

## ADMISSION POLICY

### **I. INTRODUCTION**

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational-technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

An admission process is necessary for vocational-technical schools where space is a limiting factor. Vocational technical learning spaces are designed and equipped to serve a specific maximum number of students safely. Therefore, to accommodate a safe learning environment, all applications to grades nine through twelfth at Assabet Valley Regional Technical High School (Assabet) will be processed using the criteria contained in this Admission Policy.

### **II. ADMISSIONS**

When Assabet receives more applications than it has available seats, Assabet applies a minimum requirement lottery - applicants must complete 3 required elements (Application, Interview, and Recommendation) to be considered for the lottery to determine which students it will admit. The number of students accepted each year from each of the Assabet Valley RVSD member communities (Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, Westborough) will be determined by the three-year average of the previous year's October 1 enrollment numbers that are submitted to the MA Department of Elementary and Secondary Education. For example, if the town of Hudson, shows an average of 50 students enrolled over the past three years October 1 enrollment numbers, then 50 seats would be available to Hudson for the upcoming Admissions school year. If the number of students that apply from Hudson is less, those available seats will be put back into a general pool and will be filled last. This method should ensure that all member communities are represented equally based on their history of enrollment with the school district. The criteria Assabet applies has been approved by its school committee, and the school committee will approve the use of these criteria annually. Assabet's admission policy is available on the school website and is on file at the MA Department of Elementary and Secondary Education.

### **II. EQUAL EDUCATIONAL OPPORTUNITY**

Assabet does not discriminate on the basis of race, color, sex, religion, age, national origin, ethnicity, sexual orientation, genetic information, gender identity, disability, marital status, veteran's status, or homeless status.

If a student's primary home language is not English, Assabet will provide them with an application form in their home language. Please contact our Admissions Office at 508-485-9430 x1250 or email [admissions@assabet.org](mailto:admissions@assabet.org), if you have questions or need help filling out the application form. If there is a student with limited English proficiency, a qualified representative from Assabet 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. Applications are available in English, Spanish, and Portuguese or the current dominant languages of our sending communities. Accommodations for any other linguistic groups will be granted upon request.

Assabet is committed to providing educational opportunities to students experiencing homelessness. Please contact the Director of Pupil Personnel at [guidance@assabet.org](mailto:guidance@assabet.org), 508-485-9430 with any questions. Students with disabilities may voluntarily identify themselves to Assabet to request reasonable accommodations during the application and admission process. In these circumstances, accommodations will be granted upon review.

Neither a student's disability nor the primary language of their home will have any effect on their admission to Assabet.

Consistent with Massachusetts regulations, Assabet has created a plan with "deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic around the demographic profile."

- *Attend Community Events-local fairs, festivals, and events*
- *Community Outreach-reach out to local organizations serving students and families*
- *Run and host the Feira da Familia- connecting multilingual resources for multilingual families in our communities.*
- *Implement strategies created by the Admissions Data Action team annually -after review of most recent data.*

### **III. ELIGIBILITY**

Any rising or current 8th, 9th, 10th, 11th, or 12th-grade student who is a resident of the Assabet Valley Regional Technical School District (Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, Westborough), may apply for admission. Applicants from these communities who meet the minimum admission requirements are admitted before any non-residents seeking the same program.

Accepted applicants should be aware that their admission is conditional on the following elements which will be reported by a school form completed by sending school personnel at the close of the school year: Students may only be enrolled to Assabet if they have been promoted to the grade they are seeking to enter; if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded.

Students who have received disciplinary infractions for conduct for which suspension or expulsion was imposed pursuant to M.G.L. c.71 §37H or §37H1/2, or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c.71 §37H3/4 within the previous school year their admission will be rescinded.

All completed applications (including recommendations) received by January 15th will be considered for fall admissions and included in the initial lottery. Applicants must participate in an informational interview that will take place from January to March. The initial lottery will take place in April. Applications

received after this timeline will be processed and placed on the waitlist in the order of date application received. All applications will be processed using the criteria contained in this Admission Policy.

#### NON-RESIDENT STUDENTS:

Students who are not residents of Assabet's seven in the district communities are eligible to apply for admission to Assabet. Please be aware that residents of the Assabet district communities who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online. Students who begin their enrollment as District residents and move outside of the District during their enrollment, who request to remain at Assabet as nonresidents under M.G.L. c.

74, Section 7 and 7C will be allowed to do so providing that they obtain approval from the Superintendent of the student's District of Residence in accordance with the MA Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* located at: [http://www.doe.mass.edu/cte/admissions/nonres\\_guidelines](http://www.doe.mass.edu/cte/admissions/nonres_guidelines).

In all cases, nonresident applicants must file a Chapter 74 *Vocational Technical Nonresident Student Tuition Application* (located at: [www.doe.mass.edu/cte/admissions](http://www.doe.mass.edu/cte/admissions)) with the Superintendent of the student's district of residence in accordance with the MA 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/nonres\\_guidelines](http://www.doe.mass.edu/cte/admissions/nonres_guidelines).

If the student's parent/guardian finds that the decision of the Superintendent of the District of Residence is contrary to law, regulations, Board of Education, or Department of Elementary and Secondary Education policy, the application may be forwarded to the Department for review within 10 business days of its receipt from the District of Residence in accordance with the Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L. c. 74. M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Assabet as nonresidents under M.G.L. c.74, Sections 7 and 7C.

#### HOMESCHOOLED STUDENTS:

Students who are formally home-schooled may apply for admission to Assabet provided all admission criteria are followed. The Home School student's parent(s)/guardians(s) must submit a copy of the Home School approval letter from the local school superintendent.

#### TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Assabet and will be subject to the same admissions standards as other applicants. Transfer applications will be considered for the following school year and be processed on the same timeline as the first-year student applicants. Transfer students from other M.G.L. c. 74 state-approved vocational-technical programs, who move into the Assabet School District are eligible to apply.

#### SCHOOL CHOICE:

Assabet does not participate in the inter-district school choice program. 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.

#### **IV. APPLICATION PROCESS**

1. Students interested in applying to Assabet for fall admission to the 9th, 10th, 11th, or 12th grade must:
  - a. Obtain an application from the local school guidance counselor, from the Assabet's website [www.assabet.org](http://www.assabet.org) or from the Assabet admissions office. Applications for the following school year will be available on October 15.
  - b. Return the completed application, signed by the applicant and parent/guardian, to the Assabet Admissions office by the January 15 deadline.
  - c. Have an informational interview with a member of the Assabet admissions committee. Every effort is made to conduct interviews with the student's sending school. In cases of student absence on interview days, admissions representatives will work with sending school professionals to reschedule the interview. If a time is not established the Assabet Admissions/Public Relations Representative will contact the applicant's family to arrange for interview time and location.
  - d. All admissions materials will be available in the students' home language.
2. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to:
  - Provide information about Assabet, its programs, and the timeline of the application process to students upon request.
  - Assist in organizing and scheduling school presentations
  - Assist in organizing and scheduling Assabet visits
  - Provide contact information pursuant to current regulations for students and families in their district
  - Complete the end of the year form for each accepted student to determine final enrollment eligibility.

#### **LATE APPLICATIONS/WAITLIST:**

Candidates for fall admission to grades 9, 10, or 11 who apply after the deadline and meet the minimum criteria will be placed on the waitlist based on the date of application. The waitlist will remain in place for one school year. At the conclusion of the school year, applicants will be asked if they would like to be considered for seats that become available within their graduating class. Applicants will be invited to resubmit their materials for submission in the new lottery/waitlist if seats are available.

#### **WITHDRAWN STUDENTS:**

Students who withdraw from Assabet may reapply for admission to Assabet following the procedures contained herein. Applications for readmission will be evaluated using the criteria contained in this Admission Policy

## **V. ADMISSIONS COMMITTEE**

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

The committee consists of the following:

- Director of Pupil Personnel Services, Chairperson
- Assabet Admissions/ Public Relations Representative
- School Counselors
- 2-4 Volunteer Teachers

The responsibilities of the Admissions Committee include:

- a. following of the admissions procedures
- b. processing applications
- c. interviewing prospective students
- d. acceptance of students according to the procedures and criteria in the admission policy.
- e. establishment of a waiting list of candidates if all available seats have been filled.

## **VI. ADMISSIONS COMMUNICATION POLICIES**

Assabet maintains a calendar of events on its website [www.assabet.org](http://www.assabet.org) where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office at [admissions@assabet.org](mailto:admissions@assabet.org).

AVRTHS disseminates information about the school and/or recruitment information through a variety of methods. Including but not limited to:

- a. A timetable of all admission activities is developed in August posted to the school website and mailed to the guidance office of each sending school district and to each seventh and eighth grade student in those districts.
- b. Assabet will work with all in district schools to schedule presentations in feeding middle schools, including student panels, information on application procedures, timelines, and technical program opportunities
- c. Career Awareness Days are scheduled in the Fall, and all eighth-graders are invited to visit the school and see the technical programs in action. Transportation to and from Career Awareness Days is provided by Assabet.
- d. A school-wide open house in December during which parents, students, and the local community can see demonstrations and talk to teachers in all of the academic and technical programs in the school. Admissions Information Sessions are presented for prospective

applicants and their parents.

- e. The Assabet recruitment materials, which describe the vocational-technical programs, academic courses, sports, clubs, cooperative education, and special education resources, are distributed to every seventh and eighth-grade student, supplied to all local sending schools, and distributed during all open house and information sessions. All recruitment materials are available in the dominant languages of the sending communities.
- f. Further assistance for families in need. Including assistance and in-person evenings for filling out necessary forms.

Assabet offers tours to interested individual applicants, as well as, groups. To request a tour, please call or email our Admissions Office at [admissions@assabet.org](mailto:admissions@assabet.org). If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours are as excused absences by sending districts.

## **VII. SELECTION PROCESS**

When more students apply to Assabet than available seats.

The minimum requirements will be the following:

1. Completed application submitted to Assabet by January 15
2. Applicants must attend an informational interview.
3. Applicants must submit a letter of recommendation. A form is provided with the application. The recommendation may be written by a counselor, teacher, advisor, coach, or community member.

Applicants with completed requirements within the admissions timeline will be assigned a lottery number. Siblings residing in the same household who are both applying for admission to ninth grade will be assigned the same lottery number.

The admissions committee will meet for a lottery draw, then conduct the lottery until seats are filled. Applicants from district towns who meet the minimum admission requirements are admitted before any non-residents seeking admission. Applicants must participate in an informational interview that will take place from January to March. All completed applications including application, reference, and interview received by the timelines outlined on the application will be considered for fall admission and included in the lottery draw. The lottery draw will take place in April. Applicants received after this timeline will be processed and placed on the waitlist in the order of date application received.

## **VIII. EXPLORATORY PROGRAM (IF APPLICABLE)**

Because AVRTHS offers more than 5 Chapter 74 state-approved programs, Assabet provides a half-year exploratory program for 9th-grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.

All ninth-graders who enroll at Assabet participate in a 5-month vocational-technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational technical programs. After a 36-hour mini exploratory that includes rotating through all program offerings, *Assabet Valley Regional Vocational School District*

students choose the top 6 programs they wish to explore for an extended period of time (approx. 30 hours per program).

During the extended exploratory students will receive a feedback form from the technical program teachers which includes strengths and areas for improvement. This feedback will not be considered or factored in during the placement lottery.

**IX. PROGRAM-SPECIFIC ADMISSION**

Assabet uses the following system for students to identify and enroll in their Chapter 74 technical program:

Assabet will host a decision night for all 9th-grade students and families, they will have the opportunity to submit their first, second, and third choice. Students must have explored a program to rank it as their first, second, or third choice. Staff will be available to assist families who require or would like assistance with this process. The school counseling staff will conduct a technical program selection meeting to process a lottery for students’ first choices. Subsequent second and third choice lotteries will be conducted for all students are placed based on space availability. The lottery system will be used to place students on a waitlist in the event that they are not placed in their first, second, or third place program. In the occurrence that, upon conclusion of the lottery, students did not receive a seat in their first, second, or third choice program students will be offered seats in programs that have openings. Waitlists will remain in effect for one school year following the initial lottery.

Students may only be granted continued enrollment in a specific technical program if they have been promoted to the next grade level; if they are not ultimately promoted to the next grade level, due to failure or credit deficiency they will forfeit their seat in the program.

Students who have received disciplinary infractions for conduct which suspension or expulsion was imposed pursuant to M.G.L. c.71 §37H or §37H1/2, or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c.71 §37H3/4 during the exploratory process for their desired program will not be eligible to choose that program during the selection process.

**X. REVIEW AND APPEALS PROCESS**

**ADMISSION TO Assabet Valley Regional Technical High School**

If Assabet does not accept an applicant or places them on a waitlist, the applicant or their parent/guardian may request that the Superintendent of Assabet review that decision within 30 days of the admissions decision.

These requests can be made in the following ways:

By email	By hard-copy mail or hand delivery
ehoule@assabet.org	215 Fitchburg Street, Marlborough, MA 01752

The Superintendent will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the Superintendent will review the following information:

*Material submitted by the applicant*  
*A written record of the lottery process*

**ADMISSION TO SPECIFIC PROGRAMS WITHIN Assabet Valley Regional Technical High School**

Students who have been admitted to Assabet will need to apply to a specific program of study (also known as a “major” or “shop”) during the beginning of Term 2.

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Superintendent in the following ways:

By email	By hard-copy mail or hand delivery
ehoule@assabet.org	215 Fitchburg Street, Marlborough MA 01752

In making this determination, the Superintendent will review the following information:

*Material submitted by the applicant*  
*A written record of the lottery process*

**XI. MAINTENANCE OF RECORDS**

Assabet maintains records of all students who apply, enroll, or are waitlisted, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Assabet will provide this information to the Massachusetts Department of Elementary and Secondary Education upon request.

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PROPOSED: 9/14/2021      APPROVED: 9/28/2021  
 REVISED: 9/13/2022      APPROVED: 11/15/2022