

**MINUTEMAN HIGH SCHOOL**  
**Minuteman Regional Vocational Technical School District**  
**Lexington, Massachusetts**

**ADMISSIONS POLICY**

Effective January 20, 2004; approved by DESE 2013

- Please call the Guidance Office at the school if you would like this document translated into another language other than English.
- Po favor, contate a secretaria central da escola caso deseje que este document seja traduzido para o portugues.
- Por favor, llame a la oficina central de la escuela si usted desea que este document sea traducido al espanol.

**I. INTRODUCTION**

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories program majors 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 all applicants. Therefore, a selection process is necessary. All applicants to grades nine through twelve at Minuteman High School will be evaluated using the criteria contained in this Admission Policy.

**II. EQUAL EDUCATION OPPORTUNITY**

Minuteman Regional Vocational Technical School District admits students and makes available its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability, or homeless status, gender identity and expression.

If there is a student with limited English proficiency, a qualified representative from Minuteman 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 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.

### **III. ELIGIBILITY\***

Any 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade student who is a resident of the Minuteman Regional Vocational Technical School District (Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston) who expects to be promoted into 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 availability of openings to Minuteman High School. Resident students will be evaluated using the criteria contained in this Admission Policy. Priority for admission is given to Minuteman Regional Vocational Technical School District residents according to the District Agreement.

Students who are not residents of the Minuteman Regional Vocational Technical School District are eligible to apply for fall admission subject to the availability of openings to Minuteman. Nonresident applicants must file a *Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: [www.doe.mass.edu/cte/admissions](http://www.doe.mass.edu/cte/admissions))* with the Superintendent of the student's district of residence in accordance with the MA Department of Education Guidelines for the *Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74. [www.doe.mass.edu/cte/admissions](http://www.doe.mass.edu/cte/admissions). Deadline for this application to be filed with local Superintendent is April 1<sup>st</sup>.

The student's parent/guardian or school that has been denied nonresident tuition by the district of residence may request that the Commissioner review the denial of tuition. The request for a review of the denial shall be submitted in writing to the Commissioner within 10 business days of the receipt of the written denial from the district of residence in accordance with the *Guidelines for the Vocational Technical Education Program Nonresident Student tuition Process pursuant to M.G.L. c. 74*. M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Minuteman as nonresidents under M.G.L. c.74, Sections 7 and 7C. Nonresident students will be evaluated using the criteria contained in this Admission Policy.

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

#### **School Choice**

Minuteman Regional Vocational Technical School District does not participate in the School Choice Program, unless the School Committee's annual required vote on the issue determines otherwise.

#### **McKinney-Vento**

Minuteman complies with federal law to ensure that all homeless children and youths have equal access to the same free, appropriate public education as provided to other children and youth. Minuteman has a designated staff person to serve as the Homeless Education Liaison, whose role it is to assist homeless children to enroll in school and to

receive the educational services for which they are eligible, and to ensure that homeless youth participate fully in the opportunities at Minuteman without segregation or stigmatization.

### **Home Schooled Students**

Students presently being formally home schooled may apply for admissions to Minuteman, including admissions to Minuteman during the school year, provided all Admissions Policy criteria are followed. The home schooled student's parent or guardian 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 (if available) of the student's body of work in English, Math, Science, and Social Studies. Home schooled students will be ranked on their grades/portfolio (50%), their interview (25%) and recommendation (25%).

## **IV. ORGANIZATIONAL STRUCTURE**

Minuteman High School is a public vocational technical school located on a scenic campus in Lexington, Massachusetts serving a sixteen town district that comprises the communities of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman Regional Vocational Technical School District is accredited by the New England Association of Schools and Colleges. Minuteman is committed to providing quality vocational technical programs to the communities it serves.

It is the responsibility of the Minuteman Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Minuteman has an Admissions Director appointed by the Superintendent. Responsibilities of the Admissions Director include:

- a. Determination of standards for admission;
- b. Development and implementation of admission procedure;
- c. Oversee the processing and ranking of applications;
- d. Acceptance of students according to the procedure and criteria in the Admission Policy;
- e. Establishment and maintenance of waiting list of acceptable candidates.

*The Minuteman Regional Vocational Technical School District Regional Agreement governs the admission for school district residents and non-residents.*

## V. **RECRUITMENT**

Minuteman disseminates information about the school through a variety of methods.

- a. Visitations with an informational presentation to 8<sup>th</sup> grade classes in local in-district schools by Minuteman Staff from October to November are scheduled.
- b. Interested students from the in-district schools visit Minuteman during one or more scheduled tour days.
- c. An Open House is scheduled during the fall and/or winter. Prospective students and their parents/guardians(s) have an opportunity to visit all the vocational-technical programs and speak with teachers as well as view presentations about all course offerings.
- d. Parent(s)/guardian(s) may schedule individual visits, mini-tours and informational sessions.
- e. Prospective students are also given the opportunity to shadow a present Minuteman student, within their desired career/technical major. The visiting student may shadow up to two (2) career/technical majors during the course of a shadow day. All shadow days MUST be pre-approved by the Admissions Director, the parent, and the sending school guidance counselor.
- f. Prospective students and their parents/guardians are encouraged to visit the Minuteman website ([www.minuteman.org](http://www.minuteman.org)) for a complete viewing of school educational philosophy and mission, academic and vocational-technical programming and campus life activities, including a copy of the admission policy and admission procedures. A printed copy of the admissions policy can be obtained by contacting the Admissions office at 781-861-6500 ext. 7225.

## VI. **APPLICATION PROCESS**

### **Application Process For Fall Admission to the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> Grade\***

\*Applying for admission during the winter and spring to begin classes the following September.

1. Students interested in applying to Minuteman for fall admission to the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade must:
  - a. Obtain an application from either Minuteman or their local school Guidance Counselor as early in the school year as possible.
  - b. Return the completed application form to either the Minuteman Admissions Office directly or to their local school Guidance Counselor for submission to Minuteman.

2. It is the responsibility of the student applicant, his or her parent/guardian and the sending school guidance counselor to:
- a. Complete their portion of the application form, including signatures.  
*The Admissions Director may require an applicant's parent or guardian to verify legal residency within the Minuteman Regional Vocational Technical School District.*
  - b. Forward the completed application to the Admissions Office at Minuteman by the deadline set by the Admissions Director.
  - c. Completed applications shall include:
    - (i) Completed application form (including required signatures)
    - (ii) For applications to grade 9 (fall admission). Once Minuteman receives your completed application, Minuteman will send your present school a "Request for Records" form. This is an official request to receive the records required for the admissions criteria. This includes: math, English, Science and social studies grades from 7<sup>th</sup> and 8<sup>th</sup> grade (to date), 7<sup>th</sup> and 8<sup>th</sup> grade Attendance Report of unexcused absences (to date), 7<sup>th</sup> and 8<sup>th</sup> grade Discipline Record (to date) and a recommendation from your present guidance counselor using the Guidance Recommendation Form. Once all of these records are collected, the student/parent will be contacted for an interview at Minuteman High School.
    - (iii) For applications to grade 10, or 11, (fall admission). Once Minuteman receives your completed application, Minuteman will send your present school a "Request for Records" form. This is an official request to receive the records required for the admissions criteria. From the previous two years this includes math, English, science and social studies grades, Attendance Report of unexcused absences, Discipline Reports, and a recommendation from your sending schools guidance counselor using the Guidance Recommendation Form. Once all of these records are collected, the student/parent will be contacted for an interview at Minuteman High School.
  - d. If the applicant or parent/guardian cannot provide transportation to Minuteman for the interview, a representative from Minuteman High School will go the local school to interview the applicant or coordinate arrangements for an interview.

3. If incomplete applications are received, the following procedures will be followed:
  - a. The Admissions staff at Minuteman will notify the student, parent/guardian, or the local school guidance counselor responsible for submitting the application, that the application is incomplete and will request completion.
  - b. If after notifying the local school guidance counselor and parent(s)/guardian(s), the application remains incomplete for twenty (20) school days, the application will be placed in an inactive file and only reactivated by the timely submission of incomplete documents.

**Application Process for Admission into the 9<sup>th</sup>, 10, 11<sup>th</sup>, Grade During the Current School Year\***

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

1. Admission to Minuteman during the current school year will be allowed only as space is available, as determined by the school administration.
2. Students interested in applying to Minuteman for admission for the current school year must:
  - a. Obtain an application from either Minuteman or their local school Guidance Counselor as early in the school year as possible.
  - b. Return the completed application form to either the Minuteman Admissions Office directly or to their local school guidance counselor for submission to Minuteman.
3. It is the responsibility of the student applicant, his or her parent/guardian and the local school guidance counselor to:
  - a. Complete their portion of the application form, including signatures. *The Admissions Director may require an applicant's parent or guardian to verify legal residency within the Minuteman Regional Vocational Technical School District.*
  - b. Forward the completed application to the Admission Office at Minuteman by the deadline set by the Admissions Office.

- c. Completed applications shall include:
  - (i) Completed application form (including required signatures).

Once Minuteman receives your completed application, we will send your school a “Request for Records” form. This is an official request of your Transcripts, Attendance, and Discipline Reports for the prior two years, including up to date information as well. Once all of these records are collected, the student/parent will be contacted for an interview at Minuteman. See Section VII. Selection Criteria.
  - (ii) If the applicant or parent/guardian cannot provide transportation to Minuteman for the interview, a representative from Minuteman will go to the local school to interview the applicant or coordinate arrangements for an interview.
4. If incomplete applications are received, the following procedures will be followed.
  - a. The Minuteman Admissions Office will notify the applicant’s parent(s)/guardian(s) or the local school Guidance Counselor responsible for submitting the application, that the application is incomplete and will request completion.
  - b. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for twenty (20) school days, the application will be placed in the inactive file. At this point the Admissions Office will not be required to take any further action unless in response to subsequent timely submission of complete documents.
  - c. Incomplete applications received after the submission deadline will automatically be placed in the inactive file. At this point, the Admissions Office will not be required to take any further action unless in response to subsequent timely submission of complete documents.

### **Late Applications**

Applications received after deadline set annually by the Admissions Office 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 Chapter 74 state-approved vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year) if they withdraw from their current school, wish to pursue the same program of study at Minuteman and

relocate into a member community of the Minuteman School District. Students who relocate to a non-member community and wish to pursue the same program of study at Minuteman may apply, but must seek and obtain the approval of the district of residence superintendent in accordance with the MA Department of Elementary & Secondary Education Guidelines for the *Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74: [www.doe.mass.edu/cte/admissions/nonres\\_guidelines](http://www.doe.mass.edu/cte/admissions/nonres_guidelines), as discussed in Section III.

All transfer applicants must meet all standard admissions policy criteria including attending an interview at Minuteman. If the applicant or parent/guardian cannot provide transportation, an official from Minuteman will go to the local school to interview the applicant. Their application will be evaluated according to the provisions of this Admission Policy.

**Withdrawn Students**

Students who withdraw from Minuteman and who are either attending or not attending another high school may reapply to Minuteman following the procedure contained in this Admission Policy and will be evaluated according to the criteria contained in this Admission Policy.

**VII. SELECTION CRITERIA**

The Admission Director, using weighted admissions criteria, shall review and process all 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

Grade Averages	Points
90-100 (A)	5
80-89 (B)	4
70-79 (C)	3
60-69 (D)	1
0-59 (F)	0

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

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



For applications to grades 9, 10, or 11, (admission during the school year) the current school year-to-date of the application marks in English, social studies, mathematics and science from the local school report card are used, along with the previous year as well.

All “incomplete” grades that appear on a transcript must be graded appropriately within ten (school) days of receiving the transcript/report card.

B. Attendance: Maximum 20 points

Number of Unexcused Absences	Points
0 - 5	20
6 - 10	15
11 - 15	10
16 - 20	5
21 plus	0

For applications to grade 9 (fall admission), the sum of unexcused absences for the 7<sup>th</sup> and 8<sup>th</sup> grade to date from the local school report card are used and considered.

For applications to grades 10, or 11, (fall admission) the sum of unexcused absences for the current and prior year from local school report card are used and considered.

For applications to Grade 9, 10, or 11, (admission during the school year) the sum of the unexcused absences for the current and prior year from the local school report card are used and considered.

C. School Discipline/Conduct: Maximum 20 points

Discipline/Conduct Rating	Points
0 Det/0 Susp. Excellent	20
1 Det. and /or 0 Susp. Above Average	15
2-3 Det. and /or 1 Susp. Average	10
4-9 Det. and/or 2-3 Susp. Below Average	5
10 + Det. and/or 4 + Susp. Poor	0

For applications to grade 9 (fall admission), the discipline record for the 7<sup>th</sup> and 8<sup>th</sup> grade to date from the local school report card or from the local school Guidance Counselor’s assessments are used.

For applications to grades 10, or 11, (fall admission) the discipline record for the current year and prior year from the local school report card or from the local school Guidance Counselor’s assessments are used.

D. Sending School Recommendation: Maximum 20 points

Rating	Points
Excellent	20
Average	15
Below Average	5
Poor	0

E. Interview: Maximum 20 points

Rating	Points
Excellent	20
Above Average	15
Average	10
Below Average	5

In compliance with Minuteman’s Policy on English Language Education, any applicant and/or parent/guardian requesting translation assistance will be provided with such assistance either in written or live translation, or both.

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 Admission Director at Minuteman will examine, discuss and make recommendations for action on the applicants. The Admissions Director considers scholastic achievement, attendance, school behavior, sending school’s recommendation and interview results. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident application has been determined, all resident applications are placed in order of their “point total” and town of residence. Resident applications are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the residents with the second highest point total is accepted second, and so on until all district-wide openings are filled.

All resident applications are accepted, declined, or placed on a waiting list. If openings occur, the seats are then filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria. The wait list is valid for the current school year.

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

Applications received after April 1<sup>st</sup> 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.

All applicants whose applications are received by Minuteman are notified of their status by a letter to the parents/guardians and their local school guidance counselor within thirty days of a completed application.

## **IX: ENROLLMENT**

*In order to enroll at Minuteman for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment at Minuteman. Applicants failing either or both subjects are required to enroll in and pass comparable summer school course(s) provided by their local school district or another school district, prior to admission into Minuteman Regional Vocational Technical School District.*

*Acceptance and enrollment at Minuteman Regional Vocational Technical School is based upon the accuracy and completeness of a student's application. Minuteman Regional Vocational Technical School District 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 district provided inaccurate, incomplete, or misleading information during the application process.*

## **X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT/EXPLORATORY**

All 9<sup>th</sup> graders who enroll at Minuteman High School shall participate in a half-year vocational technical exploratory program (September – January), designed to help students learn about their talents and interests relative to a variety of different vocational-technical programs. During the exploratory period students will spend two days in each vocational/technical program and are evaluated and assessed in the following areas: attendance & punctuality conduct & discipline, conformance to safety, participation & effort, attitude & respect, quality of work and use of tool, machines, technology and facility. Students can receive a maximum of 105 points with a perfect score of 15 in

each category. The total point accumulated during a shop rotation translates as follows:

Total Points Accumulated	Earned Letter Grade	Numerical Value Grade
90 - 105	A	95
80 - 89	B	85
70 - 79	C	75
60 - 69	C-	70
30 - 59	D	65
14 - 29	D-	60
0 - 13	F	50

At the end of the exploratory period, student will select their program of choice, as well as a second and third choice. Students may be admitted into their first choice program based on the point total they received in all shops during the exploratory program. If a student's point total in all shops combined is so low that they were not placed in their second or third choice shop because the shops were filled by students with higher point totals, the student will meet the guidance counselor who will present a list of programs that have openings. This process continues until all students are placed.

If a nonresident student selects and is admitted into a program that is different than the one for which they have been approved for nonresident tuition, a new chapter 74 Vocational Technical Education Nonresident Student Tuition Application must be completed and approved for the new chapter 74 vocational technical education program in accordance with the MA Department of Elementary & Secondary Education Guidelines for the *Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74: [www.doe.mass.edu/cte/admissions/nonres\\_guidelines](http://www.doe.mass.edu/cte/admissions/nonres_guidelines) and upon written approval of the sending district.

Students who enroll in Minuteman High School after grade 9 may explore vocational technical programs that have openings, before making a program selection. Students are evaluated by each vocational technical teacher during the period of exploration. If the number of enrollees seeking a particular program major exceeds the number of openings, the evaluation of the student's rank order would determine the enrollee or enrollees who are placed in the particular program major.

Students who wish to transfer from one program major to another during the school year may apply for transfer. Transfer requests, regardless of residency, will be considered subject to the availability of openings in the requested program.

## **XI. REVIEW and APPEALS**

Acceptance at Minuteman High School is based upon the accuracy of the admissions criteria information provided by the sending school district and the accuracy of information provided by parents/guardians and students on the admissions application form.

The applicant's parent(s)/guardian(s), upon receipt of a letter from the Minuteman Admissions Director 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 twenty (20) days of the receipt of the letter. The Principal will respond in writing to the letter with his or her findings of the review within twenty (20) days.

If after the first review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting an appeal of the Admissions Director's finding to the Superintendent who will investigate the matter and respond to the appeal in writing within twenty (20) days.

### **Program Placement Appeal**

The applicant's parent(s)/guardian(s), upon receipt of a letter from Minuteman indicating the student was not accepted into or was placed on a waiting list for a particular vocational program, may request a review of the decision by sending a letter to the Principal within twenty (20) days of the receipt of the letter. The Principal will respond in writing to the letter with the findings of his review within twenty (20) days. If after the second review, the parent/guardian wishes to appeal the decision of the Principal they may do so by sending a letter requesting another appeal to the Superintendent who will investigate the matter and respond in writing to the appeal within twenty (20) days.

### **Official Correspondence**

For the purposes of the Review and Appeals Process outlined above an applicant's or student's parent/guardian may either send correspondence to Minuteman High School via U.S. mail, facsimile or email, but all official correspondence from Minuteman shall be conducted via U.S. mail which may or may not require certified delivery.

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#### NOTE: Re III. ELIGIBILITY

[At some point in time, the School Committee may adopt a policy that Minuteman will accept no students from non-member communities, unless the School Committee of said community commits to an "Intermunicipal Agreement" (IMA) under MGL Ch. 76, Section 12. Unless and until the effective date of such a policy, and during the initial period of implementation and/or transition to said policy (a period which will be established by the School Committee), the following terms and conditions regarding the admittance of students from non-member communities will apply. *(This paragraph reflects a School Committee Vote taken on 12/16/14. NOTE: This paragraph is not a component of the policy until approved by DESE.)*]

Approved by DESE 2013

Included in School Committee Policy Manual as School Committee Admissions Policy JF

School Committee Vote related to "III. Eligibility" taken 12/16/14 (see note above)

Policy Reviewed 8/19/15; 12/10/15