KEEFE REGIONAL TECHNICAL SCHOOL
ADMISSION POLICY

1. INTRODUCTION

1.1. This admissions policy is in compliance with Massachusetts Board of Elementary and Secondary Education regulations 603 CMT 4.03(6). These regulations require a mandatory admissions lottery with a locally determined option for extra lottery weights.

1.2. An admission process is necessary in Career and Technical Training Programs where space is a limiting factor. Career and Technical Training Programs 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. All applicants to Keefe Regional Technical School will be evaluated using the criteria contained in this Admission Policy. The Keefe Regional Technical School Committee approved this policy on November 3, 2025

1.3. The number of openings for grade 9 will be determined by the Administration each year. The seats may be apportioned based on a policy of approval of the Keefe Regional Technical School Committee. See section 7.7 for more detail.

1.4. Grades 10-12 seats may be available based on program space and curriculum capacity at each grade level. Such determinations are made by the Administration.

2. EQUAL EDUCATIONAL OPPORTUNITY

2.1. Keefe Regional Technical 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, immigration or citizenship status, sexual orientation, or disability.

2.2. Consistent with Massachusetts regulations, Keefe Tech has created a plan with “deliberate, specific strategies to promote equal educational opportunities to 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.”

2.3. If a student's primary home language is not English, Keefe Regional Technical School will provide them with the application in their home language. Applicants can contact our Admissions/Counseling office at 508.416.2270 if they have questions, or need help filling out the application form.

2.4. Keefe Tech is committed to providing educational opportunities to students experiencing homelessness. Please contact our Homeless Liaison, Adrienne Bogusky at abogusky@keefetech.org, or 508-416-2276 with any questions.

2.5. Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process by contacting Michael Dolan, Director of Special Education, at 508-416-2273 or mdolan@keefetech.org.

2.6. Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

3. ORGANIZATIONAL STRUCTURE

3.1. Keefe Regional Technical School is a state approved regional career and technical education delivery system, established in 1972 to serve the Metrowest communities of Ashland, Framingham, Holliston, Hopkinton and Natick. Keefe Regional Technical School is a member of the South Middlesex Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Keefe Regional Technical School is committed to providing quality career and technical programs.

3.2. It is the responsibility of the Keefe Regional Technical School Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Contact Information:

Jonathan Evans, Superintendent-Director E: jevans@keefetech.org P: 508-416-2251

Shannon Snow, Principal E: ssnow@keefetech.org P: 508-416-2252

Adrienne Bogusky, Director of Guidance and Admissions E: abogusky@keefetech.org P: 508-416-2276

3.3. The Keefe Regional Technical School Director of Guidance and Admissions and Communications Coordinator is responsible for disseminating information about Keefe Regional Technical School through local school assemblies, on-campus events, the school website, direct mailings, and press releases. These parties are also responsible for managing online applications and for collecting supporting materials from local schools for prospective students.

4. ELIGIBILITY

4.1. Resident Students: Students currently enrolled in, or being promoted to, grades 9-12 who are residents of the Keefe Regional Technical School District (Ashland, Framingham, Holliston, Hopkinton, and Natick) are eligible to apply to be entered into the lottery for fall admission,

or admission during the school year, subject to the availability of openings, to Keefe Regional Technical School. Resident students are eligible for entries into the fall lottery based on the criteria contained in this Admissions Policy. Priority for admission is given to Keefe Regional Technical School District residents according to the District Agreement. Students may only be admitted to Keefe Tech if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional; if they are not ultimately promoted to the grade they have applied for, their admission will be rescinded. In addition, Keefe Tech requires applicants to demonstrate proof of residency as a condition of admission as a resident student. If district residency is not confirmed prior to the admissions lottery date, the application will be considered ineligible.

4.2. Non-resident students: Students who are not residents of the Keefe Regional Technical School District can apply for admission. However, residents of Keefe Tech will be admitted before any non-residents seeking the same program. Non-resident student applications will be processed only if the district determines there will be available seats in a particular grade level and/or program. Students and families can find information on the Chapter 74 Nonresident Student Tuition Program on the DESE website (https://www.doe.mass.edu/ccte/cvte/admissions/).

4.3. Transfer students: Students already participating in state-designated Chapter 74 programs at other high schools are eligible to apply for admission at any time and will be subject to the same admissions standards as other applicants.

4.4. Home-schooled students: Students who are homeschooled may apply to attend Keefe Tech and will be subject to the same admissions standards as other applicants. Prior to enrollment, the Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school Superintendent. Students who enroll in Keefe Tech must enroll full-time.

4.5. School choice: Keefe Tech does not participate in the inter-district school choice program.

4.6. Withdrawn students: Previously enrolled students who withdraw from school may reapply following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admissions Policy.

5. ADMISSIONS COMMUNICATION AND RECRUITMENT PROCESS: Keefe Regional Technical School disseminates information about the school through a variety of methods, all under the supervision of the Director of Guidance and Admissions:

5.1. Keefe Tech Student Ambassadors and Admissions Team present to 8th grade classes at in-district public middle schools during the fall.

5.2. Multiple mailings are sent home to in-district 8th grade students regarding Showcase Days, Career and Technical Programs, Career Night Open House and Priority Application Deadline.

In-district 7th grade students are included in the mailing for the Career Night Open House.

5.3. On-campus Showcase Days are coordinated with in-district middle schools and typically held in November. Students are able to explore a selection of Career and Technical Programs, as well as participate in presentations about student life, post-secondary opportunities after graduation, and academic programming.

5.4. A Career Night Open House is scheduled after Showcase Days. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all Career-Technical Programs, speak with Academic faculty members, connect with current students and parents while participating in high school experience presentations by faculty members and school administrators.

5.5. Prospective students and families have access to program-specific videos on our school website at all times and are able to submit an admissions inquiry through this form: Admissions Inquiry Form

5.6. A calendar of admissions events is maintained at www.keefetech.org, along with information on the admissions process and other program information.

6. APPLICATION PROCESS

6.1. Students interested in applying to Keefe Regional Technical School for fall admission to the ninth grade must: Apply to be entered into the lottery for fall admission by using an online application, which can be located at: https://keefetech.go2cte.com.

Application opens: The application will be available no later than November 1. The specific date will be set each year by the Keefe Tech Administration.
Application deadline: Applications must be received by January 15 of the respective year by 11:59 PM to be entered into the first lottery. Complete in-district applications received by January 15 will be entered into the lottery.

Any applications received after the January 15 Priority Application Deadline, will be placed into a "late application" pool and drawn from subsequent lotteries if additional seats become available.

6.2. Students interested in applying to Keefe Regional Technical School for fall admissions to the tenth, eleventh, or twelfth grade must submit an online application, which can be located at: https://keefetech.go2cte.com. Students will be asked to list their top 3 program choices on their application. Applicants will be contacted based on Career and Technical Program availability. A lottery will occur as needed.

6.3. Transfer Admission during the current school year: Students interested in applying for grades 9-12 during the school year to begin classes during the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall, must

submit an online application, which can be located at: https://keefetech.go2cte.com. Students will be asked to list their top 3 program choices on their application. Applicants will be contacted based on Career and Technical Program availability. A lottery will occur as needed.

6.4. It is the responsibility of the applicant's local School Counselor/or designee to complete the designated portion of the application form, which includes the following:

6.4.1.1. Provide relevant attendance records for the applicant from the 270 school days prior to the date of their application that specify unexcused versus excused absences (*for students applying to grade 9, no data prior to an applicant's seventh grade year should be included)*

6.4.1.2. Provide relevant student discipline information to indicate if an applicant has been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 for either of the following on school premises or at school-sponsored or school-related events over the 270 school days prior to the date of their application: possession of a dangerous weapon or assault of educational staff, provided that such suspensions or expulsions were in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court. (*for students applying to grade 9, no data prior to an applicant's seventh grade year should be included)*

6.5. Definition of a "Complete Application": For an application to be considered complete, it must have all required fields submitted prior to the application deadline, including the attestation regarding residency for in-district applicants. Applications "started" in the system will be considered incomplete if they go unsubmitted. An Application needs to be electronically signed and submitted. Applications will be considered complete regardless of submission of the attendance and discipline records from the sending school.

6.6. If an application is incomplete, the Admissions Office will notify the applicant electronically via the email provided on the application. Notification will occur at least 7 days prior to the lottery. Incomplete applications will not be eligible for the lottery.

6.7. Late Applications (fall admissions)

6.7.1.1. If an application is submitted after the admissions window closes, it will be placed into a "late application" pool.

6.7.1.2. Students who have previously declined an offer, or who were not responsive during the decision window may resubmit their application into the "late application" pool.

6.7.1.3. "Late application"lotteries may have applicants joining the applicant pool intermittently after the admissions window closes. Therefore, there is no

single lottery drawing of "late application" applicants, but rather lotteries take place based on the number of open seats available to late applicants, following local district agreements.

7. SELECTION PROCESS

7.1. When Keefe Regional Technical School receives more applications than it has available seats, Keefe Tech applies a weighted lottery to determine which students it will admit. The School Committee has approved the weighted criteria Keefe Tech will apply, and the School Committee will approve the use of these weights annually. The lottery will admit resident students in alignment with any determined apportionment in local agreements before admitting any non-resident students seeking the same program. Please see below for more information on admissions by grade level.

7.2. Fall Grade 9 Admission: All students who submit a complete application within the application window and have residency confirmed will be considered eligible with one entry, or weight, in the lottery.

7.3. Siblings residing in the same household, who are both applying for admission to ninth grade will be assigned the same lottery number.

7.4. Keefe Tech uses a "weighted lottery" in its admissions process. Applicants can earn up to 3 additional "weights," or entries into the lottery based on the selection criteria below, giving them up to 4 total possible entries into the lottery.

7.4.1. Student Attendance: students with fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application *(no attendance records prior to the start of 7th grade will be considered)*

7.4.2. Student Discipline: students who have not been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 for either of the following on school premises, or at school-sponsored, or school-related events over the 270 school days prior to the date of their application: possession of a dangerous weapon or assault of educational staff, provided that such suspensions or expulsions were in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court *(no discipline records prior to the start of 7th grade will be considered)*

7.4.3. Student Interest: Students who demonstrate an interest in pursuing career technical education. Students can demonstrate their interest by participating in any of the following: a non-evaluative interview with a career technical education school staff member; submission of an audio or video presentation, personal essay, or letter of recommendation from a non-family member. Communication about student interest and ways to submit/participate in this option will be communicated by the Director of Guidance and Admissions each year. If an applicant chooses not to participate in a

non-evaluative interview, or submit any documentation for this category, they will not be eligible for this additional weight in the lottery.

7.5. For applications to grades 10, 11, or 12 (fall admission): Students must submit an application online and list their top 3 program choices. Applicants will be contacted based on Career and Technical Program availability. A lottery will occur as needed. Keefe Tech uses weighted admissions criteria to determine the number of additional entries (additional weight) in the lottery for fall admission. Applicants can earn up to 3 additional entries into the lottery based on the selection criteria below:

7.5.1. Student Attendance: students with fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application *(no attendance records prior to the start of 7th grade will be considered)*

7.5.2. Student Discipline: students who have not been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 for either of the following on school premises, or at school-sponsored, or school-related events over the 270 school days prior to the date of their application: possession of a dangerous weapon or assault of educational staff, provided that such suspensions or expulsions were in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court *(no discipline records prior to the start of 7th grade will be considered)*

7.5.3. Student Interest: Students who demonstrate an interest in pursuing career technical education. Students can demonstrate their interest by participating in any of the following: a non-evaluative interview with a career technical education school staff member; submission of an audio or video presentation, personal essay, or letter of recommendation from a non-family member.

7.6. At least seven days before the lottery, the District will notify all applicants of the number of weights the applicant will have in the lottery. Notification will be provided through the application portal, using the email address provided on the application. Parents or guardians may appeal the weights determined within two business days of the notification. See section 10 for more information on appeals.

7.7. Weighted Lottery Process: There will be a published date for a public online lottery for fall admission after the January 15 Priority Application Deadline and within a week of the date selected. Applicants who are selected via the lottery process will be notified via email through the application portal and provided with information and a timeline to complete the enrollment process. If there are more applicants than spaces in the class, a waiting list will be established based on the lottery order and will remain valid until September 30th of the following school year. Applications received after the initial priority deadline (January 15) will be collected and evaluated for the same additional weights in the lottery. Those applications may be drawn from “late application” lotteries if additional seats become available. All notifications will state that the admissions decision is conditional on meeting

the requirements noted in the Enrollment section of the policy.

7.8. Lottery Seat Allocation. In order to ensure equitable access for students from each of the five member municipalities (Ashland, Framingham, Holliston, Hopkinton and Natick), the District will conduct its lottery by allocating seats based on "Sending District," which shall be the student's district of residence even if the student attends a different school district in 8th grade under the School Choice program. Only students residing in a member municipality are eligible for the lottery. The term "Resident Pupil Enrollments" shall mean the number of pupils residing in a member municipality enrolled in the District.

The seat allocation process shall be as follows:

7.8.1. On or before December 1 of the current school year, the District shall determine its enrollment capacity, which shall be defined as the number of students that may enroll in the 9th grade for the following school year.

7.8.2. Each Sending District's seat allocation shall be determined by calculating the ratio of its Resident Pupil Enrollments on October 1 of the last 3 school years, by the sum of the Resident Pupil Enrollments of all Sending Districts on October 1 of the same three years.

7.8.3. No later than January 31 of the current school year, the District shall transmit its enrollment capacity and seat allocation for all Sending Districts to the Superintendent of Schools in each Sending District.

7.8.4. In the event there are unused seats from member communities at the admissions deadline, these seats will be reapportioned prior to the scheduled "on time" lottery date. Prospective vacancies shall be allocated among the other Sending Districts on a rotating basis in order of the ratio set forth in Section 7.8.2, above, from highest to lowest.

7.8.5. If a seat in any member community is vacated by a previously admitted student (after the "on time" lottery), the seat will be filled with the next student on that community's waitlist while it remains active. If there are no students on the waitlist for that community the vacancies shall be allocated among the other Sending Districts on a rotating basis in order of the ratio set forth in Section 7.8.2, above, from highest to lowest. Prior to this, the District will confirm that there are no previously admitted students who have changed residency and moved into the community which has the vacancy, as these students would need to be reclassified first.

7.8.6. The School Committee will review the seat allocation methodology after completing the enrollment process for the previous school year and before November 1 of the current school year.

7.8.7. The District reserves the right to not admit students whose change of residency was initiated for the purpose of gaining admissions access to the school. If there is an unresolved residency question the District reserves the right to proceed with other students on the waiting list pending a resolution.

IX. ENROLLMENT

In order to enroll at Keefe Regional Technical School for the fall, applicants must meet the criteria to be promoted by their local school district to the grade they seek to enter. If a student is offered admission to Keefe Tech via the lottery, they must adhere to the process outlined for enrollment to ensure their placement. If a student who is offered acceptance via the lottery does not complete the necessary enrollment steps in the timeline provided, their offer may be rescinded. In addition, Keefe Tech requires applicants to demonstrate proof of residency and occupancy through specific documentation, as a condition of admission as a resident student.

Acceptance and enrollment at Keefe Regional Technical School is conditioned upon the accuracy and completeness of a student's application. Keefe Regional Technical School reserves the right to revoke its conditional acceptance of a student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate information during the application process.

X. PROGRAM-SPECIFIC ADMISSION

All ninth grade students who enroll at Keefe Regional Technical School participate in a Career Exploratory program designed to help them learn about their talents and interests relative to a variety of different Career Technical Programs. The Career Exploratory program consists of students exploring eight programs in total. The student is asked to select eight programs to explore prior to starting at Keefe Tech. Students are encouraged to do this during the Welcome Dinner and Career Fair held on our campus in May. If students are unable to attend this event, they can still select their programs with the same form prior to the start of the school year. Students are guaranteed to be able to explore five out of their eight program choices during their grade 9 year, with the other three programs assigned at random depending on space available. This includes students exploring at least one program area that is non-traditional for their gender identity. Students will explore a new program every other week for three consecutive periods. During each of the eight scheduled Career Exploration blocks, all of the students will be assessed using the Keefe Tech Exploratory Scoring Rubric. The Exploratory Scoring Rubric includes the following grading categories and percentages:

Grading Criteria	Score Percentage
Conduct, Safety & Respect	30%
Engagement and Employability	30%
Participation and Professionalism	40%

Each student will also receive an aptitude comment that is not calculated into their final technical program score. These aptitude comments are given to help the students and their parents/guardians make informed decisions about the overall fit and ability of the student to succeed in the program. Instructors will provide one of the following comments for each student:

- The student has demonstrated a superior level of aptitude for this technical program.
- The student has demonstrated a high level of aptitude for this technical program.
- The student has demonstrated a moderate level of aptitude for this technical program.
- The student has demonstrated a low level of aptitude for this technical program.

Students can earn up to 100 points in each of the eight scheduled Career Exploration blocks for a total maximum score of 800 points. In addition to the 800 possible points that students can earn during the eight scheduled Career Exploration blocks, students will receive up to 100 additional points for their grade point average, and up to 100 additional points for their school attendance. The maximum number of points that a student can earn during the Career Exploration program is 1000. The points awarded for student GPA will be based on each student's Term 1 grades. The points awarded for school attendance will be calculated based on student attendance during the time they are exploring programs, so approximately the first 16 weeks of the current school year. The following table outlines how points will be awarded for the grade point average and attendance portions of the placement scoring:

Student GPA	GPA Points	Student Unexcused Absences	Attendance Points
4.0	100	**0**	100
3.7-3.9	95	**1**	95
3.3-3.6	90	**2**	90
3.0-3.2	85	**3**	85
2.7-2.9	80	**4**	80
2.3-2.6	75	**5**	75
2.0-2.2	70	**6**	70
1.7-1.9	65	**7**	65
1.3-1.6	60	**8**	60
1.2 or Below	55	**9 or More**	55

Student point totals will be calculated at the end of the Career Exploration program, and students will be ranked based on the total number of points that they earned out of the 1000 possible points. At the end of the career exploratory rotations, students will be asked to rank their top three programs. The student with

the highest overall point total will meet with representatives from the School Counseling Department and select the technical program of their choice. This process will continue following the established rank order until all students have chosen a technical program. In the event that students have a tie score for their overall ranking, the grade from their first choice program will be factored into their overall score to determine the order in which students select their program. After placement, students continue to explore the technical program in which they were placed for the remainder of the school year in order for them to continue to learn about their talents and interests.

It is the goal of the Keefe Regional Technical School to place every student in their first choice technical program. If this goal cannot be met, students will be asked to choose a technical program placement from the list of programs that have additional openings. Technical program enrollment is limited and not all students will be able to be placed in their first choice technical program. A waiting list will be maintained of students wanting to be placed in the oversubscribed technical programs. If an opening becomes available during the remainder of career exploratory (January - June in grade 9), students will be offered a transfer placement off of the waitlist based on their order on the waitlist at the time of selection. The list will be reviewed by the School Counseling Department and Director of Career and Technical Education as needed. It should be noted that if a student adds themself to a waitlist after the initial exploratory selection, their overall career exploratory total score will be taken into account to determine their placement on a specific program waitlist. The waitlist established at the time of program selection after the completion of career exploratory will remain in place until September 30th of the following school year.

Beginning in grade 10, students who wish to transfer from one technical program to another may apply for a transfer. Students who remained on the waitlist going into grade 10 will be notified that the waitlist will become inactive after September 30th of their grade 10 school year. Students will have the opportunity to indicate through an electronic form provided to them if they would like to remain on a specific program waitlist. Efforts will be made by the School Counseling Department to limit the number of programs a grade 10 student is on the waitlist for. Transfer requests will be considered subject to the availability of openings in the requested technical programs. Each transfer applicant will be interviewed and counseled individually, with the final decision left to the student and their parent(s)/guardian(s). All placements in Grades 10, 11, and 12 are subject to technical program availability. Students who wish to move from one technical program to another during the school year may apply for a transfer by submitting a transfer form and having a meeting with their School Counselor. In making decisions about transfers from one technical program to another, the school will consider space availability in the technical program, a student's discipline record, record of unexcused absences, current grades, and performance in current Career and Technical Program. The School Counseling Office will consult with the Director of Career and Technical Education during this process. All decisions on technical program transfers will be made by the Director of Career and Technical Education, after reviewing the specific circumstances of each transfer request. It should be noted that students transferring technical programs run the risk of not earning a Chapter 74 certificate and/or articulation credit based upon the timing of the student's transfer.

Keefe Regional Technical School
Exploratory Scoring Rubric

Conduct, Safety & Respect (30%): This grading category includes student behavior. This includes respecting staff, other students, and the materials and equipment in the technical program. Students are expected to be respectful at all times during the Exploratory cycle. Technical programs that have tools and equipment can further utilize this category to score a student's ability to follow the safety rules and policies for the program.
10 Points (Exceeded Expectations): The student always followed all class rules and always acted respectfully towards staff and took the initiative to help peers and/or the teacher when needed (i.e. proper safety apparel/equipment, operates equipment safely, respects others' opinions/property/space, uses appropriate language, positive demeanor…).
9 Points (Met Expectations): The student always followed all class rules and always acted respectfully towards staff and peers (i.e. proper safety apparel/equipment, operates equipment safely, respects others opinions/property/space, uses appropriate language, positive demeanor…).
8 Points (Needs Improvement): The student sometimes followed the class rules and sometimes acted respectfully towards staff and peers (i.e. the student needed to be reminded more than twice during the class about proper safety apparel/equipment, operating equipment safely, respecting others' opinions/property/space, using appropriate language, positive demeanor…).
7 Points (Unsatisfactory): The student occasionally followed the class rules and occasionally acted respectfully towards staff and peers (i.e. the student needed to be reminded more than four times during the class about proper safety apparel/equipment, operating equipment safely, respecting others' opinions/property/space, using appropriate language, positive demeanor…).

Engagement and Employability (30%): This grading category includes the ability of students to follow written and verbal directions and to execute these instructions to the best of their ability. Students are expected to engage in all aspects of the program and demonstrate employability skills, including the setup and clean-up of the work areas that they are utilizing.
10 Points (Exceeded Expectations): The student always followed instructor directions and was always engaged throughout the school day, including during setup and clean-up of the work area, and took the initiative to help peers and/or the teacher when needed (i.e. follows multi-step written and verbal instructions, helps to organize and complete setup and clean-up activities…).
9 Points (Met Expectations): The student always followed instructor directions and was always engaged throughout the school day, including during setup and clean-up of the work area (i.e. follows multi-step written and verbal instructions, helps to organize and complete setup and clean-up activities…).
8 Points (Needs Improvement): The student sometimes followed instructor directions and was sometimes engaged throughout the school day, including during setup and clean-up of the work areas

(i.e. the student needed to be reminded more than twice during the class to follow multi-step written and verbal instructions, help to organize and complete setup and clean-up activities…).
7 Points (Unsatisfactory): The student occasionally followed instructor directions and was occasionally engaged throughout the school day, including during setup and clean-up of the work areas (i.e., the student needed to be reminded more than four times during the class to follow multi-step written and verbal instructions, help to organize and complete setup and clean-up activities…).

Participation and Professionalism (40%): This grading category includes the level of care and attention to detail that students demonstrate while completing the assigned activities in the technical program. Students are expected to be on task and working to complete their assigned tasks at all times. Students are expected to identify, plan for, and transition at various points during the school day.
10 Points (Exceeded Expectations): The student always paid attention to detail as they worked to complete the assigned technical tasks, and the student was always working to the best of their ability. The student managed the transition of activities to the best of their ability and took the initiative to help peers and/or the teacher when needed (i.e. student paid attention to assignment details, student was engaged and working throughout the school day, student helped facilitate lesson transitions…).
9 Points (Met Expectations): The student always paid attention to detail as they worked to complete the assigned technical tasks, and the student was always working to the best of their ability. The student managed the transition of activities to the best of their ability (i.e., the student paid attention to assignment details, the student was engaged and working throughout the school day, the student helped facilitate lesson transitions…).
8 Points (Needs Improvement): The student sometimes paid attention to detail as they worked to complete the assigned technical tasks, and the student was sometimes working to the best of their ability. The student did not transition activities to the best of their ability (i.e. the student needed to be reminded more than twice during the class to pay attention to assignment details, stay engaged and working throughout the school day, help to facilitate lesson transitions…).
7 Points (Unsatisfactory): The student occasionally paid attention to detail as they worked to complete the assigned technical tasks, and the student was occasionally working to the best of their ability. The student did not transition activities to the best of their ability (i.e., the student needed to be reminded more than four times during the class to pay attention to assignment details, stay engaged, and work throughout the school day, help to facilitate lesson transitions…).

X. REVIEW AND APPEALS

If there are more applicants than spaces available, students not admitted through the lottery will be placed on a waiting list that will remain active until the start of the next school year. After that time, any applicant would need to reapply for admission in a subsequent school year to be considered for admission. The only instance a student may be denied admission would be if they provided false information as part of the admissions process.

At least seven days before the lottery, the District will notify all applicants of the number of weights the applicant will have in the lottery. Notification will be provided through the application portal, using the email address provided on the application.

Appeals regarding the admissions process may be submitted through the methods indicated below. The deadline for admissions appeals is 5 days after the first lottery.

Preferred method - email notification:

Adrienne Bogusky, Director of Guidance/Admissions at abogusky@keefetech.org with the subject line "Admissions Appeal"

Other method: Hard copy mail or hand delivery:

Keefe Regional Technical School
750 Winter Street
Framingham, MA 01746
Attn: Admissions Office - Admissions Appeal

The District designee will respond to appeals within 5 business days of receiving them using electronic communication with the email included on the application. Please note that the Superintendent and/or their designee is the final authority on any admissions appeals.

Any questions about excused vs. unexcused absences should be directed to the applicant's sending school district. Any additional concerns about the change to the lottery admissions format for all Career and Technical Schools can be directed to the CVTE department at the Massachusetts Department of Elementary and Secondary Education.

XI. RETENTION STRATEGIES

It is the goal of Keefe Regional Technical School to provide students with high quality career-technical and academic instruction. Each student will be assigned a School Counselor that will remain with them throughout their time enrolled at the school. All students will have access to college and career planning resources and work with the school faculty to ensure they are setting goals each year to support their post high school plans.

XII. MAINTENANCE OF RECORDS

Keefe Regional Technical School maintains 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. Keefe Tech provides this information to the Massachusetts Department of Elementary and Secondary Education at specific times when requested. Keefe Tech will also provide records to families who applied upon their request.