

# **KEEFE TECHNICAL SCHOOL ADMISSION POLICY**

*October 2014*

## **I. INTRODUCTION**

An admission process is necessary in vocational technical training programs where space is a limiting factor. Vocational technical training programs 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.

All applicants to grades nine through twelve at Keefe Technical School will be evaluated using the criteria contained in this Admission Policy. The Keefe Technical School Committee approved this policy on

---

## **II. EQUAL EDUCATIONAL OPPORTUNITY**

Keefe Technical School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

If there is a student with limited English proficiency, a qualified representative from Keefe Technical School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions 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 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.

## **III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who is a resident of the Keefe Technical School District (Ashland, Framingham, Holliston, Hopkinton, and Natick) 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 Keefe Technical School. Resident students will be evaluated using the criteria contained in this Admissions Policy. Priority for admission is given to Keefe Technical School District residents according to the District Agreement.

Transfer students from other Chapter 74 state-approved programs are eligible to apply for fall admission or admission during the school year to grades 9-12 at Chapter 74 state-approved programs 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. Out-of-district or nonresident students may apply. They will be evaluated according to the criteria contained in this admission policy and according to M.G.L. c.74 s.8A (please see the “guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L.c.74 located at [www.doc.mass.edu/ctc/nonres.guidelines](http://www.doc.mass.edu/ctc/nonres.guidelines)). Priority for admission is given to Keefe Technical School residents.

### **McKinney-Vento**

“Homeless students will be accepted to Keefe Technical School according to the selection criteria contained in this admission policy.”

### **Home Schooled Students**

Students who are formally being home schooled may apply for admission to Keefe Technical School, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student’s parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent. Home Schooled students will be accepted to Keefe Technical School according to the selection criteria contained in this admission policy. Please refer to Section VI: Application Process for additional information regarding selection criteria.

### **School Choice**

Keefe Technical School does not participate in the School Choice Program.

## **IV. ORGANIZATIONAL STRUCTURE**

Keefe Technical School is a state approved regional vocational technical education delivery system which was established in 1972 to serve the Metrowest towns of Ashland, Framingham, Holliston, Hopkinton and Natick. Keefe Technical School is a member of the South Middlesex Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Keefe Technical School is committed to providing quality vocational technical programs.

It is the responsibility of the Keefe Technical School Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

Keefe Technical School has an Admissions Committee appointed by the Superintendent. The committee consists of a member of the Administration, Guidance, Special Needs, Vocational Technical and Academic Departments. Responsibilities of the Admissions Committee include:

1. determination of standards for admission
2. development and implementation of admissions procedures
3. processing of applications
4. ranking of students

5. acceptance of students according to the procedure and criteria in the admissions policy
6. establishment and maintenance of a waiting list of acceptable candidates

The Keefe Technical School Admission Coordinator is responsible for disseminating information about Keefe Technical School through local school assemblies and press releases and for collecting applications from the local schools.

## **V. RECRUITMENT PROCESS**

Keefe Technical School disseminates information about the school through a variety of methods:

1. Visitations with a recruiting video and student speakers present to 8<sup>th</sup> grade classes in local schools by a Keefe Technical School staff from admissions throughout the fall and early winter.
2. An Open House is scheduled upon completion of presentations and tours. 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.
3. Parents(s)/guardian(s) may schedule individual visits at a mutually convenient time.
4. Brochures which describe vocational technical programs including academic courses, sports, cooperative education, and special education resources, are distributed during the 8<sup>th</sup> grade visitations and the Open House.

## **VI. APPLICATION PROCESS**

### **APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH OR TWELFTH GRADE**

1. Students interested in applying to Keefe Technical School for fall admissions to the ninth, tenth, eleventh or twelfth grade must
  - a. Obtain an application form from the local school Guidance Counselor or Keefe Technical School Guidance Department as early in the school year as possible.
  - b. Return the completed application form to the local school Guidance Counselor by the deadline set by the Guidance Counselor.
  - c. Attend an interview conducted at their local school by a Keefe Technical School admissions representative.
2. It is the responsibility of the local school Guidance Counselor to:
  - a. Complete the designated portion of the application form.

- b. Forward the completed applications to the Admissions Coordinator at Keefe Technical School by April 1<sup>st</sup>. Complete applications should include:
- (i) Completed application form (including required signatures).

- (ii) For application to grade 9 (fall admissions), the average of grade 7 and terms 1 and 2 of grade 8 marks in English Language Arts, Social Studies, Math and Science from the local school report card/transcript are required.

For application to grades 10, 11 or 12 (fall admission), the average of the previous school year and terms 1 & 2 of the current school year marks in English Language Arts, Social Studies, Math and Science from the local school report card/transcript are required.

For application to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 of grade 8 unexcused absences from the local school report card/transcript is required.

For application to grades 10, 11 or 12 (fall admissions), the sum of the previous school year and terms 1 and 2 of the current school year unexcused absences from the local school report card/transcript is required.

For application to grade 9 (fall admission), the disciplinary records of grade 7 and terms 1 and 2 of grade 8 are required from the local school guidance counselor.

For application to grades 10, 11 or 12 (fall admissions), the disciplinary records of the previous school year and terms 1 and 2 of the current school year from the local school are required from the local school guidance counselor.

For application to grades 9, 10, 11 or 12 (fall admissions), recommendations from the local school guidance counselor are required.

3. If incomplete applications are received, the following procedures will be followed:
- a. The Admissions Office at Keefe Technical School 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 Keefe Technical School Admission Office in the event that the problem is not resolved by the local school Guidance Counselor.
  - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

**APPLICATION PROCESS – FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH OR TWELFTH GRADES FOR THE CURRENT SCHOOL YEAR\***

\*applying for admissions during the school year to begin classes during the same school year, as opposed to applying for admissions one school year to begin classes the next school year in the fall

1. Students interested in applying to Keefe Technical School for admissions for the current school year must:

- a. Obtain an application form from their local school Guidance Counselor or Keefe Technical School Guidance Department.
- b. Return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance counselor.
- c. Attend an interview at Keefe Technical School. If the applicant or parent/guardian cannot provide transportation, a representative from Keefe Technical School will go to the local school to interview the applicant.

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

- a. Complete their portion of the application form.
- b. Forward the completed applications to the Admission Coordinator at Keefe Technical School  
Completed application must include:

(i) Completed application form (including required signatures)

(ii) For applications to grades 9, 10, 11 or 12 (admission during the school year), the prior school year and the current school year to the date of the application, marks in English Language Arts, Social Studies, Math and Science from the local school report card/transcript are required.

For application to grades 9, 10, 11 or 12 (admission during the school year), the prior school year and the current school year to date of the application, unexcused absences from the local school report card/transcript are required.

For application to grades 9, 10, 11 or 12 (admission during the school year), the prior school year and the current school year to the date of the application, the disciplinary record from the local school guidance counselor is required.

For application to grades 9, 10, 11 or 12 (admission during the school year), the local school Guidance Counselor's recommendation is required.

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

- a. The Keefe Technical School Admission 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 Keefe Technical School Admission Office in the event the problem is not resolved by the local school Guidance Counselor.
- c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

### **LATE APPLICATIONS**

Applications received after April 1<sup>st</sup> will be evaluated using the same criteria as other applications and the composite score will be integrated in rank order on the established waiting list.

### **OR**

Applications received after the deadline 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 applicants.

### **OR**

Applications received after the deadline will be evaluated using the same criteria as other applications and the composite score will be computed. They will be placed in rank order on the established waiting list for the remainder of the school year.

### **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 admissions during the school year) if they relocate away from their current school and wish to pursue the same program of study at Keefe Technical School. All transfer applicants must be interviewed by a Keefe Technical School Admissions staff member. If the applicant or parent/guardian cannot provide transportation, an official from Keefe Technical School will go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admission Policy.

### **WITHDRAWN STUDENTS**

Students who withdraw from Keefe Technical School and who are attending or not attending another high school may reapply to Keefe Technical School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

### **HOME SCHOOL STUDENTS**

Students who are formally being home schooled may apply for admission to Keefe Technical School including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent **and** if grades are not available, a representative sample or portfolio of the student's body of work in English Language Arts or its equivalent, Math, Science, and Social Studies. Home-schooled

students will be ranked on their portfolio/grades (34%), recommendation (33%) and applicant interview (33%).

## 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. Scholastic Achievement: Maximum 20 points

<b>Grade Averages</b>	<b>Points</b>
90 - 100	5
80 - 89	4
70 - 79	3
60 - 69	2
0 - 59	0

For applications to grade 9 (fall admissions), the average marks of grade 7 and terms 1 and 2 of grade 8 in English, Social Studies, Mathematics and Science from the local school report card/transcript are used. For applications to grades 10, 11 or 12 (fall admission), the average marks of the previous school year and terms 1 and 2 of the current school year in English, Social Studies, Mathematics and Science from the local school report card/transcript are used. For applications to grades 9, 10, 11 or 12 (admission during the school year), marks for the prior school year and the current school year to the date of the application in English, Social Studies, Mathematics and Science from the local school report card/transcript are used.

B. Attendance: Maximum 20 points

<b>Number of Unexcused Absences</b>	<b>Points</b>
0 - 10	20
11 - 20	15
21 - 30	10
31 - 40	5
41 plus	0

For application to grade 9 (fall admission), the sum of unexcused absences of grade 7 and terms 1 and 2 of grade 8 from the local school report card/transcript are used.

For application to grades 10, 11 or 12 (fall admission), the sum of unexcused absences from the previous school year and terms 1 and 2 of the current school year from the local school report card/transcript are used.

For application to grades 9, 10, 11 or 12 (admission during the school year), unexcused absences of the current school year to the date of the application from the local school report card/transcript are used.

C. School Discipline/Conduct: Maximum 20 points

<b>Discipline/Conduct Rating</b>	<b>Points</b>
<b>Excellent</b> 0 Detentions 0 Suspensions	20
<b>Above Average</b> 1 Detention and/or 0 Suspensions	15
<b>Average</b> 2-3 Detentions and/or 1 Suspension	10
<b>Below Average</b> 4-9 Detentions and/or 2-3 Suspensions	5
<b>Poor</b> 10+ Detentions and/or 4+ Suspensions	0

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 and 2 of grade 8 assessments from the local school report card/transcript or from the local school Guidance Counselor’s assessment are used. For applications to grades 10, 11 and 12 (fall admission), the average of 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, 10, 11 and 12 (admission during the school year), 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. Local Guidance Counselor’s Recommendation: Maximum 10 points

<b>Rating by Guidance Counselor</b>	<b>Points</b>
<b>Excellent:</b> Student is highly motivated, demonstrates excellent leadership skills, has outstanding work and study habits, maintains excellent citizenship, has respect for school policy and career/technical learning, and is a good example for peer mentoring.	10
<b>Above Average:</b> Student is motivated, has good attitude toward school and demonstrates leadership and independence regarding academic and career/technical learning. Student is responsible and a self-starter.	8
<b>Average:</b> Student successfully completes tasks, is attentive and motivated with a good attitude toward school and career/technical learning. Student will follow directions.	6
<b>Below Average:</b> Student is not motivated and attitude toward school and/or behavior is problematic. Student may not follow rules and directions consistently. Student’s level of independence and responsibility is inconsistent.	4
<b>Poor:</b> Student is not motivated to attend school or to do assigned school	0



Work. Attitude, behavior and work habits are less than desirable. Student may be a safety risk.	
---	--

E. Interview Protocol: Maximum 30 points

A Keefe Technical School staff member will interview each applicant. Interviews for eighth graders will be held at the sending middle school. High school transfer students will interview by appointment at Keefe Technical School.

Interviewers must make their scoring without regard to race, color, sex, religion, national origin, sexual orientation or disability or homeless status.

English Language Learners (ELL), will be provided translator services throughout the process.

A maximum of 30 points with 5 maximum points per question may be awarded to applicants. The applicant’s interest in vocational-technical education, motivation toward school and their future, and the thought given to the selection of vocational programs will be taken into consideration in assigning the following scores:

Rating	Points
Excellent	30
Above Average	25
Average	15
Below Average	10
Poor	5

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned.

**VIII. SELECTION PROCESS**

The Admissions Committee at Keefe Technical School will examine, discuss, and make recommendations for action on the applicants.

Based on scholastic achievement, record of unexcused absences, school behavior, and local guidance counselor recommendation, and interview, each applicant is assigned a point total based on student grade level. The point totals are listed in rank order from highest to lowest. The applicant with the highest point total is accepted first followed by the next on the list and so on until all openings are filled. All applicants are accepted, declined, or placed on a waiting list. Applicants who are accepted are notified by mail and given ten (10) days to respond favorably to the acceptance.

If an acceptance is declined, admission is offered to the next applicant on the waiting list. This list is in descending order of points assigned according to the selection criteria. Applications received after the initial

deadline (April 1) will be evaluated using the same criteria as other applications and the composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by May 15, are notified of their status by a letter to their parent(s)/guardian(s) with proper notice to the local sending school principal by June 1. All notifications will state that the admissions decision is conditional on meeting the requirements noted in the Enrollment section of the policy.

## **IX. ENROLLMENT**

In order to enroll at Keefe Technical School for the fall, applicants must have successfully passed English Language Arts or its equivalent, mathematics, and been promoted by their local school district to the grade they seek to enter. Students who fail English Language Arts or its equivalent or mathematics will be required to take and pass comparable make-up course(s) in a summer school program provided by their local school district or another school district.

Acceptance and enrollment at Keefe Technical School is conditioned upon the accuracy and completeness of a student's application. Keefe Technical School reserves the right to revoke its conditional acceptance of a student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

## **X. CAREER TECHNICAL PROGRAM PLACEMENT**

All ninth grade students who enroll at Keefe Technical School participate in a Career Exploratory program designed to help them learn about their talents and interests relative to a variety of different career technical programs. Through Career Exploratory, all students explore several career technical programs here at Keefe Technical School. In addition, career technical instructors evaluate students during the exploratory program using the Career Exploratory Shop Evaluation Rubric. On this rubric, each student is rated based on Conduct/Cooperation, Time Management, Safety, and Task Completion and Effort, with each category valued at a 25 point maximum, for a total possible score of 100 points earned during each of the exploratory programs which creates Career Exploratory.

The Career Exploratory program consists of the student choosing three shop selections and five others that will be assigned to them that run four consecutive periods each day every other week. Students will be evaluated by using the Career Exploratory Shop Evaluation Rubric. The career exploratory program will run for half of the freshmen year.

Students are admitted into the career technical program of their choice based on a ranking that includes the grade the student earned on the chosen exploratory shop, highest cumulative shop average of all shops taken by the student in the exploratory program, best overall average effort, and best overall average conduct.

It is the district's goal for students to be placed in their first choice shop. If this goal cannot be met, shops are ranked based on students' first choice career technical program selection. A waiting list will be maintained of students for oversubscribed programs. When an opening becomes available, the list will be

reviewed by the Admissions Committee and the highest ranking student will be offered placement in that program.

After placement, students continue to explore the shop in which they were placed for the remainder of the school year in order for them to continue to learn about their talents and interests. Students who wish to transfer from one shop to another 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.

All placements in Grades 10, 11, and 12 are subject to career technical program availability. Students who wish to move from one career technical program to another during the school year may apply for a transfer by meeting with their guidance counselor and bringing in a signed permission statement from a parent/guardian. In making decisions about transfers from one career technical program to another, the school will consider space availability in the career technical program, a student’s discipline record, record of unexcused absences, and current grades. The Guidance Office will consult with the Career Technical Coordinator during this process.

## Keefe Technical School Exploratory Score Sheet

Name: \_\_\_\_\_  
\_\_\_\_\_

Technical Area:

Exploratory:     1   2   3   4   5   6   7   8

Assessment	Does not meet expectations	Needs Improvement	Proficient	Advanced	score
	3-4 (up to 59%)	5-6 (60-69%)	7-8 (70-89%)	9-10 (90-100%)	
<b>Workmanship &amp; Production</b> Academic- Technical skill development	Poor quality of work (0 - 59%) Does not work on project or meet minimum industry standards. Very little accomplished.	Below average quality (60-69%), meets minimum standards. Completes some assigned tasks.	Good workmanship (70-89%), meets average minimum standards. Completes work assigned (70-89%).	Precise, exceptional quality work (90-100%). Exceeds industry standards. Completes all assignments faster than expected. Asks for more.	
<b>Preparation</b> Academic- Technical skill development	Prepared (0 - 59%) of time. Assignments seldom passed in complete or thorough.	Assignments are not complete and/or not on time (60-69%).	Assignments are complete and on time (70-89%). Assignments are accurate but not thorough.	(90-100%) prepared, on time with tools, writing utensil, notebook, ready to work. Assignments are complete and on time. Assignments are accurate, thorough, creative, informative and professionally done.	

<p><b>Safety</b> Workplace Readiness</p>	<p>Does not follow shop guidelines for safety apparel and equipment operations. Does not operate equipment safely, is generally unsafe and/or creates an unsafe environment (0 - 59%)</p>	<p>Violations of safety apparel and equipment guidelines. Does not always operate equipment safely and needs to be reminded about safety procedures (60-69%).</p>	<p>One or two minor infractions of safety apparel and equipment guidelines. Operates equipment safely and tries to be safe (70-89%).</p>	<p>Student has all required safety apparel and equipment required for exploratory shop. Operates equipment safely. Makes a conscious effort to be safe (90-100%).</p>	
<p><b>Professionalism</b> Personal social development</p>	<p>Does not respond appropriately to peers or respect others property, has lack of respect for others opinions, and does not follow directions, and/or listen to teacher/staff (0 - 59%). Uncooperative, inappropriate language. Displays negativity towards trade area.</p>	<p>Responds appropriately to peers, respects others property, opinions, follows directions and listens to teacher/staff. Cooperative (60-69%) of time. Minimal effort given. Language is often not school-appropriate (60-69%).</p>	<p>Responds appropriately to peers, respects others property, opinions, follows directions and listens to teacher/staff (70-89%) of time. Cooperative, good effort &amp; school-appropriate language (70-89%).</p>	<p>Always responds appropriately to peers, respects others property and opinions, follows directions, and listens to teacher/staff. Respectful to students and staff. Exceptional effort (90-100%).</p>	
<p><b>Employability</b> Personal social development</p>	<p>Absent or tardy three or more times. Disregard for class/shop schedule. Rarely in assigned area (0 - 59%).</p>	<p>Absent or tardy two times. Not always prepared for shop/class. In assigned area less than (60 - 69%) of the time.</p>	<p>Absent or tardy one day, prepared for shop/class in a reasonably timely manner. In assigned area (70-89%) of time.</p>	<p>Present every day; very punctual to and from class, ready for class/shop promptly. Always where assigned (90-100%).</p>	

**Award 3 to 10 points for each area of assessment.**

**Comments**

Teacher: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<p><b>Subtotal</b> _____</p> <p style="font-size: 2em; font-weight: bold;">X 2</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p style="text-align: center;">Total</p>
--

## **XI. REVIEW AND APPEALS**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Keefe Technical School indicating that the applicant was not accepted or was 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 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 review, this may be done by sending a letter requesting that they be scheduled to appear before the School Committee to appeal the principal'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 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 applicant's parent(s)/guardians(s), upon receipt of a letter from Keefe Technical School indicating that the applicant was not accepted or placed on a wait list for a particular program (shop/major), may request a review of the decision by sending a letter requesting a review to the Superintendent within thirty days of receipt of the rejection/wait list letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty days.