

# ADMISSIONS POLICY



## I. INTRODUCTION

The Lower Pioneer Valley Educational Collaborative (LPVEC) is a group of seven school districts bound in a collaborative structure under the provisions of Chapter 40, Section 4E, and Chapter 797 of the General Laws of the Commonwealth. The member school districts include Agawam, East Longmeadow, Hampden-Wilbraham, Longmeadow, Ludlow, Southwick-Tolland-Granville, and West Springfield. The Board of Directors, consisting of a School Committee member from each of the seven-member districts, is the governing body of the Collaborative. Lower Pioneer Valley Career Technical Education Center (LPV Career TEC) offers career exploration and career/vocational technical training in conjunction with a sound academic program to the students served by LPVEC.

Enrolling at LPV Career TEC is a part of the process of course selection at the seven-member districts' high schools. An admissions process is necessary when space is a limiting factor. The programs at LPV Career TEC are designed and equipped to accommodate a specific maximum number of students in an environment conducive to learning and safety for all students.

## II. EQUAL EDUCATION OPPORTUNITY

LPV Career TEC admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, gender, gender identity, national origin, religion, sexual orientation, disability, language, culture, or economic status in all aspects of employment and education.

LPV Career TEC will make accessible or provide an application in the home language of the applicant. Please contact our Guidance Office at (413) 735-6300 if you have any questions or need help filling out the application form.

Students with disabilities and students with limited English proficiency may voluntarily self-identify for the purpose of receiving assistance and accommodations during the entire application and admissions process.

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

## III. ELIGIBILITY

Any eighth or ninth grade student who resides in the member districts of the Lower Pioneer Valley Educational Collaborative: Agawam, East Longmeadow, Hampden-Wilbraham, Longmeadow, Ludlow, Southwick-Tolland-Granville and West Springfield, and who expect to successfully complete their current grade is eligible to apply for admission. Successful completion of the current grade is defined as anticipated promotion to the next grade by the student's sending school district. Therefore, admission is conditional – if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Admission during the school year is subject to space availability. Resident students will be accepted to LPV Career TEC according to the selection criteria contained in this admissions policy.

### **Nonresident Applicants**

Students residing in cities and towns, which are not members of LPVEC, wherein the respective district does not maintain Chapter 74 state approved vocational technical education programs desired by the student, are considered nonresident students and may apply for admission to LPV Career TEC. Nonresident students will be evaluated according to the criteria contained in this admissions policy and according to **M.G.L. c. 74 s. 8A (please see the "guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 located at [www.doe.mass.edu/cte/admissions/nonres\\_guidelines.html](http://www.doe.mass.edu/cte/admissions/nonres_guidelines.html) )**.

Please see the Guidelines for Vocational Technical Education Program Nonresident Student Tuition Pursuant to M.G.L. c.74 located at [www.doe.mass.edu/cte/admissions/nonres\\_guidelines.html](http://www.doe.mass.edu/cte/admissions/nonres_guidelines.html)

*For the purposes of this policy, a student enrolled in a LPVEC full day special education program as a nonresident student will be regarded as a resident student.*

#### **Homeschool Applicants**

Students who are formally home-schooled may apply for admission to LPV Career TEC provided all admission policy criteria are followed. The home-schooled student's parent/guardian must submit a copy of the Home School Approval Letter from their district school superintendent. Home schooled students will be accepted to LPV Career TEC according to the selection criteria contained in this admissions policy.

#### **Homeless, Foster Care and Children of Military Family Applicants**

Students who are homeless, in the care and custody of the Department of Children and Families, or children of military families, are eligible to apply to LPV Career TEC and will be assessed using the criteria contained in this admissions policy. Once the student applies, the Guidance Counselor will notify the Homeless/Foster Care/Military Children liaison apply to LPV Career TEC to ensure no barriers to applying or enrolling exist.

#### **Transfer Applicants**

Transfer students from other Chapter 74 state approved career/vocational technical programs who expect to successfully complete their current grade are eligible to apply for fall admission, or admission during the school year to grades 9-12. Successful completion of the current grade is defined as anticipated promotion to the next grade by the student's sending school district. Transfer students will be evaluated using the criteria contained in this Admissions Policy. Please refer to Section VI Application Process for additional information regarding selection criteria.

### **IV. ORGANIZATIONAL STRUCTURE**

LPV Career TEC is an extension of the seven-member high schools served by the Lower Pioneer Valley Educational Collaborative: Agawam, East Longmeadow, Hampden-Wilbraham, Longmeadow, Ludlow, Southwick-Tolland-Granville, and West Springfield. Enrolling at LPV Career TEC is a part of the process of course selection at the sending high school.

It is the responsibility of the Vocational Guidance/Placement Counselor to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this admissions policy.

LPV Career TEC has an Admissions Committee, which consists of the Guidance Department and a member of the Administration. Responsibilities of the Admissions Committee include:

- ◆ determination of standards for admission
- ◆ development and implementation of admission procedures
- ◆ processing of applications
- ◆ ranking of students
- ◆ acceptance of students according to the procedure and criteria in the admissions policy
- ◆ establishment and maintenance of a waiting list of acceptable candidates

The LPV Career TEC Vocational Guidance Counselors are responsible for disseminating information about LPV Career TEC through local school assemblies and press releases, and for collecting applications from the local schools.



## V. RECRUITMENT PROCESS

LPV Career TEC recruitment activities encompass the full sphere of marketing career/vocational technical education to students, parents/guardians, and sending schools. The LPV Career TEC Program of Studies and individual program brochures are distributed at all recruitment activities including, but not limited to: Open Houses, Parent Nights, recruitment visits to member district schools, and are available in the guidance departments of sending schools or by calling LPV Career TEC, 174 Brush Hill Ave., West Springfield, MA 01089, (413) 735-6300 or visiting our website at [www.lpvctec.org](http://www.lpvctec.org).

Members of the LPV Career TEC guidance staff conduct 8<sup>th</sup> and 9<sup>th</sup> grade assemblies in member district schools as appropriate during the winter months. In addition, LPV Career TEC staff participates in member district school activities such as open houses and parent nights. LPV Career TEC staff is available to answer questions, encourage students to consider non-traditional career areas, and review the application process. Students and parents/guardians are surveyed in regards to their interest in learning more about the school. Sending school and parental contact is frequent to ensure timeliness in receiving applications for admission.

Informational sessions at LPV Career TEC, which includes group tours, are offered on a regular basis throughout the second semester and are facilitated through the sending school guidance department.

## VI. APPLICATION PROCESS

Applications for fall admission to the ninth or tenth grade are available from the sending school guidance office, through our website [www.lpvctec.org](http://www.lpvctec.org) or directly from LPV Career TEC, 174 Brush Hill Ave., West Springfield, MA 01089, (413) 735-6300.

### Application Process for Fall Admission

1. Students seeking fall admission to the ninth or tenth grade will return an electronic completed application via the LPV Career TEC website ([www.lpvctec.org](http://www.lpvctec.org)) with the appropriate electronic signatures to their sending school guidance department.
2. Sending school Guidance Counselors will forward the completed electronic student application with necessary documents, also electronic, to the LPV Career TEC Guidance Counselors no later than **April 1<sup>st</sup>**. Information will consist of the following:
  - An electronically signed and completed application form
  - Up-to-date and electronic **Transcripts / Grades** for the current and previous year.
  - Up-to-date and electronic **Attendance Record** of unexcused absences for the current and previous year.
  - Up-to-date and electronic **Discipline Records** for the current and previous year. If there are no discipline records, an electronic record indicating “no discipline on record” will be required.
  - An electronic Guidance Recommendation Form
3. Student Interview: If the applicant or parent/guardian cannot provide transportation, a representative from LPV Career TEC will go to the sending school to interview the applicant.

**\*Late applications** will be evaluated using the same selection criteria contained in this admissions policy.

### Application Process for Admission during the School Year

(\*Applying for admission to begin career/vocational technical education during the current school year, as opposed to applying for admission for the next year that begins in the fall.) Applications for Admission during the school year will be evaluated using the same selection criteria contained in this admissions policy.

Applications for admission to the ninth or tenth grade are available from the sending school guidance office, through our website [www.lpvctec.org](http://www.lpvctec.org) or directly from LPV Career TEC, 174 Brush Hill Ave., West Springfield, MA 01089, (413) 735-6300.

### Application Process for Admission during the School Year

1. Students seeking admission to the ninth or tenth grade will return an electronic completed application via the LPV Career TEC website ([www.lpvctec.org](http://www.lpvctec.org)) with the appropriate electronic signatures to their sending school guidance department.
2. Sending school Guidance Counselors will forward the completed electronic student application with necessary documents, also electronic, to the LPV Career TEC Guidance Counselors. Information will consist of the following:
  - An electronically signed and completed application form
  - Up-to-date and electronic **Transcripts / Grades** for the current and previous year.
  - Up-to-date and electronic **Attendance Record** of unexcused absences for the current and previous year.
  - Up-to-date and electronic **Discipline Records** for the current and previous year. If there are no discipline records, an electronic record indicating “no discipline on record” will be required.
  - An electronic Guidance Recommendation Form
3. Student Interview: If the applicant or parent/guardian cannot provide transportation, a representative from LPV Career TEC will go to the sending school to interview the applicant.

\*Late applications will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on an established waiting list.

### Transfer Students

Applications from transferring students 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade currently enrolled in a state approved Chapter 74 career/vocational technical education program, will be considered for admission if they relocate to one of the LPVEC member school districts and wish to pursue the same career/vocational technical education program. All transfer applicants must attend an informational meeting at LPV Career TEC. If the applicant or parent/guardian cannot provide transportation, a representative from LPV Career TEC will go to the sending school to meet with the applicant. Transfer students will be evaluated using the same criteria as other applications.

### Home Schooled Applicants

Students who are formally being home schooled may apply for admission to LPV Career TEC including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent/guardian must submit a copy of the Home School approval letter from the district superintendent. In the case where grades are not available, a representative sample or portfolio of the student's body of work in English /language arts, math, science, and social studies would be required. Home schooled students will be ranked on their portfolio/grades (34%), recommendation (33%), and applicant interview (33%).

### Withdrawn Student

Students who have withdrawn from LPV Career TEC and who are attending a sending school may reapply to LPV Career TEC following the procedures contained in this Admissions Policy and will be evaluated using the criteria contained in this Admissions Policy.

In the case of incomplete applications, the LPV Career TEC Guidance Counselors will notify the sending school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion. The LPV Career TEC Guidance Counselor will notify the applicant's parent/guardian in the event that the problem is not resolved by the sending school Guidance Counselor. If after notifying the sending school Guidance Counselor and parent/guardian, the application remains incomplete for ten school days the application will become void.

## **VII. SELECTION CRITERIA**

LPV Career TEC and the LPVEC Board of Directors comply with the guidelines set for in the Chapter 74 Manual for Vocational Technical Education Programs, <http://www.doc.mass.edu/cte/programs/manual.doc> in



regards to student/teacher ratios when determining the number of slots available in each vocational technical training program.

The Admissions Team, using weighted admissions criteria, processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. **Scholastic Achievement**: Maximum 20 points

Grade Averages	Points
90 - 100	20
80 – 89	15
70 - 79	10
60 – 69	5
0 – 59	0

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 grades in English, social studies, mathematics and science from the sending school report card/transcript are used. For applications to grade 10 (fall admission), the average of the previous school year and terms 1 & 2 current school year grades in English, social studies, mathematics, and science from the sending school report card/transcript are used. . For admission during the school year the current school year to the date of the application grades in English, social studies, mathematics and science from the sending school report card/transcript are used.

B. **Attendance**: Maximum 20 points

Number of Unexcused Absences	Points
0 – 5	20
6 – 10	15
11 – 20	10
21 – 30	5
31 plus	0

*Fall admission:* For applications to grade 9, the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the sending school report card/transcript are used.

*Transfer applications:* For transfer applications to grades 10, 11, and 12, the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the sending school report card/transcript are used.

*Admission during school year:* For applications to grades 9 and 10, the previous and current school year to the date of the application, unexcused absences from the sending school report card/transcript are used.

C. **School Discipline/Conduct**: Maximum 20 points

Discipline/Conduct Rating	Points
<b>Excellent</b> 0 Suspension	20
<b>Average</b> 1-2 Suspensions	10
<b>Poor</b> 3+ Suspensions	0

Only major disciplinary infractions are considered when reviewing school discipline data. Major disciplinary infractions are behaviors that lead to suspensions that fall under M.G.L. c.71 S.37H, or S.37H ½, or for suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c.71 S.37H ¾. Applicants

receive the full 20 points for this criteria if they have no suspensions due to such major infractions for a particular school year.

For infractions leading to suspension/expulsion under c.71 S.37H  $\frac{3}{4}$ , but no infractions under c.71 S.37H or S.37H  $\frac{1}{2}$  10 points are awarded. For infractions leading to suspension under c.71 S.37H or S.37H  $\frac{1}{2}$  0 points are awarded.

D. **Sending School Guidance Counselor's Recommendation:** Maximum 20 points

Rating	Points
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0

These points are derived from an average of the recommendation completed from the sending school Guidance Counselor. This recommendation form is based on a rubric on the application form.

E. **Interview:** Maximum 20 points

Rating	Points
Excellent	20
Above Average	15
Average	10
Below Average	5
Poor	0

Student Interviews will be conducted by the LPV Career TEC Guidance Counselors using a set series of questions and will be scheduled with assistance of the Guidance Counselor at the sending school during the school day or at LPV Career TEC. If the applicant or parent/guardian cannot provide transportation, a representative from LPV Career TEC will go to the local school to interview the applicant.

The admission criteria is weighted equally between the criteria listed above. After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned.

## VIII. SELECTION PROCESS

The Admissions Committee at LPV Career TEC will examine, discuss, and make recommendations for action on the applicants. The Admissions Committee considers scholastic achievement, attendance, discipline record, sending school guidance counselor's recommendation, and interview results. Applications are reviewed, processed, and assigned points with a composite score. (See VII Selection Criteria for scales.)

After a point total/composite score for each member district's applicant has been determined, all member district applicants are placed in order of their composite score by district. The member district applicants, by district, with the highest point total are accepted first, and so on until all seats are filled. All member district applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats are filled by accepting member district applicants from the waiting list. These member district 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. The wait list is valid for the current school year.

Non-resident applicants are evaluated using the criteria in this Admissions Policy and will be placed on the wait list, if necessary, after the member district applicants. Non-resident applicants on the waiting list will only be accepted if all member district applicants on the waiting list have been accepted.



Applications received **after** April 1<sup>st</sup> 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.

All applicants whose applications are received by LPV Career TEC **by** April 1<sup>st</sup> are notified of their status by a letter to their parent/guardian and their sending school Guidance Counselor by June. Applicants whose applications are not received by LPV Career TEC by April 1<sup>st</sup> will receive a letter regarding their status in a timely manner.

The LPV Career TEC Guidance Counselors, using the Application Assessment Form, will review the admissions criteria, discuss, and make recommendations for action on all applicants.

Non-resident students will be grouped and accepted as openings exist after eligible members district applicants have been accepted and confirmed by return mail. Non-member district students, parents/guardians, and sending school personnel will be informed by mail of their status no later than July 1<sup>st</sup>.

All applicants will receive one of the following notifications:

- *Acceptance* - Student meets minimum entrance criteria and space is available.
- *Wait Listed* - Student meets minimum entrance criteria, space is unavailable in the Exploratory and/or other career/vocational technical programs, and student has been placed on the waiting list. The waiting list is valid for the current school year. Should a slot become available the sending school guidance department will be notified.
- *Declined*- The student does not meet minimum entrance criteria.

Newly accepted students and their parents/guardians will be notified by mail regarding an orientation meeting that will be held in late August.

## **IX. ENROLLMENT**

In order to enroll at LPV Career TEC for the fall, applicants must have been promoted to the grade they seek to enter by their sending school district. Enrolling at LPV Career TEC is a part of the process of course selection in the sending high school. Students attend their sending high school for academic courses necessary for graduation and receive sending high school credit for career/vocational technical education. They attend LPV Career TEC either in the morning or in the afternoon session. Students may receive academic equivalency credit in areas of math, science, and computer technology by successfully completing a two (2) year course of study at the LPV Career TEC.

## **X. LPV CAREER TEC PROGRAM PLACEMENT**

All newly enrolled students will participate in a half year exploratory program. During this time, students will participate in a pre-exploratory (one day shop visits) where they will see all of our 11 programs for one day each. Students will continue with exploring programs and will also participate in career interest and aptitude assessments facilitated by our guidance department. Each LPV Career TEC program delivers an exploratory curriculum that will provide students with basic safety instruction, an overview of the industry, and career information related to the occupational area. This program will be competency based and will integrate academics in a substantive manner.

There are two exploratory programs at LPV Career TEC:

For both exploratory programs, during the first three weeks students will be provided an introduction to LPV Career TEC, its rules and expectations, basic safety, and a general introduction to the career/vocational technical programs (shops) available to them. During this time, students will participate in One Day-One Shop visits, where they will visit each shop for one day, meet the instructor, see where the shop is located and participate in

an activity. Grades for the first three weeks is determined by daily grade (50%) and classwork/graded assignments (50%).

**9<sup>th</sup> grade only Technical Career Exploratory Three Week/Five Shops**—Week four begins the students exploration in shops. Students select five programs for exploration. A minimum of one program explored will be a non-traditional shop by gender. Three-week shop selections are based on personal interest and knowledge gained during one day-one shop.

**10 grade Three Week/Four Shop Exploratory** is a program for newly enrolled students in grade 10. At week four, students will begin exploring shops. Students select four shops to explore for three weeks. Three-week shop selections are based on personal interest and knowledge gained during one day-one shop.

All students should have indicated on the application their shop interests i.e. 1=most interested, 11=least interested, etc. Upon completion of the exploratory program, students will select a LPV Career TEC career/vocational technical program to complete the school year and subsequent years.

Final placement is determined by an overall review of attendance, grade and discipline in all shop explorations. Grades for all exploratory students during the three week exploration is determined by classwork/graded assignments (20%), shop projects (30%) and daily grade rubric (50%). The daily grade rubric includes preparedness, participation, following directions, task completion, and conduct. Grades from each exploration are reviewed and priority for shop placement is given based upon specific shop attendance, grade and discipline as well as overall performance.

**Final placement is also determined by the number of existing openings that are available.** Students must give their best effort in **all** shops explored in order to have the best chance to be placed in the final shop of their choosing.

**\*Placement in student's first choice program is not guaranteed.** It is based on attendance, grades, discipline, and also by the number of existing openings that are available when final placement is being determined

#### Requesting a transfer

Students who wish to transfer from one program to another must request an appointment with their assigned LPV Career TEC Guidance Counselor. Transfer applicants will be interviewed individually to determine the appropriateness of the transfer request. Transfer requests will be considered subject to availability of openings in the requested shop.

## **XI. REVIEW AND APPEALS**

The applicant's parent/guardian, upon receipt of a letter indicating the applicant was not accepted to the school, may request a review of the decision by sending a letter to the LPV Career TEC Principal/Director of Career TEC within 20 days of receipt of the letter. The Principal/Director of Career TEC will respond in writing to the letter with the findings of the review within 20 days of the receipt of the letter.

If after the review, the parent/guardian wishes to appeal the findings of the review by the Principal/Director of Career TEC they may send a letter of appeal to the Executive Director of the Lower Pioneer Valley Educational Collaborative within 20 days of the receipt of the letter. The Executive Director will respond in writing, with the approval of the LPVEC Board of Directors, within 20 days of receipt of the letter.

The applicant's parent/guardian, upon receipt of a letter indicating the applicant was not accepted, or was placed on a waiting list for a particular program (shop), may request a review of the decision by sending a letter to the LPV Career TEC Principal/Director of Career TEC within 20 days of receipt of the letter. The Principal/Director of Career TEC will respond in writing to the letter with the findings of the review within 20 days of the receipt of the letter.