



HOLYOKE PUBLIC SCHOOLS

A PATHWAY FOR EVERY STUDENT

Dean Campus

CHAPTER 74 ADMISSIONS POLICY

INTRODUCTION

An admissions process is necessary for the Holyoke Public School (HPS) District in the area of vocational technical education 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 the Chapter 74 Approved Programs at HHS - Dean Campus will be evaluated using the criteria contained in this Admissions Policy.

EQUAL EDUCATIONAL OPPORTUNITY

HHS - Dean Campus admits students and makes available to them its advantages, privileges and courses of study without regard to status as members of special populations or race, color, sex, gender-identity, religion, national origin, English language proficiency, disability, sexual orientation, or homelessness status (McKinney Vento Act).

If there is a student with limited English proficiency, a qualified representative from HHS - Dean Campus and/or the sending middle school will assist the applicant in completing the necessary forms and assists in interpreting during the entire application and admissions process upon the request of the applicant. All application materials are available in Spanish and other languages upon request.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admissions 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 admissions process, will not affect their admissions to the programs.

ELIGIBILITY

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Holyoke Public School District and expects to be promoted 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 in the Chapter 74 Programs.

Resident Students

Resident students will be evaluated using the criteria outlined in this Admissions Policy. Parents/Guardians will be asked to provide written documentation of residency. Priority for admission is given to Holyoke students.

Nonresident Students

Nonresident students must meet the same admission criteria as resident students. Students will be admitted on a space-available basis following the completion of the admissions process for in-district students. Nonresident applicants also file a *Chapter 74 Career and Technical Education Nonresident Student Tuition Application* with the student's district of residence Superintendent of Schools. Prior to enrollment, nonresident students must have approval from the Superintendent of their district of residence for tuition and transportation. Please see the Guidelines for the CTE Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 at http://www.doe.mass.edu/cte/admissions/nonres_guidelines.html.

Home Schooled Students

Students who have formerly been home schooled may apply to HHS – Dean Campus including admission during the school year, provided all Admission Policy criteria are followed. The home schooled student's parents/guardians must submit a copy of the Home School approval letter from the local school superintendent. Home schooled students will be accepted to HHS – Dean Campus according to the selection criteria outlined in this Admissions Policy.

Homeless Applicants

Students who are homeless are eligible to apply to HHS – Dean Campus and will be assessed using the criteria outlined in this Admissions Policy.

Transfer Students

Transfer students from Chapter 74 programs are eligible to apply for fall admission or admissions to the same Chapter 74 program during the school year in grades 9 through 12 at HHS - Dean Campus, 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 Admissions Policy.

Final acceptance for all students, grades 9 – 12, is contingent upon the applicant being promoted from their previous grade and having passing grades in English Language Arts and Mathematics, or their equivalent.

Students will be denied admission if their discipline record contains infractions involving weapons, illegal drugs, assault on a staff member, or school threats. Further, based on M.G.H. Ch. 71, Sec. 37H 1/2 school districts do not need to admit a student who has been expelled from another school.

ORGANIZATIONAL STRUCTURE

Holyoke High School – Dean Campus is a public high school located in Holyoke, Massachusetts. HHS – Dean Campus is an integral part of the Holyoke School System and is accredited by the New England Association of Schools and Colleges. The school adheres to the rules, policies, and regulations of Chapter 74 of the Massachusetts General Laws and Board of Elementary and Secondary Education regulations and policies.

The Holyoke Public Schools has approved Chapter 74 vocational technical programs at HHS - Dean Campus. HHS - Dean Campus is committed to providing a quality academic and vocational technical programs that prepare students for both college and the workplace.

It is the responsibility of the Principal to supervise the administration of the policies and procedures required to admit and enroll applicants in accordance with this Admissions Policy.

The Vocational Director at HHS - Dean Campus or designee serves as the Admissions Coordinator. The responsibilities of the Admissions Coordinator are to coordinate and oversee:

- A. determination of standards for admissions
- B. development and implementation of admissions 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 acceptable candidates

The Holyoke Public Schools does participate in the School Choice Program.

RECRUITMENT PROCESS

HHS - Dean Campus disseminates information about the school through a variety of methods.

- A. HHS – Dean Campus makes visits to Holyoke middle schools with representatives from vocational, academic, sports, guidance, members of administration and student representatives. At this time, students are provided with a short presentation regarding opportunities on the HHS - Dean Campus, as well as requirements for admission, and deadlines. Students are given applications and instructions in both English and Spanish at this time.
- B. Rising 8th grade students will be transported to the HHS - Dean Campus to participate in tours during the school day hosted by student leaders.
- C. Shortly after the tours, parents/guardians are invited to attend an Informational Meeting in the evening where they will be able to tour

the shops and speak directly with vocational/technical instructors. Program brochures will be available during the visit and are available in the Main Office.

- D. Parents/Guardians may schedule individual visits to HHS – Dean Campus at a mutually convenient time.
- E. Informational meetings with guidance counselors from all sending schools are held each year to discuss the admissions process, answer questions, and schedule visits and tours.

APPLICATION PROCESS

Students interested in applying for admission or transfer to HHS – Dean Campus can obtain an application from their school counselor or request one from HHS – Dean. All application materials are available in English and Spanish. Materials in languages other than English and Spanish are available upon request.

APPLICATION PROCESS FOR FALL ADMISSION TO GRADE 9

- A. Grade 8 students, residing in the district, receive an application in English and/or Spanish during recruitment visits. Applications are also available in the counseling office of each sending school and in the HHS – Dean Campus Guidance Office.
- B. Students and parents/guardians are instructed to return the completed application to their sending school counselor.
- C. It is the responsibility of the sending counselor to:
 - 1. Check the application for completeness and signatures.
 - 2. Complete the sending school portion of the application including the required signatures.
 - 3. Attach the required documents, which are:
 - report cards for grade 7 (full year) and grade 8 (first and second quarter)
 - the disciplinary report for both grades
 - attendance records for both grades.
 - 4. Complete and attach the counselor recommendation/criteria form.
 - 5. Forward the completed application to the Admissions Coordinator at HHS – Dean Campus as soon as possible.

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

1. The HHS - Dean Campus's Admissions/Guidance Office will notify the sending school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.

APPLICATION PROCESS FOR FALL ADMISSION TO GRADES 10-12*

HHS – Dean accepts students in the fall of each year to replace students who have withdrawn or to fill openings in available technical programs. Upper class students are only accepted on a space available basis. Students transferring from another vocational/technical school must enroll in the same Chapter 74 technical program of which they are transferring.

LATE APPLICATIONS

Applications received after the annual deadline will be considered for future acceptance rounds until each grade is filled to the annually predetermined number of openings for grades 9 1- 12.

WITHDRAWN STUDENTS

Students who withdraw from HHS - Dean Campus and who are attending or not attending another high school may reapply to the Chapter 74 program following the procedures contained in this admissions policy and will be evaluated using the criteria contained in this Admissions Policy.

SELECTION CRITERIA

The mission of HHS - Dean Campus is to educate all students. The faculty and staff of the Chapter 74 Programs promote high academic and technical standards for all students.

Admissions to the Chapter 74 Programs is determined using an application. All completed applications will be collected and date/time stamped when received. The Massachusetts Department of Education provides recommended maximum teacher-student ratios and minimum square footage per pupil requirements for approved Chapter 74 programs. The maximum number of students enrolled into any of HHS – Dean Campus' Chapter 74 Programs will comply with Chapter 74 requirements.

Completed applications are processed by the Admissions Coordinator using weighted admissions criteria. The Coordinator will consider grades, attendance, school discipline/conduct, counselor recommendation, and in-person interview. 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 per Class
90-100	20
80-89	15
70-79	10
60-69	5
0-59	0

For applications to grade 9 (fall admissions), the average of grade 7 and terms 1 and 2 grade 8 marks in English, social studies, mathematics and science from the sending school report card are used. For transfer applications to grades 10, 11 and 12 (fall admissions) the average of the previous school year and terms 1 and 2 of the current school year marks in English, social studies, mathematics and science from the sending school report card are used. For transfer applications to grades 9, 10, 11 and 12 (admissions during the school year) the current school year to the date of the application marks in English, social studies, mathematics, and science from the local school report card are used.

B. School Discipline/Conduct: Maximum 20 points

Numbers of Infractions	Points
0 - 1	10
2 - 3	5
4 - 6	3
7 or more	0

Numbers of Suspensions	Points
0	10
1	5
2-3	3
4 or more	0

For applications to grade 9 (fall admissions), the average of grade 7 and terms 1 and 2 grade 8 assessments from the sending school report card or from the sending school Guidance Counselor's assessment are used. For transfer applications to grades 10, 11 and 12 (fall admissions) the average of the previous school year and terms 1 and 2 current school year assessments from the sending school report card or from the Criteria for Admission form completed by the Guidance Counselor. For transfer applications to grades 9, 10, 11 and 12 (admissions during the school year) the current school year to the date of the application assessments from the sending school report card or from the Criteria for Admission form completed by the Guidance Counselor.

C. Attendance: Maximum 20 points

Number of Unexcused Absences	Points
0 - 4	20
5 - 8	15
8 - 12	10
13 - 18	5
18+	0

For applications to grade 9 (fall admissions), the sum of grade 7 and terms 1 and 2 grade 8 unexcused absences from the sending school report card are used. For transfer applications to grades 10, 11 and 12 (fall admissions) the sum of the previous school year and terms 1 and 2 current school year unexcused absences from the sending school report card are used. For transfer applications to grades 9, 10, 11 and 12 (admissions during the school year) the current school year to the date of the application, unexcused absences from the sending school report card are used.

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

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

E. Interview: Maximum 20 points

The in-person interview consists of questions designed to gauge the student's interest in vocational education, their knowledge of the shops, future goals and aspirations, as well as the student's interests. Each question is valued at 5 points with a total of 20 points for this category.

After points are calculated in each area, the points are totaled for each applicant. A maximum total of 100 points can be earned.

SELECTION PROCESS

The Admissions Committee at HHS - Dean Campus will examine, discuss and make recommendations for action on the applicants. The Admissions Committee considers scholastic achievement, attendance, discipline/conduct, and the sending Guidance Counselor's recommendation results. Applications are reviewed, processed and assigned points by grade level.

After a point total for each applicant has been determined, all resident applicants are placed in order of their "point total". Applicants are then accepted in the order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the applicant with the second highest point 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 points given according to the selection criteria.

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

Applications received after the annual application deadline 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.

Students who are accepted to HHS – Dean Campus are required to return the enclosed post card indicating their intent to attend Dean. Notification of intent to attend Dean must be received no later than May 1 to qualify for admission to the school.

ENROLLMENT

In order to enroll in Chapter 74 programs at HHS - Dean Campus for the fall, applicants must have been promoted to the grade they wish to enter by their sending school. In addition, they must have passed courses in English Language Arts, Mathematics, or the equivalent, for the school year immediately preceding their enrollment at Dean. The Dean Admissions Coordinator will request the final report card of all accepted students to verify promotion and passing final grades.

If an accepted student fails English Language Arts, Mathematics, or the equivalent, as a final grade, they must attend summer school or complete credit recovery and present written verification from the District of successfully passing the failed course(s).

Acceptance and enrollment at HHS – Dean Campus is based upon the accuracy and completeness of a student's application. Dean reserves the right to revoke its

acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school provided inaccurate, incomplete, or misleading information during the application process.

Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization Records must be received in the HHS – Dean Campus' Nurse's Office for students to begin their enrollment.

VOCATIONAL CAREER AND TECHNICAL PLACEMENT

All 9th grade students participate in the Exploratory Program commencing on the first day of classes. The Exploratory program consists of three separate rotation periods that uses a cohort model to create an added level of support and community as students begin their high school experience.

Believing that students should experience all vocational/technical areas in order to experience a wide range of career options, Dean begins the exploratory process with a two-day mini-explore of all nine program areas. The second rotation consists of the student's top three vocational/technical area choices along with three additional choices determined by the school. As part of the three additional choices, at least two will be in an area non-traditional for the student. In choosing these non-traditional areas for students, Dean strives to provide students with a rich, diverse experience in which students are able to make informed decisions when selecting their final choice.

The final rotation allows students to experience their final top three vocational/technical area choices for three weeks each. The three weeks provide students with an in depth exploration that delves into the program specifics, shop/related theory expectations, and student outcomes expected, and opportunities available, during the student's high school career.

Upon completion of the Exploratory Program, students will have explored all nine programs, six in more detail and length, and three in depth. Students will then rank in order of preference their top three vocational/technical area choices.

Students are admitted into the CVTE program of their choice based on:

1. the grade received in the CVTE program of their choice
2. the average grade received in all CVTE programs during the Exploratory Program
3. academic performance in English Language Arts or equivalent
4. academic performance in Mathematics, Science, and Social Studies
5. conduct during the Exploratory Program and
6. attendance during the Exploratory Program

Students are assigned a zero (0) to five (5) points in each area of the eight areas noted above for a maximum of forty (40) points. For example, a student with a point total of 40 would be admitted to a program area before a student with a point

total of 39. If a CVTE program fills, based on point total, before a student gets his/her first choice, the Admissions Coordinator then moves to the student's subsequent choices depending upon whether there is an opening in the program. Again, the student is admitted based upon overall point total. If two or more students receive the same score for the last slot in the program, a lottery will be used to select which student will fill that slot. If a student's point total in all CVTE programs combined is so low they were not placed in any of their technical program choices due to those programs being filled by students with higher point totals, the Admissions Coordinator will solicit additional choices from the student. Again, students selecting CVTE programs from among those with openings will be admitted based on their point total. The process continues until all students are placed.

After placement, students will attend their vocational/technical program for the remainder of their 9th grade school year. Students who wish to transfer from one shop to another may apply for transfer with the Vocational Director. Transfer requests will be considered subject to the availability of CVTE program openings. Each transfer applicant will be interviewed and advised by administration, counselors, and the shop instructor to determine the appropriateness of the transfer. Parent(s)/guardian(s) will be informed of the student's request and a Transfer Form will be sent home for signature supporting the transfer.

REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon receipt of a letter from HHS - Dean Campus 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 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. If, after the review, the parent(s)/guardian(s) wish to appeal the findings of the Principal's review, they may do so by sending a letter requesting that they be scheduled to appear before the Principal to appeal the findings. The Principal 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 Principal will respond in writing to the parent(s)/guardian(s) with the findings of his/her review within thirty days of the receipt of the letter. If, after the Principal's review, the parent(s)/guardian(s) wish to appeal the findings of the review they may do so by sending a letter requesting they be scheduled to appear before the Superintendent. The Superintendent will respond in writing to the letter with the decision on the appeal within thirty days of the Superintendent meeting when the appeal was presented.