

## **BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL ADMISSIONS POLICY**

*La versión de la Política de Admisión de Bay Path en Español puede obtenerse contactando el Departamento de Orientación al teléfono (508)248-5971 extensión 1718.*

### **I. INTRODUCTION**

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical career areas 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 grades nine through twelve at Bay Path Regional Vocational Technical High School will be evaluated using the criteria contained in this Admissions Policy. The Southern Worcester County Regional Vocational School District School Committee approved this policy on September 7, 2021, and will review and approve this policy annually. The Bay Path Regional Vocational Technical School Admissions Policy is on file at the Department of Elementary and Secondary Education. It can also be accessed online at: <https://z2policy.ctspublish.com/masc/browse/southernworcesterset/southernworcester/JF>

### **II. EQUAL EDUCATIONAL OPPORTUNITY**

Bay Path Regional Vocational Technical High School (Bay Path) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, gender, gender identity, religion, national origin, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Bay Path 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. Please contact our Admissions Director at (508) 248-5971 ext. 1763. Additionally, the online application program can translate into over 80 different languages to assist those who so choose.

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 their admission to the school.

Bay Path is committed to providing educational opportunities to students experiencing homelessness. Students who are homeless will be accepted according to the selection criteria contained in this admissions policy. Parents/Guardians of such students will not be asked to verify residency within the Bay path District. Please contact the Director of Pupil Services at [nalpine@baypath.net](mailto:nalpine@baypath.net), (508) 248-5971 ext. 1713.

Consistent with Massachusetts regulations, Bay Path 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." See section V.

### **III. ELIGIBILITY**

**Resident Applicants:** The Bay Path Administration will determine openings for Grade 9-12. Bay Path is compliant with State and Federal legislation guaranteeing equal access to public educational institutions. Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Southern Worcester County Regional Vocational School District (Auburn, Charlton, Dudley, North Brookfield, Oxford, Paxton, Rutland, Southbridge, Spencer and Webster) who 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. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Southern Worcester County Regional Vocational School District residents, according to the District Agreement. The sending school may be asked to verify residency within the district if Bay Path is uncertain about residency.

**Non-Resident Applicants:** Students who are non-residents of the Southern Worcester County Regional Vocational School District (Out of District students) are eligible to apply for fall admission or admission during the school year subject to the availability of openings to Bay Path provided they expect to be promoted to the grade they seek to enter by their local district. Non-resident applicants will be evaluated using the criteria contained in this Admission Policy.

Non-resident applicants and their families can find information on the [Chapter 74 Nonresident Student Tuition Program](#) online. Please be aware that residents of the Southern Worcester County Regional Vocational School District who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same course of study.

**School Choice:** Bay Path does not participate in school choice.

**Foster/Homeless/McKinney Vento:** Students that qualify under foster care and/or McKinney Vento will be accepted to Bay Path according to the selection criteria contained in this Admission Policy.

**Home Schooled:** Students who are being home schooled may apply for admission to Bay Path, including admission during the school year, provided all Admissions Policy criteria are followed where applicable. The home school student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the sending district's superintendent and two letters of recommendation from non-family members. 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 must be provided.

**Online Learning Schools:** Students that are attending online learning academies/remote schools are eligible to apply for admissions to Bay Path for in-person academic and vocational classes. Online/remote school students must complete the same requirements as home-schooled students. Grades, attendance, and discipline where applicable as well as two letters of recommendation from non-family members.

**Transfer Students:** Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical program in another school (transfer students) will be considered for admission (including admission during the school year) to grades 9-12 on a space available basis

if they relocate into the Southern Worcester County Regional Vocational School District and wish to pursue the same program of study at Bay Path. All transfer applicants must attend an interview at Bay Path. If the applicant or parent/guardian cannot provide transportation, an official from Bay Path will go to the local school to interview the applicant. Their applications will be evaluated according to the provisions of this Admissions Policy.

**Late Applications:** Applications received after the second Friday in January 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.

#### **IV. ORGANIZATIONAL STRUCTURE**

Southern Worcester County Regional School District (Bay Path) serves 10 towns. Each member town is allotted a percentage of seats for incoming grade 9 enrollment. The percentage is the ratio of each town's grade k-12 enrollment (private and public) as compared to the total k-12 grade enrollment in the District.

Bay Path is a public regional vocational technical school located on a scenic campus in Charlton, Massachusetts. Bay Path Regional Vocational Technical High School (Bay Path) is a member of the Southern Worcester County Regional Vocational School District. Bay Path is accredited by the New England Association of Schools and Colleges. Bay Path is committed to providing quality academic and vocational technical programs.

The **Superintendent-Director** of Southern Worcester County Regional Vocational School District is:

Kyle J. Brenner

[kbrenner@baypath.net](mailto:kbrenner@baypath.net)

(508) 248-5971 ext. 1710

The **Principal** of Bay Path Regional Vocational Technical High School is:

Dean Packard

[dpackard@baypath.net](mailto:dpackard@baypath.net)

(508) 248-5971 ext. 1701

The **Director of Admissions** at Bay Path Regional Vocational Technical High School is:

Tracey Coleman

[tcoleman@baypath.net](mailto:tcoleman@baypath.net)

(508) 248-5971 ext. 1763

It is the responsibility of the Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

Bay Path has an Admissions Committee appointed by the Superintendent-Director. The committee consists of the Director of Pupil Personnel Services, Assistant Director of Pupil Personnel Services, as well as the staff members within each respective office.

Responsibilities of the Admissions Committee are outlined below:

- A. Determination of compliance with the standards for admissions.
- B. Development and implementation of admission procedures.
- C. Processing of applications, including interviewing and scoring, collection of required documents, scoring of applications, and outreach to sending schools as necessary.
- D. Acceptance of students according to the procedure and criteria in the admissions policy.
- E. Establishment and maintenance of a waiting list of candidates to be monitored by Assistant Pupil Personnel Services Director and Guidance Secretary.

The Director of Admissions is responsible for disseminating information about Bay Path through the district's website, local school presentations, and press releases and for monitoring the online application process to ensure submission of all applicable materials.

## **V. RECRUITMENT PROCESS**

The Bay Path 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 Bay Path sending municipalities, has a comparable academic and demographic profile. Bay Path maintains a calendar of events on its website ([www.baypath.net](http://www.baypath.net)) where it provides information on the admissions process, as well as other information about its programs. Students and their families may request hard copies of the calendar by calling or emailing the Director of Admissions.

The Bay Path Director of Admissions disseminates recruitment materials through a variety of methods to include:

- a) Bay Path provides pertinent information through the following platforms: district website, local newspapers within all ten towns, 7th and 8th grade mailings, and local radio advertisements as needed.
- b) Bay Path provides informational presentations to the district 7th and 8th grades during the months of September and October, prior to the Tour Day and Annual Open House. The presentations are provided by both Bay Path staff and students.
- c) Bay Path schedules a Tour Day in October for the district 8th graders and their staff members. The Tour Day is held during school hours for accessibility and accommodations. Schools that choose to participate in this program are provided with transportation at no cost, and 8th grade students have an opportunity to tour the building and view program-specific presentation.

d) Bay Path holds an Annual Open House during the month of October. 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. In addition, prospective students and families have access to staff members from Bay Path's academic courses, student support services, and extra-curricular programs.

e) Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. To schedule an individual visit and tour, parent(s)/guardians(s) are encouraged to contact the school's Director of Admissions. If the agreed-upon time slot for a tour occurs during the applicant's school day, the office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may not be counted as unexcused absences by the sending districts.

f) Printed brochures, which describe vocational technical programs including academic courses, sports, cooperative education, and student support information/resources, are mailed to all seventh and eighth graders prior to the Open House. The brochures are also available in the Bay Path Guidance Office and local school guidance offices and distributed to students during their 8th grade tour day as well as the Annual Open House.

g) Interested students and their parent(s)/guardian(s) are also encouraged to visit the school's website ([www.baypath.net](http://www.baypath.net)), which is updated regularly. Electronic versions of all documents are available for admissions, admissions policy, program of study, and activities offered at the school all easily accessible online.

## **VI. APPLICATION PROCESS**

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### **For Fall Admissions to the 9th, 10th, 11th and 12th Grade**

1. Students interested in applying to Bay Path for fall admission to the ninth, tenth or eleventh grade must:

a. Apply online at: [www.baypath.net](http://www.baypath.net)

b. Homeschooled students, virtual school students, and students living in-district but attending school out of district, must request required documents to be faxed, mailed, or emailed to the Bay Path Guidance Department.

c. Ninth grade applicants must complete an interview with the Admissions Committee. Applicants will be interviewed at their district school or Bay Path. If the applicant or parent/guardian cannot provide transportation, the Director of Admissions will go to the district school to interview the applicant.

2. If residency is in question during the application process, additional proof of residency may be requested. This is not a requirement for non-resident applicants or homeless students.

If there is a student with limited English proficiency, a qualified representative from Bay Path 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 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 admission to the school.

3. It is the responsibility of the sending school Guidance Counselor to:

- a. Complete their portion of the application through the online admissions portal as well as upload all required admissions documentation.
- b. Provide a counselor recommendation

4. Required documentation requested from the applicant's school includes:

- a. All components of the application (electronic or otherwise), required signatures, and copies of grades, attendance and discipline reports. Southern Worcester County Regional Vocational School District will only consider student conduct that resulted in suspensions or expulsion pursuant to M.G.L. c. [71, § 37H-3/4](#) or M.G.L. c. [71, § 37H-1/2](#), or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to M.G.L. c. [71, § 37H-3/4](#) when determining applicants' conduct rating.
- b. Applying for Grade 9: 7th grade report card, 7th grade unexcused absences, and 7th grade discipline to only include suspensions. First quarter/trimester for 8th grade grades, unexcused absences, and suspension(s).
- c. Applying for Grade 10: 8th grade report card, 8th grade unexcused absences, and 8th grade discipline to only include suspensions. 9th grade grades, unexcused absences, and suspension(s).
- d. Applying for Grade 11: 9th grade report card, 9th grade unexcused absences, and 9th grade discipline to only include suspensions. 10th grade grades, unexcused absences, and suspension(s)
- e. Applying for Grade 12: 10th grade report card, 10th grade unexcused absences, and 10th grade discipline to only include suspensions. 11th grade grades, unexcused absences, and suspension(s).
- f. Applying for Grade 9, 10, 11, 12 the sending school recommendation is required.

5. If an application is incomplete, the procedures will be followed:

- a. The Bay Path Guidance Office will connect with sending school guidance office to notify of incomplete application.

- b. In the event that the problem is not resolved by the sending school guidance counselor, the Bay Path Director of Admissions will contact the applicant's family through the admissions portal via email and/or phone call.
- c. If after notifying both the family and the sending school guidance counselor, the application remains incomplete for ten school days, the application will remain in the Started/Verified Status. The Bay Path Guidance Office will connect with sending school guidance office to notify of incomplete application.

### **For Current School Year Admission to the 9th, 10th, 11th and 12th Grade**

1. Students interested in applying to Bay Path for the current school year must:
  - a. Apply online at: [www.baypath.net](http://www.baypath.net)
  - b. Homeschooled students, virtual school students, and students living in-district but attending school out of district, must request required documents to be faxed, mailed, or emailed to the Bay Path Guidance Department.
  - c. Ninth grade applicants must complete an interview with the Admissions Committee. Applicants will be interviewed at their district school or Bay Path. If the applicant or parent/guardian cannot provide transportation, the Director of Admissions will go to the district school to interview the applicant.

2. If residency is in question during the application process, additional proof of residency may be requested. This is not a requirement for non-resident applicants or homeless students.

If there is a student with limited English proficiency, a qualified representative from Bay Path 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 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 admission to the school.

3. It is the responsibility of the sending school Guidance Counselor to:
  - a. Complete their portion of the application through the online admissions portal as well as upload all required admissions documentation.
  - b. Provide a counselor recommendation
4. Required documentation requested from the applicant's school includes:
  - a. All components of the application (electronic or otherwise), required signatures, and copies of grades, attendance and discipline reports. Southern Worcester County Regional Vocational School District will only consider student conduct that resulted in suspensions

or expulsion pursuant to M.G.L. c. [71, § 37H-3/4](#) or M.G.L. c. [71, § 37H-1/2](#), or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to M.G.L. c. [71, § 37H-3/4](#) when determining applicants' conduct rating.

b. Applying for Grade 9, 10, 11, and 12 (admissions during the school year) grades for each quarter of the previous year, as well as the current school year grades, including grades to date of the application, in English language arts, or its equivalent, social studies, math and science from the sending school report card/transcript are required. A final report card is necessary to verify promotion to grade nine. An official transcript is necessary to verify credits for students applying for grade 10 through twelve.

c. Applying for Grade 9, 10, 11, and 12 (admissions during the school year) the total number of unexcused absences from the current and prior school years to date of application, as provided on the sending school report card, are required.

d. Applying for Grade 9, 10, 11, and 12 (admission during the school year) the student's discipline record, documenting suspensions only from the current and prior school years to the date of the application, is required.

e. Applying for Grade 9, 10, 11, and 12 (admission during the school year) the sending school recommendation is required.

5. If an application is incomplete, the procedures will be followed:

a. The Bay Path Guidance Office will connect with sending school guidance office to notify of incomplete application.

b. In the event that the problem is not resolved by the sending school guidance counselor, the Bay Path Director of Admissions will contact the applicant's family through the admissions portal via email and/or phone call.

If after notifying both the family and the sending school guidance counselor, the application remains incomplete for ten school days, the application will remain in the Started/Verified Status. The Bay Path Guidance Office will connect with sending school guidance office to notify of incomplete application.

### **Late Applications**

Applications received after the second Friday in January 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.

### **Transfer Students**

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical program in another school (transfer students) will be considered for admission (including admission during the school year) to grades 9-12 on a space available basis if they relocate into the Southern Worcester County Regional Vocational School District and wish to pursue the same program of study at Bay Path. All transfer applicants must attend an interview at Bay Path. If the applicant or parent/guardian cannot provide transportation, an official from Bay



Path will go to the local school to interview the applicant. Their applications will be evaluated according to the provisions of this Admissions Policy.

**Home Schooled Students**

Students presently being formally homeschooled may apply for admissions to Bay Path, including admission during the school year, provided all Admission Policy criteria are followed. The Home Schooled student’s parent(s)/guardian(s) must submit a copy of the Home School approval letter from the sending district’s superintendent; an if grades are not available, a portfolio or representative of some (if available) of the student’s body of work in English, math, science and social studies. The level of work must be appropriate for the grade level being applied for. A letter from the sending district’s superintendent attesting to this grade level is required.

**Online Learning Schools:** Students that are attending online learning academies/remote schools are eligible to apply for admissions to Bay Path for in-person academic and vocational classes. Online/remote school students must complete the same requirements as home-schooled students. Grades, attendance, and discipline where applicable as well as two letters of recommendation from non-family members.

**Withdrawn Students**

Students who have withdrawn from Bay Path and who are attending or not attending another high school may reapply to Bay Path following the procedures contained in this Admissions Policy. They will be evaluated using the criteria contained in this Admissions Policy. A letter stating why the student withdrew, why they would like to return and how they plan to succeed at bay Path should accompany the application.

**VII. SELECTION CRITERIA**

The Admissions Committee uses the following criteria for application scoring. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

**A. Scholastic Achievement: Maximum 25 points** (sum of previous year and present year to date)

<b>Grade Averages</b>	<b>Points</b>
90-100	25
<b>80-89</b>	20
<b>70-79</b>	15
<b>65-69</b>	10
<b>64-60</b>	5
<b>59 and below</b>	0

**B. Attendance: Maximum 20 points** (sum of previous year and present year to date)

Number of Unexcused Absences	Points
0-6	20
<b>7-13</b>	15
<b>14-20</b>	10
<b>21-26</b>	5
<b>27+</b>	0

**C. Discipline/Conduct: Maximum 20 points** (sum of previous year and present year to date)

Disciplinary incidents	Points
No Suspensions	20
<b>1+ Suspension</b>	0

Southern Worcester County Regional Vocational School District will only consider student conduct that resulted in suspensions or expulsion pursuant to M.G.L. c. 71, § 37H-3/4 or M.G.L. c.71, § 37H-1/2, or resulted in suspension or expulsion for more than 10 days for a single infraction or cumulatively pursuant to MG.L. c. 71, § 37H-3/4 when determining applicants' conduct rating.

**D. Sending School recommendation: Maximum 20 points**

Rating	Points (1-4)
	Above Avg = 4
	Average = 3
	Fair = 2
	Poor = 1
Study habits/work habits	1-4
<b>Classroom participation</b>	1-4
<b>Ability to benefit</b>	1-4
<b>Perseverance</b>	1-4
<b>Personal responsibility</b>	1-4

**E. Interview: Maximum 15 points**

<b>Rating</b>	Points (0-3) Positive = 3 Average = 2 Fair = 1 Poor = 0
Interest in vocational education	0-3
<b>Interest in a trade</b>	0-3
<b>Attitude/Motivation</b>	0-3
<b>Career goals</b>	0-3
<b>Overall impression</b>	0-3

Points are awarded in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. Students are accepted based upon seat allocation by town allotment and ranking of score. Highest score fills seat first by town.

In the event that scores for acceptance and wait list are the same point total, high scores in the following areas will be utilized as tie-breakers: 1st Attendance, 2nd Interview, 3rd Recommendation, 4th Discipline, 5th Scholastic Achievement.

### **VIII. SELECTION PROCESS: (PROCEDURES FOR SELECTING STUDENTS)**

The Admissions Committee at Bay Path will examine, discuss and make recommendations for action on the applicants with consideration given to scholastic achievement, attendance, school behavior, local sending school counselor recommendation and interview results. Applications are reviewed, processed and assigned points as noted in Section VII. Promotion to the next grade and having passed English Language Arts, or its equivalent, and Mathematics are conditions for acceptance.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total" within town of residence. Resident applicants are then placed in order of the point total they have achieved. 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, accepting resident applicants from the waiting list fills the seats left available. 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.

Available spaces for communities, which do not have sufficient applications to fill their quota by April 1st of each year, shall be distributed to those communities which have an excess of acceptable candidates in a ratio based on their quota. Excess available spaces shall be allocated between April 1st and May 1st of each year. On and after June 1st of each year, if vacancies exist, excess spaces shall be distributed to acceptable candidates from out of district.

All students are accepted or placed on a waiting list, which will be maintained for the upcoming school year. All students are notified of their status before the end of the school year. Late applicants may be notified after all others. Notification for these students may extend into the summer. It is important to note that the "door" is never closed for admissions. Acceptable transfer candidates for grades 10 or 11 will be accepted only when vacancies occur in the vocational area of their choice, on space available basis.

In the event there are more acceptable candidates than there are spaces available, a waiting list shall be maintained. The waiting list shall be based on the rank order of the student's "point total".

Accepted freshmen take a placement test for math, vocabulary, and reading comprehension. The results of the placement test are utilized for the course selection process. Students that have an IEP for 504 will be accommodated for testing. The placement test is offered twice during the Spring.

Prior to the first day of school, in accordance with Massachusetts State Law, updated immunization records of incoming student must be provided to the Bay Path nurse's office.

Applications received after the second Friday in January will be evaluated using the same criteria as other applications. Their composite score will be integrated in rank order on the established waiting list.

All applicants whose applications are received by Bay Path by the second Friday in January are notified of their status by email and/or letter to their parents/guardians via the online application portal in March. Applicants whose applications are not received by Bay Path by the second Friday in January will receive a letter informing them of their status as the application is processed. The majority of all communications will be sent through the online admissions portal.

## **IX. ENROLLMENT**

In order to enroll at Bay Path for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, as a condition for enrollment, they must have passed courses in English Language Arts, or its equivalent, Mathematics, for the school year immediately preceding their enrollment at Bay Path.

## **X. VOCATIONAL AND TECHNICAL PROGRAM PLACEMENT**

Freshmen will participate in a vocational technical exploratory program that will assist them in learning about their talents and interests relative to a variety of different programs. Bay Path schedules each student to explore nine career areas from September through January. As part of the application for admission each student is asked to rank all of the vocational-technical programs Bay Path offers from their first choice of interest to their last choice. The Guidance Department schedules the student to explore his/her highest ranked programs. An effort is made to place all students in their first three choices and then fill their remaining exploratory schedule with vocational - technical programs, including programs that are non-traditional for their gender that they have selected on their application. Students can obtain acceptance into their first choice, at the end of their exploratory, through the competitive process of the exploratory

program. At the conclusion of the ninth exploratory, the students are given the opportunity to re-rank their preferences (1 through 9) from the explored shops for their final career area placement.

Each student earns a daily shop grade, determined by using the District's Common Grading Rubric and a scheduling point. The daily shop grades are averaged at the end of the exploratory week. Scheduling points are awarded on the basis of professionalism and the desire to fulfill a student's obligations in the vocational area. Students will earn a scheduling point if their weekly average for both conduct and effort grades are 1, 2 or 3. The student's shop grade, related theory grade and point (if earned) will be totaled. Students are placed based on this competitive process according to their assessment rating.

The students with the highest weekly average will be admitted into their first shop selection. Each shop has a predetermined capacity. When a shop exceeds its capacity for enrollment, students are placed, depending on available seats, into one of their 2nd through 9th shop choices according to the student's average weekly grade for that particular shop.

Program wait lists are created when students are placed in a program other than their first choice, yet would like to be in a different shop that is at capacity. Students on a wait list are rank-ordered by their weekly shop grade for that program. Wait listed students are notified if an opening occurs in their desired shop and given the option to change shops or remain in their current placement.

A student who enrolls in Bay Path after grade nine may ask their guidance counselor to explore one or more vocational technical programs that have openings if they are unsure of their vocational choice selection. This mini exploratory could last from two to three days, before the student makes a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. Students who wish to transfer from one shop to another during the school year 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.

## **XI. REVIEW AND APPEALS**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Bay Path indicating that the applicant was placed on a waiting list, may request a review of the decision by sending a letter to the Superintendent's designee, the Director of Pupil Personnel Services within thirty days of the receipt of the letter. The Director of Pupil Personnel Services will respond in writing to the letter with the findings of the review within thirty days.

If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter within ten school days requesting that they be scheduled to appear before the school's Superintendent-Director to appeal the Director of Pupil Personnel Services' findings.

Bay Path's Superintendent-Director will respond in writing to the parent/guardian with a scheduled date for the appeal within thirty days of receipt of the letter.

After this additional appeal has been heard, the Superintendent-Director will then respond in writing with his decision on the appeal within thirty days of when the appeal was presented.

Freshmen students who were not placed into their preferred vocational area, after the exploratory process, will be placed on a waiting list for that shop. The student's parent/guardian may request a review of the decision by sending a letter requesting a review to the Director of Pupil Personnel Services within thirty days of after the student was placed in his/her permanent shop. The Director of Pupil Personnel Services will respond in writing to the letter with the findings of the review within thirty days.

## **XII. MAINTENANCE OF RECORDS**

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

ADOPTED BY THE SCHOOL COMMITTEE: DECEMBER 4, 2023  
AGENDA ITEM: B.4.B.