



HOLYOKE PUBLIC SCHOOLS

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Holyoke High School Dean Campus Chapter 74 Admissions Process

Revised 12/8/2023

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INTRODUCTION

Holyoke High School - Dean Campus is a public high school in Holyoke, Massachusetts. HHS – Dean Campus is an integral part of the Holyoke School System and is accredited by the New England Association of Schools and Colleges. The school adheres to the rules, policies, and regulations of Chapter 74 of the Massachusetts General Laws and Board of Elementary and Secondary Education regulations and policies.

Holyoke Public Schools has approved Chapter 74 vocational-technical programs at HHS Dean Campus. HHS Dean Campus is committed to providing quality academic and vocational-technical programs that prepare students for college and the workplace.

An admissions process is necessary for Holyoke Public School (HPS) vocational-technical education, where space is a limiting factor. Vocational technical laboratories (or shops, as they are called at Dean) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks the space and flexibility to accommodate all applicants' possible needs and interests. Therefore, a process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to the Chapter 74 Approved Programs at HHS Dean Campus will be evaluated using the criteria contained in this Admissions Process.

The HHS Dean Campus application process are developed and revised per DESE regulations. For more information on these regulations, please [refer to the DESE website](#).

EQUAL EDUCATIONAL OPPORTUNITY

HHS Dean Campus admits students and makes available to them its advantages, privileges, and courses of study without regard to status as members of special populations or race, color, sex, gender identity, religion, national origin, English language proficiency, disability, sexual orientation, or homelessness status (McKinney-Vento Act).

If a student's primary home language is not English, HHS Dean Campus will provide them with an application form in their home language. If questions or help is needed in filling out the application form, a qualified representative from the Dean Campus and the sending middle school will assist the applicant in completing the necessary forms.

HHS Dean is committed to providing educational opportunities to students experiencing homelessness. Please contact Dean Campus' liaison, Mayra Rodriguez, at mayrarodriguez@hps.holyoke.ma.us or (413) 534-2071. You may also visit the school at 1045 Main Street, Holyoke, MA.

Students with disabilities may voluntarily self-identify to request reasonable accommodations during the entire application and admissions process.

Neither a student's disability nor the primary language of their home will affect their admission to HHS Dean Campus.

Consistent with Massachusetts regulations, HHS Dean Campus has populations consistent with the city schools.

ELIGIBILITY

Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of Holyoke may apply for admission to the Dean Campus. Students may only be admitted to HHS Dean if they have been promoted to the grade they seek to enter, so students should be aware that their admission is conditional. If they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted before acceptance of any non-resident students seeking the same program.

Resident Students

Resident students will be evaluated using the criteria outlined in this Admissions Process. Parents/guardians will be asked to provide written documentation of residency. Priority for admission is given to Holyoke students.

Nonresident Students

Nonresident students must meet the same admission criteria as resident students. Students will be admitted on a space-available basis following the completion of the admissions process for in-district students. Nonresident applicants also file a *Chapter 74 Career and Technical Education Nonresident Student Tuition Application* with the Superintendent's office in the student's district of residence. Before enrollment, nonresident students must have approval from the Superintendent of their district of residence for tuition and transportation. Please see [Guidelines for the CTE Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74](#).

Students who move out of Holyoke after applying or while attending HHS Dean are also subject to Nonresident guidelines and must get approval from the Superintendent of their new home district to continue their enrollment at HHS Dean.

Home-Schooled Students

Students who have formerly been home-schooled may apply to HHS-Dean Campus, including admission during the school year, provided all Admission Process criteria are followed. The home-schooled student's parents/guardians must submit a copy of the Home School approval letter from the local school superintendent. Home-schooled students will be accepted to the HHS-Dean Campus according to the selection criteria outlined in this Admissions Process.

Transfer Students

Transfer students in grades 9-12 from Chapter 74 programs are eligible to apply for fall admission or admissions to the same Chapter 74 program during the school year at HHS Dean Campus, provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be subject to the same admissions standards as other applicants.

Final acceptance for all grade 9 – 12 students is contingent upon the applicant being promoted to the grade they have been admitted to enter.

Students will be denied admission if their discipline record contains infractions involving weapons, illegal drugs, assault on a staff member, or school threats. Further, based on M.G.H. Ch. 71, Sec. 37H 1/2 school districts do not need to admit a student who has been expelled from another school.

See the [Campus Transfers document](#) for more information (added 1/2/2023)

SCHOOL CHOICE

HHS Dean participates in the inter-district school choice program in grades 11 and 12. The inter-district school choice program, [M.G.L. c. 76, & 12B](#), allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

Students applying to HHS Dean Campus through the school choice program should contact the Director of Enrollment Services at (413) 534-2000, option 1.

ORGANIZATIONAL STRUCTURE

is a Vocational High School in Holyoke, Massachusetts.

The Superintendent of HHS Dean Campus is:

Anthony Soto
Holyoke Public Schools
57 Suffolk Street
Holyoke, MA 01040
(413) 534-2000
superintendent@hps.holyoke.ma.us

The Principal of HHS Dean is:

Rosie Caracciolo
HHS Dean Campus
1045 Main Street

Holyoke, MA 01040
(413) 534-2071
rcaracciolo@hps.holyoke.ma.us

The Director of Career Vocational Technical Education at HHS Dean is:

Joel McAuliffe
HHS Dean Campus
1045 Main Street
Holyoke, MA 01040
(413) 534-2071
jmcauliffe@hps.holyoke.ma.us

The Director of Enrollment Services is:

Rebecca Lamb
Holyoke Public Schools
57 Suffolk St
Holyoke, MA 01040
(413) 534-2000, option 1
rlamb@hps.holyoke.ma.us

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

The HHS Dean Campus Principal is responsible for supervising the administration of the policies and procedures required to admit and enroll applicants per this Admissions Process.

The Vocational Director at HHS Dean Campus or designee is responsible for

- determination of standards for admissions
- development and implementation of admissions procedures

The Director of Enrollment Services, located at the HPS Central Office, is responsible for coordinating and overseeing

- processing of applications
- ranking of students
- acceptance of students according to the procedure and criteria in the admissions process
- establishment and maintenance of a waiting list of acceptable candidates

Holyoke Public Schools does participate in the School Choice Program.

ADMISSIONS COMMUNICATION POLICIES

HHS Dean maintains a calendar of events on the [school page of the HPS district website](#), along with details of the admissions process and other information about its programs. Students and their families can request hard copies of the calendar by calling the Admissions Office at (413) 534-2071 or by emailing npalacios@hps.holyoke.ma.us.

HHS Dean Campus disseminates information about the school through various methods.

- HHS – Dean Campus representatives from vocational, academic, sports, guidance, administration, and student representatives visit Holyoke middle schools at set times during the year. During those visits, students are provided a short presentation about opportunities on the HHS Dean Campus, requirements for admission, and deadlines. Students are also given applications and instructions in both English and Spanish.
- Rising 8th-grade students are transported to the HHS Dean Campus for tours hosted by Dean student leaders during the school day.
- Shortly after the tours, parents/guardians are invited to attend an evening informational meeting to tour the shops and speak directly with vocational/technical instructors. Program brochures are available during the visits and also at the Main Office.

- Parents/guardians may schedule individual visits to HHS – Dean Campus at a mutually convenient time. If the agreed-upon time slot for the tour occurs during the applicant’s school day, the Admissions Office will confirm the applicant’s current school and that the applicant attended a tour during this time. Such tours may **not** be counted as unexcused absences by sending districts or schools.
- Informational meetings with guidance counselors from all sending schools are held yearly to discuss the admissions process, answer questions, and schedule visits and tours.

APPLICATION PROCESS

Students interested in applying for admission or transfer to HHS – Dean Campus can apply online at www.enrollholyoke.schoolmint.com or contact the Enrollment Services Office for support. All application materials are available in English and Spanish. Materials in languages other than English and Spanish are available upon request.

FOR FALL ADMISSION TO GRADE 9

- Grade 8 students in the district interested in attending HHS Dean will fill out an electronic application on our enrollment webpage - www.enrollholyoke.schoolmint.com. The electronic application is available in English and Spanish. Applications are available in other languages upon request.
- School Counselors will
 - Provide Enrollment Services staff with recommendations based on [these criteria](#).
- HPS Data Services Team will
 - Provide Enrollment staff with attendance and academic achievement scores to import into the electronic application system
- HPS Enrollment Staff will
 - Review all incoming applications for completeness
 - Update and verify all required student data
 - Import student academic achievement, attendance data, counselor recommendations, and interview scores to the electronic application system
 - Run the lottery based on the weighted grading system criteria
- If incomplete applications are received, the following procedures will be followed:
 - Enrollment Services staff will notify the sending school guidance counselor that the application is incomplete and will request necessary information for completion

FOR FALL ADMISSION TO GRADE 10-12

HHS – Dean Campus accepts students in the fall of each year, depending on program availability and admissions criteria. Students transferring from another vocational/technical school must enroll in the same Chapter 74 technical program from which they are transferring and will be held to the same admission criteria.

Students who wish to apply to HHS Dean Campus for grades 10-12 for the upcoming school year should apply by the end of June each school year. HHS Dean Campus will publicly announce this process each year through multiple media outlets, and information on specific vocational programs will be included. Dean will communicate with all families and students still on that year’s 9th-grade waiting list to let them know they must reapply for the next school year. Dean will use the same criteria as it does for 9th-grade admissions, applied to the student’s most recent two years of school performance. Grade 10-12 admissions will be constrained by total school enrollment and shops' health and safety enrollment caps.

LATE APPLICATIONS

Applications received after the annual deadline will be placed on the waitlist and considered for future acceptance rounds until each grade is filled to the annually predetermined enrollment limit.

WITHDRAWN STUDENTS

Students who withdraw from HHS Dean Campus and who are attending, or not attending, another high school may reapply to the Chapter 74 program following the procedures in this admissions process and will be evaluated using the criteria in this admissions process.

SELECTION CRITERIA AND ACCEPTANCE

The mission of HHS Dean Campus is to educate all students. The faculty and staff of the Chapter 74 Programs promote high academic and technical standards for all students.

SUMMARY

Admission to the Chapter 74 Programs is determined using an application. All applicants are accepted, declined, or placed on a waiting list.

All completed applications are date/time stamped when received. The Massachusetts Department of Education recommends maximum teacher-student ratios and minimum square footage per pupil requirements for approved Chapter 74 programs. The maximum number of students enrolled in any of HHS – Dean Campus' Chapter 74 Programs will comply with Chapter 74 requirements.

When more students apply to HHS Dean Campus than there are available seats, the school considers the following criteria to select students for admission: grades, attendance, counselor recommendation, and an in-person interview.

Completed applications are processed by the Director of Enrollment Services using the weighted admissions criteria, and acceptance is based on a tiered lottery system. Each applicant will be assigned a score derived from the sum of the sub-scores of the criteria outlined in the section below, and the final score will then be used to assign students to one of three tiers, with each tier representing a weight of 1, 2, or 3 in the selection lottery.

Student applications may be declined based on long-term suspensions in accordance with DESE regulations.

CRITERIA

A. Scholastic Achievement, 25 Points

Semester 2 grades from grade 7 (or prior year for applicants to grades 10-12) and Semester 1 grades from grade 8 (or prior year for applicants to grades 10-12) will be collected and averaged for the four core subjects: Language Arts, Math, Science, Social Studies/Humanities. Students will receive 5, 10, 15, 20, or 25 points for each of the four subjects based on the average of their grades from the two years considered.

Grade	Point Value
90-100	25
80-89	20
70-79	15
60-69	10
< 60	5

The scores for each subject will be averaged to calculate the student's final score for the "Grades" category.

B. Attendance, 25 Points

Unexcused absences will be totaled from the student's second semester of grade 7 (the prior year for applicants to grades 10-12) and their first semester of grade 8 (or prior year for applicants to grades 10-12). Students will receive 5, 10, 15, 20, or 25 points based on their total number of unexcused absences.

No excused absences will be considered when calculating attendance points in the student's application.

Unexcused Absence Total	Point Value
0-5	25
6-10	20
11-15	15
16-24	10
> 24	5

C. Counselor Recommendation, 25 Points

Counselors from the student's sending school will provide a recommendation. Recommendations are based on Holyoke Public Schools' student learner profile. Students will receive 1-5 points for each category based on how well they reflect on, embrace, and embody our district values. These points will be totaled, and students will receive up to 25 points.

The HPS Learner Profile categories that will be considered include:

- Reflect and persist: Learners think deeply, learn from doing, and develop the confidence and skills to persevere through challenges.
- Embrace empathy and kindness: Learners seek to understand, appreciate, and value individuals from all cultures and belief systems.
- Apply critical thinking: Learners analyze situations and solve problems.
- Communicate effectively: Learners use their languages to exchange information, build relationships, and develop understanding.
- Help themselves and others: Learners advocate, collaborate, own their learning, and seek solutions.

Counselors will evaluate each student using [these criteria](#).

More information about the HPS Learner Profile can be found [on the district website](#).

D. Student Interview, 25 Points

Students will answer seven questions and receive 1-3 points per question. They will also receive 1-4 points based on their level of engagement/confidence during the interview. These scores will be totaled, and students will receive up to 25 points for the interview portion of their scores.

Note: Students will be provided with a [list of interview questions](#) before being interviewed.

Special Consideration: Long-Term Suspensions

While student behaviors will NOT factor into a student's overall score, applications from students who have received long-term suspension(s) will be considered on a case-by-case basis.

SELECTION PROCESS

Based on the sum of the scores outlined above, students will be placed into one of three tiers:

Tier	Final Score	Lottery Entries
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A	80-100	3
B	65-79	2
C	< 65	1

The final lottery process will allocate to each student the number of “entries” listed in the table above. A random lottery will be conducted, and the number of students accepted will be based on the number of seats available in the incoming class. All students not accepted (or declined) will be placed on a waiting list.

If openings occur, seats will be filled with applicants from the waiting list based on their prior lottery tiers.

Non-resident applicants are evaluated using the criteria in the Admissions Process and will be placed on the waiting list. They will be considered for admission after all resident applicants on the waiting list have been accepted.

Applications received after the annual application deadline 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.

Students accepted to HHS Dean Campus must accept the placement offer through the online parent/guardian dashboard at <https://enrollholyokey.schoolmint.com>, respond to the acceptance email, or call the Enrollment Center and speak to a staff member who can accept on their behalf.

ENROLLMENT

To enroll in Chapter 74 programs at HHS Dean Campus for the fall, applicants must have been promoted to the grade they wish to enter by their sending school. The Dean Admissions Coordinator will request the final report card of all accepted students to verify promotion and passing final grades.

Acceptance and enrollment at HHS – Dean Campus is based upon the accuracy and completeness of a student’s application. HHS - Dean 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 provided inaccurate, incomplete, or misleading information during the application process.

Before the first day of school, per Massachusetts State Law, updated immunization Records must be received in the HHS – Dean Campus Nurse’s Office for students to begin enrollment.

WAITLIST

Dean maintains a waitlist for all students not offered admission for the grade and year they are applying for. All families are electronically notified if the applicant is placed on the waitlist, and they are provided the applicant’s number on the waitlist. As seats become available, families are contacted to determine if they would like to accept admission.

Any waitlisted student who is not offered admission will need to reapply by the end of June for the next school year they expect to be promoted.

EXPLORATORY AND VOCATIONAL CAREER AND TECHNICAL PLACEMENT

Because HHS Dean offers more than five Chapter 74 state-approved programs, Dean provides a three-quarter year exploratory program for 9th-grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All 9th-grade students participate in the Exploratory Program commencing on the first day of classes. The Exploratory program consists of three rotation periods that use a cohort model to create an added level of support and community as students begin their high school experience.

Believing that students should experience all vocational/technical areas to build an understanding of a wide range of career options, HHS Dean Campus begins the exploratory process with a three-day mini-exploration of all nine program areas. The

second rotation consists of the student's top three vocational/technical area choices plus three additional choices determined by the school. Each of the six program areas will be attended for one week. As part of the three additional choices, at least two will be in an area non-traditional for the student. In choosing these non-traditional areas for students, Dean strives to provide students with a rich, diverse experience in which students can make informed decisions when deciding on the final choice(s).

The final rotation allows students to experience their final top three vocational/technical area choices for four weeks each. The four weeks provide students with an in-depth exploration that delves into the program specifics, shop/related theory expectations, student outcomes expected, and opportunities available during the student's high school career.

Upon completing the Exploratory Program, students will have explored all nine programs, six in more detail and length and three in depth. Students will then rank their top three vocational/technical area choices in order of preference.

Students are admitted into the CVTE program of their choice based on

- The grade received in the CVTE program of their choice;
- The average grade received in all CVTE programs during the Exploratory Program;
- Academic performance in English Language Arts or equivalent;
- Academic performance in Mathematics, Science, and Social Studies;
- Conduct during the Exploratory Program; and
- Attendance during the Exploratory Program.

Students are assigned 0-5 points in each area of the eight areas noted above for a maximum of 40 points. For example, a student with a point total of 40 would be admitted to a program area before a student with a point total of 39. If a CVTE program fills before a student gets their first choice, the Admissions Coordinator then moves to the student's subsequent choices depending upon whether there is an opening in the program.

If two or more students receive the same score for the last slot in the program, a lottery will be used to select which student will fill that slot. As an example, A student's combined point total in all CVTE programs is so low that they were not placed in any of their technical program choices because those programs were already filled by students with higher point totals. In that case, the Admissions Coordinator would solicit additional choices from the student. Students selecting CVTE programs from among those with openings will be admitted based on their point total. The process continues until all students are placed.

After placement, students will attend their vocational/technical program for the remainder of their 9th-grade school year. Students who wish to transfer from one shop to another may apply for transfer with the Vocational Director. Transfer requests will be considered subject to the availability of CVTE program openings. Each transfer applicant will be interviewed and advised by administrators, counselors, and shop instructors to determine the appropriateness of the transfer. Parent(s)/guardian(s) will be informed of the student's request, and a transfer form will be sent home for signature supporting the transfer.

REVIEW AND APPEALS

Admission to HHS Dean Campus

After receiving a letter from HHS Dean Campus indicating an applicant was not accepted for admission or has been placed on a waiting list, the applicant's parent(s)/guardian(s) may request a review of the decision by sending a letter to the Dean principal within 30 days of the receipt of the letter. The principal will respond in writing to the letter with the review findings within 30 days. If, after the review, the parent(s)/guardian(s) wish to appeal the results of the principal's review, they may send a letter requesting that they be scheduled to appear before the principal to appeal the findings. The principal will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within 30 days of receiving the letter. The principal will respond in writing to the parent(s)/guardian(s) with the findings of their review within 30 days of receiving the letter. If the parent(s)/guardian(s) wish to appeal the review findings after the principal's review, they may send a letter requesting they be scheduled to appear before the superintendent. The superintendent will respond in writing to the letter with the decision on the appeal within 30 days of the superintendent meeting when the appeal was presented.

The principal or superintendent will consider all application materials and student records in reviewing the student’s appeal to determine whether the admission decision will be overturned.

Admission to Specific Programs/Shops

Students who have been admitted to HHS Dean must apply to a specific program of study—their top choice of program area—during the year of 9th grade Exploratory. If an applicant is denied or waitlisted, they may appeal as follows:

By Email	By hard-copy mail or hand delivery
rcaracciolo@hps.holyoke.ma.us	1045 Main Street Holyoke, MA 01040 Att: Roseanne Caracciolo

MAINTENANCE OF RECORDS

HPS maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. HHS Dean Campus will provide this information to DESE upon request.