

Westfield Vocational Technical High School Admissions Policy
33 Smith Avenue, Westfield, MA 01085
ADMISSIONS CRITERIA

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical shops are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary. The Westfield School District School Committee approved this policy on October 18, 2010.

II. EQUAL EDUCATION OPPORTUNITY

Westfield Vocational 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, and homelessness status (McKinney/ Vento Act).

If there is a student with limited English proficiency, a qualified representative from WVTHS will assist the applicant in completing the necessary forms and will assist in interpreting during the entire application process upon the request of the applicant.

Students who are disabled may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application process.

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 admissions process, will not affect their admission to the school.

III. ELIGIBILITY

Any eighth, ninth, or tenth grade students, who expects to be promoted to the grade they seek to enter by their sending school is eligible to apply for fall admission to Westfield Vocational Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admissions is given to Westfield residence. All students, including Westfield students are required to complete the application process.

Students who are not residents of Westfield are eligible to apply for fall admission or admission during the school year subject to the availability of openings provided they expect to be promoted to the grade they seek to enter by their local district. Nonresident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other vocational technical schools are eligible to apply for fall admissions or admissions during the school year to grade 9-12 at WVTHS provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using criteria contained in this Admission Policy.

IV. ORGANIZATIONAL STRUCTURE

Westfield Vocational Technical High School is a public vocational technical high school located on a scenic campus in Westfield, Massachusetts. Westfield Vocational Technical High School is a member of the Westfield Public School System and is accredited by the New England Association of Schools and Colleges. Westfield Vocational Technical High School is committed to providing quality vocational technical programs.

It is the responsibility of Westfield Vocational Technical High Schools' Director to supervise the administration of the policies and procedures required to admit and to enroll applicants in conformity with this Admissions Policy.

Westfield Vocational Technical High School has an Admission Committee appointed by the Director. The committee consists of members of the Guidance Department, Admissions and Special Education. Responsibilities of the Admission Committee Include:

- determination of standards for admission
- development and implementation of admissions procedures
- processing of applications
- ranking of students
- acceptance of students according to the procedure and criteria in the admission policy
- establishment and maintenance of a waiting list of acceptable candidates

Westfield Vocational Technical High Schools' Assessment/Marketing Coordinator is responsible for disseminating information about WVTHS through local school assemblies and press releases and for collecting applications from local schools.

V. RECRUITMENT PROCESS

Westfield Vocational Technical High School engages in recruitment activities that encompass the full sphere of marketing vocational technical education to students, parents, sending schools, business & industry, post secondary institutions, public agencies and the general public. Specific activities are outlined below:

WVTHS Marketing/Assessment Coordinator, the Director and Assistant Director along with other support staff conduct 8th grade assemblies at both Westfield Middle Schools and other Middle Schools and Junior High Schools in the catchment area in November, December, January and February. During the assembly:

- A video is presented that gives students/ parents an overview of WVTHS. This includes career pathways and training available.
- The Program of Studies Guide and brochures describing the Individual programs are distributed.
- Students are encouraged to consider non-traditional career paths.
- All Westfield Middle School 8th grade students are given a tour during National Vocational Education Week in February. Students from the surrounding communities are given tours in small groups and/or on an individual basis at a mutually convenient time.
- An evening Open House is held during National Vocational Education Week in February.

VI. APPLICATION PROCESS:

Communication with guidance at the Middle Schools and parents is frequent to insure timeliness in receiving applications for admission. Applications are available from @Westfield Vocational Technical High School located at Smith Ave. Westfield, MA 01085 and at apply@wvths.com . Students and parents will have the opportunity to tour WVTHS and observe technical training programs and activities in operation prior to submitting an application.

1. Students interested in applying to Westfield Vocational Technical High School for fall admission may also:
 - a. Obtain an application from their local school Guidance Counselor as early in the school year as possible.
 - b. Return a completed application with the appropriate signatures to their school's guidance department prior to April 1st.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Forward completed application to the Assessment/Marketing Coordinator at Westfield Vocational Technical High School prior to April 1st.

Completed applications include:

- a. Academic records, specifically: math, English, science, and social studies of applicants' previous years' report card and first and second quarter marks for the current school year.
- b. Unexcused absences and tardies for the previous school year and first and second quarter marks for the current school year.
- c. Discipline records for the previous school year, and first and second quarter marks for the current school year.
- d. Local school Guidance Counselor recommendation is required.

The Admission Committee will review all submitted material.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admissions Office at WVTHS will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/ guardian(s) will be notified by WVTHS in the event that the problem is not resolved by the local Guidance Counselor.
 - c. If after notifying the local Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS:

Applications received after April 1st will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

TRANSFER STUDENTS:

Applications from students who are enrolled in a state approved (Chapter 74) vocational technical high school programs in another school will be considered for admissions (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at WVTHS. All transfer applicants must attend an interview at WVTHS. If the applicant or parent/guardian cannot provide transportation, an official from WVTHS will go to the local school to interview the applicant. Their application will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS:

Students who withdraw from WVTHS and who are attending or not attending another high school may reapply to WVTHS following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA:

The Admissions Committee processes applications using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria. Each of these criteria will be assessed and points will be assigned. Applicants may earn a total of 100 points.

1. Scholastic Achievement: Maximum 20 points

Grades from the 1st & 2nd term of the current year and the final report card of the previous year in English, Math, Science, and Social Studies will be averaged and assigned point values according to the following scale:

A (90-100)	5 Points
B (80-89)	4 Points
C (70-79)	3 Points
D (60-69)	2 Points
E (0-59)	0 Points

Calculations are based on the grade average from the previous completed school year and grade average from the current school year (terms 1 & 2).

2. Attendance: Maximum 20 points

0-10 Days absent	20 Points
11-20 Days absent	15 Points
21-30 Days absent	10 Points
31-40 Days absent	5 Points
41 or More Days Absent	0 Points

The sum of the previous school year and terms 1 and 2 of the current year of unexcused absences as defined by the District from the local school report card/ transcripts are used.

3. Student Interview: Maximum 20 points

Each applicant will be interviewed. The interviews will be scheduled with assistance of the Middle School and/or sending school guidance counselors at the home school during the school day.

Rating:

5 questions will be asked using a Rubric scale from 1 -4 points for each question. The individual score for each student interviewed will be factored in the total overall score. The maximum score earned on the interview portion is 20 points.

4. School Discipline/Conduct: Maximum 20 points

Excellent	20 Points (zero infractions)
Above Average	15 Points (1 -3 infractions)
Average	10 Points (4 – 6 infractions)
Below Average	5 Points (7 – 10 infractions)
Poor	0 Points (more than 10 infractions)

5. Local Guidance Recommendation: Maximum 20 points

Excellent	20 points
Above Average	15 points
Average	10 points
Below Average	5 points
Poor	0 points

VIII. SELECTION PROCESS

Applications will be reviewed using the standard admissions criteria. An Application Assessment Form will be completed for each completed application. A waiting list of eligible applicants will be established for the current school year and students from the list will be accepted as space is available.

IX. ENROLLMENT

In order to enroll at Westfield Vocational Technical High School, applicants must have successfully passed English Language Arts or its equivalent, math, and been promoted by their local school district to the grade they seek to enter. Students who fail English Language Arts or its equivalent or math will be required to take and pass comparable make up course(s) in a summer school program provided by their local school district or another school district.

Applicants will be advised to make up any failed courses required for promotion and /or graduation.

Acceptance and enrollment at Westfield Vocational Technical High School is conditioned upon the accuracy and completeness of a student's application. Westfield Vocational Technical High School reserves the right to revoke its conditional acceptance of any student, at any time, if it determines that the student provides inaccurate, incomplete, or misleading information during the application process.

X. NOTIFICATION

Students and parents will be informed by mail of their status by May 15th for applications received by April 1st.

A non-mandatory orientation program for new students and their parents will be held in August of each year. Included in the program will be general school information and a presentation explaining the Exploratory Program and emphasizing nontraditional trades and opportunities for males and females at Westfield Vocational Technical High School.

XI. EXPLORATORY PROGRAM

All 9th grade students will participate in an exploratory program during the first half of the school year. The exploratory is designed to help them learn about their talents and interests relative to a variety of different vocational-technical programs. Each student will visit 11 shops for a (1) day mini exploratory. The goal of the mini exploratory is to expose the student to the curriculum, occupational outlook, etc. Upon completion of the mini exploratory the students will choose (4) four shops based on availability, spending one week in each shop. The students are evaluated by the shop teachers, in (5) five areas: CONDUCT, WILLINGNESS TO FOLLOW INSTRUCTION, TASK COMPLETION/ WORKMANSHIP, PERSONAL SAFETY AND SAFETY HABITS, and ATTENDANCE and PUNCTUALITY. At the end of this four-week exploratory period, each student selects his/her program of choice, as well as a second choice from the four explored shops. Students are admitted into the shop of their choice based on the point total. For example a student with a point total of 98 will be admitted before a student with a point total of 92. If a shop fills, based on the point total, before the student gets his/her first choice, the assessment coordinator then moves to the students' second choice depending upon whether there is an opening in the shop. Again, the student is admitted based upon the point total. If a

student' point total in all shops is so low that they were not placed in their second choice shop, then the assessment coordinator will meet with the student and present a list of the shops with openings.

Students who enroll in Westfield Vocational Technical High School after grade nine may explore vocational technical programs that have opening, before making a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested shops. **Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.**

XII. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from WVTHS 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 Superintendent with in thirty days of the receipt of the letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wished to appeal 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/guardian with a scheduled date for the appeal with in 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.

Amended & Adopted: March 3, 2003

Revised: October 18, 2010

Revised: February 13, 2013