

**GREATER FALL RIVER VOCATIONAL SCHOOL DISTRICT
DIMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in regional vocational schools where space is a limiting factor. Vocational-technical shops are designed and equipped to serve a specific maximum number of students. Each such shop is specialized. Consequently, Diman Regional Vocational Technical High School lacks both the space and flexibility to accommodate the possible needs and/or interest of all eligible applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such opportunities. All applicants to grades nine through twelve at Diman Regional Vocational Technical High School will be evaluated using the criteria contained in this Admission Policy. The Greater Fall River Vocational School District School Committee approved this Policy on April 8, 2004.

II. EQUAL EDUCATIONAL OPPORTUNITY

Diman Regional Vocational Technical 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, disability or sexual orientation.

If there is a student with limited English proficiency, a qualified representative from Diman 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 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

RESIDENCY AND EDUCATION STATUS

Any eighth, ninth, tenth and eleventh grade student, who is a resident of the Greater Fall River Regional Vocational Technical School District (Fall River, Somerset, Swansea and Westport), 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 Diman Regional Vocational Technical High School. Resident students will be evaluated using the criteria contained in this

Admission Policy. Priority for admission is given to the Greater Fall River Vocational Technical School District residents according to the District Agreement. Students, who are not residents of the Greater Fall River Regional Vocational Technical School District are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Diman Regional Vocational Technical High School and only if all member wait lists are expended provided they expect to be promoted to the grade they seek to enter by their local district. Non-resident students will be evaluated using the criteria contained in this Admission Policy.

Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades nine through twelve at Diman Regional Vocational Technical 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 criteria contained in this Admission Policy.

Diman Regional Vocational Technical High School does not participate in the School Choice Program.

Students who have been expelled from school pursuant to M.G.L.C. 71, section 37H/37H ½ of the Educational Reform Act of 1993 are not eligible to apply for admission to the school.

IV. ORGANIZATIONAL STRUCTURE

Diman Regional Vocational Technical High School is a public regional vocational technical school located on a scenic campus in Fall River, Massachusetts. Diman Regional Vocational Technical High School is a member of the Greater Fall River Regional Vocational School District, which consists of the City of Fall River and the Towns of Somerset, Swansea and Westport. Diman is accredited by the New England Association of Schools and Colleges and is committed to providing quality vocational technical programs.

It is the responsibility of the Diman Regional Vocational Technical High School Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

The Director of Guidance is responsible for disseminating information about Diman Regional Vocational Technical High School through local school assemblies and press releases, for collecting applications from the local schools and for completing the enrollment process.

The Greater Fall River Regional Vocational School District Committee shall enroll in Diman Regional Vocational Technical High School those students from the various member towns, who, in its judgment, are best suited to profit from the instructional program offered.

The Greater Fall River Vocational School District governs the admission of school district residents. The agreement stipulates:

Diman will enroll students into grade nine based upon the following percentages as stipulated by Charter of the anticipated grade nine enrollment capacity:

Fall River	76.5%
Somerset	9.8%
Swansea	8.4%
Westport	5.3%

In the event a member town or city does not have sufficient enrollees available and willing to attend Diman Regional Vocational Technical High School, those vacancies will be filled from the remaining member towns or city on the basis of being best suited to profit from the instructional program offered. All grade ten and eleven applicants will be accepted on the basis of being best suited to profit from the instructional programs offered.

V. RECRUITMENT

1. Diman Regional Vocational Technical High school disseminates information about the school through a variety of methods.

a. An annual Guidance Counselors' breakfast, which is held to review the Admission Policy and procedures with area Guidance Counselors.

b. A video presentation and discussion of the programs available is conducted by Diman's Guidance staff at the district schools in November and December. This includes discussion of opportunities for students to pursue non-traditional careers.

c. A virtual tour of the vocational programs, academic pathways information, an application and other pertinent information is available on Diman's wet site: www.dimanregional.org

d. Students tour the school in January during the school day. The tour includes presentations about vocational-technical programs including academic offerings, athletic programs and extracurricular activities and clubs. School bus transportation to Diman Regional Vocational Technical High school is provided by Diman.

e. In January, a Parent/Guardian Applicant Night is held to inform and disseminate information regarding the application process and services at Diman Regional Vocational Technical High School. Administrators meet

with parents/guardians and applicants on an individual basis after the presentation to answer personal questions.

f. Brochures which describe vocational-technical programs including academic courses, sports, cooperative education and special education resources are distributed during students tours, the Open House in March and during the Guidance Office presentation at the district schools.

g. Newspaper articles are published about specific accomplishment of Diman Regional Vocational Technical High School students in traditional and non-traditional programs, cooperative education and the school in general.

IV. APPLICATION PROCESS

A. Application process for fall admission to the ninth grade.

1. Students interested in applying to Diman Regional Vocational Technical High School must:

a. Obtain an application from their local school Guidance Counselor, from the Guidance Office at Diman Regional Vocational Technical High School or on-line at www.dimanregional.org.

b. Return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor.

2. It is the responsibility of the local school Guidance Counselors to:

a. Complete their portion of the application form, which includes conduct, grades, attendance and recommendation and forward to Diman Regional Vocational Technical High School's Guidance Department by the Friday before February vacation for fall admission.

b. Include a copy of the student's attendance and discipline records.

3. Applications are considered complete when:

a. All the required information is completed on the first and last page of the application.

b. All required signatures are present.

c. A copy of the student's attendance and discipline records are attached to the application.

4. If incomplete applications are received, the following procedures will be followed:

a. Diman Regional Vocational Technical High School's Guidance Office 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 Diman Regional Vocational Technical High School's Guidance Office in the event the problem is not resolved by the local school Guidance Counselor.

B. Application process for fall admission to the tenth, eleventh and twelfth grade:

1. Students interested in applying to Diman Regional Vocational Technical High School must:

a. Obtain an application from their local school Guidance Counselor, from the Guidance Office at Diman Regional Vocational Technical High School or on-line at www.dimanregional.org.

b. Return the completed application form to their local school Guidance Counselor no later than June 1 or by the deadline set by the student's Guidance Counselor.

c. Submit to Diman Regional Vocational Technical High School Guidance Office a copy of their final report card no later than July 15.

2. It is the responsibility of the local Guidance Counselor to:

a. Complete their portion of the application form and forward it to Diman Regional Vocational Technical High School Guidance Office the last day of their school year for fall admission.

b. Include a copy of the student's attendance and discipline records.

3. If incomplete applications are received, the following procedures will be followed:

a. Diman Regional Vocational Technical High School Guidance Office 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 Guidance Office at Diman Regional Vocational Technical High School in the event that the problem is not resolved by the local school Guidance Counselor.

c. If after notifying the local school's Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten (10) school days, the application will be voided.

C. 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 within the district and wish to pursue the same program of study at Diman Regional Vocational Technical High school. Their applications will be evaluated according to the provisions of this Admission Policy.

D. Withdrawal Students

Students who withdraw from Diman Regional Vocational Technical High School and who are attending or not attending another high school may reapply to Diman Regional Vocational 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 Guidance Office using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

Conduct – Maximum 50 Points

For applications to grades nine, ten, eleven and twelve (fall admission and admission during the school year), the student will be given fifty points for perfect conduct. Perfect conduct is defined as not having any detentions or any form of suspensions. For each detention a student has three points deducted and for any suspension a student has six points deducted. A copy of the student's disciplinary record must accompany the application. (REV. 3/11/04)

Academic Marks – Maximum 160 Points

Grade Average A (100-90)	B (89-80)	C (79-70)	D (69-60)	E or F (Below 60)
20 Points	15 Points	10 Points	5 Points	0 Points

For applications to grade nine (fall admission) the final grade seven and Terms 1 and 2 grade eight marks (or first trimester marks) in English, Social Studies, Mathematics and Science from the local school report card/transcript are used. Applications to grades ten, eleven and twelve (fall admission) the final marks of the last two school years in English, Social Studies, Mathematics and Science from the local school report card/transcript is used. For applications to grades nine, ten, eleven and twelve (admission during the school year) the previous final grade marks in English, Social Studies, Mathematics and Science and the 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.

Attendance – Maximum 60 Points for Grade 9
 Maximum 80 Points for Grades 10, 11 and 12

Full Year Unexcused Absences Pts.	Half Year Unexcused Absences Pts.
0 = 40	0 = 20
1 = 38	1 = 18
2 = 36	2 = 16
3 = 34	3 = 14
4 = 32	4 = 12
5 = 30	5 = 10
6 = 28	6 = 8
7 = 26	7 = 6
8 = 24	8 = 4
9 = 22	9 = 2
10 = 20	10 = 0
11 = 18	
12 = 16	
13 = 14	
14 = 12	
15 = 10	
16 = 8	
17 = 6	
18 = 4	
19 = 2	
20 = 0	

For applications to grade nine (fall admission), grade seven and Terms 1 and 2 grade eight unexcused absences or first trimester unexcused absence from the local school report card/transcript are used. For applications to grades ten, eleven and twelve (fall admission) the previous school year and current school year unexcused absences from the local school report card/transcript are used.

For applications to grades nine, ten, eleven and twelve (admission during the school year) the previous years unexcused absences and the current school year to the date of the application, unexcused absences from the local school report card/transcript are used.

An unexcused absence is defined as an absence that is not school approved. Examples of school approved absences are: medical appointments, funeral leave, court appearances, religious observances or any other reason approved by the school. A copy of the student's attendance record must accompany the application.

Recommendation – Maximum 50 Points

Recommendation
Strongly Recommended = 50 Pts. Recommended = 35 Pts. Recommended with Reservations = 15 Pts. Do Not Recommend = 0 Pts.

For application to grades nine, ten, eleven and twelve (fall admission and admission during the school year) the Guidance Counselor's assessment of student's overall performance within his/her school is used for the recommendation.

After points are given in each area, the points are totaled for each applicant. A maximum total of the three hundred and twenty (320) points can be earned for incoming grade nine students and a maximum of three hundred and forty (340) points can be earned for incoming grades ten, eleven and twelve students.

VIII. SELECTION PROCESS

The Director of Guidance at Diman Regional Vocational Technical High School considers scholastic achievement, attendance, conduct and the local Guidance Counselor's recommendation. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total" and town of residence. Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the first highest point total is accepted first, the resident applicant with the second highest point total is accepted second and so on until all seats are filled. All resident applicants are accepted, declined or

receive a letter to submit their final report cards. If openings occur, the seats are filled by accepting resident applicants from the next student in order of point total.

Applications received after the Friday before February vacation 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.

All applicants whose applications are received by Diman Regional Vocational Technical High School by the Friday before vacation are notified of their status by a letter to their parent(s)/guardian(s). Applicants whose applications are not received by the deadline will be notified by a letter sent to their parent(s)/guardian(s).

IX. ENROLLMENT

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

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

All ninth graders who enroll in Diman Regional Vocational Technical High School participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different vocational technical programs. Students list their top three exploratory choices on their application and explore each of them for four to five days. Students are evaluated and scored (0-100 points) by each shop instructor during the week in each shop. At the end of this eight-shop exploratory period, the last day before Christmas vacation, each student selects his/her program of choice, as well as a second third, fourth, fifth and sixth choice from the eight explored shops. Students are admitted into the shop of their choice based on the point total they received in all shops combined. For example, a student with a point total of 692 would be admitted before a student with a point total of 690. If a shop fills, based on point total, before a student gets his/her first choice, the Director of Guidance then moves to the student's second, third, fourth, fifth or sixth choice depending upon whether there is an opening in the shop. Again, the student is admitted based upon overall point total. If a student's point total in all shops combined is so low that they were not placed in a shop of their choice, the Director of Guidance will place the student in a shop taking into consideration availability, shops explored, student exploratory performance. This process continues until all students are placed.

If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the student's rank order would determine the enrollee or enrollees who are placed in the particular shop.

Students, who wish to transfer from one shop to another during the school year, may apply for transfer. 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.

Students who enroll in Diman Regional Vocational Technical High School after the exploratory program has been completed are placed directly into vocational programs.

XI. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s) upon receipt of a letter from Diman Regional Vocational Technical High School indicating that the applicant was not accepted or to submit their final report card, 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 letter. The Superintendent will respond in writing to the letter with the findings of the review they may do so by sending a letter requesting that they be scheduled to appear before the School Committee to appeal the Superintendent's findings. The School Committee will respond in writing to the parent(s)/guardian(s) with a scheduled date for the appeal within thirty days of the receipt of the letter. The School Committee will respond in writing to the letter with their decision on the appeal within thirty days of the School Committee meeting when the appeal was presented.

The student's/applicant's parent(s)/guardian(s), upon notification from Diman, indicating that the student's/applicant's was not placed in a particular shop program may request a review of the decision by sending a letter requesting a review to the Principal within thirty days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.