

Quaboag Regional School District

Vocational Technical Education

Early Education and Teaching

ADMISSIONS POLICY

Please call the Guidance Office at the school if you would like this document translated into a language other than English.

I. INTRODUCTION

Quaboag Regional High School (Quaboag) is a public regional school located on a scenic campus in Warren, Massachusetts serving students from Warren, West Warren and West Brookfield. Quaboag Regional High School is accredited by the New England Association of Schools and Colleges. Quaboag is committed to providing quality educational and vocational technical programs to the students of the communities it serves.

An admission process is necessary in vocational technical program where space is a limiting factor. ~~Vocational Technical programs are~~ designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops and laboratories may lack both the space and flexibility to accommodate all applicants during some years. Therefore, a selection process is necessary. All applicants to grades nine through twelve at Quaboag will be evaluated using the criteria contained in this Admissions Policy.

L EDUCATION OPPORTUNITY

The District admits students and makes available its advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability, homeless status, or gender identity and expression, ancestry, genetic information, or marital/parental status.

Students with limited English proficiency may request that a qualified representative from Quaboag assist them in completing the necessary forms. They may also request an interpreter during the entire application and admissions process.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission 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 admission process, will not adversely affect the applicant's admission to the school.

III. ELIGIBILITY

Resident Students

Any eighth, ninth, or tenth grade student who is a resident of the District, and who expects to be promoted by their local school into the grade they seek to enter, is eligible to apply for fall admission or admission during the school year, subject to availability of openings in the Early Education and Teaching Program. Resident students will be evaluated using the criteria contained in this Admissions Policy. The District gives priority for admission to resident students according to this policy, the District Regional Agreement, and state laws and regulations.

Nonresident Students

Students who are not residents of the District are given lowest priority in the selection process. All nonresident applicants must file a *Chapter 74 Vocational Technical Nonresident Student Tuition Application* with the Superintendent of their district-of-residence in accordance with the Massachusetts Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74. www.doe.mass.edu/cte/admissions. April 1st is the deadline for this application to be filed with the local Superintendent of the nonresident community. Nonresident students will be evaluated using the criteria contained in this Admissions Policy.

School Choice:

The District participates in the School Choice Program, unless the School Committee's annual required vote on the program determines otherwise.

McKinney – Vento: The District complies with federal law to ensure that all homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth. Quaboag has a designated staff person to serve as the Homeless Education Liaison, whose role it is to assist homeless children to enroll in school and to receive the educational services for which they are eligible, and to ensure that homeless youth participate fully in the opportunities at Quaboag without segregation or stigmatization.

Home Schooled Students: Students presently being formally home schooled may apply for admission to the Early Education and Care program, including admission to Quaboag Regional High School during the school year, provided all Admissions Policy Criteria are followed. Home schooled students will be evaluated on a recommendation at 35%, work sample, portfolio, or grades from an online class with a course description at 34%, and individual student interview at 30%.

IV. ORGANIZATIONAL STRUCTURE

The District is governed by a Regional Agreement that recognizes a School Committee composed of three members with residency consideration from each member town. The District is administered by a superintendent. It is the responsibility of the District Superintendent to supervise the administration of the policies and procedures required to

admit and enroll applicants in conformity with this Admissions Policy.

To ensure that students from the member towns can attend the school, the District will establish an annual minimum number of seats designated for each member town. Annually, the Admissions Committee makes a recommendation to the School Committee regarding the number of seats available for new students for the coming school year, and minimum number of seats reserved for each member town. These allocations may vary from year to year. The Superintendent has the following responsibilities.

- a. Determination of standards for admission;
- b. Development and implementation of admission procedures;
- c. Overseeing the processing and ranking of applications;
- d. Acceptance of students according to the procedures and criteria in the Admissions Policy;
- e. Establishment and maintenance of a waiting list of acceptable candidates.

V. RECRUITMENT

Quaboag disseminates information about the school through a variety of methods.

- Quaboag Staff provide informational grade classes in member presentations to 6th town schools from September to November.
- Interested students from the member town schools visit middle/high school during scheduled tours and during Step Up Day.

An Open House is scheduled during the fall and/or winter. Prospective students and their parents/guardians have an opportunity to visit all the classrooms, career programs and speak with teachers about course offerings.

- Parents/guardians may request individual visits, mini-tours and informational sessions.

Prospective students and their parents/guardians are encouraged to visit the Quaboag Regional website (www.quaboagrsd.org) for a complete viewing of the school's educational philosophy and mission, academic and vocational-technical programming, and campus life activities. The admissions policy and procedures are also available on the website.

A printed copy of the admissions policy can be obtained by contacting the Guidance Office at 413-436-5991 ext 1913.

**VI. APPLICATION PROCEDURES FOR ADMISSION INTO THE 9th, 10th,
or 11th GRADE**

An applicant must complete a multi-step process for applying to the Early Education and Care program for fall admission during the 9th, 10th, or 11th grade. The application process is started by filling out and submitting an application available from the Guidance Office

The Guidance Department may require an applicant's parent or guardian to verify legal residency within the District.

Completed applications shall include several documents:

- a. For applications to grade 9: Once Quaboag receives a completed application, Quaboag will send the applicant's present school a "Request for Records" form. This is an official request to receive information related to the Selection Criteria (Section VII). This includes math, English, science and social studies grades from 6th grade (to date), 7th and 8th grade Attendance Report of absences (to date), elementary Discipline Record (to date), and a recommendation from any school staff or other adult qualified to assess the student's potential for success in vocational technical education. Resident students may already be in the high school building if they are attending the Quaboag Innovation Middle School.
- b. For applications to grade 10, or 11: Once Quaboag receives a completed application, Guidance will send the applicant's present school a "Request for Records" form. This is an official request to receive information related to the Selection Criteria (Section VII). From the previous two years, this includes math, English, science and social studies grades, Attendance Report of absences, Discipline Record, and a recommendation from any school staff or other adult qualified to assess the student's potential for success in vocational technical education.
- c. After all of these records are received, the student/parent will be contacted for an interview at the school. This interview is the final step in the application process. If the applicant or parent/guardian cannot provide transportation to Quaboag for the interview, the Principal will be able to talk to students and family.

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

- a. The Guidance staff at Quaboag will notify the student, parent/guardian, or the local school guidance counselor regarding an incomplete application and will request completion.
- b. If after notifying the local school guidance counselor and parent/guardian, the application remains incomplete for twenty (20) school days, the application will be placed in an inactive file and only reactivated by the timely submission of

required documents.

FOR TRANSFER ADMISSION DURING THE CURRENT SCHOOL YEAR INTO THE 9th, 10th, or 11th GRADE

Students from other schools are eligible to apply for transfer admission to Quaboag during the current school year to grades 9 through 11. Transfer students will be evaluated using the criteria contained in this Admissions Policy.

Transferring to Quaboag Regional to attend the Early Education and Teaching program during the current school year will be allowed only as space is available in the vocational program, as determined by the school administration. The applicant follows the admissions process described above.

The Guidance Department may require an applicant's parent or guardian to verify legal residency within the District.

FOR TRANSFER ADMISSION FROM ANOTHER CHAPTER 74 APPROVED Early Education and Care PROGRAM

Applications from students who are enrolled in a Chapter 74 state-approved vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year), if they wish to pursue the same program of study at Quaboag.

Students who currently reside in or relocate into a member community of the District will follow the admissions procedures stated above.

Students who reside or relocate to a nonmember community and wish to pursue the same program of study at Quaboag may apply, but must seek and obtain the approval of the district-of-residence Superintendent in accordance with the MA Department of Elementary & Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74: <http://www.doe.mass.edu/cte/admissions/> as discussed in Section III.

Transfer applicants must meet all standard admissions policy criteria including attending an interview. Students who wish to apply for 12th grade admission into their current program of study will be considered on a case by case basis.

LATE APPLICATIONS

Applications received after the deadline set annually by the Guidance Office will be evaluated using the same criteria as other applications. Students whose applications are late but who meet the criteria for admission will be considered only after qualified students who met all deadlines. If the EEC program is projected to be full, qualified late applicants will be placed on the waiting list.

WITHDRAWN STUDENTS

Students who withdraw from Early Education and Care program and who are either attending or not attending another high school may reapply to Quaboag following the procedure contained in this Admissions Policy and will be evaluated according to the criteria contained in this policy.

VII. SELECTION CRITERIA

The Guidance Department and Superintendent shall review and process all completed applications using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the subscores of the following criteria:

- A. Scholastic Achievement: Maximum 20 points (Up to 5 points for each subject: English, social studies, math and science)

Grade Averages	Points
90-100 (A)	5
80-89 (B)	4
70-79 (C)	3
60-69 (D)	1
0-59 (F)	0

For applications to grades 9, 10 or 11, (fall admission) grades from the previous school year and terms 1 & 2 of the current school year in English, social studies, math and science from the local school report card are used.

For applications to grades 9, 10, or 11, (admission during the school year) grades from the previous year and current school year-to-date in English, social studies, math and science from the local school report card are used.

All “incomplete” grades that appear on a transcript must be graded appropriately within ten (school) days of receiving the transcript/report card.

- B. Attendance: Maximum 20 points

Unexcused Absences	Points
0 - 5	20
6 - 10	15
11 - 15	10
16 - 20	5
21 plus	0

For applications to grade 9 (fall admission), the sum of unexcused absences for the 7th and 8th grade to date from the local school report card is used and considered.

For applications to grades 10, or 11, (fall admission) the sum of unexcused absences for the previous and current year from local school report card is used and considered.

For applications to Grade 9, 10, or 11, (admission during the school year) the sum of the unexcused absences for the previous and current year from the local school report card is used and considered.

Recognizing that students may have adverse circumstances, the District will review not only the number of absences, but the documented reasons for the absences.

C. School Discipline/Conduct: Maximum 20 points

Discipline/Conduct Rating	Points
0 Detentions/0 Suspension. Excellent	20
1 Detentions. and /or 0 Suspensions.	15
2-3 Detentions. and /or 1 Suspensions.	10
4-9 Detentions. and/or 2-3 Suspension.	5
10 + Detentions. and/or 4 + Suspensions.	0

For applications to grade 9 (fall admission), the discipline record for the 7th and 8th grades from the local school report card or from the local school Guidance Counselor's assessments is used.

For applications to grades 9 10, or 11, (admission during the school year) the discipline record for the previous and current year from the local school report card or from the local school Guidance Counselor's assessments is used.

D. Sending School Recommendation: Maximum 20 points

Rating	Points
Excellent	20
Average	15
Below Average	5
Poor	0

Any school staff or other adult qualified to assess the student's potential for success in vocational technical education may complete a recommendation.

E. Interview: Maximum 20 points

Rating	Points
Excellent	20
Average	15
Below Average	10
Poor	5

Any applicant and/or parent/guardian requesting translation assistance will be provided with such assistance. If the applicant or parent/guardian cannot provide transportation to Quaboag for the interview, the principal will interview the applicant virtually or by phone or coordinate other arrangements for an interview. Interviewers are the Assistant Principal and at times other members of the Principal. They use a standard interview form with standardized questions. Each applicant is asked every question the same way. Interviewers are instructed not to vary the questions as to preserve validity. The five interview questions were independently reviewed for inclusiveness

After points are given in each area, the points are totaled for each applicant. A maximum point total of one hundred (100) can be earned.

VIII. SELECTION PROCESS

TIMELINES

Applications are accepted starting in the fall of the student's 8th grade year. Students who have completed the application process, which includes a completed application form, all necessary paperwork submitted, all records received at the school, and interview completed, will be reviewed for admission.

March 15	Deadline for resident students to complete the application process for March 30 th review
April 15	Notification of acceptance, denial, or wait list for resident student applications submitted by March 15 th .
May 1st	Resident students must confirm acceptance of offer of enrollment
May 7th	Final deadline for any student (resident or nonresident) to complete the application process for any seats remaining available.

May 14	Notification of acceptance, denial, or wait list if seats remain
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May 22	Student must confirm acceptance of offer of enrollment
May 22	Deadline to file <i>Chapter 74 Vocational Technical Nonresident Student Tuition Application</i> with the Superintendent of the nonresident student's district-of-residence
May 30	Final deadline to submit all supplemental paperwork. Students who do not complete all necessary paperwork may not be allowed to enroll.

The Guidance Counselor at Quaboag will review all fully completed applications. Each application will be checked for accuracy before awarding rating points in each category. After awarding rating points, each category will be totaled. Resident and nonresident applicants will be ranked from high to low. The minimum ranking is calculated annually by ranking all applicants from top to bottom and then determining the number of applicants to fill the EEC Year One program. Only qualified students are accepted.

Nonresident town applicants are evaluated using the criteria in this Admissions Policy and will be placed on the applicant list after resident applicants. Nonresident applicants on the list will only be accepted after all qualified resident applicants have been accepted.

After a point total for each resident application has been determined, all applications are placed in order of their "point total" and town of residence. Resident applications are then accepted in the order of the point total they have achieved, subject to the minimum number of seats set aside for each member town. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all district-wide, member town openings are filled.

IX: ENROLLMENT

To enroll in the Early Education and Teaching program for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English language arts, or the equivalent, and math for the school year immediately preceding their enrollment at Quaboag High School. Applicants failing either or both subjects are required to enroll in and pass comparable summer school course(s) provided by their local school district or another school district, prior to admission into the District.

Acceptance and enrollment at Quaboag is based upon the accuracy and completeness of a student's application. The District reserves the right to revoke its acceptance of any 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, incomplete, or misleading information during the application process.

XI. REVIEW and APPEALS

ACCEPTANCE

Acceptance in the Early Education and Tprogram is based upon the accuracy of the admissions criteria information provided by the sending school district and the accuracy of information provided by parents/guardians and students on the admissions application form.

The applicant's parent/guardian, upon receipt of a letter from the Quaboag Guidance Department indicating that the applicant was not accepted for admission or was placed on a waiting list, may request a review of the decision by sending a letter to the Principal within twenty (20) business days of the receipt of the letter. The Principal will respond in writing to the request with their findings within ten (10) business days.

If the parent/guardian wishes to appeal the Principal's finding, they may do so by sending a letter requesting a review of the Principal's decision to the Superintendent who will investigate the matter and respond to the request in writing within ten (10) business days. The decision of the Superintendent is final

Any appeals from resident applicants will be addressed by the school prior to any from nonresident applicants.

OFFICIAL CORRESPONDENCE:

For the purposes of the Review and Appeals Process outlined above an applicant's or student's parent/guardian may either send correspondence to Quaboag Regional High School via U.S. mail, facsimile or email, but all official correspondence from Quaboag shall be conducted via U.S. mail which may or may not require certified delivery.