

GREATER LOWELL TECHNICAL HIGH SCHOOL
ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through twelve at Greater Lowell Technical High School will be evaluated using the criteria contained in this Admission Policy. The Greater Lowell Regional Vocational Technical School Committee approved this policy on November 18, 2014.

II. EQUAL EDUCATIONAL OPPORTUNITY

Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identification, and disability.

If there is a student with limited English proficiency, a qualified representative from Greater Lowell Technical 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 limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

III. ELIGIBILITY

Resident Students

Any eighth, ninth or tenth grade student who is a resident of the Greater Lowell Regional Vocational School District (Lowell, Dracut, Tyngsboro, Dunstable) who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Greater Lowell Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Greater Lowell Regional Vocational School District residents according to the District Agreement.

School Choice/Nonresident (Chapter 74) Students

Students who are not residents of the Greater Lowell Regional Vocational School District are eligible to apply as a School Choice student or a nonresident student under (Chapter 74) for fall admission subject to the availability of openings to Greater Lowell Technical High School provided they expect to be promoted to the grade they seek to enter by their local district. School Choice students or nonresident students under (Chapter 74) from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Greater Lowell Technical High School provided they expect to be promoted to the grade they seek to enter by their current school. School Choice student or nonresident students under (Chapter 74) will be evaluated using the criteria contained in this Admission Policy.

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 away from their current school and wish to pursue the same program of study at Greater Lowell Technical High School. Their applications will be evaluated according to the provisions of this Admission Policy.

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Students who are homeless will be evaluated according to the selection criteria contained in this Admission Policy.

HOME SCHOOL STUDENTS

Students who are formally being home schooled may apply for admission to Greater Lowell Technical High School including admission during the school year, provided all Admission Policy criteria are followed. The Home School Student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent and if grades are not available, a representative sample or portfolio of the student's body of work in English Language Arts or its equivalent, math, science, and social studies.

IV. ORGANIZATIONAL STRUCTURE

Greater Lowell Technical High School is a public regional vocational technical school located on a scenic campus in Tyngsboro, Massachusetts. Greater Lowell Technical High School is a member of the Greater Lowell Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Greater Lowell Technical High School is committed to providing quality vocational technical programs.

It is the responsibility of the Greater Lowell Technical High School Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Greater Lowell Technical High School has an Admission Committee appointed by the Superintendent. The committee consists of the Director of Guidance, Director of Assessment, Enrollment and Information and Guidance Staff. Responsibilities of the Admission Committee include:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applications
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the admission policy
6. Establishment and maintenance of waiting list of acceptable candidates

The Director of Guidance and the Director of Assessment, Enrollment and Information is responsible for disseminating information about Greater Lowell Technical High School through local school assemblies and press releases, and for collecting applications from the local schools.

Greater Lowell Regional Vocational Technical School District participates in the School Choice Program.

V. RECRUITMENT PROCESS

1. Greater Lowell Technical High School disseminates information about the school through a variety of methods.
 - a. Visitations of District 8th grade students to Greater Lowell Technical High School are scheduled in October and November of each year.
 - b. An open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational-technical programs and speak with vocational and academic teachers as well as view a presentation about all offerings.
 - c. Brochures which describe vocational technical programs including academic courses, athletics, cooperative education, and special education resources are distributed during the 8th grade visitations, Open House and through local school guidance offices.

VI. APPLICATION PROCESS

APPLICATION PROCESS-FOR FALL ADMISSION TO THE NINTH, TENTH & ELEVENTH GRADE

1. Students interested in applying to Greater Lowell Technical High School for fall admission to the ninth, tenth, or eleventh grade must:

- a. Obtain an application during their visit to Greater Lowell Technical High School in the fall if applying for ninth grade. Ninth grade students who do not attend the visit as well as tenth and eleventh grade applicants may obtain an application from their local school Guidance Counselor or by contacting the Greater Lowell Technical High School Guidance Office as early in the school year as possible.
 - b. Return the completed application form to their local school Guidance Counselor by the deadline set by the sending school's Guidance Counselor.
2. It is the responsibility of the local school Guidance Counselor to:
- a. Complete their portion of the applications to the Greater Lowell Technical High School Guidance office on or before February 1. Complete applications include:
 - (i) Completed application form (including required signatures).
 - (ii) For application to grade 9 (fall admission), the average of grade 7 and terms 1 and 2 of grade 8 marks in English Language Arts, social studies, mathematics and science from the local school report card/transcript are required.

For application to grades 10 & 11 (fall admission) the average of the previous two school year grades in English Language Arts, social studies, math and science from the local school report card/transcript are required.

For application to grade 9 (fall admission), the sum of grade 7 and terms 1 and 2 of grade 8 unexcused absences from the local school report card/transcript are required.

For application to grades 10 & 11 (fall admission) the sum of the previous two school year's unexcused absences from the local school report card/transcript are required.

For application to grade 9 (fall admission), in- house and out of school suspensions from grade 7 and terms 1 and 2 of grade 8 are required from the local school guidance counselor.

For application to grades 10 & 11 (fall admission), in-house and out of school suspensions from the previous two school years are required from the local school guidance counselor.

For application to grades 9, 10, 11 & 12 (fall admissions), recommendations from the local school guidance counselor are required.
3. If incomplete applications are received, the following procedures will be followed:

- a. The Greater Lowell Technical High School Guidance Department will notify the local School Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
- b. The applicant's parent(s)/guardian(s) will be notified by the Greater Lowell Technical High School Department in the event that the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for twenty calendar days, the application will be voided.

APPLICATION PROCESS – FOR ADMISSION TO THE NINTH TENTH AND ELEVENTH GRADES FOR THE CURRENT SCHOOL YEAR

- 1. Students interested in applying to Greater Lowell Technical High School for admission for the current school year must:
 - a. Obtain an application from their local Guidance Counselor or from the Greater Lowell Technical High School Guidance Department.
 - b. Return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor, or to the Greater Lowell Technical High School Guidance Department.
- 2. It is the responsibility of the local school Guidance Counselor to:
 - a. Complete their portion of the application form.
 - b. Forward the completed applications to the Greater Lowell Technical High School Guidance Department. Complete applications include:
 - (i) Completed application form (including required signatures)
 - (ii) For application to grades 9, 10 & 11, (admission during the school year) the previous and current school year to the date of the application, grades in English Language Arts, social studies, math and science from the local school report card/transcript are required.

For application to grades 9, 10 & 11, (admission during the school year) the previous and current school year to the date of the application absences from the local school report card/transcript are required.

For application to grades 9, 10 & 11, (admission during the school year) the previous and current school year to the date of the application, the disciplinary record from the local school Guidance Counselor is required.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Greater Lowell Technical High School Guidance Department will notify the local School Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Greater Lowell Technical High School Department in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for twenty calendar days, the application will be voided.

LATE APPLICATIONS

Applications received after February 1st will be evaluated using the same criteria as other applications, and the composite score will be integrated in rank order on the established wait list.

WITHDRAWN STUDENTS

Students who withdraw from Greater Lowell Technical High School and who are attending or not attending another high school may reapply to Greater Lowell Technical High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

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

- A. Scholastic Achievement: Maximum 40 points

Grade Averages	Points
90 – 100 (A)	10
80 – 89 (B)	8
70 – 79 (C)	5
60 – 69 (D)	2
0 – 59 (F)	0

For application to grade 9 (fall admission), the average of grade 7 and terms 1 and 2 of grade 8 marks in English, social studies, mathematics and science from the local school report card/transcript are used. For application to grades 10 & 11 (fall admission) the average of the previous two school year marks in English, social studies, mathematics and science from the local school report card/transcript are used. For application to grades 9, 10 & 11 (admission during the school year) the previous school year and current school year to the date of the application marks in English, social studies, mathematics and science from the local school report card/transcript are used.

B. Attendance: Maximum 40 points

Number of Unexcused Absences	Points
0 – 2	40
3-5	35
6-8	30
9-11	25
12-14	20
15-17	15
18-20	10
Over 20	0

For application to grade 9 (fall admission), the sum of absences of grade 7 and terms 1 and 2 of grade 8 from the local school report card/transcript are used.

For application to grades 10 & 11 (fall admission), the sum of the absences from the previous two school years from the local school report card/transcript are used.

For application to grades 9, 10 & 11 (admission during the school year), absences of the current school year to the date of the application from the local school report card/transcript are used.

C. School Discipline/Conduct: Maximum 40 points

The number of days a student has been suspended in school and out of school is recorded. Maximum points are awarded to students who have never been suspended.

Number of Suspensions	Points
0	40
1 In-School	30
1 Out of School	25
2 In-School	10
More than 2 In-School or 1 Out of	0

School

Suspension data will be collected from local schools. The number of suspensions will be utilized to measure student discipline/conduct.

For application to grade 9 (fall admission), the sum of grade 7 and terms 1 and 2 of grade 8 suspensions will be utilized to measure discipline/conduct. For application to grades 10 & 11 (fall admission) the sum of the previous two school years will be used to measure discipline/conduct. For application to grades 9, 10 & 11 (admission during the school year) the previous and current school year to the date of the application suspension totals to be completed by local principals will be utilized.

D. Local Guidance Counselor's Recommendation: Maximum 10 points

A member of the Guidance Department in each member town will complete a recommendation based on a rubric in the application packet.

Rating	Points
Ability to Benefit	2
Classroom Participation	2
Perseverance	2
Study/Work Habits	2
Positive Attitude	2

VIII. SELECTION PROCESS

Members of Greater Lowell Technical High School’s Admission committee will assemble to review all completed applications received by the first Friday in February. They will check each application for accuracy before awarding rating points in each category. After awarding rating points, each category will be totaled. The applicants will be ranked from high to low. Students listed above the cut-off score will be selected for admission. Those below the cut-off point will be placed on a Waiting List. The cut-off score is determined annually by ranking all applicants from top to bottom and selecting the number of applicants necessary to fill the Freshmen Class. All students and their local guidance counselors are advised of their admission status (accepted, waiting list) by the end of the first full week in April.

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the applicant list after the resident applicants. Non-resident applicants on the list will only be accepted if all resident applicants have been accepted.

Applications received after the first Friday in February will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established applicant list.

IX. ENROLLMENT

In order to enroll at Greater Lowell Technical High School for the fall, applicants must have been promoted to the grade they wish to enter by their local district. In addition, they must have passed courses in English Language Arts or its equivalent and mathematics for the school year immediately preceding their enrollment at Greater Lowell Technical High School.

X. TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Greater Lowell Technical High School participate in a technical exploratory program designed to help them learn about their talents and interest relative to a variety of different vocational-technical programs, including some that are non-traditional for their gender.

Students who enroll in Greater Lowell Technical High School after grade nine may select to explore a vocational technical program based upon available openings. Students are evaluated and graded by each shop teacher during the period of exploration.

Students are evaluated on four areas: Maximum 100 points

Rating	Points
Employability Skills/Conduct	20
Performance Assessment	40
Coursework/Project Completion	20
Safety/Equipment/Tools/Supplies	20

If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative exploratory grades would determine the enrollee or enrollees who are placed in the particular shop. In the case of tie scores, the cumulative average of all exploratory grades will be used as the first tiebreaker with attendance being used as the second tiebreaker after adjusting for documented excused absences.

Students who wish to transfer from one shop to another during the school year may apply for transfer by contacting his/her guidance counselor. Transfer requests will be considered subject to the availability of openings in the requested shops. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

VII. REVIEW and APPEALS

The applicant’s parent(s)/guardian(s), upon receipt of a letter from Greater Lowell Technical High School indicating that the applicant was not accepted or placed on a waiting list, may request a review of the decision by sending a letter requesting a review to the Assistant Superintendent/Principal within thirty days of the receipt of the letter. The Assistant

Superintendent/Principal will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent-Director of Greater Lowell Technical High School to appeal the Assistant Superintendent/Principal findings. The Superintendent-Director will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of the receipt of the letter. The Superintendent-Director will respond in writing to the letter with his decision on the appeal within thirty days of the meeting when the appeal was presented.