

B.M.C. DURFEE HIGH SCHOOL
ADMISSION POLICY for
CAREER VOCATIONAL TECHNICAL EDUCATION PROGRAMS

I. INTRODUCTION

An admission process is necessary for career vocational technical programs in which there are more applicants than openings, therefore an admissions policy is necessary. All applicants to the vocational technical education programs for grades nine through twelve at B.M.C. Durfee High School will be evaluated using the selection criteria contained in this Admission Policy. The Fall River School Committee approved this policy on _____.

II. EQUAL EDUCATIONAL OPPORTUNITY

B.M.C. Durfee 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, sexual orientation, gender identity, or disability.

If there is a student with limited English proficiency, a qualified staff member from B.M.C. Durfee 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/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 vocational technical education program.

III. ELIGIBILITY

Fall River resident Grade 8 students will receive a course selection sheet in the spring before entering ninth grade. Eighth grade students may select Freshman Exploratory/ Durfee Discovery as an elective. Students who select Freshman Exploratory/ Durfee Discovery will complete an online survey indicating their preferred choices for the programs to explore. Students have the opportunity to participate in a full year Freshman Exploratory program.

Any ninth grade student who is a student in B.M.C. Durfee High School is eligible to apply for fall admission to a grade 10 CVTE program subject to the availability of openings. Tenth, eleventh, and twelfth grade students may apply subject to availability of space and the student's ability to complete the program of studies in the condensed time frame.

Fall River resident students will be evaluated using the selection criteria contained in this Admission Policy. Priority for admission is given to Fall River School District residents. Students who are not residents of the Fall River School District are eligible to apply for

fall admission or admission during the school year provided they expect to be promoted to the grade they seek to enter by their current school. Nonresident students will be evaluated using the selection criteria contained in this Admission Policy.

Transfer students from state approved CH 74 vocational educational programs are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the selection criteria contained in this Admission Policy.

IV. ORGANIZATIONAL STRUCTURE

B.M.C. Durfee High School is a public school located in Fall River, Massachusetts. B.M.C. Durfee High School is accredited by the New England Association of Schools and Colleges. B.M.C. Durfee High School is committed to providing quality vocational technical education programs.

It is the responsibility of the B.M.C. Durfee High School Principal to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

B.M.C. Durfee High School has an Admission Committee appointed by the Principal. The committee consists of a member of the Administration, Director of Guidance, Special Education, and the Director of CVTE. 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 admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

B.M.C. Durfee High School participates in the School Choice Program.

V. RECRUITMENT PROCESS

1. The CVTE Director disseminates information about the programs through a variety of methods.
 - a. A guidance counselor breakfast will be held each year to update Fall River public school guidance counselors on the admissions process and CVTE program of studies.
 - b. Fall informational presentations to 8th grade classes in local middle schools are scheduled.
 - c. A virtual tour of the CVTE programs, academic pathways information, an application and other pertinent information is available on B.M.C. Durfee CVTE webpage at www.fallriverschools.org

- d. An Open House is held for prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers as well as view a presentation about all offerings.
- e. Grade 8 student tours are scheduled during the school day to allow students to visit the CVTE programs and meet the teachers.
- f. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time.
- g. Brochures, which describe career technical programs, are distributed during the 8th grade visitations and the Open House.

VI. APPLICATION PROCESS

APPLICATION PROCESS - FOR ADMISSION* TO THE NINTH, TENTH, ELEVENTH GRADE PROGRAMS

1. Students interested in applying for admission to Career Technical education programs must:
 - a. Obtain a CVTE admissions application from B.M.C. Durfee High School.
 - b. Return the completed application form by the deadline.
2. If incomplete applications are received, the following procedures will be followed:
 - a. The student and the applicant's parent(s)/guardian(s) will be notified.
 - b. If after notifying the parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications received after the deadline will be accepted and 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.

TRANSFER STUDENTS

Applications from students who are enrolled in other high schools will be considered for admission (including admission during the school year). All transfer applicants must attend an informational meeting/interview. If the applicant or parent/guardian cannot provide transportation, an official from B.M.C. Durfee High School will go to the local school to meet with the applicant. Their applications will be evaluated according to the selection criteria contained in this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from a B.M.C. Durfee High School's career vocational technical education program may reapply for admission to another B.M.C. Durfee High School's career vocational technical education program following the procedures contained in this admission policy and will be evaluated using the selection criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

Grade 9 students who complete an application for admission to career vocational technical education programs participate in a full year Exploratory/Durfee Discovery program

designed to help them learn about their talents and interests relative to a variety of career vocational technical programs. CVTE teachers evaluate students during the exploratory program.

Students who enroll in B.M.C. Durfee High School after grade nine may explore vocational technical programs that have openings, before making a program selection.

- The applicant ranking system is based on four criteria:
 - Exploratory grade for Durfee Students or average academic grades for Transfer Students (25 points)

A/ 100-90= (25 pts)

B/ 89-80= (20 pts)

C/ 79-70= (15 pts)

D/ 69-65= (10pts)

F/ 64-0= (0 pts)

- attendance/ unexcused absences (25 points)

Subtract 1 point for each absence from total of 25 points

- discipline/conduct incidents (25 points)

Subtract 1 point for each incident from total of 25 points

- interview (25 points)

Strongly Recommended =(25 pts)

Recommended= (20 pts)

Recommended with Reservation (15 pts)

Not Recommended= (0 pts)

SELECTION PROCESS

Students are admitted into the CVTE program of their choice based on their ranking due to their point total for the four criteria. If a CVTE program fills, based on point total, before a student gets his/her first choice, the guidance counselor then moves to the student's second or third choice for CVTE program depending upon whether there is an opening in the program. Again, the student is admitted based upon overall point total. If a student's point total in all CVTE programs is so low that they were not placed in their second or third choice program because the programs were filled by students with higher point totals, the guidance counselor will meet with the student and present a list of the programs with openings and ask the student to choose one of them. The process continues until all openings are filled.

TRANSFER PROCESS

Students who wish to transfer from one CVTE program to another may apply for transfer. Transfer requests will be considered subject to the availability of openings in the requested program. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

VIII. REVIEW

The applicant's parent(s)/guardian(s), upon receipt of a letter from B.M.C. Durfee High School indicating that the applicant was not accepted or was placed on a wait list for a particular 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 rejection/wait list letter. The Principal will respond in writing to the letter with the findings of the review within thirty days.