

I. Admissions

When Diman Regional Vocational Technical High School (Diman Regional) receives more applications than it has available seats, Diman Regional applies selection criteria to determine which students it will admit. The criteria Diman Regional applies have been approved by its School Committee and the School Committee will approve the use of these criteria annually. Diman Regional's admissions policy is on file at the Department of Elementary and Secondary Education.

II. Equal Education Opportunity

Diman Regional 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 language is not English, Diman Regional will provide them with an application form in their home language. Please contact our Admissions Office at 508 678 2891 extension 1500 or admissions@dimanregional.org if you have questions or need help filling out the application form.

Diman Regional is committed to providing educational opportunities to students experiencing homelessness. Please contact Diman Regional's liaison at 508 678 2891 extension 1500 or admissions@dimanregional.org with any questions.

Students with disabilities may voluntarily identify themselves to Diman Regional to request reasonable accommodations during the application and admissions process.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Diman Regional.

Consistent with Massachusetts regulations, Diman Regional 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.

The staff of the Greater Fall River Vocational School District will meet regularly to review student enrollment data. These meetings will focus on ensuring the district's commitment to equity and diversity. Data from our district will be reviewed and compared to sending districts. Based on outcomes, our plan will include action steps to meet with stakeholders and identify potential needs and improvements to our practices and protocols.

III. Eligibility

Current 8th, 9th, 10th, 11th, or 12th grade student who is a resident of Greater Fall River Vocational may apply for admissions to Diman Regional. Students may only be admitted to Diman Regional if they have been promoted to the grade they are seeking to enter, so students should be aware their admissions is conditional-if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Residents of Greater Fall River Vocational who meet the minimum admissions requirements are admitted before any non-residents seeking the same program.

Apportionment:

Diman Regional has a regional agreement in place that identifies the cities and towns that are members of the region, and explains how those cities and towns allocate seats to their residents. This agreement can be found at:

https://www.dimanregional.org/cms/lib/MA01929605/Centricity/Domain/138/RegionalAgreement_2.pdf

Non-Residents:

Students who are not residents of Greater Fall River Vocational are eligible to apply for admission to Diman Regional. Please be aware that residents of Greater Fall River Vocational who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the Chapter 74 Nonresident Student Tuition Program at <https://www.doe.mass.edu/ccte/cvte/admissions/>

Homeschooled Students:

Homeschool applicants may apply to Diman Regional full-time and will be subject to the same admissions standards as other applicants. Documentation from sending superintendents will be needed to verify home schooling.

Transfer Students:

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

School Choice:

Diman Regional does not participate in the inter-district school choice program. The inter-district school choice program, M.G.L. c. 76, s 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:

Diman Regional is a Chapter 74 Regional Vocational School located in Fall River, MA.

The Superintendent of Diman Regional is:

Mr. Brian Bentley (bbentley@dimanregional.org)

The Principal of Diman Regional is:

Leslie Weckesser (lweckesser@dimanregional.org) It is the responsibility of Diman Regional's 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

Diman Regional maintains a calendar of events on its website (www.dimanregional.org) where it provides information on 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 508 678 2891 extension 1500.

Diman Regional also sends out recruitment information to potential applicants in the following ways:

- a. Annually, an information session will be held to review the Admission Policy and procedures for area Guidance Counselors.
- b. A video presentation and discussion of the programs available is conducted at the district schools in the fall. This includes discussion of opportunities for students to pursue non-traditional careers.
- c. Vocational programs, academic pathways information, application and other pertinent information is available on Diman's web site: www.dimanregional.org.
- d. Several tour dates will be available for student and parents during the school year to visit Diman and all shop programs. Diman Regional offers tours of its facilities to interested applicants. To request a tour, please sign up on the Admissions Page of the school's website. If the agreed-upon 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. Transportation will be the responsibility of the parent/guardian or sending school.
- e. Annually, a Parent/Guardian open house is held to inform and disseminate information regarding the application process and services at Diman Regional Vocational Technical High School. Open House includes presentations about vocational-technical programs including academic offerings, athletic programs and extracurricular activities and clubs.
- f. Brochures that describe vocational/technical programs including academic courses, sports, cooperative education and special education resources are distributed during Open House and presentations at the district schools.
- g. Content on social media is published about specific accomplishment of Diman Regional Vocational Technical High School students in traditional and non-traditional programs, cooperative education and the school in general.
- h. Admission informational events will be held each fall that are geared specifically toward assisting English Language Learners and Special Education Students learn about Diman, the support services offered at Diman and assistance with the application process.

VI. Application Process

A. Application process for fall admission to the 9th grade

1. Students interested in applying to Diman Regional for fall admission to the 9th grade must complete an application AND have their School submit all required documentation.
 - a. Complete and submit an online application at www.dimanregional.org. For those needing a paper copy, they may contact the DIMAN guidance office at 508-678-2891 x 1500.
 - b. Applications received on or before December 15th will be considered for the first round of acceptances. Applications received after December 15th will be integrated in rank order on the established applicant list however they will not be considered for the first round of acceptances.
 - c. Diman will request records from sending school for applicants.

2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to:

- a. Complete electronic score report, which includes conduct, grades; attendance, recommendation (refer to rubric for recommendation) and required signatures.
- b. Submit a copy of the student's academic, attendance, and discipline records electronically by the Friday before February vacation for fall admissions.

3. Applications are considered complete when:

- a. All the required information on application is completed
- b. All required signatures are present.
- c. A copy of the student's academic, attendance and discipline records are provided by sending school.
- d. Score sheet and school recommendation is completed and signed by sending school.

4. If the required school documentation is not received by Diman, the following procedures will be followed:

- a. Diman Regional Vocational Technical High School's Guidance Office will notify the local school Guidance Counselor responsible for submitting the required school documentation that the application is incomplete and will request completion.
- b. The applicant's parent(s)/guardian(s) will be notified by Diman Regional Vocational Technical High School's Guidance Office in the event the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school's Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten (10) school days, the application will be considered inactive.

5. Application Verification and School Admission Residency Affidavit

- a. All students must reside in the Town of Somerset, Swansea, Westport or the City of Fall River, per Massachusetts General Laws, Chapter 76 Section 5.
- b. All applications are subject to a residency verification.
- c. An affidavit will be relied upon by the Greater Fall River Vocational School District for the purpose of determining the student's eligibility to attend Diman Regional Vocational Technical High School on the basis of residency. If it is subsequently determined that the student does not actually reside in Fall River, Somerset, Swansea, or Westport, the student's enrollment at Diman Regional Vocational Technical High School will be promptly terminated and will be jointly and severally liable for tuition for the full academic year (s).

B. Application process for fall admission to the tenth, eleventh and twelfth grade:

1. Students interested in applying to Diman Regional Vocational Technical High School must:
 - a. Complete and submit an online application at www.dimanregional.org. For those needing a paper copy, they may contact the DIMAN guidance office at 508-678-2891 x 1500.
 - b. Applications received on or before June 1st will be considered for the first round of acceptances. Applications received after June 1st will be integrated in rank order on the established applicant list however they will not be considered for the first round of acceptances.
 - c. Diman will request records from sending school for applicants.

2. It is the responsibility of the local Guidance Counselor to:
 - a. All the required information on application is completed.
 - b. All required signatures are present.
 - c. A copy of the student's academic, attendance and discipline records are provided by sending school.
 - d. Score sheet and school recommendation is completed and signed by sending school.

3. If the required school documentation is not received by Diman, the following procedures will be followed:
 - a. Diman Regional Vocational Technical High School's Guidance Office will notify the local school Guidance Counselor responsible for submitting the required school documentation that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Guidance Office at Diman Regional Vocational Technical High School in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school's Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten (10) school days, the application will be considered inactive.

4. Application Verification and School Admission Residency Affidavit
 - a. All students must reside in the Town of Somerset, Swansea, Westport or the City of Fall River, per Massachusetts General Laws, Chapter 76 Section 5.
 - b. All applications are subject to a residency verification.
 - c. An affidavit will be relied upon by the Greater Fall River Vocational School District for the purpose of determining the student's eligibility to attend Diman Regional Vocational Technical High School on the basis of residency. If it is subsequently determined that the student does not actually reside in Fall River, Somerset, Swansea, or Westport, the student's enrollment at Diman Regional Vocational Technical High School will be promptly terminated and will be jointly and severally liable for tuition for the full academic year (s).

Transfer Students:

Students already enrolled in a Chapter 74 state approved program in another school may apply for admissions to Diman Regional. Please contact the Admissions Office at 508 678 2891 extension 1500 or admissions@dimanregional.org with any questions. You may apply at www.dimanregional.org or contact the Admissions Office to request a paper application.

Withdrawn Students:

Students who withdraw from Diman Regional Vocational Technical High School and who are attending or not attending another high school may reapply to Diman Regional Vocational Technical High School 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 Diman Regional than available seats, Diman Regional uses the following system to select students for admission:

Selection Criteria

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

Conduct - Maximum 50 Points

50 points --Zero suspensions or incidents imposed pursuant to MGL c.71 37H, 37H $\frac{1}{2}$, 37H $\frac{3}{4}$

0 points - One or more incidents resulting in suspension imposed pursuant to MGL c.71 37H, 37H $\frac{1}{2}$, or for which suspension or expulsion totals 10 or more days was imposed to M.G.L. c 71, 37H $\frac{3}{4}$.

A copy of the student's disciplinary record must accompany the application. Each suspension or infraction will be reviewed to determine a pattern of multiple incidents of major discipline under 37H $\frac{3}{4}$ which may reflect upon the student's likelihood of success or safety in the vocational school or program. Students who receive zero (0) points due to this will be given an opportunity to explain and clarify the suspensions or pattern of incidents to an admissions panel comprised of the Principal, Director of Admissions, Director of Diversity, Equity and Inclusion, a Vocational Instructor, and a Guidance Counselor.

Academic Marks - Maximum 136 Points

Final grades of A (100-90) will receive 17 points

Final grades of B (89-80) will receive 12 points

Final grades of C (79-70) will receive 7 points

Final grades of D (69-60) will receive 2 points

Final grades of F (below 60) will receive 0 points

For applications to grade nine (fall admission) the final grade seven and Terms 1 and 2 grade eight marks (or first trimester marks) in English, Social Studies, Mathematics and Science from the local school report card/transcript are used. Applications to grades ten, eleven and twelve (fall admission) the final marks of the last two school years in English, Social Studies, Mathematics and Science from the local school report card/transcript is used. For applications to grades nine, ten, eleven and twelve (admission during the school year) the previous final grade marks in English, Social Studies, Mathematics and Science and 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.

Attendance Maximum 80 Points

Cumulative Unexcused Absences -	
Points-- 80 -- 0 days absent	Points-- 35-- 16-17 days absent
Points-- 75 -- 1-2 days absent	Points-- 30 -- 18-19 days absent
Points-- 70 -- 3 to 4 days absent	Points-- 25 -- 20-21 days absent
Points-- 65 --5-6 days absent	Points-- 20 -- 22-23 days absent
Points-- 60 -- 7-8 days absent	Points-- 15 -- 24-25 days absent
Points-- 55 --9-10 days absent	Points-- 10 -- 26-27 days absent
Points-- 50 -- 11-12 days absent	Points-- 5 -- 28-29 days absent
Points--45—13-14 days absent	Points—0 -- 30 or more days absent
Points-- 40 -- 15-16 days absent	

For applications to grade nine (fall admission), grade seven and grade eight unexcused absences up until December 31st are used.

For applications to grades ten, eleven and twelve (fall admission) the previous school year and current school year unexcused absences from the local school report card/transcript are used.

For applications to grades nine, ten, eleven and twelve (admission during the school year) the previous years unexcused absences and the current school year to the date of the application, unexcused absences from the local school report card/transcript are used.

An unexcused absence is defined as an absence that is not school approved.

Examples of school approved absences are: medical appointments, funeral leave, court appearances, religious observances or any other reason approved by the school. A copy of the student's attendance record must accompany the application.

Recommendation - Maximum 60 Points (from School Guidance)

RUBRIC FOR RECOMMENDATION From Guidance Counselor

Vocational Interest	Maturity Level	Motivation
<p>Strong Interest in Vocational Education</p> <p>(20 Points)</p> <p>i.e. Has a specific shop in mind, knows they want to work with their hands.</p>	<p>Maturity level above peers</p> <p>(20 Points)</p> <p>i.e. Appears established, and conducts themselves in an adult-like manner.</p>	<p>Highly motivated and proactive</p> <p>(20 Points)</p> <p>i.e. Has improved grades, attendance, and behavior from grade 7 to 8.</p>
<p>Moderate Interest in Vocational Education</p> <p>(10 Points)</p>	<p>Maturity level with peers</p> <p>(10 Points)</p>	<p>Motivated and action-oriented</p> <p>(10 Points)</p>
<p>Some Interest in Vocational Education</p> <p>(5 Points)</p>	<p>Maturity level below most peers</p> <p>(5 Points)</p>	<p>Takes action only when required</p> <p>(5 Points)</p>
<p>No Interest in Vocational Education</p> <p>(0 Points)</p>	<p>Maturity level significantly lower than peers</p> <p>(0 Points)</p>	<p>Lacks motivation and willingness to take action without direction</p> <p>(0 Points)</p>

For application to grades nine, ten, eleven and twelve (fall admission and admission during the school year) the assessment of a student's overall performance within his/her school is used for the recommendation.

After points are given in each area, the points are totaled for each applicant. A maximum total of the three hundred and twenty-six (326) points can be earned for incoming students.

The Director of Guidance and Admissions at Diman Regional Vocational Technical High School considers all score criteria; scholastic achievement, attendance, conduct, and the recommendation. Applications are reviewed, processed and assigned points by criteria.

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. In the case of a tied score, the application date will be reviewed and the application will be rank ordered by first received.

The resident applicant with the first 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 applicants are accepted, declined or receive a letter to submit their final report cards. If openings occur, the seats are filled by accepting resident applicants from the next student in order of point total.

All applicants whose applications are received by Diman Regional Vocational Technical High School are notified of their status by a letter to their parent(s)/guardian(s).

Enrollment and Conditional Enrollment: Diman Regional will ask sending districts to confirm that all accepted students have been promoted and have not received major discipline pursuant to MGL c.71 37H, 37H^{1/2}, or for which suspension or expulsion totals 10 or more days was imposed pursuant to M.G.L. c 71, 37H ³/₄. Students who have received the aforementioned discipline after acceptance will be given an opportunity to explain and clarify the suspensions or pattern of incidents to an admissions panel comprised of the Principal, Director of Admissions, Director of Diversity, Equity, and Inclusion, a Vocational Instructor, and a Guidance Counselor. If the panel finds sufficient cause, the acceptance may be withdrawn.

VIII. Exploratory Program

Because Diman Regional offers 5 or more Chapter 74 state approved programs, Diman Regional provides a half year exploratory program for 9th grade students. The program is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All ninth graders who enroll in Diman Regional Vocational Technical High School participate in a vocational technical exploratory program designed to help them learn about their talents and interests. Students list their top three exploratory choices on their application and explore each of them along with nine other shops (one of which is a non-traditional shop) for two to four days. Students are evaluated and scored by each shop instructor.

IX. Program Specific Admission

Diman Regional uses the following system for students to identify and enroll in their Chapter 74 technical program:

At the end of the students' shop exploratory period, each student selects his/her program of choice, as well as a second third, fourth, fifth and sixth choice. Students are admitted into the shop of their choice based on the point total they receive on the Exploratory Evaluation Rubric. If a shop fills, based on point total, before a student gets his/her first choice, the Director of Guidance and Admissions then moves to the student's second, third, fourth, fifth or sixth choice depending upon whether there is an opening in the shop. If a student's point total on the Exploratory Evaluation Rubric does not qualify them for a shop of their choice, the Director of Guidance and Admissions will place the student in a shop taking into consideration availability, shops explored, and student exploratory performance. This process continues until all students are placed.

Diman Freshman Exploratory Rubric				
Work Readiness: 50% of possible points				
Criteria	Exceeded Expectation	Met Expectation	Worked Towards Meeting Expectation	Below Expectation
Participation	7	5	3	1
<i>Stayed on Task</i>	Required no cues to stay on task.	Required minimal cues to stay on task.	Needed some cues during the day to stay on task.	Needed repeated cues to stay on task.
<i>Student demonstrated interest</i>	Student demonstrated interest.	Student demonstrated some interest.	Student demonstrated little interest.	Student demonstrated no interest.
<i>Problem-solved independently following instruction</i>	Problem-solved independently.	Sought help when needed to complete the project and/or competency.	Rarely sought help when needed to complete the project and/ or competency.	Never sought help when needed to complete the project and/or competency.
<i>Took initiative to do more</i>	Took initiative to do more.			
Interaction and Attitude	7	5	3	1
<i>Demonstrated respect for the instructor, classmates, and others</i>	Interacted well with instructor/classmates, was a team player, friendly and helpful.	Cooperated willingly and required minimal cues regarding acceptable interaction with instructor/classmates.	Needed some cues regarding acceptable interaction with instructor/classmates.	Needed repeated cues regarding acceptable interaction with instructor/classmates.
<i>Received constructive criticism with a productive and positive attitude.</i>	Accepted constructive criticism and improved greatly.	Accepted constructive criticism and improvement was noted.	Accepted constructive criticism, but only made minor improvement.	Disregarded constructive criticism.
Conduct and Effort	7	5	3	1
<i>Prepared for shop and followed shop rules</i>	Followed all shop rules; arrived in shop with proper exploratory attire.	Required minimal reminders of the shop rules; arrived in shop with proper exploratory attire.	Needed some reminders of the shop rules; arrived prepared, but was missing some items.	Needed repeated reminders of shop rules; arrived unprepared and missing multiple items.
<i>Demonstrated effort in completing exploratory project(s)/assignment(s) utilizing time management skills.</i>	Exhibited effort in every aspect and employed exceptional time management.	Exhibited effort by utilizing effective time management.	Lacked effort by exhibiting poor time management, however, routine work was acceptable.	Unmotivated and lacked time management skills. Required constant instructor monitoring in order to complete the work.
Safety	7	5	3	1
<i>Followed shop specific safety guidelines</i>	Followed all shop specific safety guidelines.	Needed minimal reminders of shop specific safety guidelines.	Needed some reminders of shop specific safety guidelines.	Needed repeated reminders of shop specific safety guidelines.

Technical Skills:				
25% of possible points	7	5	3	1
Criteria	Exceeded Expectation	Met Expectation	Worked Towards Meeting Expectation	Below Expectation
<i>After instruction, student completed project(s) and/or assignment(s) with</i>	No assistance and no redirection	Minimal assistance and redirection.	Some assistance and some redirection.	Constant assistance and redirection was required.
<i>After instruction, student completed project(s) and/or assignment(s) with</i>	No misunderstanding of written and verbal instructions	Minimal misunderstanding of written and verbal instructions	Some misunderstanding of written and verbal instructions.	Excessive misunderstanding of written and verbal instructions.
Projects / Assessments count as ONE category for 25% of possible points.				
Project(s):	7	5	3	1
Criteria	Exceeded Expectation	Met Expectation	Worked Towards Meeting Expectation	Below Expectation
<i>Student completed project(s) with</i>	Precise, exceptional quality workmanship, with all project stands met.	Acceptable workmanship with all project standards met.	Below average workmanship, minimum project standards met.	Poor quality workmanship. Does not meet project standards, even with substantial help.
Assessment(s):	7	5	3	1
Criteria	Exceeded Expectation	Met Expectation	Worked Towards Meeting Expectation	Below Expectation
<i>Student completed assessment(s) and</i>	Showed command of important concepts	Showed good understanding of key concepts with minimal conceptual inconsistencies	Showed basic grasp of some concepts with some conceptual inconsistencies	Showed inadequate grasp of concepts with multiple conceptual inconsistencies.

X. Review and Appeal Process

If Diman Regional does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request the Superintendent of Diman Regional to review the decision (within the accepted timeline). These requests can be made the following way:

1. By email to bbentley@dimanregional.org
2. By hard-copy mail or hand delivered to 251 Stonehaven Road, Fall River, MA, 02723, Attention: Mr. Brian Bentley

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

The applicant's parent(s)/guardian(s), upon receipt of a letter from Diman Regional Vocational Technical High School indicating that the applicant was not accepted, 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 letter. The

Superintendent will respond in writing to the letter with the findings of the review. They may do so 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 Superintendent can review data related to the application process only. The School Committee can also review data related to the application process only. Decisions will be made based on data only, no inferences will be allowed during the Appeal Process.

Admission to Specific Programs within Diman Regional:

Students who are admitted to Diman Regional will need to apply to a specific program of student (shop) during their 9th grade year.

If the student applies to a program and is denied, the student may appeal their rejection to the Superintendent in the following ways:

1. By email to bbentley@dimanregional.org
2. By hard-copy mail or hand delivered to 251 Stonehaven Road, Fall River, MA, 02723, Attention: Mr. Brian Bentley

The student's/applicant's parent(s)/guardian(s), upon notification from Diman, indicating that the student's/applicant's was not placed in a particular shop program may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.

In making this determination, the Superintendent will review the following information:

- Exploratory selection sheets from the student
- Exploratory grades
- School wide placement data

XI. Maintenance of Records

Diman Regional 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 application laws and regulations. Diman Regional will provide this information to DESE upon request.

Approved by SC - 11/7/24