

ADMISSION POLICY FOR VOCATIONAL TECHNICAL EDUCATION PROGRAMS

I. INTRODUCTION

When Somerset Berkley Regional High School receives more applications than it has available seats, Somerset Berkley Regional High School applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-residents seeking the same program. Somerset Berkley Regional High School admission policy is on file at the MA Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY

Somerset Berkley Regional High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, actual or perceived shared ancestry, ethnic background, national origin, or any other category protected by state or federal law in administration of its educational and employment policies, or in its programs and activities..

If there is a student with limited English proficiency, a qualified staff member from Somerset Berkley Regional School District 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.

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/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the vocational technical education program.

III. ELIGIBILITY

Any eighth, ninth, tenth or eleventh grade student who is or will be a student at Somerset Berkley Regional High School is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the vocational technical education programs at Somerset Berkley Regional High School.

Resident students will be evaluated using the selection criteria contained in this Admission Policy.

Transfer students from vocational technical schools are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at Somerset Berkley Regional High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using this Admission Policy.

IV. ORGANIZATIONAL STRUCTURE

Somerset Berkley Regional High School is a public school located in Somerset, Massachusetts. Somerset Berkley Regional High School is accredited by the New England Association of Schools and Colleges. Somerset Berkley Regional High School is committed to providing quality vocational technical education programs.

It is the responsibility of the Somerset Berkley Regional High School Principal to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy. Somerset Berkley Regional High School has an Admissions Committee appointed by the Principal. The committee consists of a member of the Administration, Guidance, Student Services, Vocational Technical and Academic Departments. Responsibilities of the Admissions Committee include:

- Determination of standards for admission
- Development and implementation of admission procedures
- Processing 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 Somerset Berkley Regional High School Principal is responsible for disseminating information about Somerset Berkley Regional High School's vocational technical education programs through local school assemblies and press releases, and for collecting applications from students.

V. RECRUITMENT PROCESS

The Somerset Berkley Regional High School Principal disseminates information about the programs through a variety of methods.

Visitations with an informational slide presentation to 8th grade classes in local schools from October to January are scheduled.

An Open House is scheduled during the fall. 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. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. Chapter 74 website information, which describes vocational technical programs including academic courses, cooperative education, and special education resources, are available during the 8th grade visitations and the Open House.

VI. APPLICATION PROCESS

APPLICATION PROCESS - FOR FALL ADMISSION* TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS

1. Students interested in applying for admission to the ninth, tenth, eleventh or twelfth grade vocational technical education programs for fall admission must:

- Obtain access to the online application from the Somerset Berkley Regional High School or Somerset or Berkley Middle School Guidance Office as early in the school year as possible. One application is all that is needed. It will cover admission to all the vocational technical education programs in the event that a student is interested in more than one program.
- Complete application forms will be submitted to the Somerset Berkley Regional High School Guidance Office by the deadline set by the Somerset Berkley Regional High School Principal.

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

- The applicant's parent(s)/guardian(s) will be notified by mail by the Somerset Berkley Regional High School Principal.
- If after notifying the parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

APPLICATION PROCESS - FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS FOR THE CURRENT SCHOOL YEAR*

1. Students interested in applying for admission to the vocational technical education programs at Somerset Berkley Regional High School for admission for the current school year must:

- Obtain access to the online application from the Somerset Berkley Regional High School or Somerset or Berkley Middle School Guidance Office. One application is all that is needed. It will cover admission to all the vocational technical education programs in the event that a student is interested in more than one program.
- Return the completed application form to the Somerset Berkley Regional High School Principal by the deadline set by the Somerset Berkley Regional High School Principal.

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

- The applicant's parent(s)/guardian(s) will be notified by mail by the Somerset Berkley Regional High School Principal at Somerset Berkley Regional High School.
- If after notifying the parent(s)/guardian(s), the application remains incomplete for ten school days, the

application will be voided.

LATE APPLICATIONS

Applications received after the deadline may not be accepted. If accepted, they will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on a waiting list with other late applications.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate from their current school and wish to pursue the same program of study at Somerset Berkley Regional High School. All transfer applicants must attend an informational meeting at Somerset Berkley Regional High School. If the applicant or parent/guardian cannot provide transportation, an official from Somerset Berkley Regional High School will go to the local school to meet with the applicant. Their applications will be evaluated according to the selection criteria contained in this Admission Policy.

SCHOOL CHOICE

Students applying to Somerset Berkley Regional School District under the school choice program should contact the Superintendent's Office. More information on school choice can be found on the District's website.

WITHDRAWN STUDENTS

Students who withdraw from Somerset Berkley Regional High School's vocational technical education programs may reapply for admission to Somerset Berkley Regional High School's vocational technical education programs following the procedures contained in this admission policy and will be evaluated using the selection criteria contained in this Admission Policy.

VII. SELECTION PROCESS

Students are admitted into the program of their choice based on space availability. If more students wish to enroll than space available a lottery selection will determine enrollment into the program.

VII. SELECTION CRITERIA

Completed Application

Meets the eligibility criteria to advance to next grade level.

ENROLLMENT

In order to enroll in Somerset Berkley Regional High School's Vocational Technical Education programs 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 enrollment at Somerset Berkley Regional School District.

REVIEW and APPEALS

The applicant's parent(s) or guardian(s), upon receipt of a letter from Somerset Berkley Regional School District indicating that the applicant was not accepted or was placed on a waitlist for a particular program, may request a review of the decision by sending a letter of request to the Superintendent within thirty (30) days of the receipt of the rejection or waitlist letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty (30) days.

Adopted by the Somerset Berkley Regional School Committee on March 11, 2025