

Admissions

Many opportunities are provided for potential students and their families to learn about vocational/technical and agricultural education and the admission process at Smith Vocational and Agricultural High School:

- * Informational presentations are offered to eighth grade classes in local schools.
- * Campus tours are scheduled for interested students with sending district School Counselors (individual tours may also be scheduled).
- * Students interested in experiencing what a day at Smith Vocational is like, are welcome to shadow during one of our specified shadow days (please call our school to reserve a spot).

An Open House is scheduled during the month of November to provide an opportunity for prospective students and their families, and sending school staff to learn about all of the vocational/technical and agricultural programs offered at Smith Vocational and Agricultural High School.

Most eighth grade students who expect to be promoted to grade nine are eligible to apply for admission to Smith Vocational and Agricultural High School. Students who reside in districts that do not offer a Chapter 74 exploratory program may apply for admission to an out-of-district school that has a Chapter 74 exploratory program. Ninth grade students who reside in districts that offer a Chapter 74 exploratory program are required to attend the Chapter 74 exploratory program offered by their resident district. The one exception is for those ninth grade students who are seeking to explore a specialized agricultural or natural resources program that is not offered by their district of residence. The two specialized agricultural programs that Smith Vocational offers are Animal Science and Agricultural Mechanics.

An admission process is in place to accommodate the possible needs and/or interests of all applicants and to determine which applicants may most benefit from the educational opportunities at Smith Vocational and Agricultural High School. Although ninth, tenth, eleventh, and twelfth grade students follow the same procedure to apply for admission, space availability may be a limitation in some programs. It is important for all applicants in grades nine through twelve at Smith Vocational and Agricultural High School to refer to the selection criteria contained in the Admission Policy.

Applications are available electronically through our website, www.smithtec.org, or a paper application may be obtained from the local School Guidance Counselor. Non-resident applications must be received by March 15th of the preceding school year (Massachusetts state guidelines for non-resident student tuition refer to M.G.L. c. 74).

Smith Vocational and Agricultural High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, national origin, sex, religion, sexual orientation, homelessness, disability or gender identity nor discriminates on those bases.

ADMISSION POLICY

Introduction

An admission process is necessary in vocational/technical schools where space is a limiting factor. Vocational/Technical and Agricultural shops are designed and equipped to safely serve a specific maximum number of students. Vocational/Technical and Agricultural programs lack 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 applying to grades nine through twelve at Smith Vocational and Agricultural High School will be evaluated using the criteria contained in the Admission Policy. Smith Vocational and Agricultural High School Board of Trustees approved this policy at their September 18, 2018 board meeting.

Equal Educational Opportunity

Smith Vocational and Agricultural High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness in all aspects of employment and education.

If there is a student with limited English proficiency, a qualified representative from Smith Vocational and Agricultural High School 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.

A student with a disability may voluntarily self-identify for the purpose of requesting reasonable accommodations and assistance during the entire application 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 the admission of the applicant to the school.

Eligibility

Any eighth, ninth, tenth or eleventh grade student 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 at Smith Vocational and Agricultural High School. Students will be evaluated using the criteria contained in the Admission Policy.

Resident Applicants: Priority for admission is given to Northampton residents (which includes Florence and Leeds) according to Smith Vocational and Agricultural High School Agreement.

Should the total number of Northampton students exceed the number of openings within Smith Vocational and Agricultural High School, the criteria in the “Selection Process” will be in place.

The total number of ninth grade students enrolled annually will not exceed 150 students unless approved otherwise by the Board of Trustees. The total number of students outside of the Northampton school district accepted each year may change depending on the number of Northampton applicants.

Non-resident Applicants: Students who are not residents of Northampton (who are from tuition-districts) are eligible to apply for fall admission, or admission during the school year, subject to the availability of openings at Smith Vocational and Agricultural High School provided they expect to be promoted to the grade they seek to enter by their local district. All students will be evaluated using the criteria contained in this Admission Policy.

Transfer Students: Transfer students from other vocational technical schools are eligible to apply for fall admission, or admission during the school year to grades 10-12 at Smith Vocational and Agricultural 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 the criteria contained in this admission policy.

Homeless, Foster Care, and Children of Military Families: Students who are classified as homeless, in the care and custody of the Department of Children and Families, or children of military families, will be evaluated according to the selection criteria in this Admissions Policy. Once the student is accepted and an approved non-resident tuition form has been received (if applicable), enrollment shall be immediate with or without required documentation being attained. Students transferring or placed on the waiting list will be enrolled immediately upon availability of an opening. The Admissions Counselor will notify the Homeless/Foster Care/Military Children liaison when applicants classified above apply to Smith Vocational to ensure no barriers to applying or enrolling exist.

Home Schooled Students: Students who are formally being home schooled may apply for admission provided all Admission Policy criteria are followed. The Home School Student’s parent(s)/guardian(s) 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 of the student’s body of work in English Language Arts or its equivalent, math, science, and social studies.

Organizational Structure

Smith Vocational and Agricultural High School is a public independent vocational/technical and agricultural school overseen by a Board of Trustees elected by the citizens of the City of Northampton. Smith Vocational and Agricultural High School is accredited by the New England Association of Schools and Colleges. We are committed to providing quality vocational/technical and agricultural programs.

It is the responsibility of the Superintendent of Smith Vocational and Agricultural High School to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Smith Vocational and Agricultural High School has an Admission Team appointed by the Principal and is comprised of the Assistant Principal, School Counselors, Vocational Director, and other staff as necessary. The Admission Team's duties include but are not limited to:

- *Development and implementation of admission procedures
- *Processing of applications
- *Acceptance of students according to the procedure and criteria in the Admission Policy
- *Establishment and maintenance of a waiting list of acceptable candidates
- *Disseminating information about Smith Vocational and Agricultural High School through local school assemblies and press releases
- *Collecting applications from the local schools

Smith Vocational and Agricultural High School does not participate in the School Choice Program.

Recruitment Process

Smith Vocational and Agricultural High School disseminates information about the school through a variety of methods.

- ✓ Fall visitations with an informational presentation to eighth grade classes in local schools by Smith Vocational and Agricultural High School staff under the direction of the Admission Team.
- ✓ Scheduled group tours for interested students conducted by the Smith Vocational and Agricultural High School Admission Team in conjunction with sending district School Counselors.
- ✓ An Open House scheduled during the month of November. Prospective students and their parent(s)/guardian(s) and sending school staff, have an opportunity to visit all vocational/technical and agricultural programs, and speak with teachers and administrators as well as view a presentation about all academic and shop offerings.
- ✓ Individual visits scheduled by prospective students/parent(s)/guardian(s) at a mutually convenient time.
- ✓ Distribution of brochures during the eighth grade visitations and at the annual Open House, describe vocational/technical and agricultural programs including academic courses, sports, cooperative work education, and special education services and programs.

APPLICATION PROCESS

For admission to the ninth, tenth, eleventh or twelfth grades

Students interested in applying to Smith Vocational and Agricultural High School for admission must:

- * Non-resident students shall submit an application of admission to the receiving school no later than March 15th of the preceding school year and shall be subject to the admissions criteria of the receiving school [4.03(6)(b)]. The online application available at www.smithtec.org or by obtaining a paper application from the local School Guidance Counselor as early in the year as possible.
- * Any non-resident application received after March 15th of the preceding school year will be held and not processed until the initial waitlist of nonresident student applications received before March 15th has been exhausted.
- * Student's residing in tuition districts are required to submit a Chapter 74 Vocational Technical Education Program Non-resident Tuition Application (non-resident tuition application) to the sending district's Superintendent no later than April 1st of the preceding year. The Admission Team at Smith Vocational is available to assist with sections I and II of the non-resident tuition application.
- * Northampton applications (resident applications) will be scored on a rolling basis and placed accordingly on the waitlist based on overall admissions score.

It is the responsibility of the sending School Guidance Counselor of the local school to:

- *Complete the Guidance section of the paper application form and provide Smith Vocational with the student's current and previous years: attendance, grades, discipline report, and a completed School Counselor recommendation form.
- *Forward the completed paper application form and student's supporting documents (if student is unable to complete the online application) to the Admission Team at Smith Vocational and Agricultural High School by March 15th of the preceding school year.

A Complete Application Includes:

- * For applications to grade 9 (fall admission), 7th grade report card and current grade 8 grades, 7th and 8th grade disciplinary reports, attendance records, and School Counselor recommendation form from the local school are required.
- *For applications to grades 10, 11 & 12 (fall admission) all previous high school grades, disciplinary reports, and attendance records from the local school are required.
- *Non-resident students' (students residing in tuition districts) are required to submit a Chapter 74 Vocational Technical Education Program Non-resident Tuition Application (non-resident

tuition application) to the sending district's Superintendent no later than April 1st of the preceding year. The Admission Team at Smith Vocational is available to assist with sections I and II of the non-resident tuition application in compliance with DESE (Department of Elementary and Secondary Education). Part III of the non-resident tuition form must be completed by the Superintendent of the district of residence clearly indicating approval or

disapproval. If the application is disapproved, the reason for disapproval must be clearly stated. The application must be returned to the receiving district and the parent/guardian within 10 business days.

****By April 1st the School Guidance Counselor of the sending school must notify the office of the Superintendent of the sending school district (with the exception of Northampton, Florence and Leeds) of all students who have applied. It is the responsibility of the student's parent/guardian to submit the non-resident tuition form to the Superintendent of their sending district by April 1st.**

A copy remains in the sending district's file after sign off by the local Superintendent.

When applications are missing supporting documents, the following procedures will be followed:

- The Smith Vocational and Agricultural High School's Admission Team will notify the local school's School Counselor that the application is incomplete and completion is requested.
- The applicant's parent/guardians will be notified by Smith Vocational and Agricultural High School's Admission Team in the event the problem is not resolved by the local School Counselor.

Transfer Students

Students requesting to transfer into the ninth grade after the opening of school will be evaluated according to the same admission criteria as students entering the program at the beginning of the school year and will be accepted on a space available basis. Non-vocational program transfer students wishing to enter Smith Vocational and Agricultural High School may do so at the beginning of either tenth or eleventh grade on a space available basis and must meet regular admission requirements.

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 away from their current school and wish to pursue the same program of study at Smith Vocational and Agricultural High School. Applications will be evaluated according to the provisions of this Admission Policy.

Students Who Withdraw

Students who withdraw from Smith Vocational and Agricultural High School and who are attending or not attending another high school, may reapply to Smith Vocational and Agricultural High School following the procedures contained in this Admission Policy. Students who withdraw will be evaluated using the criteria contained in this Admission Policy.

SELECTION CRITERIA

Completed applications are processed by the Admission Team using weighted admission criteria. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Scholastic Achievement:

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 grades in English, social studies, mathematics and science from the local school report card/transcript are used. If a student failed a course and took credit recovery, the average grade from the failed course, with the grade from the credit recovery course, are used to create a final grade for that specific class.

For applications to grades 10, 11 and 12 (fall admission), the average of the previous school year and terms 1 & 2 of the current school year grades in English, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application grades in English, social studies, mathematics and science from the local school report card/transcript are used. If the report card or transcript uses letter grades (not numerical grades) the following numerical grade will be assigned: A+= 99, A= 95, A-= 91, B+= 89, B= 85, B-= 81, C+=79, C= 75, C-= 71, D+=69, D=65, D-=61.

B. School Attendance:

Each student applying receives 100 points for their attendance, for each Unexcused Tardy 1.5 points is subtracted from the total, and for each Unexcused Absence 3 points is deducted from the total. We evaluate the current school year and the previous school year.

For applications to grade 9 (fall admission), the Admission team evaluates unexcused absences from the local school report card/transcript from grade 7 and terms 1 & 2 of grade 8. For applications to grades 10, 11 and 12 (fall admission) the previous school year and terms 1 & 2 of the current school year of Unexcused Absences from the local school report card/transcript are used. For applications to grades 9, 10, 11 and 12 (admission during the school year) the current school year to the date of the application, unexcused absences from the local school report card/transcript are used.

C. School Discipline/Conduct:

Each applicant begins with 100 points in the discipline category. Reviewing the current year and previous year's discipline: 3 points are deducted for each day of detention, 6 points are deducted for each day of Internal Suspension (ISS), and 10 points are deducted for each day of Out of School Suspension (OSS).

For applications to grade 9 (fall admission), the Admission Team reviews the discipline report for grade 7 and terms 1 & 2 of grade 8. For applications to grades 10, 11 and 12 (fall admission) the Admission Team reviews the discipline report from the previous school year and terms 1 & 2 of the current school year. For applications to grades 9, 10, 11 and 12 (admission during the school year) the Admission Team reviews the previous school year discipline report and current school year discipline report up until the date of the application.

Discipline/Conduct Rating	Points Lost Per Day
Detention	-3
Internal Suspension	-6
Out of School Suspension	-10

D. Sending School Counselor’s Recommendation:

A member of the guidance Department from the sending school will complete a recommendation based on a rubric on the application form.

Rating	Points
Excellent	90-100
Above Average	80- 89
Average	70- 79
Below Average	60- 69
Poor	0-59

The Admission Criteria is Weighted as Follows:

- Scholastic Achievement: 1.5
- School Attendance: 1.5
- School Discipline/Conduct: 1.5
- School Counselor Recommendation: 1

Selection Process

The Admission Team evaluates all applicants on scholastic achievement, attendance, discipline record (of current and preceding school year), and counselor recommendation.

Enrollment and Conditional Enrollment

In order to enroll at Smith Vocational and Agricultural High School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, for entrance to grade 9, the student must have passed courses in English Language Arts, and Mathematics for the school year immediately preceding his/her enrollment at Smith Vocational and Agricultural High School. Smith Vocational has the right to contest records.

Vocational/Technical Program Admission/Exploratory Programs

All ninth grade students who enroll in the fall at Smith Vocational and Agricultural High School participate in a vocational/technical and agricultural exploratory program designed to help them learn about their talents and interests relative to a variety of vocational/technical and agricultural programs. Students initially explore each vocational/technical and agricultural shop for one day. Students then list their top four (4) exploratory choices and explore each of them for an entire week.

Students are evaluated and scored (0-100 points) by each shop teacher during the exploratory week in each shop. At the end of this four (4) week exploratory period, each student selects his/her program of choice, as well as a second and third choice from the four (4) explored shops. Students are admitted into the shop of their choice based on the student's exploratory grade rank in that shop. In a situation where two (2) or more students attained the same grade rank, attendance will be the determining factor. Students will not be placed in a shop where they have received a failing grade during their exploratory week.

Each vocational teacher evaluates students during the week in each shop. They are evaluated and scored (total of 0-100 points for each exploratory week) on safety/workplace readiness (maximum of 20 points), willingness to learn new skills (maximum of 20 points), following directions (maximum of 20 points), task completion (maximum of 20 points) and clean up (maximum of 20 points).

Students who wish to transfer from one shop to another shop during the school year may apply for a transfer. Transfer requests will be considered subject to the availability of openings in the student's desired shop. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student.

Review and Appeals

The applicant's parent(s)/guardian(s), within 15 days of receipt of a letter from the Admission Team of Smith Vocational and Agricultural High School 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 to the Admission Team requesting an appeal meeting with the Principal. The Principal will schedule a time to meet with the student and parent/guardian and complete an interview. The interview is to gain insight into the students' motivation for applying to Smith Vocational and Agricultural High School, and reasons for selecting a particular vocational/technical area.

After the meeting, the Principal will respond in writing with their decision within fifteen days following the appeal meeting.

UPDATE Approved by vote September 18, 2018
Revised: September 12, 2018

Addendum to Admissions Policy

The areas of attendance and academic record will only be scored for the period of time leading up to and including March 13, 2020. These two categories will not be scored from March 16, 2020 through June 30, 2020. Pass/Fail grades from 2019-2020 will not be considered. Our current admissions policy practices for academics and attendance will resume effective July 1, 2020.

ADDENDUM Approved by vote November 17, 2020

UPDATE Approved by vote February 11, 2021

Updates APPROVED by Vote September 20, 2022