



ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in career and technical schools where space is a limiting factor. Agricultural and technical laboratories 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 potential needs and/or interests of all applicants. Therefore, a selection process is necessary. All applicants to grades nine (9) through twelve (12) at Essex North Shore Agricultural & Technical School will be evaluated using the criteria contained in this Admission Policy. The Essex North Shore Agricultural and Technical School Committee approved this policy on October 12, 2017.

II. EQUAL EDUCATIONAL OPPORTUNITY

Essex North Shore Agricultural & Technical School admits students and makes available to them its advantages, privileges and courses of study without regard to age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or home status.

If there is a student with limited English proficiency, a qualified representative from Essex North Shore Agricultural & Technical 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.

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 disabilities submitted voluntarily by the applicant, for the purpose of receiving assistance and/or accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

III. ELIGIBILITY

RESIDENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Essex North Shore Agricultural and Technical School District (Beverly, Boxford, Danvers, Essex, Gloucester, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham), and who expects to be promoted to 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 the availability of openings to Essex North Shore Agricultural & Technical School. Resident students will be evaluated using the criteria contained in this Admission Policy.

NON-RESIDENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Commonwealth of Massachusetts and resides outside the Essex North Shore Agricultural and Technical School District and who expects to be promoted to 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 the availability of openings to Essex North Shore Agricultural & Technical School's specialized agricultural and natural resources programs. Students seeking admission to the Essex North Shore Agricultural & Technical School's specialized agricultural and natural resources programs are not required to file a Chapter 74 Vocational Technical Nonresident Student Tuition Application with their district of residence.

Essex North Shore Agricultural & Technical School is required to provide transportation to the cities and towns within a twenty-mile radius of the school. Only students within this twenty-mile radius are eligible for transportation services by Essex North Shore Agricultural & Technical School. Students who reside in cities and towns located outside the 20-mile transportation radius are eligible to apply for fall admission or admission during the school year subject to the availability of openings at Essex North Shore Agricultural & Technical School provided they expect to be promoted to the grade they seek to enter by their local district.—These students will be evaluated using the criteria contained in this Admission Policy; however, these students are not eligible for transportation services by Essex North Shore Agricultural & Technical School. These students are eligible for transportation services through their sending district consistent with M.G.L. c. 74 s. 8A (please see the “guidelines for Vocational Technical Education Program Nonresident Student Tuition Process” Pursuant to M.G.L. c. 74 located at www.doe.mass.edu/cte/admissions/nonres_guidelines).

Students who reside outside the Essex North Shore Agricultural and Technical School District and are seeking admission to programs other than the eight (8) specialized agricultural and natural resources programs must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: www.doe.mass.edu/cte/admissions) in addition to the Essex North Shore Agricultural & Technical School application for admission. The Chapter 74 Vocational Technical Nonresident Student Tuition application must be submitted to the Superintendent of the student's district of residence no later than April 1 of the preceding school year in accordance with 603 CMR 4.03 Vocational Technical Education Regulations and as referenced in the MA Department of Elementary and 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/nonresguidelines. It is important to note, however, that resident students who meet the minimum requirements for admission to programs other than the eight (8) agricultural programs shall be admitted prior to acceptance of any non-resident students seeking admission to the same course of study. Also, ninth grade students who reside in cities and towns that offer an approved exploratory program shall attend the exploratory program provided by the district of residence (**CMR 603 Section 4.03(6)(b) 1**).

TRANSFER STUDENTS

Transfer students from other M.G.L. c. 74 state approved Career Technical Education Programs are eligible to apply for fall admission or admission during the school year to grades 9-12 at Essex North Shore Agricultural & Technical 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.

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Students who are homeless will be accepted to Essex North Shore Agricultural & Technical School according to the selection criteria contained in this Admission Policy.

HOME SCHOOLED

Students who are formally being home schooled may apply for admission to Essex North Shore Agricultural & Technical School, including admission during the school year, provided all Admissions 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 with the application.

Home schooled students will be ranked on their grades in English, Math, Science, and Social Studies for the previous school year and first semester of the current school year (45%), a recommendation rating (5%), and an interview (50%). If grades are not available, a representative sample or portfolio of the student's body of work in English, Math, Science, and Social Studies is required.

IV. ORGANIZATIONAL STRUCTURE

Essex North Shore Agricultural & Technical School is a public career and technical high school located on a 166-acre scenic campus in the historic Hathorne section of Danvers, Massachusetts. Essex North Shore Agricultural & Technical School is a member of the Essex North Shore Agricultural and Technical School District. Essex North Shore Agricultural & Technical School is committed to providing quality career and technical education programs. It is the responsibility of the Essex North Shore Agricultural & Technical School Superintendent/Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Essex North Shore Agricultural & Technical School has an Admission Committee appointed by the Superintendent-Director. The committee is chaired by the Admissions Coordinator and consists of a member of the Administration, Guidance, Special Education, Student Services, Agricultural, Technical, and Academic Departments. Responsibilities of the Admissions Committee include oversight of the:

- a. Determination of standards for admission;
- b. Development and implementation of admission procedures;
- c. Processing of completed applications;
- d. Ranking of students;
- e. Acceptance of students according to the procedure and criteria in the admission policy;
- f. Establishment and maintenance of a waiting list of acceptable candidates.

The Essex North Shore Agricultural & Technical School's Admissions Coordinator is responsible for disseminating information about Essex North Shore Agricultural & Technical School through local school assemblies and press releases, and for collecting applications from the local schools.

V. RECRUITMENT PROCESS

Essex North Shore Agricultural & Technical School disseminates information about the school through a variety of methods:

- a. Informational presentations to 8th grade classes in local schools by the Essex North Shore Agricultural & Technical School Admissions Coordinator or designee from September to December.
- b. An Open House will be scheduled each fall. Prospective students and their parent(s)/guardian(s) may visit all academic, agricultural, and career technical programs and speak with faculty, as well

as view a presentation about all offerings at Essex North Shore Agricultural & Technical School. This event is advertised on the school website (www.essextech.net) and in several local newspapers and media outlets. Posters of the event are distributed to sending school districts.

- c. Parent(s)/guardian(s) may schedule visits at a mutually convenient time.
- d. Information describing the career technical and agricultural programs, academic programs, cooperative education, student services, special education resources, and athletics, is available on the school website (www.essextech.net). Informational literature (i.e.: brochures, pamphlets) is also available upon request by contacting the Admissions Office at admissions@essextech.net or (978) 304-4705.

VI. APPLICATION PROCESS FOR FALL ADMISSION

(Students will apply for admission during the winter and spring to begin classes the following fall)

1. Students interested in applying to Essex North Shore Agricultural & Technical School for fall admission to the ninth, tenth, eleventh or twelfth grade may
 - Apply online/electronically at www.essextech.net/admissions
 - Download an “Application for Admission” at www.essextech.net/admissions, or
 - Obtain an “Application for Admission” from their local school Guidance Counselor. Note: Applicants completing a paper application must submit the completed application form to the local school Guidance Counselor by the deadline set by the Guidance Counselor.
 2. It is the responsibility of the local school Guidance Counselor (or Principal’s designee) to:
 - a. Complete the designated Guidance Counselor signature portion of the application form.
Complete and submit a recommendation rating.
 - b. Complete applications include:
 - (i) Completed application form (including required parent/guardian, student and Guidance Counselor signatures)
 - (ii) For applications to grade 9 (fall admission):
 - Grade 7 and semester 1 (term 1 and term 2) or Trimester 1 grade 8 marks in English language arts or the equivalent, social studies, math and science from the local school report card are required.
 - The sum of grade 7 and semester 1 (term 1 and term 2) grade 8 unexcused absences from the local school report card or attendance record are required.
 - The local school discipline records are required from all Grade 7 and semester 1 (term 1 and term 2) of Grade 8.
- All applications and supporting documents must be forwarded from the Guidance Counselor to the Admissions Office—at Essex North Shore Agricultural & Technical School by the second Friday in January.
- For applications to grade 10, 11, or 12 (fall admission)
- The previous school year and semester 1 (term 1 and term 2) of the current school year marks in English language arts or the equivalent, social studies, math and science from the local school report card required.
 - The sum of the previous school year and term 1 and 2 of the current school year unexcused absences from the local school report card or attendance record are required
 - The local school discipline records are required from all of the previous school year and term 1 and 2 (or the equivalent) of the current school year.

All applications and supporting documents must be forwarded from the Guidance Counselor to the Admissions Office at Essex North Shore Agricultural & Technical School by April 15.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admissions Office at Essex North Shore Agricultural & Technical School will notify the local school Guidance Counselor responsible for submitting the application is incomplete and will request the necessary documents/information to complete the application.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Essex Tech Admissions Office in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications for fall admission received after the deadlines noted above will be accepted; they will be evaluated using the same criteria as other applications and the composite score will be computed. They will be placed in rank order on the established waiting list.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) career and technical high school program in another school (transfer students) will be considered for admission to grade 9 – 12 (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Essex North Shore Agricultural & Technical School. All transfer applicants must attend an informational meeting at Essex North Shore Agricultural & Technical School. If the applicant or parent/guardian cannot provide transportation, an official from Essex will go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Essex and who are attending or not attending another high school may reapply to Essex North Shore Agricultural & Technical School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

The Admissions Committee, using weighted admissions criteria, processes 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 32 points
(Previous year's and current year's averages in: English language arts or its equivalent, math, science, and social studies).

Academic Grade	Points
A (90-100)	8
B (80-89)	6
C (70-79)	4
D (60-69%)	2
59% and below	0

For applications to grade 9 (fall admission), the average of grade 7 and semester 1 (term 1 and term 2) or Trimester 1 of grade 8 marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card are used. For applications to grades 10 - 12 (fall admission) the average of the previous school year and term 1 and 2 of the current school year marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9 – 12 (admission during the school year), the previous school year and the current school year to the date of the application marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card are used.

- B. Attendance: Maximum 8 points (unexcused absences)
Absences for excused/medical reasons will not be counted.

Number of Unexcused Absences	Points
0-4 absences	8
5-8 absences	6
9-12 absences	4
12 plus absences	0

For applications to grade 9 (fall admission), the total of all of grade 7 and semester 1 (term 1 and term 2) of grade 8 unexcused absences from the local school report card or attendance record are used. For applications to grades 10 - 12 (fall admission), the total of all of the previous school year and semester 1 (term 1 and term 2) of the current school year unexcused absences from the local school report card/transcript are used. For applications to grades 9-12 (admission during the school year), the total of all previous school year and current school year to the date of the application, unexcused absences from the local school report card or attendance record are used.

- C. School Discipline/Conduct: Maximum 20 points

Discipline/Conduct	Points
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No Incidents	20
1-2 Minor Incidents	15
4-6 Minor Incidents and/or 1 Suspension	5
7+ Incidents or More than 1 Suspension	0

For applications to grade 9 (fall admission), the grade 7 and semester 1 (term 1 and term 2) of grade 8 assessments from the local school discipline record are used. For applications to grades 10 - 12 (fall admission), the previous school year and term 1 and 2 of the current school year assessments from the local school discipline record are used. For applications to grades 9-12 (admission during the school year), the previous school year and the current school year to the date of the application assessments from the local school report card/transcript or from the local school discipline record are used.

D. Recommendation form: Maximum 10 points

For all applicants, a recommendation rating is to be completed and submitted by the applicant's guidance counselor (or Principal's designee in the absence of a counselor). The recommendation rating consists of five statements relating to the applicant and career technical education. Each statement receives a rating: 10 points (Excellent) or 8 points (Above Average) or 6 points (Average) or 2 points (Below Average) or 0 points (Poor).

Recommendation	Points
Excellent	10
Above Average	8
Average	6
Below Average Interest	2
Poor	0

E. Interview: Maximum 40 points

An interview is comprised of five (5) questions using a scoring rubric for each question (0 – 8 points per question).

Rating	Points
Strong Interest	8
Above Average Interest	6
Average Interest	4
Below Average Interest	2
Poor/No Interest	0

After points are given in each area, the points are totaled for each applicant. A maximum 110 points can be earned.

VIII. SELECTION PROCESS

The Admissions Committee at Essex North Shore Agricultural & Technical School will examine, discuss and make recommendations for action on the applicants.

The Admissions Committee considers scholastic achievement, attendance, school behavior, local counselor's recommendation rating and interview results. Applications are reviewed, processed, and assigned points by grade level.

After a point total has been determined, all applicants are placed in order of their point total. Applicants are then accepted in order of the point total they have achieved. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. All applicants are accepted or placed on a waiting list. If openings occur, accepting applicants from the waiting list fills the seats. These 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.

Applications received after the first Friday in February may be accepted and 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 grade 9 applicants whose applications are received by Essex North Shore Agricultural & Technical School by the second Friday in January are notified of their status by a letter to their parents/guardians and an electronic communication to their local school Guidance Counselor mid-April. Applicants seeking admission to grades 10-12 will be notified during the summer months as admission is dependent upon capacity and availability in existing classes and career technical programs.

IX. ENROLLMENT

In order to enroll at Essex North Shore Agricultural & Technical School 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 Essex North Shore Agricultural & Technical School.

Acceptance and enrollment at Essex North Shore Agricultural & Technical School is conditioned upon the accuracy and completeness of a student's application. Essex North Shore Agricultural & Technical School 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 in any of the areas of admission criteria during the application process and through final acceptance.

X. FRESHMEN EXPLORATORY & TECHNICAL SELECTION

All ninth grade students enrolled at Essex North Shore Agricultural & Technical School participate in a vocational-technical Career Discovery & Exploratory Program from September through January designed to introduce each student to several career pathways, including non-traditional careers, while helping them discover their talents and interests. At the beginning of grade 9, all students participate in a brief, (typically 5 days) Career Discovery Program where they visit all twenty four (24) career technical programs. Students then choose three (3) career technical programs to explore and Essex Tech assigns the remaining five (5) programs to complete their Exploratory Program schedule. During the exploratory

experience, career technical instructors evaluate each student based upon a common rubric/scoring guide including the following:

40%	Weekly Assessment in Workmanship/Production, Safety, Career Awareness, and Professionalism/Employability
20%	Performance Based Assessment
20%	Written Assessment
20%	Reflection/Journal Entry

Based on the above criteria, students may receive a maximum total of 100 points over each exploratory cycle. Exploratory scores are then tabulated, organized, and reported to each individual student and his/her parent/guardian.

At the conclusion of the Exploratory Program, each student selects his/her program of choice; as well as second through eighth choices from the explored technical programs for which he/she earned a passing grade. Student requests are sorted to rank order the students according to their score in the career technical program the student requested as his/her first choice. Students are admitted into the career technical program of their choice based on the point total they received in their first choice career technical program.

When a career technical program exceeds its capacity for enrollment, the following steps are taken for placement:

1. Students are placed in their 2nd through 8th choices according to their choice of career technical program.
2. Their rank order (using exploratory scores) is then compared to other students requesting that career technical program.
3. In all cases, tie scores are broken by the cumulative average of all eight exploratory evaluations. If a tie remains the academic grade point average (consisting of English Language Arts, math, science and social studies); and student discipline will be used to break the tie.
4. Program waitlists are created when students are placed in a career technical program other than their first choice, yet would like to be in a different career technical program. Students on a waitlist are rank-ordered by their exploratory evaluations. Waitlisted students are notified if an opening occurs in their desired choice and given the option to change or remain in their current placement up to the commencement of grade 10 CTE programming.
5. If a student did not receive any of their eight choices and wishes to explore additional career technical programs, they may do so for two additional cycles provided there is space available.

After placement, students continue in the career technical program in which they were placed for the remainder of their school tenure unless they request a transfer. Students who wish to transfer from one career technical program to another may apply for transfer through their school counselor by completing a Request for Technical Program Transfer form. Transfer requests will be considered subject to availability of openings in the requested program(s).

Students who enroll in Essex North Shore Agricultural & Technical School after grade 9 will be accepted into a specific technical program upon admission. If, after enrollment, the student desires a technical program change, the students may apply for transfer through their school counselor by completing a Request for Technical Program Transfer form. Transfer requests will be considered subject to availability in the requested career technical program(s).

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon notification from Essex North Shore Agricultural & Technical School indicating that the applicant was not accepted or was placed on a wait list, may request a review of the decision by sending a letter to the Principal within fourteen days of notification of placement. The Principal will respond in writing with the findings of the review within fourteen days. If after the review, the parent(s)/guardian(s) wish to appeal the findings of the Principal's review, he/she may do so by sending a letter requesting that the Superintendent/Director review the Principal's decision. The Superintendent/Director's decision is final and will be communicated in writing to the parent(s)/guardian(s) within fourteen days of the receipt of the letter.

ENSATSD School Committee Approved: October 12, 2017

MA DESE Approved: October 20, 2017

Revised Fall 2018 to reflect ENSATS name change per ENSATSD School Committee (Spring 2018)