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting in the investigation of such a complaint.

If a student's primary home language is not English, Greater Lowell Technical High School will provide them with an application form in their home language. Please contact our Admissions Office at (978) 441-4951, [admissions@gltech.org](mailto:admissions@gltech.org) if you have questions or need help filling out the application form.

Greater Lowell Technical High School is committed to providing educational opportunities to students experiencing homelessness. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure students experiencing homelessness and in foster care, and military children have access to high-quality, stable educational practices. Please contact the McKinney Vento Homeless Liaison/Foster Care/Military Liaison Tracy Encarnacao, at [tencarnacao@gltech.org](mailto:tencarnacao@gltech.org), (978) 441-4955, Fax (978) 441-5399 and 250 Pawtucket Blvd., Tyngsborough, MA 01879 with any questions.

Students with disabilities may voluntarily identify themselves to Greater Lowell Technical High 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 Greater Lowell Technical High School.

Consistent with Massachusetts [regulations](#), Greater Lowell Technical High 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.

## III. ELIGIBILITY

### RESIDENT STUDENTS:

Any 10th grade student who is a resident of the Greater Lowell Regional Vocational School District Lowell High School, who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission subject to the availability of openings to Greater Lowell Technical High School After Dark Program. Lowell High School students will be evaluated using the criteria contained in this Admission Policy.

Students may only be admitted to Greater Lowell Technical High School After Dark Program if they have been promoted to the grade they are seeking to enter. 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.

MCKINNEY - VENTO:

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness eligibility. Upon determining that the student is homeless, the school shall immediately enroll the student pursuant to district policies without the other typical required documentation such as immunizations.

FOSTER CARE STUDENTS:

Each child and youth in transition has the right to remain at his or her school of origin or attend any school within the attendance area in which the child or youth is actually living. When a determination is made that it is not in a student's best interest to remain at the GLTHS After Dark Program, the School Counseling Department will inform the sending school district that the student will no longer be able to attend the After Dark Program.

**IV. ORGANIZATIONAL STRUCTURE**

Greater Lowell Technical High School is a New England Association of Schools and Colleges (NEASC) accredited public regional vocational technical school located on a scenic 72-acre campus located on the Tyngsborough/Lowell line, in Tyngsborough, Massachusetts. Greater Lowell Technical High School is a member of the Greater Lowell Regional Vocational School District that serves the four communities of Dracut, Dunstable, Lowell, and Tyngsborough. Greater Lowell Technical High School is committed to providing quality vocational technical programs.

The GLTHS After Dark Program is a DESE approved Chapter 74 Partnership program that recognizes innovative Career Vocational Technical Education pathway opportunities delivered outside the typical school day. The program runs from 2:15 pm to 5:30 pm, Monday through Thursday. It partners with Lowell High School. Current CTE offerings include Automotive Technology; Heating, Ventilation, Air Conditioning, and Refrigeration; and Information Technology Services. As a result of vocational technical laboratories (shops) space limitations, the After Dark enrollment capacity is 50 juniors and seniors (combined) each year.

The Superintendent-Director of Greater Lowell Regional Vocational School District is:

*Jill Davis, [jdavis@qltech.org](mailto:jdavis@qltech.org), (978) 441-4800*

The Assistant Superintendent/Principal of Greater Lowell Regional Vocational School District is:

*Michael Barton, [mbarton@qltech.org](mailto:mbarton@qltech.org), (978) 441-4807*

The Director of Technology, Enrollment, and Information of Greater Lowell Regional Vocational School District is:

*Lisa Martinez, [lmartinez@qltech.org](mailto:lmartinez@qltech.org), (978) 441-4948*

The Coordinator of the After Dark Program is:

*Cheryl Bomal, [cbomal@qltech.org](mailto:cbomal@qltech.org), (978) 441-4804*

It is the responsibility of Greater Lowell Regional Vocational School District Superintendent-Director to supervise the administration of the policies and procedures used to admit and enroll After Dark students, consistent with all applicable laws, regulations, and guidance.

Greater Lowell Technical High School After Dark Program has an admissions committee appointed by the Superintendent-Director. The committee is chaired by the Director of Technology, Enrollment and Information and includes the Director of School Counseling, Director of Special Education, Director of Language Acquisition, After Dark Program Coordinator, and admissions staff. Responsibilities of the Admission Committee include:

1. Review of admissions data from current and previous school years and all relevant data regarding our sending communities to ensure equitable access pursuant to [603 CMR 4.00](#) and all applicable state and federal regulations.
2. Determination of standards for admission.
3. Development and implementation of admission procedures.
4. Processing of applications.
5. Ranking of students.
6. Acceptance of students according to the procedure and criteria in the admission policy.
7. Establishment and maintenance of waitlist of acceptable candidates.

#### V. ADMISSIONS COMMUNICATION POLICIES

The Director of Technology, Enrollment, and Information, The Director of School Counseling, and the After Dark Program Coordinator are responsible for disseminating information about Greater Lowell Technical High School After Dark Program through local school tours, presentations, and press releases, and for collecting applications and necessary official enrollment documents from the local schools. Admissions, resources, and promotional materials will be made available in the student/family's home language whenever possible.

Greater Lowell Technical High School shares recruitment information about the After Dark Program through partner schools. Greater Lowell Technical High School also shares recruitment information, in several languages, with potential applicants.

A copy of the approved Admissions Policy and Program of Studies will be posted annually on the school website and will be provided in hard copy or electronically upon request.

#### VI. APPLICATION PROCESS FOR AFTER DARK

##### APPLICATION PROCESS FOR FALL ADMISSION TO GRADE ELEVEN

1. Students interested in applying to Greater Lowell Technical High School After Dark Program for fall admission to the 11th grade (if applicable) must:
  - a. Complete and submit an electronic application through our website or print an application from our website at <http://www.gltech.org/afterdarkadmissions>, obtain an application from their local school counselor, or contact the

Admissions Office at [admissions@gltech.org](mailto:admissions@gltech.org), (978) 441-4951 to request a paper application as early in the school year as possible. Applications are offered in student/family's home language.

- b. Applications for grade 11 Fall Admission must be submitted to the After Dark Coordinator either electronically or by paper copy to Greater Lowell Technical High School by the priority admission deadline of March 1.

2. It is the responsibility of the local school counselor to:

- a. Upon notification that a student has applied, complete and submit their portion of the application, including required signatures to the Greater Lowell Technical High School Admissions Office on or before March 1. If a late application is submitted after March 1, the sending school counselor/staff should complete and submit their portion of the application, including required signatures, to the Greater Lowell Technical High School After Dark Program as soon as possible.
- b. Complete applications include:
  - (i) Completed application form (including required signatures), official school record of grades, attendance, discipline, and a school counselor recommendation.

For application to grade 11 (fall admission if applicable), the final grades of the previous two school year's grades in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are required.

For application to grade 11 (fall admission if applicable), the sum of the previous two school year's unexcused absences from the local school report card/transcript is required.

For application to grade 11 (fall admission if applicable) an official school record of disciplinary infractions from the previous two school years is required.

For application to grade 11 (fall admissions if applicable), recommendation from the local school counselor is required.

3. If incomplete applications are received or if there is a discrepancy in the supporting documentation provided, the following procedures will be followed:

- a. The Greater Lowell Technical High School Admissions Department will notify the local school counselor and/or parent/guardian responsible for submitting the application, that the application is incomplete or that there is a discrepancy, and will request completion, clarification, or adjustment.

## LATE APPLICATIONS

Applications for grade 11 received after March 1 will be evaluated using the same criteria as other applications, and the composite score will be integrated in rank order, high to low, on the established waitlist.

## WITHDRAWN STUDENTS

Students who withdraw from the Greater Lowell Technical High School After Dark Program and who are attending or not attending another high school may reapply to Greater Lowell Technical High School After Dark Program following the procedures contained in this Admission Policy and will be evaluated using the criteria contained in this Admission Policy.

## VII. SELECTION PROCESS

When more students apply to the Greater Lowell Technical High School After Dark Program than available seats, GLTHS uses the following system to select students for admission. Completed applications are processed by the Admission Team using weighted admission criteria. Each applicant will be assigned a score derived from the sum of the sub-scores of the following criteria:

- a. Scholastic Achievement: Maximum 40 points

Maximum 10 points per course in English Language Arts, Mathematics, Science, and Social Studies.

<b>Grade Averages</b>	<b>Points</b>
90-100 (A)	10
80-89 (B)	8
70-79 (C)	5
60-69 (D)	2
0-59 (F)	0

For application to grade 11 (fall admission if applicable), the final grades of the previous two school year's grades in English Language Arts, Mathematics, Science, and Social Studies from the local school report card/transcript are used.

- b. Attendance: Maximum 40 points

<b>Number of Unexcused Absences</b>	<b>Points</b>
0-2	40
3-5	35
6-8	30
9-11	25
12-14	20
15-17	15
18-20	10
21+	0

For application to grade 11 (fall admission if applicable), the sum of the previous two school year's unexcused absences from the local school report card/transcript is used.

c. School Discipline/Conduct: Maximum 15 points

An official school record of student discipline must be submitted as part of the application process. Points will be deducted only for infractions that resulted in suspensions or expulsion pursuant to [M.G.L. c.71, § 37H](#) or [M.G.L. c.71, § 37H-½](#), or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to [M.G.L. c.71, § 37H-¾](#).

Suspensions/Expulsions	Points
0 Suspensions/Expulsions	15
1 or more infractions that resulted in suspensions or expulsion pursuant to <a href="#">M.G.L. c.71, § 37H</a> or <a href="#">M.G.L. c.71, § 37H-½</a> , or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to <a href="#">M.G.L. c.71, § 37H-¾</a> .	0

For application to grade 11 (fall admission if applicable) an official school record of disciplinary infractions from the previous two school years is used.

d. Local School Counselor's Recommendation: Maximum 5 points

A member of the School Counseling Department in each member town will complete a recommendation based on a rubric in the application packet.

Rating	Points
Ability To Benefit	1
Classroom Participation	1
Perseverance	1
Study/Work Habits	1
Positive Collaboration	1

For application to grade 11 (fall admissions and admission during the school year if applicable), recommendation from the local school counselor is required.

Members of Greater Lowell Technical High School's Admission Team will assemble to review all completed applications received by March 1. The team will check each application for accuracy before awarding rating points in each category. A maximum total of 100 points can be earned. After awarding rating points, each category will be totaled. The resident applicants will be ranked by point total from high to low and will be selected for admission by rank order until all

seats are filled. Those below the cut-off point will be placed on a waiting list. The cut-off point is determined annually by ranking all resident applicants point totals from high to low and selecting the number of applicants necessary to fill openings. If openings occur, seats are filled by applicants from the waiting list by rank order from high to low.

Applicants that are waitlisted will remain on the waitlist for the remainder of the school year and will need to reapply each year if they remain interested in attending Greater Lowell Technical High School After Dark Program.

All students and their local school counselors are advised of their admission status (accepted or waitlisted) by the end of the first full week in June.

Applications received after March 1 will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established applicant waitlist.

### ENROLLMENT

To enroll at the Greater Lowell Technical High School After Dark Program for the fall, applicants must have been promoted by their local district to the grade they wish to enter. Acceptance and enrollment at Greater Lowell Technical High School After Dark Program are conditioned upon the accuracy and completeness of the student's application. Greater Lowell Regional Vocational School District reserves the right to revoke its conditional acceptance of any student, at any time, if it is determined that the student's parent(s)/guardian(s) or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

Any student who is accepted but fails to respond to the offer or register, after repeated notifications to the parent(s)/guardian(s) and the local sending school principal, and the registration remains incomplete for twenty calendar days, the student's acceptance may be rescinded and considered a declined acceptance.

Prior to the first day of school, and in accordance with Massachusetts State Law, updated immunization records of all accepted, incoming students must be forwarded to Greater Lowell Technical High School.

## VIII. REVIEW AND APPEALS PROCESS

### ADMISSION TO GREATER LOWELL TECHNICAL HIGH SCHOOL AFTER DARK PROGRAM

If Greater Lowell Technical High School After Dark Program does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Assistant Superintendent/Principal of Greater Lowell Technical High 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
<a href="mailto:mbarton@gltech.org">mbarton@gltech.org</a>	250 Pawtucket Boulevard, Tyngsborough, MA 01879



The Assistant Superintendent/Principal will respond, within thirty days, 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. The Director of Technology, Enrollment and Information shall maintain documentation as to the specific admission requirements that were used to deny admission and shall provide such documentation for the Assistant Superintendent/Principal to review.

If after the review, the parent/guardian wishes to appeal the decision of the Assistant Superintendent/Principal, the parent/guardian may request that the Superintendent-Director of Greater Lowell Technical High 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
<a href="mailto:jdavis@gltech.org">jdavis@gltech.org</a>	250 Pawtucket Boulevard, Tyngsborough, MA 01879

The Superintendent-Director will respond, within thirty days, 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. The Director of Technology, Enrollment and Information shall maintain documentation as to the specific admission requirements that were used to deny admission and shall provide such documentation for the Superintendent-Director to review.

#### IX. MAINTENANCE OF RECORDS

Greater Lowell Technical High 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. Greater Lowell Technical High School will provide this information to the Department upon request.