

## JF ADMISSIONS POLICY

Please call the Guidance Office at the school if you would like this document translated into a language other than English.

### I. INTRODUCTION

Minuteman High School (Minuteman) is a public vocational technical school located on a scenic campus in Lexington and Lincoln, Massachusetts. Minuteman Regional Vocational Technical School District (District) is accredited by the New England Association of Schools and Colleges. Minuteman is committed to providing quality vocational technical programs to the students of the communities it serves.

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical program majors are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops and laboratories may lack both the space and flexibility to accommodate all applicants during some years. Therefore, a selection process is necessary. All applicants to grades nine through twelve at Minuteman will be evaluated using the criteria contained in this Admissions Policy.

### II. EQUAL EDUCATION OPPORTUNITY

The 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, homeless status, or gender identity and expression, ancestry, genetic information, or marital/parental status.

Students with limited English proficiency may request that a qualified representative from Minuteman assist them in completing the necessary forms and all necessary forms will be provided in the applicants preferred language upon request. Applicants may also request an interpreter during the entire application and admissions process.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

**ORIGINAL ADOPTION:** 1/20/04; APPROVED BY DESE 2013

**REVISION:** APPROVED BY DESE 12/27/19

**FIRST READING:** 11/16/21

**SECOND READING:** 12/14/21

**ADOPTION:** 12/14/21

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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 adversely affect the applicant's admission to the school.

### **III. ELIGIBILITY**

#### **RESIDENT STUDENTS**

Any eighth, ninth, or tenth grade student who is a resident of the District, and who expects to be promoted by their local district into the grade they seek to enter, is eligible to apply for fall admission or admission during the school year, subject to availability of openings at Minuteman. Resident students will be evaluated using the criteria contained in this Admissions Policy. The District gives priority for admission to resident students according to this policy, the District Regional Agreement, and state laws and regulations.

#### **NONRESIDENT STUDENTS**

Students who are not residents of the District are given lowest priority in the selection process.

All nonresident applicants must file a *Chapter 74 Vocational Technical Nonresident Student Tuition Application* with the Superintendent of their district-of-residence in accordance with the Massachusetts Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74.

<https://www.doe.mass.edu/ccte/cvte/admissions/default.html> April 1<sup>st</sup> is the deadline for this application to be filed with the local Superintendent of the nonresident community. Nonresident students will be evaluated using the criteria contained in this Admissions Policy. The Superintendent will submit a recommendation to accept or not accept out of district applications on a yearly basis. The School Committee will vote on this recommendation.

#### **SCHOOL CHOICE:**

The District does not participate in the School Choice Program, unless the School Committee's annual required vote on the program determines otherwise.

**McKinney – Vento:** The District complies with federal law to ensure that all homeless children and youth 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

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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 admission to Minuteman, including admission to Minuteman during the school year, provided all Admissions Policy Criteria are followed. Home schooled students will be evaluated on a recommendation at 35%, work sample, portfolio, or grades from an online class with a course description at 35%, and individual student interview at 30%.

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

The District is governed by a Regional Agreement that recognizes a School Committee composed of one member with residency consideration from each member town. The District is administered by a superintendent. It is the responsibility of the District Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy. The District has an admissions committee assigned by the Superintendent.

To ensure that students from the member towns can attend the school, the District will establish an annual minimum number of seats designated for each member town. Annually, the Admissions Committee makes a recommendation to the School Committee regarding the number of seats available for new students for the coming school year, and minimum number of seats reserved for each member town. Using the voting structure required by the Regional Agreement the school committee will vote on the slot allocation yearly at the June meeting. These allocations may vary from year to year.

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

- a. Determination of standards for admission in a manner consistent with state and federal law and with approval of the school committee
- b. Development and implementation of admission procedures
- c. Providing guidance to staff involved in the admissions process on implicit bias and best practices to avoid it

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- d. Overseeing the processing and ranking of applications
- e. Acceptance of students according to the procedures and criteria in the Admissions Policy
- f. Establishment and maintenance of a waiting list of acceptable candidates
- g. Maintenance of a record of all student applicants and enrollments
- h. Overseeing that the admissions policy is published annually and posted on the school website
- i. Review available data to identify any awareness or opportunity gaps

## V. RECRUITMENT

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

- Minuteman Staff provide informational presentations on-site to 8<sup>th</sup> grade classes in member town schools from September to November as well as through email and mail.
- Interested students from the member town schools visit Minuteman during scheduled tour days.
- An Open House is scheduled during the fall and/or winter. Prospective students and their parents/guardians have an opportunity to visit all the vocational-technical programs and speak with teachers about course offerings.
- Parents/guardians may request individual visits, mini-tours and informational sessions.
- Prospective students are also given the opportunity to shadow a present Minuteman student within their desired career/technical major. The visiting student may shadow a single career/technical major during a shadow day. All shadow days must be preapproved by the Admissions Director and a parent/guardian.
- 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 the school's educational philosophy and mission, academic and vocational-technical programming, and campus life activities. The admissions policy and procedures are also available on the website. A printed copy of the admissions policy can be obtained by contacting the Admissions Office at 781-861-6500.

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## **VI. APPLICATION PROCEDURES FOR ADMISSION INTO THE 9<sup>TH</sup>, 10<sup>TH</sup>, OR 11<sup>TH</sup> GRADE**

An applicant must complete a multi-step process for applying to Minuteman for fall admission to the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade. The application process is started by filling out and submitting online an application found on the [www.minuteman.org](http://www.minuteman.org) website.

*The Admissions Director may require an applicant verify legal residency within the District.*

### **Completed applications shall include several documents:**

- a. For applications to grade 9: Once Minuteman receives a completed application, Minuteman will send the applicant's present school a "Request for Records" form. This is an official request to receive information related to the Selection Criteria (Section VII). This includes math, ELA, 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 absences (to date), 7<sup>th</sup> and 8<sup>th</sup> grade Discipline Record (to date), and a recommendation from any school staff or other adult qualified to assess the student's potential for success in vocational technical education.
- b. For applications to grade 10, or 11: Once Minuteman receives a completed application, Minuteman will send the applicant's present school a "Request for Records" form. This is an official request to receive information related to the Selection Criteria (Section VII). From the previous two years, this includes math, ELA, science and social studies grades, Attendance Report of absences, Discipline Record, and a recommendation from any school staff or other adult qualified to assess the student's potential for success in vocational technical education.
- c. After all of these records are received by Minuteman, the student/parent/guardian will be contacted for an interview at the school. This interview is the final step in the application process. If the applicant or parent/guardian cannot provide transportation to Minuteman for the interview, a representative from Minuteman will go the local school to interview the applicant or coordinate arrangements for an interview.

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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 regarding an incomplete application and will request completion.
- b. If after notifying the local school guidance counselor and parent/guardian, 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 required documents.

### **FOR TRANSFER ADMISSION DURING THE CURRENT SCHOOL YEAR INTO THE 9<sup>TH</sup>, 10<sup>TH</sup>, OR 11<sup>TH</sup> GRADE**

Students from other schools are eligible to apply for transfer admission to Minuteman during the current school year to grades 9 through 11. Transfer students will be evaluated using the criteria contained in this Admissions Policy.

Transferring to Minuteman during the current school year will be allowed only as space is available in specific vocational programs, as determined by the school administration. The applicant follows the admissions process described above.

*The Admissions Director may require an applicant to verify legal residency within the District.*

### **FOR TRANSFER ADMISSION FROM ANOTHER CHAPTER 74 APPROVED PROGRAM**

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 wish to pursue the same program of study at Minuteman.

Students who currently reside in or relocate into a member community of the District will follow the admissions procedures stated above.

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Students who reside or 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:

<https://www.doe.mass.edu/ccte/cvte/admissions/default.html> as discussed in Section III.

Transfer applicants must meet all standard admissions policy criteria including attending an interview. Students who wish to apply for 12<sup>th</sup> grade admission into their current program of study will be considered on a case-by-case basis.

### **LATE APPLICATIONS**

Applications received after the deadline set annually by the Admissions Office will be evaluated using the same criteria as other applications. Students whose applications are late but who meet the criteria for admission will be considered only after qualified students who met all deadlines. If the school is projected to be full, qualified late applicants will be placed on the waiting list.

### **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 Admissions Policy and will be evaluated according to the criteria contained in this policy.

## **VII. SELECTION CRITERIA**

The Admissions Committee shall review and process all completed applications using weighted admissions criteria. 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 (Up to 5 points for each subject: English, social studies, math and science)

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Grade Averages	Points
70-100 (A-C)	5
60-69 (D)	2
0-59 (F)	0

For applications to grades 9, 10 or 11, (fall admission) grades from the previous school year and first marking period of the current school year in English, social studies, math and science from the local school report card are used.

For applications to grades 9, 10, or 11, (admission during the school year) grades from the previous year and current school year-to-date in English, social studies, math and science from the local school report card are used.

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

Because different schools use different grading systems Minuteman will accept and review all transcripts. Transcripts that use a standards based, narrative, or other grading system will be translated into a letter grade by the admissions team.

B. Attendance: Maximum 20 points

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

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For applications to grade 9 (fall admission), 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. Each years individual scores are averaged together.

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

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

Recognizing that students may have adverse circumstances, the District will review the number of unexcused absences and the reasons for them. The District will not consider excused absences.

C. School Discipline/Conduct: Maximum 20 points

The District will not consider student conduct other than infractions that resulted in suspensions or expulsion pursuant to M.G.L. c.71, §37 H or M.G.L. c. 71 §37 H ½, or conduct that resulted in suspension for more than 10 days for a single infraction or cumulatively pursuant to M.G.L. c. 71 §37 H ¾.

Discipline/Conduct Rating	Points
0 Suspensions	20
1 or more Suspension	0

Recognizing that students may have adverse circumstances, the District will review not only the number and length of suspensions, but the documented facts related to the suspensions.

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

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For applications to grades 9 10, or 11, (admission during the school year) the discipline record for the previous and current year from the local school report card or from the local school Guidance Counselor's assessments is used.

D. Sending School Recommendation: Maximum 20 points

Rating	Points
Far Above Average	20
Above Average	16
Average	12
Below Average	8
Well Below Average	4

Any school staff or other adult (non-family member) qualified to assess the student's potential for success in vocational technical education may complete the Minuteman Recommendation Form. Other letters of recommendation will not be assessed as part of their student's application for admissions.

E. Interview: Maximum 20 points

Rating	Points
Excellent	20
Average	15

Any applicant and/or parent/guardian requesting interpretation assistance or other reasonable accommodations will be provided with such assistance. If the applicant or parent/guardian cannot provide transportation to Minuteman for the interview, a representative from Minuteman will go the local school to interview the applicant or coordinate arrangements for an interview. Interviewers are the Assistant Principal and at times other members of the admission team. They use a standard interview form with standardized questions. Each applicant is asked every question

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the same way. Interviewers are instructed not to vary the questions to preserve validity. The five interview questions were independently reviewed for inclusiveness and anti-bias.

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

## VIII. SELECTION PROCESS

### TIMELINES

Applications are accepted starting in the fall of the student's 8<sup>th</sup> grade year. Students who have completed the application process, which includes a completed application form, the receipt of all required records from the sending school, a Minuteman Recommendation Form, and an interview with the Admissions Office. will be reviewed for admission.

February 15	Deadline for resident students to complete the application process for March 1 <sup>st</sup> review. A completed application includes a completed application form, the receipt of all required records from the sending school, a Minuteman Recommendation Form, and an interview with the Admissions Office.
March 1	Notification of acceptance, denial, or wait list for resident student applications submitted by February 15 <sup>th</sup> .
March 8	Resident students must confirm acceptance of offer of enrollment
March 15	After March 15, non-resident students may be accepted <u>only</u> if there are no qualified resident students on the list. Once a student has accepted an offer of admission, the offer cannot be rescinded by the District based on residency.
April 1	Deadline to file <i>Chapter 74 Vocational Technical Nonresident Student Tuition Application</i> with the Superintendent of the nonresident student's district-of-residence

The administrator serving as the Admissions Director at Minuteman will review all fully completed applications. Each application will be checked for accuracy before awarding rating points in each category. After awarding rating points, each criterion will be totaled. Member and non-member

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town applicants scores will be ranked from high to low. Only qualified applicants are offered admission.

A qualified applicant is defined as a student who has completed the full admissions process which includes the completed application form, receipt of all required records, a Minuteman Recommendation Form, and an interview with the Admissions Office.

All qualified member town applicants who meet the February 15<sup>th</sup> deadline will be reviewed by March 1<sup>st</sup>. They will be rank ordered by town and offered admission based on the slots allocated to their town, as approved by the MMRVTSD School Committee. The initial offers of admission will be given to the minimum number of seats set aside for each member town in accordance with the approved slot allocation for each member town (see section IV). Students will have one week from their offer of admission to respond.

If a member town does not have enough qualified applicants to fill their slot allocation as of February 15<sup>th</sup>, their seats will be offered to the qualified member town applicants based on the ranked order of the pool of remaining qualified applicants.

Students will accept or decline their offer of admission. This will impact available seats.

1. As seats become available, they will be offered to the pool of remaining qualified member town applicants, who met the February 15<sup>th</sup> deadline, based on the ranked order of their application score. These students will have priority for any seat that becomes available until the pool is exhausted.
2. If the pool of qualified member town applicants who met the February 15<sup>th</sup> deadline is exhausted and a seat becomes available, it will be offered to a qualified member town applicant who **completed the application process after February 15<sup>th</sup>** based on the ranked order of their application score.
3. If a seat becomes available after March 15<sup>th</sup> and all qualified member town applicants have been offered admission, regardless of when they applied, it will be offered to a qualified non-member town applicant based on the ranked order of their application score in accord with MGL Chap 74 Non-Resident regulations.

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4. The District 's priority is to fill each slot with a qualified applicant. Once admission has been offered and accepted by any student regardless of residency, no other student has a right to that slot.

In all of the above scenarios, students will have one week from their offer of admission to respond.

### **Tiebreakers**

In the event of tied scores at any point in the process, the impacted students will be assigned a number and will be chosen randomly for admission.

## **IX: ENROLLMENT**

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 ELA, or the equivalent, and math 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 the District.

Acceptance and enrollment at Minuteman is based upon the accuracy and completeness of a student's application. The 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 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 fields. During the first week of exploratory all students will spend one period in each of Minuteman's vocational/technical programs. After this mini-exploratory, students will spend three to five days in at least nine (9) vocational/technical programs. and are evaluated and assessed in the following areas: conduct, willingness to follow instruction, task completion/workmanship, personal safety and safety habits,

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attendance and punctuality. Students can receive a maximum of 100 total points. The total points accumulated during a vocational/technical rotation translate as follows:

Total Points Accumulated	Earned Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	F

At the end of the exploratory period, students 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 first, second or third choice programs because the programs were filled by students with higher point totals, the student will meet with 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: <https://www.doe.mass.edu/ccte/cvte/admissions/default.html> guidelines and upon written approval of the sending district.

Students who enroll in Minuteman 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 program major exceeds the number of openings, the student's rank order would determine the enrollee or enrollees who are placed in the program major.

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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**

Acceptance at Minuteman 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/guardian, upon receipt of a letter from the Minuteman Admissions Director indicating that the applicant was not accepted for admission or was placed on a waiting list, may request a review of the decision by sending a letter to the Principal within twenty (20) business days of the receipt of the letter. The Principal will respond in writing to the request with their findings within ten (10) business days.

If the parent/guardian wishes to appeal the Principal's finding, they may do so by sending a letter requesting a review of the Principal's decision to the Superintendent who will investigate the matter and respond to the request in writing within ten (10) business days. The decision of the Superintendent is final.

### **PROGRAM PLACEMENT**

The applicant's parent/guardian, upon receipt of a letter from Minuteman indicating the student was not accepted for a particular vocational program or was placed on a waiting list for it, may request a review of the decision by sending a letter to the Principal within ten (10) business days of the receipt of the letter. The Principal will respond in writing to the request with the findings of their review within ten (10) business days. If the parent/guardian wishes to appeal the decision of the Principal, they may do so by sending a letter to the Superintendent who will investigate the matter and respond in writing within ten (10) business days. The decision of the superintendent is final.

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**REVIEW:** NOTE REFLECTING SCHOOL COMMITTEE VOTE 12/16/14; REVIEWED 8/19/15;  
12/10/15

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Any appeals from resident applicants will be addressed by the school prior to any from nonresident applicants.

**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.

**ORIGINAL ADOPTION:** 1/20/04; APPROVED BY DESE 2013

**REVISION:** APPROVED BY DESE 12/27/19

**FIRST READING:** 11/16/21

**SECOND READING:** 12/14/21

**ADOPTION:** 12/14/21

**REVIEW:** NOTE REFLECTING SCHOOL COMMITTEE VOTE 12/16/14; REVIEWED 8/19/15;  
12/10/15

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**