

# **Cape Cod Regional Technical High School Admissions Policy**

## **I. INTRODUCTION**

An admission process 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. All applicants to grade nine through twelve at Cape Cod Regional Technical High School will be evaluated using the criteria contained in this Admission Policy. This policy was approved by the Massachusetts Department of Elementary and Secondary Education on November 17, 2009 and by the Cape Cod Regional Technical School District School Committee.

## **II. EQUAL EDUCATIONAL OPPORTUNITY**

Cape Cod Regional Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability or homelessness status.

If a student voluntarily self identifies as limited English proficiency, a qualified representative from Cape Cod Regional Technical High School or contracted professional (at Cape Cod Tech's expense) will assist the applicant in completing the necessary forms and assist in interpreting during the entire applications and admission process upon the request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information submitted voluntarily by students with limited English proficiency and students with disabilities, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

## **III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Cape Cod Regional Technical High School District (which includes the towns of Barnstable, Brewster, Chatham, Dennis, Eastham, Harwich, Mashpee, Orleans, Provincetown, Truro, Wellfleet and Yarmouth) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Cape Cod Regional Technical High School. The federal McKinney-Vento Homeless Education Assistance Act requires school districts to enroll a homeless student in school. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing. Homeless students will be accepted to Cape Cod Regional Technical High School according to the selection criteria contained in this admission policy. Resident students

will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Cape Cod Regional Technical High School District residents according to the District Agreement. The family and/or school district may be asked to verify residency within the District if Cape Cod Regional Technical High School is uncertain about residency.

### **School Choice**

Although Cape Cod Regional Technical High School does not currently participate in the School Choice Program, the District School Committee considers this option and votes every spring on whether to participate in the School Choice Program.

### **Non Resident**

Students who are non-residents of the Cape Cod Regional Technical High School District (Out of District students) are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Cape Cod Tech provided they expect to be promoted to the grade they seek to enter by their local district. Out of District students will be evaluated using the criteria contained in this Admissions Policy.

Nonresident students will be evaluated according to the criteria contained in this admission policy and according to M.G.L. c. 74 s. 8A (please see the “guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 located at [www.doe.mass.edu/cte/admissions/nonresguidelines](http://www.doe.mass.edu/cte/admissions/nonresguidelines)). Priority for admission is given to Cape Cod Regional Technical High School district residents.

Transfer students from other Chapter 74 state-approved vocational technical education are eligible to apply for fall admission and admission during the school year to grades 9-12 at Cape Cod Regional Technical High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

### **Homeless Students**

Cape Cod Regional Technical High School will accept homeless students according to the selection criteria contained in this Admissions Policy.

### **Home Schooled Students**

Students who are formally being home schooled may apply for admission into Cape Cod Regional Technical High School, including admission during the school year, provided all admissions criteria are met. The home schooled student’s parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from their local school superintendent. Home schooled students will be accepted into Cape Cod Regional Technical High School according to the selection criteria contained in this Admissions Policy. Please refer to section VII for additional information regarding selection criteria.

### **Two-Year Programs**

Some *career/vocational technical education Chapter 74 programs* at Cape Cod Regional Technical High School are two years in length and are designed for juniors and seniors. For two-year programs, only students entering their junior year may apply.

The 10<sup>th</sup> grade guidance counselor, using weighted admissions criteria, processes completed applications. After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred points (100) can be earned. Each applicant will be assigned a score derived from the sum of sub scores based on criteria listed in Section VII of this admissions Policy.

#### **IV. ORGANIZATIONAL STRUCTURE**

Cape Cod Regional Technical High School is located in Harwich, Massachusetts. Cape Cod Regional Technical High School is a member of the Cape Cod Regional Technical High School District and is accredited by the New England Association of Schools and Colleges. Cape Cod Tech is committed to providing quality vocational technical programs.

It is the responsibility of the Superintendent-Director to supervise the administration of the policies and procedures to admit and enroll applicants in conformity with this Admission Policy. Cape Cod Regional Technical High School has an Admission Committee appointed by the Superintendent-Director. The committee consists of the Principal, the Guidance Chair and includes school counselors, academic and vocational instructors, and representatives from the Special Needs Department. Responsibilities of the Admission Committee include:

- 1) Determination of the standards for admission
- 2) Development and implementation of the admission procedures
- 3) Processing of applications
- 4) Ranking of applicants according to approved criteria
- 5) Acceptance of students according to the procedure and criteria in the admissions policy
- 6) Establishment and maintenance of a waiting list of acceptable candidates

The Guidance Department is responsible for disseminating information about Cape Cod Regional Technical High School through direct mailings, local school assemblies, student tours, press releases, web page entries, individual family tours and a parent informational evening. Responsibility also includes the collection of applications from the local sending schools

#### **Cape Cod Regional Technical High School District Agreement:**

The Cape Cod Regional Technical High School District governs the admission of school district residents. The agreement states:

*The regional district school shall be a co-educational vocational technical high school consisting of facilities to serve the needs of grades nine through twelve, inclusive. There is no quota in this district.*

#### **V. RECRUITMENT PROCESS**

Cape Cod Regional Technical High School disseminates information about the school through a variety of methods:

- All eighth grade students within the district are offered an informational video presentation at their respective middle schools and are encouraged to participate in a full-day tour of Cape Cod Tech during October -January each year. All high school students are offered an informational program as requested by their local Guidance Department. Guidance counselors give these presentations and are available to provide additional information and to answer questions. Cape Cod Regional Technical High School does not require attendance at any recruitment/informational program.
- Cape Cod Tech offers each sending school the opportunity to schedule days for their eighth graders or seventh graders to visit Cape Cod Regional Technical High School for the day. For high school students, individual days are arranged, as requested.
- *Tech Night* is held in the fall each year. Administrators and teachers provide information to parents of prospective students on all school policies, and include displays of vocational programs and academic offerings. This evening enables parents and students to tour the facility and to meet staff members who explain the various course offerings.
- Parents/guardians may schedule individual visits to tour the school and to meet with a school counselor at a mutually convenient time.
- Informational mailings about the academic and technical programs offered at Cape Cod Tech are sent directly to the home of each eighth grade student in the district.
- Applications, informational brochures, and Program of Studies are made available to the guidance offices of each sending school and, in turn, are available for students and parents upon request by both Cape Cod Regional Technical High School and local schools.
- Information on Cape Cod Tech, admissions information and an application for admission are posted on our school's website at [www.capetech.us](http://www.capetech.us).
- Advertisements and public service announcements are posted in local newspapers, and cable TV community access channels.
- Other programs and activities deemed by the district to appropriately assist in recruiting.

## **VI. APPLICATION PROCESS**

### **For fall admissions to Cape Cod Regional Technical High School in grades nine, ten, eleven or twelve:**

1) It is the responsibility of interested students to:

- Obtain an application from their local school or from the Guidance Office at Cape Cod Tech. Applications are available from the school's website at [www.capetech.us](http://www.capetech.us).
- Students, and parents/guardians are instructed to return the signed, completed application to their local sending school by the deadline given to them by their Guidance Office.
- Attend an interview at Cape Cod Tech or the sending school. If the applicant or parent /guardian cannot provide transportation, a representative from Cape Cod Tech will go to the local school to conduct the interview.

- 2) It is the responsibility of the local school counselor to:
- Complete the school related information in the application and enclose all requested and relevant school information\* listed on the front of the application. Forward this completed application and materials to the Cape Cod Tech Guidance Office on or before March 1<sup>st</sup> for applicants to grade nine and April 1<sup>st</sup> for applicants to grades ten, eleven and twelve.

\*For applications to grade nine (fall admission), the final grade averages for grade seven as well as grades for terms 1 & 2 for grade eight in English, math, science and social studies from the local school report card are required. Also required are attendance records that include the sum of grade seven and grade eight terms 1 and 2 of unexcused absences and tardy days from the local school report card. The sum of discipline incidents from grades seven and eight terms 1 and 2 from the local school report card or Guidance Office records is also required. Recommendations from the school counselor or principal at the local school, must be completed.

\*For applications to grades ten, eleven and twelve (fall admissions) the final grade averages of the previous year and current grades from terms 1 and 2 in English, math, science and social studies from the local report card are required. Also required are attendance records that include the sum of the previous and current from terms 1 and 2 unexcused absences and tardy days from the local school report card. The sum of discipline incidents from the previous year and current year terms 1 and 2 from the local report card or Guidance Office records is also required. Recommendations from the school counselor or the principal at the local school, must be completed.

- 3) If incomplete applications are received, the following procedures will be followed:
- The Cape Cod Tech Guidance Office will notify the local school, in writing, of the information that is missing and request completion.
  - The parent/guardian will be notified by Cape Cod Tech, by mailing a copy of this form that has been sent to the local school if missing records are not received within fifteen business days.
  - The application is considered inactive if missing records are not received within ten days of mailing. Parents may reactivate applications at any time by submitting requested records. If after notifying both the parent/guardian and local school of the needed information, the application remains incomplete through the next round of acceptances, the application will remain in the incomplete files and not included in the admissions rounds, until complete.

**For application to grades nine, ten, eleven, and twelve during the current school year**

- 1) It is the responsibility of interested students to:
- Obtain an application at their local school or from the Guidance Office at Cape Cod Tech.
  - Return the signed, completed application to their local sending school by the deadline given to them by their Guidance Office.

- Attend an interview at Cape Cod Tech. If the applicant or parent /guardian cannot provide transportation, a representative from Cape Cod Tech will go to the local school to conduct the interview.

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

- Complete the school related information on the back of the form and enclose all requested school information\* listed on the front of the application. Forward this completed application and materials to the Cape Cod Tech Guidance Office in a timely fashion.

\*For applications to **grade nine** (admission during the school year) the **final grade averages** for grade eight as well as grades to date in English, math, science and social studies from the local school report card/transcript are required. Also required are attendance records that include the sum of grade eight and the current year to date of **unexcused absences and tardy days** from the local school report card. The sum of **discipline incidents** from grades eight and the current year (to date) from the local school report card or official school records is also required. **Recommendations** from the school counselor or the principal at the local school, must be completed. These are located on the back page of the application for admission.

\*For applications to **grades ten, eleven and twelve** (admission during the school year) the **final grade averages** for the prior year and current grades to date in English, math, science and social studies from the local report card/transcript are required. Also required are attendance records that include the sum of the previous and current (to date) year's **unexcused absences and tardy days** from the local school report card. The sum of **discipline incidents** from the previous year and current year (to date) from the local report card or official school records is also required. **Recommendations** from the school counselor or principal at the local school, must be completed. These are located in the application for admission.

3) If incomplete applications are received, the following procedures will be followed:

- The Cape Cod Tech Guidance Office will notify the local school, in writing, of the information that is missing and request completion.
- The parent/guardian will be notified by Cape Cod Tech by mailing a photocopy of this form that has been sent to the local school if missing records are not received within fifteen business days.
- If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be considered inactive. Parents may reactivate applications any time by submitting requested records. If after notifying both the parent/guardian and local school of the required information, the application remains incomplete through the next round of acceptances, and will not be included in subsequent admission rounds, until complete.

### Late Applications

Applications received after March 1<sup>st</sup> for ninth grade consideration and April 1<sup>st</sup> for tenth, eleventh, and twelfth grade will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waitlist.

### Transfer Students

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school (transfer student) will be considered for admission (including admission during the school year) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Cape Cod Tech. All transfer applicants must attend an interview at Cape Cod Tech. If the applicant or parent/guardian cannot provide transportation, an official from Cape Cod Tech will go to the local school to interview the applicant. Their application will be evaluated using the same criteria as other applications according to the provisions of this Admission Policy.

### Withdrawn Students

Students who have withdrawn from Cape Cod Tech (transferred schools or quit school) and who are attending or not attending high school, may reapply to Cape Cod Tech following the procedures contained in this Admission Policy.

## **VII. SELECTION CRITERIA: Based Upon 100 Total Possible Points**

The Admissions Committee, using weighted admissions criteria, processes completed applications. After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred points (100) can be earned. Each applicant will be assigned a score derived from the sum of sub scores of the following criteria:

### **A. ACADEMIC ACHIEVEMENT – (Maximum 32 Points) – 32%**

<b>Grade Averages</b>	<b>Points</b>
A(90-100)	8
B(80-89)	8
C(70-79)	4
D(60-69)	0
F(59 and below)	0

For applications to grade nine (fall admission), the averages of grade seven and terms 1 & 2 of grade eight marks in English, math, science, and social studies from the local school report card are used. For applications to grades ten, eleven, and twelve (fall admission) the average of the previous school year and terms 1 & 2 of the current school year in English, math, science and social studies from the local school report card are used. For applications to grades nine, ten, eleven and twelve (admission during the school year) the previous school year and the current school year to the date of application marks in English, math, science, and social studies are used.

**B. ATTENDANCE (Maximum 18 Points) 18%**

<b>Number of Unexcused Absences Each Full Year</b> (Note: Three [3] unexcused tardy days equals one [1] absence and is added to the absence tally )	<b>Points</b>
0-5 Absences	9
6-10 Absences	5
11-15 Absences	3
16+	0
<b>Number of Unexcused Absences Current Year and/or terms 1 and 2</b> (Note: Three [3] unexcused tardy days equals one [1] absence and is added to the absence tally )	<b>Points</b>
0-3 Absences	9
4-5 Absences	5
6-8 Absences	3
9+	0

Applications to grade nine (fall admission), the sum of grade seven and terms 1 & 2 grade eight **unexcused** absences and **unexcused** tardy days from the local school report card are used. For applications to grades ten, eleven, and twelve (fall admission) the sum of the previous school year and term 1 & 2 of the current school year **unexcused** absences and **unexcused** tardy days from the local school report card are used. For applications to grades nine, ten, eleven and twelve (admission during the school year) the previous school year and the current school year to the date of application sum of **unexcused** absences and **unexcused** tardy days are used.

**C. SCHOOL DISCIPLINE/CONDUCT (Maximum 20 points) 20%**

<b>Discipline Incidents Each Full Year</b>	<b>Points</b>
No Incidents	10
1-3 Minor Incidents	7
4-6 Minor Incidents	5
1 Suspension or 7 + Minor Incidents	3
Combination of Minor Incidents and 1 Suspension	1
More than 1 Suspension	0

<b>Discipline Incidents For Current Year/ Terms 1 and 2</b>	<b>Points</b>
No Incidents	10
1 Minor Incident	7
2-3 Minor Incidents	5
1 Suspension or 4 + Minor Incidents	3
Combination of Minor Incidents and 1 Suspension	1
More than 1 Suspension	0

**Student Discipline: ( Maximum 20 points)**

For applications to grade nine fall admissions, the discipline records from the school report card or official school records from grade seven and grade eight terms 1 & 2 will be used. For applications to grades ten, eleven, and twelve (fall admissions), the discipline records from the previous year and current year terms 1 and 2 from the local report card or official school records are used. For applications to grade nine, ten, eleven and twelve (admissions during the school year) the discipline records from the previous school year and the current school year, to date, are used.

**D. LOCAL GUIDANCE COUNSELOR OR PRINCIPAL/DIRECTOR RECOMMENDATIONS: (MAXIMUM 6 POINTS)**

Students are evaluated by their sending school counselor or the local school Principal/ Director in the areas of: effort, conduct and work habits. This form is located in the student application.

<b>Rating</b>	<b>Points</b>
Excellent, Above Average	6
Good, Average	4
Below Average, Needs Improvement	2
Minimal performance	0

**E. STUDENT INTERVIEWS: (MAXIMUM 24 POINTS)**

Each student (fall and mid-year admissions) is interviewed by a member of the Cape Cod Regional Technical High School Admissions Team. Two appointments are scheduled at each student’s school. If students are absent for both appointments, they are asked to schedule an appointment at their convenience at Cape Cod Tech. Transportation may be provided by parent/guardian/family member and is also provided, as needed, by Cape Cod Tech.

**VIII. SELECTION PROCESS**

It is the responsibility of the local school counselors to collect, fill out and submit all requested documentation to Cape Cod Regional Technical High School. A hard copy of the report cards, attendance, and discipline records must be submitted for each applicant. **(Please note: Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunizations records of incoming students should be forwarded to Cape Cod Tech.)**

The Admissions Team at Cape Cod Tech will examine, discuss and make recommendations for action on the applicants.

The Admissions Committee considers scholastic achievement, attendance, school behavior, and local School Counselor’s or the Principal/Director recommendation and

interview results. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their point total. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on. All resident applicants are accepted, declined, or placed on a wait list, the wait list is valid for one academic year after the application is submitted. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the wait list determined by the total points given according to the selection criteria.

Non-resident applicants are evaluated using the criteria in this Admissions Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been accepted.

Applications received after March 1<sup>st</sup> for ninth grade and April 1<sup>st</sup> for tenth, eleventh and twelfth grade will be evaluated using the same criteria as other applicants and their composite score will be integrated in rank order on the established wait list.

All applicants whose applications are received by Cape Cod Tech by March 1<sup>st</sup> for ninth grade applicants and April 1<sup>st</sup> for tenth, eleventh and twelfth grade applicants are notified by a letter to their parents/guardians and their local school guidance counselor by mid-April for ninth grade and mid-May for tenth, eleventh and twelfth grade applicants. Applicants whose applications are not received by Cape Cod Tech by the respective deadlines will receive a letter each school quarter informing them of their status.

All accepted freshmen will take the Stanford 9 test for placement purposes only. This will be given at Cape Cod Tech in conjunction with an informational program for parents conducted in the spring.

All accepted students for grade ten, eleven and twelve may have the Stanford 9 administered at Cape Cod Tech by the appropriate Cape Cod Tech grade counselor on the first day of attendance at our school. This is for the purposes of placement only.

## **IX. ENROLLMENT**

In order to enroll at Cape Cod Tech for the fall, applicants for grade nine must have been promoted to grade nine by the local school district and must pass English language arts or the equivalent and mathematics. Applicants for grades ten, eleven and twelve must be promoted by the local school district and must pass English language arts or the equivalent and mathematics for each of their previous years of high school. This will be evidenced through the submission of *official transcripts*, after acceptance, during the *Registration Process*.

## **X. PROGRAM PLACEMENT**

*Currently under DESE review for 2010-2011 School Year. Policy will be added at future date.*

## **XI. REVIEW AND APPEALS**

### **Admission to School:**

The applicant's parents/guardians, upon receipt of a letter from Cape Cod Tech indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Guidance Chair within thirty days of the receipt of the letter. The Guidance Chair will respond in writing to the letter with the findings of the review within thirty days.

If after the review, the parent/guardians wish to appeal the findings of the review, they may do so by sending a letter requesting that they be scheduled to appear before the Principal to appeal the Guidance Chair's findings.

Cape Cod Tech's Principal will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of receipt of the letter.

After this additional appeal has been heard, the Principal will then respond in writing with his/her decision on the appeal within thirty days of when the appeal was presented.

If after further review, the parent/guardians wish to appeal the findings of the Principal's decision, they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent-Director to appeal the Principal's findings. The decision of the Superintendent-Director is final.

### **Admission to Programs:**

For current students, the parent/guardian, upon receipt of a letter from Cape Cod Tech indicating that the applicant was not accepted or placed on a wait list for a particular technical program, may request a review of the decision by sending a letter requesting a review to the Guidance Chair within thirty days of the receipt of the letter. The Guidance Chair will respond in writing to the letter with the findings of the review within thirty days.

If after the review, the parent/guardians wish to appeal the findings of the review, they may do so by sending a letter requesting that they be scheduled to appear before the Principal to appeal the Guidance Chair's findings.

Cape Cod Tech's Principal will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of receipt of the letter.

After this additional appeal has been heard, the Principal will then respond in writing with his/her decision on the appeal within thirty days of when the appeal was presented.

If after further review, the parent/guardians wish to appeal the findings of the Principal's decision, they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent-Director to appeal the Principal's findings. The decision of the Superintendent-Director is final.