LYNN VOCATIONAL TECHNICAL INSTITUTE
High School Admissions Policy
Adopted by the Lynn Public Schools School Committee on 12/09/2021

INTRODUCTION
Massachusetts state regulations (603 CMR 4.00) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

I. ADMISSIONS
When Lynn Vocational Technical Institute receives more applications than it has available seats, Lynn Vocational Technical Institute applies selection criteria to determine which students it will admit. The criteria Lynn Vocational Technical Institute applies have been approved by its school committee, and the school committee will approve the use of these criteria annually. Lynn Vocational Technical Institute’s admission policy is on file at the Department of Elementary and Secondary Education.

II. EQUAL EDUCATIONAL OPPORTUNITY
Lynn Vocational Technical Institute 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.

If a student’s primary home language is not English, Lynn Vocational Technical Institute will provide them with an application form in their home language. Please contact our Guidance Office at 781-477-7420 x3011 or gmendez@lynnschools.org if you have questions or need help filling out the application form.

Lynn Vocational Technical Institute is committed to providing educational opportunities to students experiencing homelessness. Please contact Lynn Public Schools’ liaison, Ms. Amy Chruniak, with any questions:

<table>
<thead>
<tr>
<th>By e-mail</th>
<th>By phone</th>
<th>By hard-copy mail or hand delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:ChruniakA@lynnschools.org">ChruniakA@lynnschools.org</a></td>
<td>781-477-7420 x.3207</td>
<td>Amy Chruniak 100 Bennett Street Lynn, MA 01905</td>
</tr>
</tbody>
</table>

Students with disabilities may voluntarily identify themselves to Lynn Vocational Technical Institute to request reasonable accommodations during the application and admission process.

Neither a student’s disability nor the primary language of their home will have any effect on their admission to Lynn Vocational Technical Institute.
Consistent with Massachusetts regulations, Lynn Vocational Technical Institute has created 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.”

Lynn Vocational Technical Institute will do the following:

- Inform potential applicants about Chapter 74 programs through the following means:
  - Send informational materials home to all potential applicants
  - Present information to all 7th grade students in Lynn Public Schools in the first half of the year, prior to the terms that count toward admission scoring
  - Bring all in-district 8th grade students to Lynn Vocational Technical Institute for tours of our facilities and programs
  - Offer an Open House program for all potential applicants and their families at Lynn Vocational Technical Institute
  - Provide information upon request from our Guidance Department to interested students and families

- Alter the selection system, as follows:
  - Tie all aspects of the selection process to the school’s values and commitments
  - Flatten the scoring bands for grades, attendance, and discipline
  - Incorporate a student artifact component to allow students to express their interests and qualities
  - Implement a hybrid selection process (mix of ranked scoring and weighted lottery) that allows all applicants an opportunity for admission

III. ELIGIBILITY

Any rising or current 8th, 9th, or 10th student who is a resident of the City of Lynn may apply for admission to Lynn Vocational Technical Institute. Students may only be admitted to Lynn Vocational Technical Institute if they have been promoted to the grade they are seeking to enter, so 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 who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

NON-RESIDENT STUDENTS:

Students who are not residents of the City of Lynn are eligible to apply for admission to Lynn Vocational Technical Institute. Please be aware that residents of the City of Lynn who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the Chapter 74 Nonresident Student Tuition Program online.

HOMESCHOoled STUDENTS:

Homeschool applicants may apply to attend Lynn Vocational Technical Institute full-time and will be subject to the same admissions standards as other applicants.
TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Lynn Vocational Technical Institute and will be subject to the same admissions standards as other applicants.

Students seeking to transfer from a similar Chapter 74 program in another vocational school may do so at any time. All transfer applicants must attend an informational meeting at LVTI. If the applicant or parent/guardian cannot provide transportation, an official from LVTI will either meet with the applicant virtually or go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admissions Policy.

SCHOOL CHOICE:

Lynn Vocational Technical Institute 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

Lynn Vocational Technical Institute is a vocational/technical high school located in Lynn, Massachusetts.

The contact information for Lynn Vocational Technical Institute is:

80 Neptune Boulevard
Lynn, MA  01902
781-477-7420 x.3002

The Principal-Director of Lynn Vocational Technical Institute is:

Fred Gallo (GalloF@lynnschools.org)

The Superintendent of Lynn Public Schools is:

Dr. Patrick A. Tutwiler (TutwilerP@lynnschools.org)

It is the responsibility of the Lynn Public Schools’ Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

V. ADMISSIONS COMMUNICATION POLICIES

Lynn Vocational Technical Institute maintains a calendar of events on its website where it provides information on the admissions process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Guidance Office at 781-477-7420 x3011 or gmendez@lynnschools.org.

Lynn Vocational Technical Institute also shares recruitment information with potential applicants in the following ways:

- Send informational materials home to all potential applicants
• Present information to all 7th grade students in Lynn Public Schools in the first half of the year, prior to the terms that count toward admission scoring
• Bring all in-district 8th grade students to Lynn Vocational Technical Institute for tours of our facilities and programs
• Offer an Open House program for all potential applicants and their families at Lynn Vocational Technical Institute
• Provide information upon request from our Guidance Department to interested students and families

Lynn Vocational Technical Institute offers tours of its facilities to interested applicants. To request a tour, please call or email our Guidance Office at 781-477-7420 x3011 or gmendez@lynnschools.org. If the agreed-upon time slot for a tour occurs during the applicant’s school day, the Guidance Office will provide confirmation to the applicant’s current school that the applicant attended a tour during this time. Such tours may not be counted as unexcused absences by sending middle schools.

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH AND TENTH GRADE

1. Students interested in applying to Lynn Vocational Technical Institute for fall admission to the 9th or 10th grade must:

   Students can obtain an application online on the school’s admissions resource webpage. Applications will also be available in the Lynn Vocational Technical Institute Guidance Office during business hours (during the school year, typically Monday – Friday, 7:45 a.m. – 2:45 p.m.) at 80 Neptune Boulevard, Lynn, MA, 01902.

   Students and families can contact our Guidance Department (781-477-7420 x3011 or gmendez@lynnschools.org) for assistance with accessing and completing applications in their home language.

2. The Lynn Vocational Technical Institute Guidance Department staff will work with other schools to obtain the necessary information pertaining to the admissions criteria to determine students’ criteria scores, as well as to conduct the required student interviews.

LATE APPLICATIONS

Completed applications must be received by the selection date (as established on a yearly basis, though typically in late February) to be entered into the initial selection process. Only newcomers to Lynn Public Schools will be permitted to apply between the initial deadline and the subsequent rounds of weighted lotteries. (Please see the Selection Process section below for more details.) Applications received after the initial deadline from students who had been enrolled in the district at the time of the said deadline will only be considered if open seats remain by the end of all weighted lottery drafts. At that point, any late applications will be considered by the date they are received.

TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for
admission to Lynn Vocational Technical Institute. Please contact the Guidance Office at 781-477-7420 x3011 or gmendez@lynnschools.org with any questions or to request an application form.

WITHDRAWN STUDENTS

Students who have previously withdrawn from the school and are reapplying must submit a new application, which is scored according to the same criteria as other applicants based on the relevant information as of the date of application.

VII. SELECTION PROCESS

When more students apply to Lynn Vocational Technical Institute than available seats, Lynn Vocational Technical Institute uses the following system to select students for admission:

To be considered for admission to Lynn Vocational Technical Institute, a student will need to do the following:

• Submit a completed application form
• Upload an artifact to the school’s online portal

*Admission for all applicants will be conditioned upon successful promotion to the grade the student is seeking to enter at Lynn Vocational Technical Institute.

Lynn Vocational Technical Institute will score a student’s application based on the following: academic grades, attendance record, discipline record, and an interview. A student’s overall score will be based on a 100-point scale.

Lynn Vocational Technical Institute will review a student’s grades, attendance, and discipline for the applicant’s most recent four (4) completed quarters. (For example, for a typical 9th grade applicant, the school will review the student’s 3rd and 4th quarter from 7th grade and 1st and 2nd quarter from 8th grade.) If a student has fewer than four (4) quarters of pertinent information on their official record, the amount of time for which they have accrued said data will be extrapolated to be scored in line with the 4-quarter system.

Scoring Components:

Academic Grades (max of 20 points):

A student’s academic grades will be counted across all four core subjects (ELA or its equivalent, history, math, and science). All terms for each subject will be averaged together. The student will receive four separate scores (max. of 5 points each) for the core subjects, and the sum of these scores will be the student’s overall academic score.
<table>
<thead>
<tr>
<th>Grade Average</th>
<th>Points Per Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to C</td>
<td>5</td>
</tr>
<tr>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**Attendance Record** (max of 20 points):

A student’s unexcused absences will be counted over the most recent four quarters. The sum of those absences will result in points being awarded as follows:

<table>
<thead>
<tr>
<th>Total Unexcused Absences</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-8</td>
<td>20</td>
</tr>
<tr>
<td>9-12</td>
<td>10</td>
</tr>
<tr>
<td>13-17</td>
<td>5</td>
</tr>
<tr>
<td>18+</td>
<td>0</td>
</tr>
</tbody>
</table>

*Note: The state sets 18 absences (10% of school days) as the threshold for “chronically absent” for a full school year.

**Discipline Record** (max of 15 points):

A student’s disciplinary record over the most recent four quarters will be reviewed, only in terms of any conduct for which suspension or expulsion was imposed pursuant to M.G.L. c.71 §37H or §37H½, or for which suspension or expulsion for more than 10 days was imposed pursuant to M.G.L. c.71 §37H¾. These types of disciplinary infractions will be scored as follows:

<table>
<thead>
<tr>
<th>Total Infractions</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>1+</td>
<td>0</td>
</tr>
</tbody>
</table>

*When submitting an application, students are offered the ability to provide a written letter of appeal to the admissions committee regarding extenuating circumstances of any infractions for which suspension or expulsion was imposed pursuant to 37H, 37H½, and/or 37H¾ that result in a loss of points.
**Student Interview** (max of 45 points):

The Lynn Vocational Technical Institute admissions committee will interview every applicant using the same five questions. Applicants will be scored according to a rubric. The questions are as follows:

1) Why are you applying to Lynn Tech? (9 points max)

2) What are your plans for after you graduate high school? (9 points max)

3) How will Lynn Tech prepare you for your future? (9 points max)

4) What qualities do you possess that will make you a good member of the Lynn Tech school community? Please name 3. (6 points max)

5) How does your artifact display the interests and qualities you will bring to Lynn Tech? (12 points max)

**Selection System:**

Students will be offered fall admission to the 9th grade using the following system:

All applicants will earn a point total based on the above criteria, as described.

Completed applications must be received by the selection date (as established on a yearly basis, though typically in late February) to be entered into the initial selection process. Only new enrollees to Lynn Public Schools will be permitted to apply between the initial deadline and the subsequent rounds of weighted lotteries. (Please see below for full details.) Applications received after the initial deadline from students who had been enrolled in the district at the time of said deadline will only be considered if open seats remain by the end of all weighted lottery drafts. At that point, any late applications will be considered by the date they are received.

Students who submit applications by the initial set deadline will be selected using a hybrid process, by which:

- Approximately the top 75% of available seats will be offered to the highest ranked applicants based on their composite score
- All other eligible applicants will be entered into a weighted lottery to determine the order of the remainder of offers of admission for this initial round (approximately 10% of seats)
  - To ensure equitable access for all potential applicants, three separate weighted lottery drawings will be conducted during the enrollment cycle. Applicants who are not selected during the first lottery will be automatically eligible for the second lottery. Applicants who are not selected during the second lottery will be
automatically eligible for the third lottery. Those not selected in any of the lotteries will be added to a waitlist based on the order of the third (final) drawing. Applicants will be selected from the waitlist as space becomes available. If there are open seats at the conclusion of all three lottery windows, space will be assigned on a rolling basis throughout the year.

*All lotteries will be held virtually, with screen recordings available upon request.*

<table>
<thead>
<tr>
<th>Approximate Drawing Date</th>
<th>Approximate % Admitted</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of February</td>
<td>10%</td>
<td>All prospective students who apply, are currently or soon-to-be residents of the City of Lynn, and who promote to the grade to which they apply.</td>
</tr>
<tr>
<td>(TBD annually)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of May</td>
<td>10%</td>
<td>Interested new district enrollees who apply between the original application deadline and May 15, as well as all previous applicants who have yet to receive an offer of admission.</td>
</tr>
<tr>
<td>(TBD annually)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of August</td>
<td>5%</td>
<td>Interested new district enrollees who apply between the original application deadline and August 15, as well as all previous applicants who have yet to receive an offer of admission.</td>
</tr>
<tr>
<td>(TBD annually)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><em>We anticipate a greater percentage due to attrition</em></td>
</tr>
</tbody>
</table>

Each weighted lottery will be conducted as follows:

- All applicants not offered admission based on rank will have their student ID number (or other identifying number assigned to their name) entered into the lottery a specific number of times based on their composite score, as follows:

<table>
<thead>
<tr>
<th>Composite Score</th>
<th>Number of Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100</td>
<td>5</td>
</tr>
<tr>
<td>81-90</td>
<td>4</td>
</tr>
<tr>
<td>71-80</td>
<td>3</td>
</tr>
<tr>
<td>51-70</td>
<td>2</td>
</tr>
<tr>
<td>0-50</td>
<td>1</td>
</tr>
</tbody>
</table>

- Random numbers will be assigned to all IDs in the list, and the list will be sorted numerically so that only unique IDs remain, creating the order of the remainder of students offered admission (up to capacity).
- Students not offered admission in the initial selection process will be re-entered into the weighted lottery for the second drawing.
- Student not offered admission in the second-round drawing will be re-entered into the weighted lottery for the third drawing.
All students not receiving offers of admission after the third drawing will be placed on the waitlist based on their position in this final drawing. Waitlisted students will retain their place on the waitlist until April 30th of the following spring. If students wish to be considered for admission after this date, they must submit another application for admission the following year, at which time their most recent four quarters and a new student artifact will be considered.

A separate admission process will be run (using the same criteria) for students seeking fall admission to the 10th grade, as follows:

All applicants will earn a point total based on the above criteria, as described.

Applications must be received by the set deadline prior to the selection date (as established on a yearly basis, though typically in late February) to be entered into the initial admission process. Applications received after this date may be accepted, though late applicants will be placed at the end of the established waitlist by the date and time the school receives the application.

Students who submit applications by the set deadline will be selected using a weighted lottery system, as described below:

- All eligible applicants will have their student ID number (or other identifying number assigned to their name) entered into the lottery a set number of times based on their composite score, as follows:

<table>
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<tr>
<th>Composite Score</th>
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</thead>
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<tr>
<td>91-100</td>
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<td>2</td>
</tr>
<tr>
<td>0-50</td>
<td>1</td>
</tr>
</tbody>
</table>

- Random numbers will be assigned to all IDs in the list, and the list will be sorted numerically so that only unique IDs remain, creating the order of the remainder of students offered admission (up to capacity) and those placed on the waitlist

Waitlisted students will retain their place on the waitlist until April 30th of the following spring.

*Note: Students admitted to 10th grade may encounter a more limited availability of Chapter 74 programs.

VII. EXPLORATORY PROGRAM

Because Lynn Vocational Technical Institute offers 5 or more Chapter 74 state-approved programs, Lynn Vocational Technical Institute provides a half year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks.
All 9th graders who enroll at Lynn Vocational Technical Institute participate in a vocational technical exploratory program from September through January designed to help them learn about their talents and interests relative to a variety of different vocational technical programs. In addition, vocational technical program (shop) teachers evaluate students during the exploratory program. At the end of this exploratory period, each student selects his/her program of choice, as well as a second and third choice.

IX. PROGRAM-SPECIFIC ADMISSION

Until such a time where the admissions team elects to review and revise the program-specific admission process, Lynn Vocational Technical Institute will continue to implement the following system for students to identify and enroll in their Chapter 74 technical program:

Each shop teacher evaluates students during the period of time students are exploring the shop. During exploratory, students are evaluated and scored on the following five criteria: Punctuality 5%, Effort 5%, Follows Instructions 5%, Safety 5%, and Projects 5%.

Students are admitted into the shop of their choice based on a ranking derived from the point total received based on the following four criteria (maximum of 100 points):

1. Shop Teacher Evaluations (40%) derived from the point total received in all shops combined during the exploratory period.

2. Academic Grades (40%) consisting of English (10%), math (10%), science (10%) and social studies (10%): academic rubric from Section VII: Selection Process

3. Attendance (10%): attendance rubric from Section VII: Selection Process

4. Discipline (10%): discipline rubric from Section VII: Selection Process

Students are admitted to the shop of their choice based on the point total of all four criteria. The maximum possible points a student may earn is 100 points. For example, a student with a point total of 92 would be admitted before a student with a point total of 90.

If a shop fills, based on point total, before a student gets his or her first choice, the guidance counselor then moves to the student’s second or third choice depending upon whether there is an opening in the shop. If a student’s point total is so low that he or she was not placed in his or her second or third choice shop because the shops were filled by students with higher point totals, the guidance counselor will meet with the student and present a list of the shops with openings and ask the student to choose one of them. This process continues until all students are placed.

Students who enroll at LVTI after 9th grade may shadow vocational technical programs that have openings, before making a program selection. Students are evaluated by each shop teacher during the period of shadowing. If the number of enrollees seeking a particular shop exceeds the number of openings, a ranked waiting list will be maintained by the guidance counselor. After placement, students continue to work in the shop in which they were placed for the remainder of the school year and the school years to follow. If a student wishes to transfer, he or she may apply to transfer to another shop. Transfer requests will be considered subject to the availability of openings in the requested shops per the ranked waiting lists maintained by the guidance counselor and must meet with a counselor prior to an admission determination.
X. REVIEW AND APPEALS PROCESS

ADMISSION TO LYNN VOCATIONAL TECHNICAL INSTITUTE

If Lynn Vocational Technical Institute does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Principal-Director of Lynn Vocational Technical Institute review that decision within ten (10) days of the receipt of the rejection/waitlist notice. These requests can be made in the following ways:

<table>
<thead>
<tr>
<th>By e-mail</th>
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</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:GalloF@lynnschools.org">GalloF@lynnschools.org</a></td>
<td>Fred Gallo</td>
</tr>
<tr>
<td></td>
<td>80 Neptune Boulevard</td>
</tr>
<tr>
<td></td>
<td>Lynn, MA 01902</td>
</tr>
</tbody>
</table>

The Principal-Director will respond to these requests for review in writing within thirty (30) days of the receipt of the request and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the Principal-Director will review the following information:

- Pertinent data contributing to the criteria scoring, including disciplinary appeals
- Calculation of the composite score
- Method of placement within the admissions ranking system or weighted lottery order

ADMISSION TO SPECIFIC PROGRAMS WITHIN LYNN VOCATIONAL TECHNICAL INSTITUTE

Students who have been admitted to Lynn Vocational Technical Institute will need to apply to a specific program of study (also known as a “major” or “shop”), typically for the 3rd quarter of 9th grade year. If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Principal-Director in the following ways:

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Lynn, MA 01902</td>
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</tbody>
</table>

In making this determination, the Principal-Director will review the following information:

- Pertinent data contributing to the criteria scoring within each exploratory program
- Calculation of the composite score
- Method of placement into a Chapter 74 program

XI. MAINTENANCE OF RECORDS

Lynn Vocational Technical Institute maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Lynn Vocational Technical Institute will provide this information to the Department upon request.