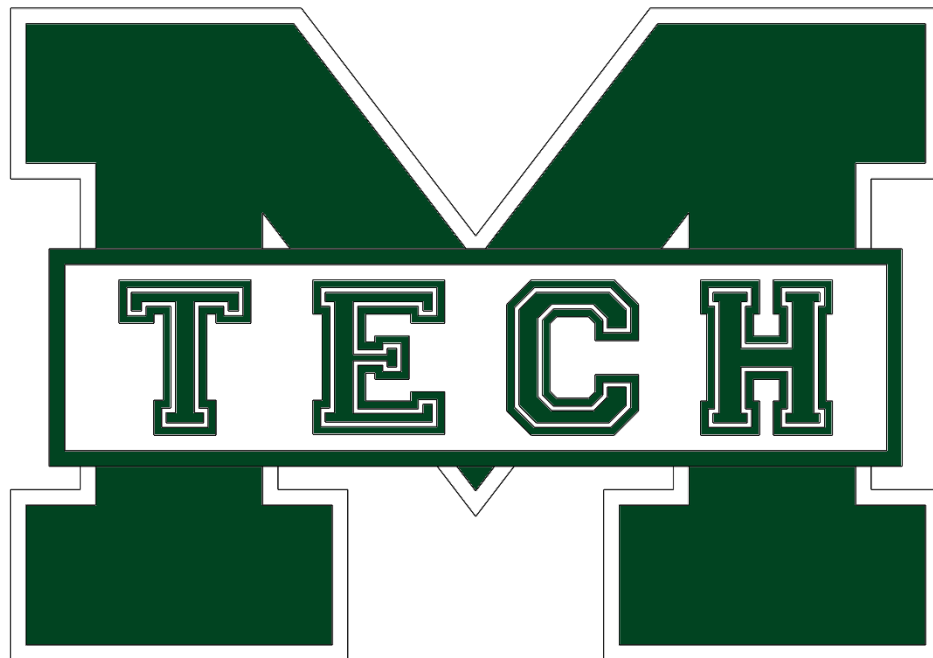


**Northern Berkshire Vocational Regional School District**

**McCann Technical School**



**Recruitment, Admission  
and Retention Policy**

**2025-2026**

## **I. Equal Educational Opportunity**

Northern Berkshire Vocational Regional School District (NBVRSD), McCann Technical School, admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sexual orientation, gender identity, sex stereotypes, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

If a student's primary home language is not English, the School will provide them with an application form in their home language. Please contact our admissions office at 413-663-5383 ext. 176 or [rbuck@mccanntech.org](mailto:rbuck@mccanntech.org) if you have questions or need help filling out the application form. McCann Technical School is committed to providing educational opportunities to students experiencing homelessness. Please contact the School's liaison, Director of Student Services, Kristin Steiner, at [ksteiner@mccanntech.org](mailto:ksteiner@mccanntech.org) or 413-663-5383 ext. 108, with any questions.

Students with disabilities may voluntarily identify themselves to the 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 the School. Consistent with Massachusetts regulations, the School has created a plan with "deliberate, specific strategies to promote equal educational opportunities."

McCann Technical School utilizes the following strategies to promote equal educational opportunities:

1. Tours are available to all 8<sup>th</sup> graders from area middle schools in district member towns.
2. Annual "Showcase to Success" open house in the fall. Invitations are sent to every 8<sup>th</sup> grader in district member towns.
3. "8<sup>th</sup> grade after-school" exploratory program available to all 8<sup>th</sup> graders in district member towns enabling students to engage in a small-scale exploratory program that includes experiences in all 10 of our CH 74 vocational programs.
4. Newsletters, highlighting all the educational opportunities, and supports, are sent home to all 8<sup>th</sup> graders residing in district member towns.

## **II. Organizational Structure**

McCann Technical School is a 9 community regional vocational school located in North Adams, Massachusetts.

Superintendent: James J. Brosnan ([jbrosnan@mccanntech.org](mailto:jbrosnan@mccanntech.org))

Principal: Justin R. Kratz ([jkratz@mccanntech.org](mailto:jkratz@mccanntech.org))

It is the responsibility of the District Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance for the McCann Technical School.

### **III. Eligibility**

Any rising or current 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade student who is a resident of the District may apply for admission. Students may only be admitted to the School if they have been promoted to the grade they are seeking to enter, and students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students.

**Residency will be determined by verifying records from student's previous school.**

#### **Non-Resident Students**

Students who are not residents of the District are eligible to apply for admission. Please note that residents of the District who meet the minimum admission requirements will be admitted before any non-resident students. Students and families can find information on the [CTE Nonresident Student Tuition Program](#) online.

#### **Homeschooled Students**

Students who are homeschooled may apply to attend full-time and will be subject to the same admissions standards as other applicants. Students who enroll must enroll full-time.

#### **Transfer Students**

Students already participating in CH 74 designated CTE programs at another school may apply for admission to the School and will be subject to the same admissions standards as other applicants. Transfer student applications may be submitted at any time.

#### **School Choice**

The School does not participate in the inter-district school choice program.

### **IV. Recruitment Policies**

McCann Technical School maintains a calendar of events on its website [www.mccanntech.org](http://www.mccanntech.org) where it provides information on the admission process, as well as other information about its programs. Students and their families can request printed copies of the calendar by calling (413) 663-5383 ext. 176 or emailing the admissions office at [rbuck@mccanntech.org](mailto:rbuck@mccanntech.org).

The School also shares recruitment information with potential applicants in the following ways:

- *Newsletter mailings*
- *Social media posts*
- *Tours for district member middle schools*
- *School website*
- *Local advertising*

The School offers tours of its facilities to interested applicants. To request a tour please call or email our admissions office at [rbuck@mccanntech.org](mailto:rbuck@mccanntech.org). If the agreed-upon time slot for a tour occurs during the applicant's school day the admissions office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may not be counted as unexcused absences by sending districts.

The School will be responsible for all bus travel expenses related to travel to and from area middle schools.

## **V. Application Process**

Students interested in applying for fall admission to the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade, must follow the timeline below:

- Applications will be available: November 1<sup>st</sup>
- Application deadline: January 9<sup>th</sup>
- Completed applications received by January 9<sup>th</sup> will be entered into the lottery.

Applications received after January 9<sup>th</sup> may be drawn from a lottery if additional seats become available.

### **Transfer Students**

Students already enrolled in a CH 74 designated CTE program in another school may apply for admission to the School. Please contact the admissions office at [rbuck@mccanntech.org](mailto:rbuck@mccanntech.org) with any questions or to request an application form.

### **Withdrawn Students**

Students who have withdrawn from or have declined their acceptance before enrolling, may reapply for admission by completing a new application which will then be processed as a new application.

## **VI. Selection Process**

When the School receives more applications than it has available seats, the School applies a weighted lottery to determine which students it will admit. The school committee has approved the weighted criteria that will apply, and the school committee will approve the use of these weights annually. The lottery will admit resident students before admitting any non-residents seeking the same program.

Upon completion of the application, all applicants will be given one entry into the lottery. Weighted criteria include attendance from the beginning of the 7<sup>th</sup> grade through the mid-year point of the 8<sup>th</sup> grade. Any applicant with less than 27 unexcused absences will be awarded an additional lottery entry.

The School collects applications for admission which are then entered into a database within the school's website, hosted by the website developer, FinalSite. FinalSite's website hosting software will conduct a randomized lottery which will be held during the February school committee meeting. The school committee will verify the lottery results which will then be saved as well as printed. The results of the lottery will be emailed directly to applicant's registered email addresses the following morning.

## **VII. Appeals Process**

If the School does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Principal review that decision within 10 days. These requests can be made by emailing [jkratz@mccanntech.org](mailto:jkratz@mccanntech.org) or in writing to 70 Hodges Cross Road, North Adams, MA 01247.

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

- Errors in record verification process from sending school

Prospective students and parents can appeal the decision through a meeting with the Principal that will be arranged within 10 days of receiving the appeal. Students and parents will be notified a minimum of 2 weeks prior to the lottery of any circumstances that would prevent them from both entering the lottery as well as receiving an extra entry for attendance criteria.

## **VIII. Program-Specific Admission**

Students who have been admitted to the School apply to one or more specific programs during the second quarter of 9<sup>th</sup> grade. The School uses the following system for students to enter a specific CTE program within the school:

All 9<sup>th</sup> graders who enroll are required to participate in the vocational technical Exploratory Program. This program provides each student an awareness of the opportunities associated in all 10 technical majors, including those that would prepare them for careers that are non-traditional for their gender. In addition, students will become aware of program requirements, opportunities for employment, and further education/training required. The Exploratory Program consists of two phases, in Phase I students spend approximately 2 days in each of the 10 technical areas. Students will be scored using a rubric. In Phase II students will select 4 technical programs and spend approximately one week in each of the 4 technical areas. These choices are selected after meeting with their school counselor and are based on student interest, scores in Phase I, and parental input. Students are scored in Phase II using the same rubric as Phase I. Students with a higher point total will be placed in a technical major before a student with a lesser point total. If a technical major is filled, based on point totals, a student may be placed in their 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> choice. Students that do not get their 1<sup>st</sup> choice are still in direct competition as if it is a 1<sup>st</sup> choice. Again, the student is admitted based on overall point total. If a student's point total is so low that they were not placed in choices 1-4, the principal or designee will meet with the student and present a list of technical majors with available openings from which the student will make a selection. The process continues until all students are placed. A waitlist is generated for all students that did not receive their first choice. Students are considered for placement from the waitlist as space becomes available upon student request.

## **IX. Retention Strategies**

The School works to retain all students after acceptance through the implementation of its District Curriculum Accommodation Plan (DCAP). The district curriculum accommodation plan has been developed to provide guidelines for helping all McCann students, including those with special needs and special talents, meet the Massachusetts standards as outlined in the Curriculum Frameworks, and demonstrate school success. Its primary purpose is to serve as a resource for classroom teachers. The plan

is designed to assist classroom teachers in analyzing and accommodating the needs of diverse learners and to provide differentiated instruction strategies. The DCAP is aligned with the annual priorities identified in the School Improvement Plan and also encourages teacher mentoring, collaboration, and parental involvement. McCann Technical School's DCAP can be accessed at [www.mccanntech.org](http://www.mccanntech.org).

#### **X. Maintenance of Records**

The School maintains the records of all students who apply, enroll, or are waitlisted, and their admission criteria weight, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. The School provides this information to DESE upon request. Records used in the admissions process will be stored through the school's FinalSite web management provider and available on request.