

Roger L. Putnam

Vocational Technical Academy

Admission Policy

This Springfield Public Schools (“SPS”) Roger L. Putnam Vocational Technical Academy (“Putnam”) Admissions Policy (“Admissions Policy”) has been developed in accordance with Massachusetts General Law Chapter 74 (MGL Ch. 74), the Massachusetts Vocational Technical Education Regulations (603 CMR 400), and the Department of Elementary and Secondary Education (“DESE”) Admission Policy Guidelines for Selective Public Vocational Technical High Schools in Massachusetts.

I. INTRODUCTORY STATEMENT

Vocational technical shops and laboratories are designed and equipped to safely serve a maximum number of students. Traditionally, the number of applicants for the Roger L. Putnam Vocational Technical Academy (“Putnam”) exceeds the number of students who can safely be enrolled in the vocational technical shops and laboratories. Therefore, all Putnam applicants will be selected using the criteria contained in this Admissions Policy. The Springfield School Committee annually approves the Putnam Admission selection criteria. The Superintendent annually attests to DESE that the Putnam Admissions Policy complies with federal and state law and relevant guidelines issued by DESE or the U.S. Department of Education.

II. EQUAL EDUCATIONAL OPPORTUNITY STATEMENT

The Putnam Admission Policy is without regard to race, color, religion, national origin, ancestry, sex, gender identity, sexual orientation, age, veteran status, genetic information, disability, or homelessness status.

Applicants with Limited English Proficiency (LEP), upon request, will be assisted by a qualified Springfield school district representative to help complete the application.

Students with disabilities who self-identify will be provided reasonable accommodations during the application process.

Information on LEP status and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the application process will not be a factor in admission decisions.

III. ELIGIBILITY STATEMENT

Residents

Any student currently enrolled in 8th grade who is a resident of the City of Springfield who expects to be promoted to or has been promoted to 9th grade is eligible to apply for fall admission, subject to the availability of openings. Resident students will be evaluated according to the criteria contained in this Admission Policy. Priority for admission is given to City of Springfield residents.

Resident students attending other Springfield high schools cannot apply for admission until after the end of the first marking period of their sophomore year unless the student has been in a chapter 74 state-approved vocational program.

Transfer

Transfer students in grades 10th, 11th and 12th grades from another chapter 74 state-approved vocational technical education program are to be assigned to a trade based on the availability of openings in the specific trade and grade level.

McKinney-Vento

Homeless students will be evaluated and ranked using the criteria contained in this Admission Policy.

Home Schooled

City of Springfield students who are home schooled may apply to Putnam as incoming 9th graders

Home Schooled students will be evaluated by the Principal and/or designee based upon: (1) submission of the Home School approval letter from the Superintendent and (2) submission of documentation of student mastery of middle school standards.

IV. ORGANIZATIONAL STRUCTURE

The Springfield Public Schools Superintendent ("Superintendent") or designee supervises the administration of this Admissions Policy and is required to ensure admission and enrollment at Putnam is in conformity with this Admissions Policy. The Superintendent, or designee, in collaboration with the Parent and Community Engagement (PACE) Center, is responsible for:

- Implementing application and admission procedures;
- Processing of applications;
- Ranking of students;
- Admitting students according to the criteria in this Admission Policy; and,
- Establishing and maintaining a waiting list of students who satisfy the Admissions Policy criteria.

V. RECRUITMENT PROCESS

Putnam disseminates information about the school and recruits students through a variety of methods. Putnam plans and implements an off-campus Recruitment Road Show, in addition to school tours during the months of October/November in which Putnam students play an integral part as recruitment team members. The recruitment process is delivered to all 8th graders in Springfield's sending middle schools and consists of:

- A student-delivered presentation about the uniqueness and the benefits of attending Putnam;
- An opportunity to interact with student presenters and staff while participating in the interactive displays; and,
- Parent/guardian tours of Putnam.

A High School Informational Night, held by SPS, provides an informational presentation for all interested middle school students, parents, and the community at one of the area schools. All Springfield high schools participate in this event. Visitors are able to speak with students and staff from high schools represented at the School Fair Night.

Translation services are provided as needed.

VI. APPLICATION PROCESS

For 8th Grade Students

Application to Putnam is made during the SPS online high school balloting and is subject to the availability of openings. Students who satisfy the Putnam criteria as described in Section VIII of this Admissions Policy, ("Putnam Qualified Applicant") and are therefore eligible for, and wish to enroll at Putnam, must select Putnam as the first-choice school. The annual dates when online balloting can take place are communicated to students and families via the Springfield Public Schools' website, via phone calls to 8th grade families, and through 8th

grade guidance counselors. This information is also distributed at the School Fair Night described above. On-line balloting is available at the PACE Center and at all Springfield middle schools.

It is the responsibility of 8th grade guidance counselors to ensure all 8th graders and their families are aware of all high school options, complete a high school ballot via the online application, and for Putnam Qualified Applicants, apply to Putnam by making Putnam their first-choice high school, if that is their desire. Selecting Putnam as the first-choice via the online high school ballot constitutes a student's application for enrollment at Putnam. This is the only means for a Putnam Qualified Applicant 8th grader to submit an application to Putnam.

For Transfer 10th grade Springfield Applicants

Putnam Qualified Applicants already attending a Springfield high school cannot apply for Putnam admission until after the end of the first marking period of their sophomore year unless they are already attending a chapter 74 state-approved vocational program.

For students interested in transferring to Putnam Academy during the 9th grade, inquiry should be made to the Parent and Community Engagement Center ("PACE Center").

LATE APPLICATIONS

8th grade Putnam qualified applicants can only apply to Putnam by selecting Putnam as their first-choice through the online high school balloting application. Putnam Qualified Applicants wishing to apply to Putnam who do not select Putnam as their first choice can apply for placement on the Putnam wait list at the PACE Center. Students currently attending high school and enrolled in grade 10th, 11th or 12th in another district, cannot apply for admissions to Putnam, unless they are currently enrolled in a program that is currently offered at Putnam and is a Chapter 74 state-approved vocational education program in another district and are transferring as residents to the city of Springfield, MA.

WITHDRAWN STUDENTS

Students who withdraw from Putnam, and who are attending or not attending another approved chapter 74 program high school, may reapply to Putnam following the procedures contained in this Admission Policy.

VII. SELECTION CRITERIA – Putnam Eligibility Score

A Putnam Qualified Applicant is a student who has a "Putnam Eligibility Score" defined as a score at or above the annually established cut score, using the following weighted admissions criteria.

A maximum of 80 points can be earned for admission to Putnam. Each applicant will be assigned a Putnam Eligibility Score derived from the sum of the sub-scores of the following criteria, averaged over current and previous 2 years.

Scholastic Achievement (Grades): Maximum 40 Points

The weighted average of the available grades for the current and previous 2 years in English Language Arts, social studies, math and science. The grades are averaged and then assigned a point final score from 0 to 40 (40 being the highest final score). See Scholastic Achievement Rubric, Appendix A.

Attendance: Maximum 40 Points

For the current (through quarter 1) and previous 2 years, attendance is calculated by taking total days enrolled **minus unexcused absence days** divided by total days enrolled. Points are awarded from 0 to 40, with 40 being perfect attendance. Excused Absences are not considered in the Attendance Rubric. See Attendance Rubric, Appendix B.

VIII. SELECTION PROCESS

The PACE Center and Office of Information, Technology, and Accountability (OITA), in conjunction with the Superintendent or designee, will assign points based on the above stated admission criteria - scholastic achievement (grades) and attendance – to determine a Putnam Eligibility Score. The Putnam Eligibility Score is determined for every 8th grade Putnam Qualified Applicant completing the online high school ballot and who has selected Putnam as a first choice.

Putnam Qualified Applicants will then be accepted into Putnam in the following order: Highest to lowest Putnam Eligibility Score until all Putnam openings have been filled.

Putnam Qualified Applicants who aren't accepted in the initial acceptance, are placed on a waiting list in order of their Putnam Eligibility Score, highest to lowest. Should openings occur, openings are then filled by accepting resident Putnam Qualified Applicants from the wait list. Putnam Qualified Applicants who submit applications after the high school balloting period, are placed on the waiting list after all those who timely applied and in the order of their application.

IX. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

Students who are accepted as Putnam 9th graders participate in a 9th grade half school year vocational technical exploratory program designated to help them learn about their talents and interests relative to a variety of vocational technical programs. In addition, vocational technical program (shop) teachers evaluate students during the exploratory program using a uniform rubric.

At the completion of the full exploratory program, the students pick their first/second/ third choices for shop. Students earn points for each shop during the exploratory period. The points are then calculated to give the students a cumulative average score. It is to the student's advantage to do well in all shops during this period as first, second and third choices are awarded based on the cumulative average of all exploratory shops. The awarding of the shops will occur after the second marking period of the 9th grade year. Students are evaluated in the areas of attendance, shop activity and technical skills, shop/academic integration and professionalism. See attached Exploratory Rubric Form, Appendix C.

Student's total points are ranked in descending order. Students with the highest scores receive their first choice. Once the shop is full, students receive their second or third choice based on their score.

Exploratory Structure:

Students initially explore each vocational technical shop for one day. Then, students list their top four exploratory choices and explore each of them for one week. At the end of this exploratory period, each student selects his/her program of choice, as well as a second and third choice from the four explored shops.

Possible Points:

Students can earn up to 13 points per day and the total number of possible points per day at the end of the exploratory process is based on the length of the marking period.

Students who enroll at Putnam after the 9th grade second semester may explore vocational technical programs that have openings before making a program selection. Students are evaluated and graded by each shop teacher during the period of exploration. If the number of enrollees seeking a particular shop exceeds the number of openings for shop placements, the evaluative grades received during exploratory rank order would determine the enrollee(s) who are placed in the particular shop.

Students who wish to transfer into another technical area during the school year will be reviewed on a student-by-student basis and moved only if there are available openings in the receiving technical area. This process is only available to grade nine students and first semester sophomores.

X. REVIEW AND APPEALS PROCESS

The applicant's parent/guardian, upon receipt of a letter from the Springfield Public Schools indicating that the applicant was not accepted or was placed on a wait list for Putnam may request a review of their eligibility score by appeal to the Principal of Putnam ("Principal"), or designee, within 14 days of receipt of the letter. The Principal, or designee, will respond in writing with the findings of the review.

Appeals can only be requested if there is a question regarding the student's eligibility score. Appeals specifically review the Putnam Qualified Applicant eligibility scoring process and not the selection process. The annual cut scores cannot be appealed.

APPENDIX A

Scholastic Achievement (Grades): Maximum 40 Points

The average of the grades in English Language Arts (or its equivalent), social studies, math, and science. Grades for the current year's first quarter marking period are averaged with the previous 2 years' final grades (when available); current-year quarter one grades are given one quarter of the weight of previous-year final grades. The calculated grade average is then multiplied by 10 for a final score (10 multiplied by the highest possible average, 4.0, would yield 40 points).

<u>Grade Averages (Grade)</u>	<u>Points</u>
90-100 (A)	4
80-89 (B)	3
70-79 (C)	2
60-69 (D)	1
0-59 (F)	0

APPENDIX B

Attendance: Maximum of 40 Points

Average daily attendance is calculated over three years; if data for prior years is not available, only current-year attendance is used. The rate is calculated by taking total days enrolled minus unexcused absence days divided by total days enrolled. Points are awarded according to the table below.

Attendance Rate		
From	To	Points
100.0%	100.0%	40
99.6%	100.0%	39
99.2%	99.6%	38
98.8%	99.2%	37
98.5%	98.8%	36
98.1%	98.5%	35
97.7%	98.1%	34
97.3%	97.7%	33
96.9%	97.3%	32
96.5%	96.9%	31
96.2%	96.5%	30
95.8%	96.2%	29
95.4%	95.8%	28
95.0%	95.4%	27
94.6%	95.0%	26
94.2%	94.6%	25
93.8%	94.2%	24
93.5%	93.8%	23
93.1%	93.5%	22
92.7%	93.1%	21
92.3%	92.7%	20
91.9%	92.3%	19
91.5%	91.9%	18
91.2%	91.5%	17
90.8%	91.2%	16
90.4%	90.8%	15
90.0%	90.4%	14
89.6%	90.0%	13
89.2%	89.6%	12
88.8%	89.2%	11
88.5%	88.8%	10
88.1%	88.5%	9
87.7%	88.1%	8
87.3%	87.7%	7
86.9%	87.3%	6
86.5%	86.9%	5
86.2%	86.5%	4
85.8%	86.2%	3
85.4%	85.8%	2
85.0%	85.4%	1
0.0%	85.0%	0

APPENDIX C - Freshman Exploratory Points Rubric

		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Attendance 3 Points	Absent 50% or more of the day AND/OR Is inn civility AND/OR has an unexcused absence.	Late more than 15 min. AND/OR late 2 times to class AND/OR left more than 15 min. early	Late less than 15 minutes.	Present all day and on time to class.	
Shop Activities & Technical Skills: 3 Points <i>Hands on activities or industru tasks.</i>	Student completes less than 50% of task/work AND/OR is not engaged; student needs to be prompted 3 or more times to complete task/work in the allotted time according to given specifications.	Student completes more than 50% of task/work AND/OR is rarely engaged; student needs to be prompted at least two times to complete task/work in the allotted time according to given specifications.	Student completes more than 75% of task/work AND/OR is somewhat engaged; student needs to be prompted at least one time to complete task/work in the allotted time according to given specifications.	Student independently engages in tasks/work; student needs NO redirection to complete the task/work in the allotted time according to given specifications.	
Shop Related Theory: 3 Points <i>Writing, reading, group discussions, notes etc.</i>	Student needs ongoing guidance with assignment AND/OR Assignment is complete but mostly incorrect. according to directions and course expectations.	Student needs some guidance with assignment; AND/OR Assignment is complete with many errors according to directions and course expectations.	Student needs little guidance with assignment; AND/OR assignment is complete with minimal errors according to directions and course expectations.	Student independently engages; student needs no guidance; student completes the assignment with no errors according to directions and course expectations.	
Professionalism: 4 Points <i>Includes all of Putnam 's Non-Negotiable Rules:</i> <i>In Proper Uniform</i> <i>No Hoodie</i> <i>No Cellphone</i> <i>No Earbuds</i>	Administration is called; AND/OR A serious safety infraction occurs; AND/OR A tech device or hoodie is confiscated.	Student has 3 or more non-negotiable infractions; AND/OR student has a non-fixable uniform violation.	Student has 2 non-negotiable infractions; AND/OR student has 2 language infractions, AND/OR student has a possible serious safety violation.	Student has only 1 non-negotiable infraction; AND/OR student has one language infraction; AND/OR student has one uniform violation that is fixable, OR student has a one minor safety concern.	Student is an outstanding model of appropriate behavior and exhibits respect towards all students and staff. NO non-negotiable rules are broken. Student never needs reminding of expectations 01 points.

Sign below to confirm that you have read and understand how the Exploratory Point system works.

Students Signature

Date



Putnam Vocational Technical Academy
1300 State Street
Springfield, MA 01107

9th Grade
Exploratory General Safety Rules

- Students are **required** to wear **the school uniform**
 - NO open toed shoes or slippers
 - NO scarves or loose-fitting clothes
 - NO baggy pants, long jewelry etc.
 - NO shorts or skirts are allowed in shop
 - NO electronics, phones, mp3, cd's, etc.
 - NO earbuds
 - NO horseplay or running
 - NO sitting on tables, desks or machines
 - Students will report all injuries to the instructor immediately
 - Students are not allowed to touch tools or equipment they have not been trained on or signed off by an instructor
 - Students are not allowed to leave school grounds
 - Students are not allowed to leave class without a pass
 - During a fire drill all students will proceed to their designated exits and stay together for attendance
 - Profanity and obscene language will not be permitted
 - Treat every teacher and student with respect
 - Students are required to clean their work areas
 - Food or drink is not allowed in the shops
 - Each shop has their own safety rules pertaining to their own needs

Student 's Printed Name

Date

Student's Signature

Shop Homeroom _____