

Worcester Public School District
Doherty Memorial High School
Engineering Technology Academy (ETA)

CHAPTER 74 ADMISSION POLICY

Revised Summer 2016

INTRODUCTION

An admission process is necessary for the Worcester Public School District in the area of vocational technical education where space is a limiting factor. Vocational technical laboratories (shops) 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 the Engineering and Technology Academy at Doherty Memorial High School will be evaluated using the criteria contained in this Admission Policy.

EQUAL EDUCATIONAL OPPORTUNITY

The Worcester Public Schools admits students and makes available to them its advantages, privileges and courses of study without discrimination against on the basis of their status as members of special populations or race, color, gender, gender-identity, religion, national origin, English language proficiency, disability, or sexual orientation.

If there is a student with limited English proficiency, a qualified representative from Doherty Memorial High School and/or the sending middle school will assist the applicant in completing the necessary forms and assists in interpreting during the entire application and admission process upon the request of the applicant.

Disabled students 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 academy.

ELIGIBILITY

Any eighth grade student who expects to be promoted to the grade they seek to enter is eligible to apply for fall admission subject to the availability of openings to the Engineering and Technology Academy. Resident students will be evaluated using the criteria contained in this Admission Policy.

Resident transfer students from other school districts are eligible to apply for fall admission or admission during the school year to grade 9 or 10 in the Worcester Public Schools provided they

expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

ORGANIZATIONAL STRUCTURE

The Worcester Public Schools has an approved Chapter 74 vocational technical program located at Doherty Memorial High School. This school is a member of the New England Association of Schools and Colleges. Doherty Memorial High School is committed to providing a quality academic and vocational technical program.

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

Each school has an Admissions Committee appointed by the Principal. The committee consists of a member of the Administration, Guidance, Special Needs (if necessary), Vocational Technical, and Academic Departments. Responsibilities of the Admissions Committee include:

- determination of standards for admission
- development and implementation of admission procedures
- processing of applications
- ranking of students
- acceptance of students according to the procedure and criteria in the admission policy
- establishment and maintenance of a waiting list of acceptable candidates

The Worcester Public Schools do not participate in the School Choice Program.

RECRUITMENT PROCESS

The Worcester Public School District disseminates information about each school through a variety of methods. Every interested applicant is able to access the Engineering and Technology Academy Program of Study booklet, which contains the application and other vital information.

An application and cover letter is sent to all WPS 8th grade students in the fall, informing them of Doherty's Open House event, typically held in early November. Representatives from the ETA are present at the Open House to provide information and answer questions from students and their families.

Faculty and students of the Engineering and Technology Academy visit Forest Grove Middle School, Burncoat Middle School, Sullivan Middle School, and Worcester East Middle School in the winter to disseminate information, answer questions, and provide highlights of the program at Doherty Memorial High School. Applications are provided to each student.

Program information, including applications, is sent to the guidance staff at local private and parochial schools for them to inform students as they deem appropriate.

Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. Applications and additional literature are available in the Engineering and Technology Academy wing, as well as in the guidance office, of Doherty Memorial High School.

APPLICATION PROCESS

1. Students interested in applying to the Chapter 74 approved Engineering and Technology Academy at Doherty Memorial High School for fall admission to the ninth grade must:
 - a. obtain an application from their sending school Guidance Counselor as early in the school year as possible, or use the application sent via the mail or provided during a school visit.
 - b. return the completed application form to their sending school Guidance Counselor in a timely manner, based on the rolling admission details explained below.
2. It is the responsibility of the sending school Guidance Counselor to:
 - a. complete their portion of the application form.
 - b. forward the completed application to Doherty's Admission Coordinator as soon as possible.

Complete applications include:

- ✓ Completed application form (including required signatures).
3. If incomplete applications are received, the following procedures will be followed:
 - a. The Doherty Memorial High School Admissions/Guidance Office will notify the sending school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will also be notified in the event that the sending school Guidance Counselor does not resolve the problem.
 - c. Incomplete applications will not be accepted. Incomplete applications will not be ranked.

LATE APPLICATIONS

Applications received after the applications are initially processed will be evaluated using the same criteria as other applications and will be integrated in rank order on the established waiting list.

WITHDRAWN STUDENTS

Students who withdraw from a specific district program and who are attending or not attending another high school may reapply to the District following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

SELECTION CRITERIA

In order to apply to the Engineering and Technology Academy, each student must be on grade level with respect to their reading ability, and must be currently enrolled in or have passed Algebra I.

The mission of Doherty Memorial High School and the Engineering and Technology Academy is to educate all students. The faculty and staff of the Engineering and Technology Academy promote high academic and technical standards for all students.

Admission to the Engineering and Technology Academy is determined using an application. Completed applications will be collected and ranked based on the net combined score (out of 100 points) as explained on the application. The cutoff for accepted applicants will be determined

based on two factors. The Massachusetts Department of Education provides recommended maximum teacher-student ratios and minimum square footage per pupil requirements for approved Chapter 74 programs. The maximum number of enrolled students into the Engineering and Technology Academy will depend on the combination of these two factors.

The maximum enrollment of students into the Grade 9 program for the 2015-2016 academic school year was 115 students.

SELECTION PROCESS

The Admissions Committee at Doherty Memorial High School will examine all applications to verify the pre-requisites have been met. All students entering the Engineering Technology Academy must be on grade level with respect to their reading ability, and must be currently enrolled in or have passed Algebra I. Student MCAS scores from the Grade 8 exam can be used to determine if a student is on grade level with respect to English Language Arts and Mathematics.

Applications are reviewed, processed and ordered based on the net score as determined by a combination of Academic Performance (40%), Conduct/Effort (20%), and Attendance/Tardy (20%) for grades 7 and 8, as well as a Personalized Evaluation (20%) completed by a staff member of the sending school.

The Admission/Guidance staff reviews all applications and school records. Adherence to pre-requisites is verified. The number of accepted applicants into the Grade 9 program will be based on the maximum enrollment available for that school year (115 students for the 2015-2016 school year).

Applications are collected and processed through the beginning of February. By the middle of February, Doherty Memorial High School sends letters to all applicants informing them they have either been accepted to the ETA or are being placed on a wait list. Determination is based off a ranking of the scores on the applications combined with the maximum number of students eligible to enter the program.

If accepted students later withdraw from the ETA, Doherty Memorial Admissions staff will offer positions to students at the top of the waiting list.

All applicants whose applications are received by each approved school are notified of their status by a letter to their parents / guardians.

ENROLLMENT

In order to enroll in these approved district programs for the fall, applicants must have been promoted to the grade they wish to enter by their sending school. In addition, they must have courses in English language arts or the equivalent and mathematics for the school year immediately preceding their enrollment.