

MAYNARD PUBLIC SCHOOLS



School Committee Policy:

#008

**MAYNARD HIGH SCHOOL COMPREHENSIVE HIGH SCHOOL
ADMISSION POLICY for VOCATIONAL TECHNICAL EDUCATION
PROGRAMS**

I. INTRODUCTION

An admission process is necessary for vocational technical programs in which there are more applicants than openings. A process is necessary to determine which applicants enroll in the vocational technical education program(s) offered at Maynard High School. All applicants to the vocational technical education programs for grades nine through twelve at Maynard High School will be evaluated using the selection criteria contained in this Admission Policy. The Maynard School Committee approved this policy on March 15, 2018.

II. EQUAL EDUCATIONAL OPPORTUNITY

Maynard High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

If there is a student who is an English learner, a qualified staff member from Maynard High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application 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 on an applicant's status as an English language learner and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the vocational technical education program.

III. ELIGIBILITY

Any eighth, ninth, tenth or eleventh grade student who is a student in Maynard High School is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the vocational technical education programs at Maynard.

Resident students will be considered for admission to the program(s) using the selection process contained in this Admission Policy. Priority for admission is given to Maynard residents. Students who are not residents of the Maynard are eligible to apply for fall admission or admission during the school year provided they expect to be promoted by their current school to the grade they seek to enter. Nonresident students will be considered for admission to the program(s) using the selection process contained in this Admission Policy.

Students who are homeless will be accepted to Chapter 74 programs at Maynard High School according to the selection criteria contained in this admission policy in accordance with McKinney-Vento regulations

Parent(s) Guardian(s) of the applicant must submit a copy of the Home School Approval letter from the Superintendent of the Maynard Public School District.

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

IV. ORGANIZATIONAL STRUCTURE

Maynard High School is a public school located in Maynard, Massachusetts. Maynard High School is accredited by the New England Association of Schools and Colleges. Maynard High School is committed to providing quality vocational technical education programs.

It is the responsibility of the Maynard High School Principal to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Maynard High School has an Admission Committee appointed by the Principal. The committee consists of a member of the Administration, Guidance, Special Needs, Vocational Technical and Academic Departments. Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

The Maynard High School Guidance Department is responsible for disseminating information about Maynard High School's vocational technical education programs through local school assemblies and press releases, and for collecting applications from students.

Maynard High School does participate in the School Choice Program.

V. RECRUITMENT PROCESS

1. The Maynard High School Guidance Department disseminates information about the programs through a variety of methods.
 - a. Visitations with an informational slide presentation to 8th grade classes in the Fowler School are scheduled from October to January.
 - b. An Open House is scheduled during the fall. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers as well as view a presentation about all offerings.
 - c. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
 - d. Brochures, which describe vocational technical programs including academic courses, cooperative education, and special education resources, are distributed during the 8th grade visitations and the Open House.

VI. APPLICATION PROCESS

APPLICATION PROCESS - FOR FALL ADMISSION* TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS

Maynard High School uses a course selection form to select courses for each school year. The course selection form is completed with the guidance personnel. For students entering grade 9, the middle school guidance personnel will assist the student in completing the form. Note that any student may identify the Chapter 74 program on the course selection form.

1. Students interested in applying for admission to the ninth, tenth, eleventh or twelfth grade vocational technical education programs for fall admission must:
 - a. obtain a course selection form from Maynard High School Guidance Department
 - b. identify the Chapter 74 program on the school's course selection form.
 - c. have the course selection form signed by a parent/guardian.
 - d. return the course selection for to the school guidance department.
2. Students interested in applying for admission to the vocational technical education programs during the current school year must:
 - a. obtain a course change form from the Guidance Department.
 - b. have the course selection form signed by a parent/guardian.
 - c. return the course selection for to the school guidance department.

LATE APPLICATIONS

Applications received after the deadline may not be accepted. If accepted, they will be will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on a waiting list with other late applications.

TRANSFER PROCESS

Students who transfer into the district during grades 9, 10, or 11 may apply for the Chapter 74 program(s) by using the course selection form. Applications from students in grades 9-12 who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate from their current school and wish to pursue the same program of study at Maynard High School. All transfer applicants must attend an informational meeting at Maynard High School. If the applicant or parent/guardian cannot provide transportation, an official from Maynard High School will go to the local school to meet with the applicant. Their applications will be evaluated according to the selection criteria contained in this Admission Policy.

WITHDRAWAL PROCESS

Students who wish to withdraw from a Chapter 74 program must complete a course withdrawal form. Students who withdraw from Maynard High School's vocational technical education programs may reapply for admission to Maynard High School's vocational technical education programs following the procedures contained in this admission policy and will be evaluated using the selection criteria contained in this Admission Policy.

VII. SELECTION PROCESS

Students who applied using the application process described in Section VI are scheduled to participate in the program unless there are not enough seats to accommodate all of the students who have applied.

If there are not enough seats to accommodate all students, students will be selected by the following means.

Lottery: Student names will be uploaded to an electronic lottery system for random selection. For example, if there are 20 seats available, the first 20 names will be admitted to the Chapter 74 program. After the (20) students are selected, the remaining students will be randomly selected and their names placed on a waitlist in the order in which they were randomly selected. The waitlist will be maintained for the current school year. If a seat becomes available, students on the waitlist will be contacted in the order of the waitlist and given the opportunity to enroll in the program. If students are no longer interested in enrolling in the program, they will complete a waitlist withdrawal form and will be removed from the waitlist. Students who use the school's course change form are placed at the end of the waitlist in order of their application for a course change.

Withdrawal from the Program: Students enrolled in the program who no longer wish to participate in the program will complete a withdrawal form.

Transfer Students: Students who transfer into the district during grades 9, 10, or 11 may apply for the Chapter 74 program(s) by using the course selection form. Transfer students will be admitted according to the selection process. Applications from students in grades 9-12 who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the

school year) if they relocate from their current school and wish to pursue the same program of study at Maynard High School.

VIII. REVIEW

The applicant's parent(s)/guardian(s), upon notification that the applicant was not accepted or were placed on a waitlist for a particular program (shop) (major), may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty days of the receipt of the rejection/waitlist letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty days.

School Committee Approved: 03/29/18
