

The Vocational Technical Programs at Gloucester High School Admissions

I. INTRODUCTION

An admission process is necessary for vocational technical programs where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, if there are more applicants than available openings, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to the vocational technical education programs for grades nine through twelve at Gloucester High School will be evaluated using the selection criteria contained in this Admission Policy.

II. EQUAL EDUCATIONAL OPPORTUNITY

The Vocational Technical Programs at Gloucester 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 or disability.

If there is a student with limited English proficiency, a qualified staff member from Gloucester Public Schools 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.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency 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 student who resides in the Gloucester Public School District is eligible to apply for fall admission to the Vocational Technical Programs at Gloucester High School. Admission during the school year will be subject to availability.

Transfer students from other school districts are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at Gloucester 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 selection criteria contained in this Admission Policy. If an opening does not exist, the applicant will be placed on the waiting list by order of their cumulative score. The wait list is valid for the current school year.

IV. ORGANIZATIONAL STRUCTURE

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

V. ADMISSIONS COMMITTEE

It is the responsibility of the Gloucester High School Vocational Director/Supervisor to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

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

VI. RECRUITMENT PROCESS

The Gloucester High School Vocational Technical Education Director/Supervisor disseminates information about the programs through a variety of methods.

- a. Informational visitations to 8th grade classes at O'Maley Middle School are scheduled.
- b. A Parent Informational Night is scheduled for the spring.
- c. All 8th grade students have the opportunity to attend a High School Transition day, which includes a tour and information session on the Vocational and Technical program.
- d. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
- e. Brochures, which describe vocational technical programs, are distributed during the 8th grade visitations and the Parent Night.

VII. APPLICATION PROCESS

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

Students interested in applying for admission to the ninth, tenth, eleventh or twelfth grade vocational technical education programs for fall admission must complete the following:

1. **Application:** Students interested in applying to the Vocational Technical programs at Gloucester High School must obtain an application from the School Guidance Department. Applications must be completed and returned by the published deadline date to the student's guidance counselor.
2. **Grades:** All applications must have the required report card attached to the form. Applications for grades 9, 10, 11 and 12 fall admission will be considered using the current average of the applicant's grades in terms 1 and 2 in English Language Arts, Social Studies, Mathematics and Science.
3. **Attendance and Disciplinary Records:** Each applicant must submit attendance and disciplinary records from the previous two years of school. Attendance record of unexcused absences and disciplinary records will be requested by the Admissions Committee from the student's Guidance Counselor or Dean.
4. **Recommendations:** The Admissions Committee requires two recommendations; one from the student's current guidance counselor and one from one the student's current

teachers.

INCOMPLETE APPLICATIONS

If an incomplete application is received, the following procedures will be followed:

1. The Vocational Director will notify the applicant’s Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
2. The applicant’s parent(s)/guardian(s) will be notified by the Guidance Counselor in the event that the problem is not resolved.
3. If after notifying the Guidance Counselor and parent(s)/guardian(s), the application still remains incomplete for 10 school days, the application will be voided.

LATE APPLICATIONS

Applications received after the deadline may not be accepted. If accepted, they 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 the established waiting list.

VIII. SELECTION CRITERIA

Completed applications are processed by the Admissions Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement: Maximum Points Possible =20

Applications for grades 9, 10, 11 and 12 fall admission will be considered using the current average of the applicant’s grades in terms 1 and 2 in English Language Arts, Social Studies, Mathematics and Science.

<i>Grade Averages</i>	<i>Points</i>
100-90	20
89-80	15
79-70	10
69-65	5
64 or below	0

B. Attendance: Maximum Points Possible=20

Applications for grades 9, 10, 11 and 12 fall admission will be considered using the sum of the current school year unexcused absences and tardies as recorded on the applicant’s report card/transcript. Three unexcused tardies will count as one absence.

<i># of Unexcused Absences</i>	<i>Points</i>
0-5	20
6-10	15
11-15	10
16-20	5
Over 20	0

C. School Discipline/Conduct: Maximum Points Possible=20

Applications for grades 9, 10, 11 and 12 fall admission will be considered using the full

discipline records of the previous and current school year's administrative discipline records.

<i>Discipline/Conduct Rating</i>	<i>Points</i>
No Discipline Incidents	20
1-3 Minor Incidents	15
4-6 Minor Incidents	10
1 Suspension	5
More than 1 Suspensions	0

D. Recommendations: Maximum Points Possible=20

Applications for grades 9, 10, 11 and 12 fall admission will be considered using the average teacher and guidance counselor rating.

<i>Discipline/Conduct Rating</i>	<i>Points</i>
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0

E. Interview: Maximum Points Possible=20

Applications for grades 9, 10, 11 and 12 fall admission will be considered using the overall interview rating.

<i>Interview Rating</i>	<i>Points</i>
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0

XI. SELECTION PROCESS

The Admission Committee at the Vocational Technical Programs at Gloucester High School will examine, discuss, and make recommendations for action on the applicants. The Admission Committee considers scholastic achievement, attendance, school discipline/behavior, Guidance Counselor's recommendation, and Teacher's Recommendation.

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

TRANSFER STUDENTS

Applications from students 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 Gloucester High School. Their applications will be evaluated according to the selection criteria contained in this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Gloucester's vocational technical education programs may reapply for admission to Gloucester'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.

X. REVIEW

The applicant's parent(s)/guardian(s), upon receipt of a letter from Gloucester High School indicating that the applicant was not accepted or was placed on a wait list for a particular program (shop) (major), may request a review of the decision by sending a letter requesting a review to the Vocational Director within thirty days of the receipt of the rejection/wait list letter. The Vocational Director will respond in writing to the letter with the findings of the review within thirty days.

