Whittier Regional Vocational Technical High School Admissions Policy

I Equal Educational Opportunity

In compliance with federal and state law, Whittier Tech admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation or disability.

Consistent with Massachusetts regulations, Whittier Tech 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 and demographic profile."

Consistent with Massachusetts regulations, Whittier Tech does not consider a student's record of excused absences from school, or minor behavior or disciplinary infractions.

Whittier Tech ensures that all admissions materials are in both English and the primary language of the home, if such primary language is other than English.

Whittier Tech has an online application that is adaptable to languages other than English. If there is a student with limited English proficiency that needs assistance, a qualified representative from Whittier Tech will assist the applicant throughout the entire Admission Process. Please contact our Admissions Office at 978-373-4101 or email admissions@whittier.tec.ma.us if you have questions or need help throughout any part of the admissions process.

Whittier Tech is committed to providing educational opportunities to students experiencing homelessness. Please contact Whittier Tech's liaison the Director of Guidance and Admissions at admissions@whittiertech.org. 978-373-4101 ext. 263 with any questions.

Students with disabilities may, but need not, voluntarily identify themselves to Whittier Tech to request reasonable accommodations during the 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 the applicant's admission to the school.

II Eligibility

Resident Students

Any eighth, ninth, or tenth grade student who is a resident of the Whittier Tech Regional Vocational District, who expects to be promoted by their local district to the grade they seek to enter, is eligible to apply for fall admission or admission during the school year, subject to the availability of openings. Resident students will be evaluated using the criteria contained in this Admission Policy. Whittier Regional Vocational School District does not have a predetermined city/town quota in regard to the number of students accepted from sending communities.

Homeschooled Students

Any student who is formally being home schooled and is a resident of the Whittier Tech Regional Vocational District is eligible to apply for fall admission or admission during the school year to grades nine through eleven provided all admission criteria are followed. Additionally, the home schooled student's parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent, provide documentation showing the approval of the curriculum and provide evidence of work reflecting state benchmarks. Home schooled students will be evaluated using the criteria contained in this Admission Policy.

Transfer students

Transfer students from other M.G.L. c.74 state approved vocational technical programs who move into the Whittier Regional Vocational Technical School District are eligible to apply for fall admission or admission during the school year to grades nine through twelve at Whittier Tech provided they expect to be promoted by their current school to the grade they seek to enter. Transfer students will be evaluated using criteria contained in this Admission Policy.

School Choice

Whittier Tech School Committee votes annually in June as to whether or not to participate in the inter-district school choice program. The inter-district school choice program, M.G.L c. 76 allows parents/guardians to send their children to school in communities other than the city or town in which they reside. School Choice applicants may be accepted if Whittier Tech does not meet the desired enrollment number from our in-district students.

III Organizational Structure

Whittier Regional Vocational Technical High School is a public vocational/technical school in Haverhill, Massachusetts. It is operated by the Whittier Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Whittier is governed by a School Committee comprised of representatives from its sending districts. Whittier Tech is committed to providing quality academic and vocational career technical programs.

It is the responsibility of Whittier Tech's Superintendent to oversee the administration of the Admissions Policy and to submit an annual attestation to the Department of Elementary and Secondary Education stating that Whittier's Admissions Policy complies with federal and state law and any relevant guidance.

Whittier Tech has an Admission Committee appointed by the Superintendent. Responsibilities of the Admissions Committee include:

- Determination of selective criteria
- Development and implementation of admission procedures
- Processing applications
- Ranking of students
- Acceptance of students according to the procedure and criteria in the Admission Policy
- Establishment and maintenance of a waiting list of acceptable candidates

Whittier Tech's Director of Guidance and Admissions, who is a member of the Admission Committee, is responsible for disseminating information about Whittier Tech. The Director of Guidance and Admissions reviews the applications and works directly with the sending schools' Guidance Department throughout the Admissions Process.

IV Admissions Communication Policies

The Whittier Tech recruitment process includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in the Whittier Tech sending municipalities, have a comparable academic and demographic profile.

1. Whittier Tech offers tours to all 8th grade students from our sending districts during the school day. The Director of Guidance and Admission will decide on a mutually agreeable date allowing all students to tour the building. Transportation is provided by Whittier Tech
2. The Director of Guidance and Admission will visit all middle schools from sending districts and meet with interested 7th grade students.
3. The District will hold an Open House during the first Sunday of November. Prospective students and parent(s)/Guardian(s) have an opportunity to visit all vocational career technical programs, speak with teachers and meet with members of the Admission Team about all offerings available at Whittier Tech.
4. Whittier Tech offers brochures which describe vocational career technical programs and also include academic programming, sports, extracurricular activities and clubs, special education resources, and any pertinent information about the school that allows students to make informed decisions based on its offerings.
5. Whittier Tech has a comprehensive website available as a public resource

6. Whittier Tech will provide translation and interpreter services to parents and students whose primary language is not English.
7. Publications will be in both English and Spanish. Whittier Tech ensures that all admissions materials are in both English and primary language of the home. Publications will be translated in other languages as needed.

V. Application Process

A. APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH GRADE

1. Students interested in applying to Whittier Tech for admission to the ninth, tenth or eleventh grade can do so by applying online, obtaining an application from their local School Counselor or by accessing Whittier Tech's web page for an application.
2. After the application has been submitted, an applicant may:
   a. Review the status of their applications by logging on to the account that they created when they submitted an online application. The applicant can also get status updates from the local School Counselor or the Director of Guidance and Admission at Whittier Tech. If an applicant does not have a school counselor, or in the case of homeschooling, the applicant should contact the Director of Guidance and Admissions at Whittier Tech.
   b. Attend a scheduled interview at their local school with a Whittier Tech Admission Representative or call Whittier Tech's Director of Guidance and Admissions to interview on campus.
3. It is the responsibility of local school counselor to:
   a. Complete their required school recommendation form and submit it to Whittier Tech's Director of Guidance and Admissions
   b. Obtain the current year report card and prior year final report card and forward or upload those documents for use by the Director of Guidance and Admission at Whittier Tech.
4. A completed application for applicants includes:
   a. Required signatures.
   b. Final grades in English, social studies, math and science for the previous year and current year's report card.
   c. Attendance records indicating number of unexcused absences.
   d. An account of all discipline referral from the previous year and current school years that resulted in suspensions or expulsion pursuant to M.G.L. c71, 37H or 37H1/2, or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to M.G.L. c71 37H3/4

The application information stated above is required

5. If incomplete applications are received, the following procedures will be followed:
   a. The Whittier Tech Director of Guidance and Admission will notify the local School Counselor that the application is incomplete and will request completion.
   b. The applicant's parent(s)/guardian(s) will be notified by the Whittier Tech Admissions Office in the event that the problem is not resolved by the local school counselor.
   c. If after notifying the local school counselor and parent(s)/guardian(s) and the application remains incomplete for 10 school days, the application will be voided.

B. Application Process for Admission to the Twelfth grade (Transfer Student only)

1. Students interested in applying to Whittier Tech for admission to the twelfth grade can do so by applying online, obtaining an application from their local school counselor, accessing Whittier Tech's web page for an application or visiting Whittier Tech's guidance department.
2. The applicant must have at least one year of vocational school experience in order to be considered for enrollment.
3. In order for the student to gain admission, the student would have to meet the criteria detailed in Section VI and there would also have to be openings available in the vocational program that they are studying at their current school. If there are no openings or if the same vocational program that they are studying at their current school has no openings, or if the student's same vocational program is not offered at Whittier Tech, the student would not gain admission.
4. Refer to Heading V, Section A, Numbers 2-5 for additional information.

C. Late Applicants

Late applications will be accepted but may be processed after applications that have been received by the April 1st deadline. Accepted applications, they 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 the established waiting list. The waitlist will be evaluated as seats become available.

D. Transfer students

Applications from students who are enrolled in a state-approved (Chapter74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they move into the Whittier Regional Vocational Technical School District and wish to pursue the same program of study at Whittier Tech, provided space in the school and/or program is available. All transfer applicants must attend an informational meeting at Whittier Tech. If the applicant or parent(s)/guardian(s)cannot provide transportation, an official from Whittier Tech will go to the local school to meet the applicant. Such applications will be evaluated in accordance with the provisions of the Admission Policy.

E. Previously Withdrawn Students
Students who withdraw from Whittier Tech and who are attending or not attending another high school may reapply for admission to Whittier Tech following the procedures contained in the Admission Policy. Those students will be evaluated using their current and previous school year's records.

F. Home Schooled Student
Students who are formally being home schooled may apply for admission to Whittier Tech provided all admission criteria are followed. The home schooled student's parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent, provide documentation showing the approval of the curriculum and provide evidence of work reflecting state benchmarks. Home schooled students will be accepted to Whittier Tech according to the selection criteria contained in this admission Policy.

VI. SELECTION PROCESS

I Admissions:

When more students apply to Whittier Tech than we have available seats, Whittier Tech uses a weighted admissions selective criteria and each applicant will receive a score derived from the sum of 5 subscores. All applicants for grades nine through twelve at Whittier Tech will be evaluated using the criteria contained in this admissions policy. Selective criteria is approved annually by the school committee.

Whittier Tech does not consider a student's record of excused absences from school, or minor behavior or disciplinary infractions. Whittier may consider student's conduct for which a 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. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

The admissions committee considers scholastic achievement, attendance, school behavior, local counselor's recommendation rating and an interview. Applications are reviewed, processed and assigned points based on the following rubric:

A. Scholastic Achievement: Maximum 30 points

Grade Averages	Points
90-100 (A- to A+)	30
80-89 (B- to B+)	25
70-79 (C)	20
65-69 (D or D+)	15
60-64 (D-)	10
0-59 (F)	0

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

B. Attendance: Maximum 20 points

Total Days Absent - Unexcused	Points
0 - 10	20
11-15	15
16-20	10
21-25	7
26-30	4
31+	0

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 are used. For applications to grades 10 and 11 (fall admission) the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the local school report card are used

Excused and Unexcused Absences:
Whittier Tech recognizes that on occasion parents may need to keep their child out of school for legitimate reasons. Therefore, in accordance with M.G.L. Chapter 76, Section 1 parent/guardians, may excuse their child from school up to seven days per a school year.

Absences beyond seven days will be marked as unexcused, unless there is documented illness. Whittier Tech does not consider a student's record of excused absences from school.

C. School Discipline/Conduct: Maximum 10 points

Discipline Rating	7th Grade Points	8th Grade Points
No suspensions or expulsions pursuant to M.G.L. c. 71 37H, 37H ½, and/or 37H ¾.	5	5
1 or more suspensions or expulsions pursuant to M.G.L. c. 71 37H, 37H ½, and/or 37H ¾.	0	0

D. Sending School Recommendation: Maximum 10 points

Rating	Points
Excellent	10
Above Average	7
Average	4
Below Average	2
Poor	0

A maximum of 10 points will be given from the recommendation of the sending school counselor and/or other sending school personnel who knows the candidate best.

E. Interview: Maximum 30 points

Rating	Points
Excellent	30
Above Average	23
Average	18
Below Average	10
Poor	0

The interview permits applicants an opportunity to provide context for their application and allows Whittier Tech to assess applicants' motivation and realism relating to a technical/vocational education.

Applications are reviewed, processed and assigned points for each area. Points are derived from the report cards of the current and previous school year. Points are totaled for each applicant. A maximum total of one hundred (100) points can be earned.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their point total. The resident applicant with the 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 or placed on a waiting list. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident 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.

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

All applicants whose complete applications are received by Whittier by April 1st are notified of their acceptance status by an email and letter to their parents/guardians. Their local school counselor will also be notified soon after applicants receive their decisions. Applications received after April 1st 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.

VII. EXPLORATORY PROGRAM

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

All ninth grade students enrolled at Whittier Regional VTHS participate in a vocational-technical Exploratory Program from September through January designed to introduce each student to several career pathways, including non-traditional careers, while helping them discover their talents and interests. In quarters 1 and 2, all students participate in a bi-weekly Exploratory Program where they visit all career technical programs.

VIII. PROGRAM-SPECIFIC ADMISSION

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

During the exploratory period, career technical instructors evaluate each student based upon a common rubric/scoring guide including the following:

25% Health/Safety Strand 1
25% Technical Skills Strand 2
25% Embedded Academics Strand 3 (reflective writing)
25% Employability Strand 4

Based on the above criteria, students may receive a maximum total of 100 points over each exploratory cycle. Exploratory scores are then tabulated, organized, and reported to each individual student and his/her parent/guardian. At the conclusion of the Exploratory Program, each student selects his/her program of choice; as well as second and third choices from the explored technical programs for which he/she earned a passing grade. Student requests are sorted to rank order the students according to their score in the career technical program the student requested as his/her first choice. Students are admitted into the career technical program of their choice based on the point total they received in their first choice career technical program. When a career technical program exceeds its capacity for enrollment, the following steps are taken for placement:
1. Students are placed in their 2nd and 3rd choices according to their choice of career technical program. 2. Their rank order (using exploratory scores) is then compared to other students requesting that career technical program. 3. In all cases, tie scores are broken by the cumulative average of all exploratory evaluations. If a tie remains the academic grade point average (consisting of English Language Arts, math, science and social studies); and student discipline will be used to break the tie according to the admission policy rubric. 4. Program waitlists are created when students are placed in a

career technical program other than their first choice, yet would like to be in a different career technical program. Students on a waitlist are rank-ordered by their exploratory evaluations. Waitlisted students are notified if an opening occurs in their desired choice and given the option to change or remain in their current placement up to the commencement of grade 10 CTE programming. 5. If a student did not receive any of their three choices and wishes to explore additional career technical programs, they may do so for two additional cycles provided there is space available. After placement, students continue in the career technical program in which they were placed for the remainder of their school tenure unless they request a transfer. Students who wish to transfer from one career technical program to another may apply for transfer through their school counselor by completing a Request for Technical Program Transfer form. Transfer requests will be considered subject to availability of openings in the requested program(s). Students who enroll in Whittier Tech after grade 9 will be accepted into a specific technical program upon admission. If, after enrollment, the student desires a technical program change, the students may apply for transfer through their school counselor by completing a Request for Technical Program Transfer form. Transfer requests will be considered subject to availability in the requested career technical program(s).

IX. ADMISSIONS REVIEW AND APPEALS PROCESS

Upon receipt of notification from Whittier Tech indicating that the applicant was placed on a waiting list, the parent or guardian of the student may request a review of the decision. This will be done by sending a letter or email requesting a review to the Principal within thirty days of the receipt of the notification. The Principal will respond in writing with the findings of the review within thirty days.

To request a Principal review of the decision:

By email	By mail or hand delivery
principalsoffice@whittiertech.org	Principal Whittier Tech 115 Amesbury Line Road Haverhill, MA 01830

Within thirty days after the Principal's review decision, if the parent/guardian wishes to appeal the findings of the review, they may do so by sending a letter or email requesting that they be scheduled to appear before the Superintendent. The Superintendent 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 will then respond in writing within thirty days of the meeting when the appeal was presented whether the decision will stand or be overturned.

To request an appeal of the Superintendent:

By email	By mail or hand delivery
superintendentsoffice@whittiertech.org	Superintendent Whittier Tech 115 Amesbury Line Road Haverhill, MA 01830

X ADMISSION TO SPECIFIC PROGRAMS WITHIN WHITTIER TECH

Students who have been admitted to Whittier Tech will need to apply to a specific program of study driving the second semester of Freshman year.

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 mail or hand delivery
superintendentsoffice@whittiertech.org	Superintendent Whittier Tech 115 Amesbury Line Road Haverhill, MA 01830

XI Maintenance of Records
Whittier Regional Vocational Technical High School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Whittier Regional Vocational High School will provide this information to the Department of Elementary and Secondary Education upon request.

***** Selective criteria shall be approved annually by the school committee.

Approved by SC 11/10/21