



**Haverhill Public School
Career Vocational Technical Education
Admissions Policy**

I INTRODUCTION

An admission process is necessary for career [vocational] technical education programs in which there are more applicants than openings. A process is necessary to determine which applicants most benefit from such educational opportunities. Students currently enrolled in 8th and 9th grade are eligible to apply for the upcoming school year. All applicants to Haverhill High School's career [vocational] technical education programs will be evaluated using the selection criteria contained in this Admission Policy. The Haverhill School Committee approved this policy on (TBD).

II EQUAL EDUCATIONAL OPPORTUNITY

Haverhill Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in admission to, employment in, or treatment in its programs and activities.

If there is a student with limited English proficiency, a qualified staff member from Haverhill 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.

A student with a disability 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 career [vocational] technical education program.

III ELIGIBILITY

Any current 8th or 9th grade student who is a student living in Haverhill Public Schools district (known as a "resident student") is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the vocational technical education programs at Haverhill High School.

Non-resident students are eligible to apply for fall admission or admission during the school year, provided they apply for and are accepted for inter-district school choice and are entering grade 9 or 10. Both resident and non-resident students will be evaluated using the selection criteria contained in this Admissions Policy. Haverhill High School shall admit resident students who meet the minimum requirements for admissions prior to acceptance of any non-resident students.

IV ORGANIZATIONAL STRUCTURE

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

It is the responsibility of the Haverhill High School (HHS) Principal to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Haverhill High School has an Admissions Committee appointed by the HHS Principal. The committee consists of a representatives from administration (excluding the HHS Principal), guidance, special education, career technical education and academic faculty.

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 Admissions Policy
- F. establishment and maintenance of a waiting list of qualified candidates

The Haverhill High School Principal is responsible for disseminating information about Haverhill High School's career [vocational] technical education programs through local school assemblies and press releases, and for collecting applications from students.

V RECRUITMENT PROCESS

1. The Haverhill High School Principal disseminates information about the programs through a variety of methods.
 - a. Visitations with an informational slide presentation to eighth grade classes in local schools from October to December are scheduled.
 - b. An Open House during the fall is scheduled. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all career [vocational] technical programs and speak with teachers as well as view a presentation about all offerings.
 - c. During the fall, eighth-grade students are provided tours of Haverhill High School facilities including the CTE programs.
 - d. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
 - e. Brochures, which describe career [vocational] technical education programs including academic courses, cooperative education, and special education resources, are distributed during the eighth grade visitations and the Open House.

VI APPLICATION PROCESS

APPLICATION PROCESS - FOR FALL ADMISSION TO THE NINTH OR TENTH GRADE PROGRAMS

1. Students interested in applying for admission to the ninth or tenth grade career [vocational] technical education programs for fall admission must:
 - a. obtain an application from their middle school guidance counselor, Haverhill High School guidance counselor or Haverhill High School website as early in the school year as possible.
 - b. return the completed application form to the middle school guidance counselor or the Haverhill High School guidance counselor by the deadline set by the Haverhill High School Admissions Committee .
2. If incomplete applications are received, the following procedures will be followed:
 - a. The applicant's parent(s)/guardian(s) will be notified by mail or email by the Haverhill High School Admissions Committee.
 - b. If the application remains incomplete for ten school days after notifying the parent(s)/guardian(s), the application may be voided.

LATE APPLICATIONS

Applications received after the deadline may not be accepted. If accepted, they will be 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 a waiting list with other late applications.

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 Haverhill High School. All transfer applicants must attend an informational meeting at Haverhill High School. Their applications will be evaluated according to the selection criteria contained in this Admissions Policy.

VII SELECTION CRITERIA

The Admissions Committee 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. Academic: Maximum 15%

Academic Record Scoring Rubric (15 %)					
Grade Range	83 - 100 (B, B+, A-, A, A+)	73 - 82 (C, C+, B-)	70 -72 (C-)	60 - 69 (D)	0 - 59 (F)
Points	4	3	2	1	0

Academic Record Score		
Subject	Previous Grade Level	Current Grade Level
English Language Arts (or its equivalent)		
Social Studies		

Mathematics		
Science		
Total Points = _____ / 32 = _____ %	Academic Score (% x 15) =	

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

B. Attendance: Maximum 10 %

Attendance Record Scoring Rubric (10 %)					
Number of Unexcused	0 - 5	6 - 10	11 - 15	16 - 20	21+
Points	4	3	2	1	0

Attendance Record Score	Previous Grade Level	Current Grade Level
Unexcused Absences Score		
Total Points = _____ / 8 = _____ %	Attendance Score (% x 10) =	

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the local school report card/transcript are used. For applications to grades 10 (fall admission), the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the local school report card/transcript are used. For applications to grades 9 and 10 (admission during the school year) the sum of unexcused absences of the previous school year and current school year to the date of the application from the local school report card/transcript are used.

C. Discipline/Conduct Record: Maximum 10 %

Discipline/Conduct Record Scoring Rubric (10 %)					
# of Days Suspended	0	1-4	5 - 10	11 - 15	16+
Points	4	3	2	1	0

Discipline/Conduct Record Score	Previous Grade Level	Current Grade Level
Discipline/Conduct Score		

Total Points = _____ / 8 = _____ %	Discipline/Conduct Score (% x 10) =
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For applications to grade 9 (fall admission), the number of suspensions from grade 7 and terms 1 & 2 grade 8 records from the local school report card/transcript or from the local school Guidance Counselor's assessment are used. For applications to grades 10 (fall admission), the number of suspensions of the previous school year and terms 1 & 2 current school year assessments from the local school report card/transcript or from the Guidance Counselor's assessment are used. For applications to grades 9 and 10 (admission during the school year), the number of suspensions from the previous school year and the current school year to the date of the application assessments from the local school report card/transcript or from the local school Guidance Counselor's assessment are used.

D. Guidance Recommendation: Maximum 25%

Guidance Recommendation Scoring Rubric (25 %)				
Excellent	Above Average	Average	Below Average	Poor
4	3	2	1	0

Question #1	Question #2	Question #3	Question #4	Total Points= _____ / 16 = _____ %	Guidance Score (% x 25)

E. Student Interview: Maximum 40%

Interview Scoring Rubric (40 %)			
Clearly Evident	Somewhat Evident	Minimally Evident	Not Evident
3	2	1	0

Question #1	Question #2	Question #3	Total Points = _____ / 9 = _____ %	Interview Score (% x 40)

After scores are given in each area, the points will be calculated according to the weighted percentage for that area. The points are totaled for each applicant. A maximum total of one hundred (100) percent can be earned.

VII SELECTION PROCESS

The Admissions Committee at Haverhill High School will examine, discuss and make recommendations for action on the applicants based on the criteria in the Admissions Policy.

The Admissions Committee considers academics, attendance, discipline/conduct, guidance recommendation and interview results. Applications are reviewed, processed and assigned points by grade level.

After a percentage total for each applicant has been determined, all applicants are placed in order of their "percentage total". Applicants are then accepted in order of the percentage total they have achieved. The applicant with the highest percentage total is accepted first, the applicant with the second highest percentage total is accepted second, and so on until all seats are filled. All applicants are accepted, declined, or placed on a waiting list. 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 percentage given according to the selection criteria with preference given to resident applicants. If an acceptance is declined, admission is offered to the next applicant on the waiting list.

All applicants whose applications are received by the Haverhill High School Admissions Committee by the application deadline will be notified of their status by a letter to their parents/guardians and their local school guidance counselor by a date set on the HHS calendar. Applicants whose applications are not received by Haverhill High School's Admissions Committee by the application deadline will receive a letter each school quarter informing them of their status.

VIII REVIEW and APPEALS

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