

**Karen M. Maguire**  
*Superintendent-Director*

**Dana M Walsh**  
*Principal*

**Daniel Haynes**  
*Business Manager*



## TRI • COUNTY

REGIONAL VOCATIONAL TECHNICAL  
HIGH SCHOOL 147 POND STREET •  
FRANKLIN • MASSACHUSETTS 02038

Telephone: 508-528-5400 • Administration Fax:  
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[www.tri-county.us](http://www.tri-county.us)

**MEMBER TOWNS:**  
Franklin, Medfield,  
Medway, Millis, Norfolk, North Attleboro,  
Plainville, Seekonk, Sherborn, Walpole, Wrentham

### **TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL ADMISSIONS POLICY AND PROCEDURES**

(Revised 9.11.24, School Committee Approved 9.18.24)

#### **I. ADMISSIONS**

An admissions process is necessary in vocational technical schools where space is a limiting factor. Vocational technical programs and laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops and laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. When more students apply than there is space for, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades 9 - 12 at Tri-County Regional Vocational Technical High School will be evaluated, and admission decisions will be made, using the criteria contained in this Admissions Policy. The Tri County Regional Vocational Technical School District Committee approved this policy. Tri-County Regional Vocational Technical High School's admission policy is on file at the Department of Elementary and Secondary Education, and is intended to comply with Massachusetts state regulation [603 CMR 4.00](#).

#### **II. EQUAL EDUCATION OPPORTUNITY**

Tri-County Regional Vocational Technical High School admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

Please contact our School Counseling/Admissions Office at (508) 528-5400 x125 or [mcnamara@tri-county.us](mailto:mcnamara@tri-county.us) if you have questions or need help filling out the application form.

If a student's primary home language is not English, please contact the School Counseling/Admissions Office listed above if language assistance is needed for the application process. Tri-County Regional Vocational Technical High School will provide an application form and/or this Admissions Policy in the student's home language. Applications and the Admissions Policy are available in Spanish and Portuguese from the School Counseling/Admissions Office. For other languages, please contact the School Counseling/Admissions Office.

Tri-County Regional Vocational Technical High School is committed to providing educational opportunities to students experiencing homelessness. Please contact Tri County Regional Vocational Technical High School's homeless liaison, David Elsner at [elsner@tri-county.us](mailto:elsner@tri-county.us), by phone: (508) 528-5400 x127, by fax (508) 528-6074, or by mail at Tri-County Regional Vocational Technical High School, c/o: David Elsner, 147 Pond Street, Franklin, MA 02038 with any questions.

Students with disabilities may voluntarily identify themselves to Tri-County Regional Vocational Technical High School to request reasonable accommodations during the application and admission process. If a student with a disability requires assistance or accommodations, please contact the School Counseling/Admissions office.

Consistent with Massachusetts 603 CMR 4.00, Tri-County Regional Vocational Technical High School has a plan with “deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile.”

### **III. ELIGIBILITY STATEMENT**

**NOTE:** Students may only be admitted to Tri-County Regional Vocational Technical High School if they have been promoted to the grade they are seeking to enter; students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded.

**RESIDENT STUDENTS**, including in district home schooled and private school students (In-District): Any rising or current 8th, 9th, 10th, 11th, or 12th grade student who is an in-district resident (i.e. resides in Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole and Wrentham) may apply for admission to Tri-County Regional Vocational Technical High School.

In-district residents who meet the minimum admission requirements are admitted before any non-residents seeking the same program.

**NON-RESIDENT STUDENTS**, including non-resident home-schooled and private school students (Out-of-District): Students who are not residents of the in-district towns specified above are eligible to apply for admission to Tri-County Regional Vocational Technical High School. Please be aware that in-district residents who meet the minimum admission requirements will be admitted before any non-residents. Students and families can find information on the [Chapter 74 Nonresident Student Tuition Program online](#).

The application process must be completed by March 15th. In addition, non-resident students must submit a “Non-Resident Student Tuition Application” to their district of residence School Superintendent and have that approved by April 1st. Once a non-resident student has been accepted to a receiving school for an approved vocational technical program and has been approved by the district of residence or the Department, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. The receiving school shall notify a non-resident student in writing that admission is program specific and that a change in program by a non-resident student will require the submission of a new Chapter 74 Vocational Technical Education Program Non-resident Student Tuition Application. The non-resident student is entitled to the same rights and privileges of students who reside in the receiving school district, including the right to remain in the receiving school until completion of their secondary program, unless the student changes their program or moves out of their district of residence. If the non-resident student requires additional time to complete the program and a resident student would have been offered the right to continue until completion at the expense of member districts, the city or town of residence must continue to pay tuition for the additional time. If a non-resident student leaves the program but returns within one year, the student shall be entitled to be reinstated if that privilege would have been extended to a resident student. Schools must pro-rate the tuition if the student attends for less than a full year. Non-resident students must meet the same admissions criteria as resident students. They will be admitted on a space-available basis after June 30<sup>th</sup> following the completion of the admissions process for in-district students. Non-resident students must have approval of their non-resident tuition arrangements.

## TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Tri-County Regional Vocational Technical High School and will be subject to the same admissions standards as other applicants. Transfer students from other vocational schools will adhere to the admissions policy and will be accepted on an individual basis on a space-available basis.

## SCHOOL CHOICE:

Tri-County Regional Vocational Technical High School does **not** participate in the inter-district school choice program. The inter-district school choice program, M.G.L. c. 76, § 12B, allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

## IV. ORGANIZATIONAL STRUCTURE

Superintendent of Tri-County Regional Vocational Technical High School:

*Karen Maguire, [maguire@tri-county.us](mailto:maguire@tri-county.us), (508) 528-5400*

Principal of Tri-County Regional Vocational Technical High:

*Dana Walsh, [walsh@tri-county.us](mailto:walsh@tri-county.us), (508) 528-5400*

Director of School Counseling, Tri-County Regional Vocational Technical High School:

*David Elsner, [elsner@tri-county.us](mailto:elsner@tri-county.us), (508) 528-5400*

Tri-County Regional Vocational Technical High School is a public, regional vocational technical high school serving the Tri-County Regional Vocational Technical School District, comprising the towns of Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole and Wrentham. The campus is located in Franklin, Massachusetts. Tri-County Regional Vocational Technical High School is an accredited member of the New England Association of Schools and Colleges.

The administration of the Tri-County RVTHS admissions policies and procedures are the responsibility of the Tri-County school district. The district has an Admissions Committee appointed by the Superintendent. The committee consists of the Principal, Director of School Counseling, Assistant Principal for Student Life, Director of Special Education, the Vocational Director and other administrators deemed necessary. The Director of School Counseling serves as the Chair of the Admissions Committee. Responsibilities of the Admissions Committee include:

- Determination of standards for admission
- Development and implementation of admissions procedures
- Processing of applications
- Ranking of students
- Admission of students according to the procedure and criteria in the admissions policy
- Establishment and maintenance of a waiting list of acceptable candidates

It is the responsibility of the Admissions Committee to ensure that to whatever extent possible all qualified applicants are served with no limitations on the number accepted from each of the 11 in-district towns according to available space. In the event that applications exceed the number of openings available in any grade level, 9 – 12, each member town's percentage of seats will be the ratio of that town's eligible high school student population, as determined by the most recently available January 1<sup>st</sup> School Attending Children Report, for children in grades 8 – 11 as compared to the total

number of children in grades 8 – 11 reported within Tri-County’s sending districts.. Available spaces from communities that have not filled their available seats with acceptable candidates by May 1<sup>st</sup> of each year will be distributed to those communities that have an excess of acceptable candidates.

Maximum enrollment for grades 9 – 12 will be determined by the Tri-County Administration. Tri-County is in compliance with State and Federal legislation guaranteeing equal access to public educational institutions. Students who have withdrawn from Tri-County must reapply and meet the established admissions criteria.

## **V. ADMISSIONS COMMUNICATION POLICIES**

Prior to applying to Tri-County, resident district students have several opportunities to gain information about the School and its programs including:

1. Program of Study booklets/pamphlets describing Tri-County’s academic and vocational programs and an application are available at the Tri-County School Counseling Office and on the school website.
2. All the region’s grade 8 students will have the opportunity to attend an assembly when Tri-County Regional Vocational Technical High School staff and student representatives present information at each middle school in September and October.
3. Tours are available to the public on Tuesdays at 9:00 A.M. The Tri-County Vocational Technical School Office is open year round to provide information to prospective applicants. To request a tour, please contact the School Counseling Office at (508)528-5400 x125 or [mcnamara@tri-county.us](mailto:mcnamara@tri-county.us). If the agreed-upon time slot for a tour occurs during the applicant’s school day, the School Counseling Office will provide confirmation to the applicant’s current school that the applicant attended during this time. Such tours may not be counted as unexcused absences by sending districts. Information about the school is also available at the Tri-County website at [www.tri-county.us](http://www.tri-county.us).
4. An Open House for prospective students and their parents/guardians is held in the Fall.

## **VI. APPLICATION PROCESS**

The application for admissions is found on the Tri-County website ([www.tri-county.us](http://www.tri-county.us)) and is translated into different languages. Brochures and postcards with application information and directions are mailed to all eighth grade students who reside within the Tri-County Regional School District.

1. The application, requesting personal information and program choices, is filled out by the child and parent/guardian. The parent/guardian must sign (or e-sign) the application to indicate approval of their student’s application and authorize the release of all information by the sending school.
2. The application is submitted online. Each year the Tri-County regional middle schools will be contacted and provided login information to view and to submit applicants school records that are required for admissions. This information includes the student’s report card for the previous year and the first half of the current year; attendance reports for the same time period; the school recommendation, discipline record and any other pertinent information. Paper applications should be requested from the Tri-County School Counseling Department.
3. Students are scheduled for an interview with a member of the admissions team or their designee. In the case of student absence on the interview day, or in the case of a late applicant, the interview schedule will be mutually agreed upon between the Director of School Counseling and the student’s

counselor and/or parent(s)/guardian. The purpose of the interview is to clarify the student’s reason for attending Tri County as well as their choice of program areas, career goals, interests and motivation.

4. Notification will be made by Tri-County to all applicants with completed applications by May 1<sup>st</sup>. Each applicant will receive a letter notifying them of an admissions decision including accept or waitlist. Regional middle school counselors will be notified. The wait list is valid for the current school year. If openings occur, the seats are filled from the waiting list with preference given to resident (in-district) applicants. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list, which is determined by the total points given according to the selection criteria.

5. Fall priority admissions application deadline is December 31.

6. Home schooled students (including approved online educated) may apply for admission to Tri County Regional Vocational Technical High School, including admission during the school year, provided all admission criteria are followed.

- The home schooled student’s parent(s)/guardian(s) must submit a copy of the home school approval letter from the local school superintendent, provide documentation showing the approval of the curriculum, and provide evidence of work reflecting state benchmarks.
- Home schooled students will be accepted to Tri-County Regional Vocational Technical High School according to the selection criteria contained in this Admission Policy.
- If grades are not available, a representative sample portfolio of the student’s body of work in English, Math, Science and Social Studies must be submitted. Home Schooled students will be ranked on their portfolio/grades (34%), three letters of recommendation (33%), and an interview with Tri-County staff (33%). If the student has also attended school at any time within the two years of applying, the current year’s and one year prior records will be included as appropriate. Three letters of recommendation should be written by a community member who is not a direct relation to the applicant.

Any application found to be fraudulent, or if a student is accepted under false pretense, will be deemed ineligible. If that student is already enrolled, the administration will determine the appropriate action, including but not limited to withdrawal of acceptance.

## VII. SELECTION CRITERIA

1. Scholastic Achievement - A maximum of 30 points is derived from the previous full year grades and all grades prior to February 1 for the current school year in English, Math, Social Studies, and Science from the local report card. Each class is given the appropriate letter grade (when numerical grades are provided, students are given the average of A 90-100, B 80-89, C 70-79, D 65-69, F 64 or below); the four course grades are averaged to give the overall score.

Grade Averages	7th Grade Points	8th Grade Points
A	15	15

B	12	12
C	10	10
D	8	8
F	0	0

Possible score: 30

Students who receive pass/fail grades: A passing grade will be awarded a score representing the lowest passing score.

2. Attendance - Attendance, based on the total number of *unexcused* absences and tardies (3 tardies = 1 absence), constitute the attendance category. Points are awarded and totaled for grade 7 and the first half of grade 8. For students applying for Grade 10, 11, or 12, points are awarded for the previous two years using the full year point value chart.

7th Grade		8th Grade	
Full Year	Point Value	Half-Year	Point Value
0 – 5 (absences)	10	0 – 3	10
6 – 10	8	4 – 6	8
11 – 15	6	7 – 8	6
16 – up	0	9 – up	0

Possible score: 20

3. Conduct/Behavior - This criterion is a measure of the student's rating in conduct and citizenship as determined by the student discipline record. Points are awarded as follows:

Rating	Point Value
Less than 10 days suspensions/expulsion	20
More than 10 days suspended or expulsion	0

Possible Score: 20

4. Sending School Recommendation - A maximum of 10 points is derived from the recommendation of the

sending school counselor and/or other sending school personnel who know the applicant best. A student's performance at his/her current grade level is being evaluated. The recommendation is based on a student's effort and motivation regarding his/her education. Points are awarded as follows:

Rating	Point Value
Excellent	10
Good	8
Average	6
Fair	4
Poor	0

Possible Score: 10

5. Interview - Each applicant will be interviewed by the Director of School Counseling and/or their designee. Each applicant is asked the same questions and rated with a uniform standard. The interview will provide information regarding the student's reason for attending Tri-County and their ability to benefit from vocational education, the student's choice of program area, career goals, and his/her interests and motivation.

Rating	Point Value	Rubric
Excellent	20	Answered all questions completely and thoughtfully with specific examples and/or evidence
Above Average	15	Answered all questions completely, some with specific examples and/or evidence
Average	10	Answered all questions, but some incompletely, with limited examples or evidence
Below Average	5	Answered some questions, but incompletely with no examples or evidence
Poor	0	Answered no questions - , i.e. absence, and/or was unable to participate in the interview

Possible Score: 20

**Possible score for all criteria: 100 points**

Applications are rank ordered from the highest admissions score to the lowest; available seats are allocated

accordingly. Students not initially offered enrollment will be placed on Tri-County’s waiting list. Students on the waiting list will have their applications reviewed as openings become available, on an on-going rolling basis.

### VIII. SELECTION PROCESS

The Director of School Counseling and/or designee screens each application to determine if it is complete. Each criterion is translated into numerical equivalents and added, resulting in the admissions score. The score is a composite point value of the five admissions criteria computed as follows:

**30 Points** Achievement (English Language Arts, mathematics, social studies and science grades)

**20 Points** Attendance

**20 Points** Conduct/behavior

**10 Points** Recommendation/effort

**20 Points** Interview

**Total points = Admissions score**

Resident (in-district) students are rank ordered by their admission score in descending order. Students applying from non-district towns are rank ordered by their admissions scores in descending order and their names are placed on a list entitled “Nonresident Applicants”.

The Admissions Committee reviews the applications from each town to determine the final selection of accepted students. The Committee also reviews the Nonresident applicants and makes recommendations for acceptance when appropriate.

All applicants who complete the admission process are notified of their status by a letter to the student and/or parent(s)/guardian(s). Middle School Guidance Counselors will be notified as well.

### IX. PROGRAM-SPECIFIC ADMISSION

All grade nine students who enroll in Tri-County participate in a half school year exploratory program which consists of two phases. During phase one, all grade nine students explore all vocational programs for a half day each. During phase two, all grade nine students explore six vocational programs of their choice for one week (alternating with academic weeks). Each exploratory is graded and is figured in the student’s exploratory average. At the completion of the exploratory program, students select their top choices for a vocational major. Program choices are awarded based on space available determined by the Superintendent. If more students select a program major than there are spaces available, then the students are rank ordered by their raw score (see below). If there is a tie in exploratory scores, the tie-breaker is the student’s exploratory score in that specific program. Remaining students are placed on a waiting list, rank ordered by exploratory score in that program. Those students are then placed in one of their alternate program selections. If the student’s second and third choices are not available due to space availability, the school counselor will meet with the student and review spaces available. The school counselor will meet with the student on the waitlist if any opening should occur during the remainder of Grade 9 and T1 Grade 10. If a student applies to a program and is waitlisted, the student may appeal in writing to the Vocational Director and/or her/his designee. In making this determination, the Vocational Director and/or her/his designee will review the following information: *Academic Achievement (English Language Arts, Mathematics, Social Studies and Science grades), Attendance, Conduct/behavior, Recommendation/effort, Exploratory Score (program specific and overall exploratory score), and space availability in the desired program.*

**40 points** – Average grade in all 6 explored programs, converted by percent

**20 points** – Academic average at end of the first trimester, per grid below

**20 points** – Conduct/Behavior, per grid below

**20 points** – Attendance, per grid below

**Total points = Program selection score**

Academic Average	Points	Attendance by Number of Absences at Half Year	Points
90 – 100	20	0 – 3	20
80 – 89	15	4 - 6	10
70 - 79	10	7 - 8	5
60 – 69	5	9 - up	0
Below 59	0		

Discipline Rating	Point Value
Excellent (0 detentions, referrals, or logged incidents)	20
Good (1 detention, referrals, or logged incidents)	15
Average (2 – 4 detentions, referrals, or logged incidents)	10
Fair (1 suspension or 4+ detentions)	5
Poor (5+ detentions, referrals, or logged incidents 1+ days suspension)	0

Students who enroll in Tri-County after the completion of the Grade 9 exploratory program may explore two to three vocational technical programs that have openings before making a program selection. Students are evaluated and graded by each shop instructor during the period of the exploration. If the number of enrollees seeking a particular shop exceeds the number of openings, the evaluative grades received by the students rank ordered would determine the enrollee or enrollees who are placed in a particular shop.

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

## **X. REVIEW AN APPEALS PROCESS ADMISSION TO TRI-COUNTY AND PROGRAM ADMISSION**

If an applicant is not accepted to Tri-County RVTHS, the applicant and/or their parents/guardian may request a review of the decision by sending a written request for a review to the Director of School Counseling within 15 days of the receipt of the decision letter.

Similarly, if an applicant is not admitted to their program of choice following the exploratory process, the parent/guardian may request a review of the decision by sending a written request for a review to the Vocational Director within 15 days of the shop placement.

Parents/guardians will receive a response in writing within 15 days of the receipt of a written request for review. Requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
David Elsner Director of School Counseling elsner@tri-county.us	c/o David Elsner 147 Pond Street Franklin, MA 02038
Pamela Olsen Vocational Director olsen@tri-county.us	c/o Pamela Olsen 147 Pond Street Franklin, MA 02038

If after the review of this first decision, the parent/guardian wishes to appeal the findings, they may do so by sending a written request for a review to the Principal within 15 days of the date of the letter from the Director of School Counseling or Vocational Director. The Principal will respond in writing with the findings of the review within 15 days of the meeting. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
Dana Walsh Principal walsh@tri-county.us	c/o Dana Walsh 147 Pond Street Franklin, MA 02038

If after the review by the Principal, the parent/guardian wishes to appeal the findings, they may do so by sending a written request for a review to the Superintendent. Such a request must be made within 10 days of the date of the letter from the Principal. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
Karen Maguire Superintendent maguire@tri-county.us	c/o Karen Maguire 147 Pond Street Franklin, MA 02038

The Superintendent will respond to these requests for review in writing and indicate whether the decision to deny admission to the student will stand or be overturned. In making this determination, the Superintendent will review the process to ensure that the applicant was scored in accordance with the published admission guidelines and that the process of appeal was appropriately followed. If after the

review by the Superintendent, the parent/guardian wishes to appeal the findings, they may do so by contacting the Problem Resolution Service at the Massachusetts Department of Education: 781.338.3700 or email [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) 9

#### **XI. MAINTENANCE OF RECORDS**

Tri-County RVTHS maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria (if used), to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Tri-County will provide this information to the Department of Elementary and Secondary Education upon request.