

NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

ADMISSIONS POLICY

September 25, 2024

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I. INTRODUCTION

An admission process is necessary in vocational/agricultural technical schools where space is a limiting factor. Vocational/Agricultural technical laboratories (shops) are designed and equipped to serve the maximum number of students that can safely be accommodated. All applicants to grades nine and ten at Norfolk County Agricultural High School will be evaluated using the criteria contained in this Admission Policy. The Norfolk County Agricultural High School Board of Trustees approved this policy on September 25, 2024.

II. EQUAL EDUCATION OPPORTUNITY

The Norfolk County Agricultural High School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, disability, gender identity, sexual orientation, homelessness, limited English proficiency, or immigration status.

Norfolk Aggie has an online application adaptable to languages other than English. If a student with limited English proficiency needs assistance, a qualified representative from Norfolk Aggie will assist the applicant throughout the Admission Process.

Students with disabilities may voluntarily self-identify to request reasonable accommodations during the entire application and Admission Process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, to receive assistance and accommodations during the entire application and Admission Process, will not impact their chances of admission.

Consistent with Massachusetts regulations, Norfolk Aggie has created a plan with deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, compared to students in similar grades in sending districts, has a comparable academic and demographic profile. These strategies are included in this policy and discussed regularly at public meetings.

III. ELIGIBILITY REQUIREMENTS

Any eighth or ninth-grade student who is a resident of Norfolk County and anticipates being promoted to the grade they seek to enter by his/her local school district is eligible to apply for fall admission provided that space is available. All applicants will be evaluated using the criteria contained in this admission policy. Priority for admission will be given to Norfolk County residents (students from Avon, Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxboro, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth and Wrentham).

NON-RESIDENT STUDENTS

Students who are NOT residents of Norfolk County are eligible to apply for admission to Norfolk County Agricultural High School. Parent(s)/guardian(s) can find information on the Chapter 74 Vocational Technical Education Non-Resident Student Tuition Program online. Non-resident applications will be evaluated according to the selection criteria contained in this Admission Policy. Admission of non-resident students will be entirely dependent upon the applicant's ranking.

HOMESCHOOLED STUDENTS

Students who are formally homeschooled may apply for admission to Norfolk County Agricultural High School provided all admission criteria are followed. All homeschooled applicants must attend an informational meeting at NCAHS. Homeschooled applications will be evaluated according to the selection criteria contained in this admission policy. The homeschooled student's parent(s)/guardian(s) must submit a physical hard copy of the following:

- A. Homeschool Approval Letter from the local Superintendent along with the Approved Homeschool Plan
- B. A summary overview of the educational resources used for ELA, Math, Science, and Social Sciences
- C. If grades are not available, a representative sample portfolio of the student's body of work reflecting state benchmarks for the grade level being sought, including ELA, Math, Science, and Social Sciences for the period of the previous school year and first quarter/first trimester of the current school year.
- D. Attendance records of unexcused absences for the period of the previous school year and the first quarter/first trimester of the current school year.
- E. Behavior Records from the last two years including incidents involving 37H, 37H1/2, and 37H3/4.
- F. A recommendation rating (from a reference other than an immediate family member which will be sent electronically to the reference)
- G. Proof of successful completion of the current grade will be required.

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Homeless students will be accepted to Norfolk County Agricultural High School according to the selection criteria contained in this admission policy. For assistance, contact the District Homeless Liaison, Dawn Caron, Dean of Student Life, at 508-668-0268 ext. 13124 or dcaron@norfolkaggie.org.

SCHOOL CHOICE

Norfolk County Agricultural High School does not participate in the school choice program.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Norfolk County Agricultural High School. All transfer applicants must attend an informational meeting at NCAHS. Transfer applications will be evaluated according to the selection criteria contained in this admission policy.

PREVIOUSLY WITHDRAWN STUDENTS

Students who withdraw from Norfolk County Agricultural High School may re-apply for admission and will be evaluated according to the selection criteria contained in this admission policy.

IV. ORGANIZATIONAL STRUCTURE

Norfolk County Agricultural High School is a public, vocational high school located on a scenic campus in Walpole, Massachusetts. Norfolk Aggie is operated by the Norfolk County Agricultural High School District and is accredited by the New England Association of Schools and Colleges. Norfolk Aggie is committed to providing quality academic and agricultural science-based vocational programs.

It is the responsibility of the Norfolk County Agricultural High School Superintendent to oversee the administration of the policies and procedures required to admit and enroll applicants according to the selection criteria contained in this Admission Policy.

Norfolk County Agricultural High School has an Admissions Committee appointed by the Superintendent. Responsibilities of the Admissions Committee include:

- A. Determination of standards for admission
- B. Development and implementation of admission procedures
- C. Processing of applications
- D. Ranking of students
- E. Acceptance of students according to the procedure and selection criteria contained in this admission policy
- F. Establishment and maintenance of a waiting list of eligible candidates with complete applications.

The Norfolk County Agricultural High School Recruiting and Admissions Coordinator, who is also a member of the Admissions Committee, is responsible for disseminating information about Norfolk Aggie through informational assemblies at local sending schools, on-campus "Admissions Program" visits for applicants, press releases, brochures, and by hosting an annual Open House each fall. The Recruiting and Admissions Coordinator reviews the applications and works directly with the sending school's Guidance/Student Services Department throughout the Admissions Process.

V. STUDENT & FAMILY ENGAGEMENT PROCESS

Norfolk County Agricultural High School disseminates information about the school through a variety of methods.

- A. An annual Open House is scheduled at Norfolk Aggie in early October. This Open House is open to the community and provides prospective students and their parent(s)/guardian(s) with an opportunity to tour the campus, observe demonstrations, and speak with students, parents, staff, and alumni. Attendance at the Open House is not mandatory.
- B. Press releases announce the annual Open House. The releases provide information about the school's programs, the application, and the admission process. These are also posted on our school website and social media accounts.
- C. Informational presentations are scheduled at local sending schools. These sessions are conducted by the Recruiting and Admissions Coordinator and are coordinated through the sending school's Guidance/Student Services Department.
- D. Admissions Program Days are scheduled on the Norfolk Aggie campus from October to March and include an informational presentation to 8th-grade applicants, a student-led tour, and time to complete their required admissions interview. All applicants will receive an invitation to register for an Admissions Program Day.
- E. Informational materials, that describe vocational agricultural programs, academic courses, athletics, cooperative education, extracurricular activities, and special education resources are distributed during the 8th Admissions Program Days and will be available in the Guidance/Student Services Office of their local sending school. An electronic version is also available on our website. Informational posters will be distributed to local community centers throughout Norfolk County.
- F. Norfolk Aggie has a comprehensive website available as a public resource. The website can be translated into different languages through Google Translation settings in Google Chrome. Additional information about translation settings can be found at Google Chrome Help.
- G. Norfolk Aggie will provide translation and interpretive services to parents and students whose primary language is not English.

VI. APPLICATION PROCESS

FALL ADMISSION TO THE NINTH AND TENTH GRADE

Students interested in applying to Norfolk County Agricultural High School for fall admission to the 9th or 10th grades must:

- A. Complete the electronic application which can be found online at www.norfolkaggie.org or
- B. Obtain a hard copy application by contacting the Office of Admissions at ccronin@norfolkaggie.org or via telephone at ext. 11109

After the application has been submitted, an applicant may:

- A. Review the status of their application by logging on to the account they created when they submitted the online application. The applicant may also get status updates from the local Guidance/School

Counselor or the Recruiting and Admissions Coordinator at Norfolk County Agricultural High School. If an applicant DOES NOT have a Guidance/School Counselor, or in the case of homeschooling, the applicant should contact the Norfolk Aggie Admissions and Recruiting Coordinator.

It is the responsibility of the applicant to:

- A. Upon application, be prepared to enter the name, email address, and role of the middle school-based staff member who will complete your electronic recommendation.
*****You may select from a School Administrator, School/Guidance Counselor, or your English Language Arts/Mathematics/Science/History teacher.** If you did not enter this information upon initial application or do not have a School/Guidance Counselor, you may provide it to the Norfolk Aggie Recruiting and Admissions Coordinator. Applicants and their parent/guardian are encouraged to inform the selected middle school staff member to anticipate an email including a link to the recommendation form. Should the applicant not elect to make a selection or response to the form is not received within 14 days of the request, the Norfolk Aggie Admissions Department reserves the right to request the form be completed by the sending school counselor or another sending school designee.
- B. Schedule an Admissions Program Day at the Norfolk Aggie campus where there will be an opportunity to complete the required Admissions Interview. You may schedule an Admissions Program Day by completing the following steps:
 - a) Log into the profile you created when submitting the online application by visiting norfolkaggie.go2cte.com
 - b) Select the Grey Events Button at the top center of your profile (or select the Ticket Icon > My Events)
 - c) Select "My Events" from the dropdown
 - d) Select "Register for an Event" and select your preferred date. If you receive an error code, the event is full, and you will need to select an alternate date. A confirmation email will be sent to the primary email address on file after registration is complete.

It is the responsibility of the local School Counselor/School Representative to:

- A. Upload the required supporting information to the Norfolk County Agricultural High School online Admissions portal. The portal can be accessed at www.norfolkaggie.go2cte.com.

Please include the following timeframe for all submitted documentation:

- **For applicants to Grade 9: Grade 7 Final Reports & Grade 8 Quarter 1 or Trimester 1 Reports**
- **For applicants to Grade 10: Grade 8 Final Reports & Grade 9 Quarter 2 or Trimester 2 Reports**

Complete applications include:

1. Report Cards reflecting the appropriate timeframe above
2. Detailed Attendance Records (must differentiate between excused and unexcused absences) reflecting the appropriate timeframe above.
3. Detailed Behavior Records reflecting an account of all discipline referrals, which include all of the previous year and current school year infractions that resulted in suspensions

or expulsion pursuant to M.G.L. c.71, 37H of M.G.L. c.71, 37H-1/2, or resulted in suspensions or expulsion for more than 10 days for a single infraction or an accumulation of infractions resulting in 10 or more cumulative days of suspensions pursuant to M.G.L. cc.71, 37H-¾

4. Electronic Recommendation is to be entered/verified through the admissions portal - if not entered upon application, enter the name, email address, and role of the middle school-based staff member who will be completing the online recommendation for the applicant. Please verify the information and click the button to send the recommendation link. *****Applicants may select from a current School Administrator, School Counselor, or an English Language Arts/Mathematics/Science/History teacher they've had in middle school. Upon verification, the system will send them an automatic email notification with access to the electronic recommendation form.**

The application information stated above is required.

B. If Incomplete applications are received, the following procedures will be followed:

1. The Admissions Office at Norfolk County Agricultural High School will notify the local school counselor/school representative responsible for submitting the documentation/information that the application is incomplete and will request the documents/information required to complete the application.
2. The applicant's parent/guardian will be notified by the Norfolk Aggie Admissions Office in the event the problem is not resolved by the local school counselor/school representative.
3. If after notifying the local school counselor/school representative and parent(s)/guardian(s), the problem is not resolved and the application remains incomplete for ten school days, the application may be voided.

APPLICATION DEADLINES

For Fall Admission to Grade 9:

- **Early Action Application Deadline:** December 31 of the preceding school year.
- **Regular Application Deadline:** February 1 of the preceding school year.
- **Late Application Deadline:** March 15 of the preceding school year.

Please Note: Applications received after February 1st will be considered Late Applications and evaluated using the same criteria as other applications. Upon completion, all late applications will be integrated into the established waiting list in rank order based on their cumulative overall score.

For Fall Admission to Grade 10:

- **Transfer Application Deadline:** March 15 of the preceding school year. (Early Action Not Available)

VII. SELECTION CRITERIA

The Admissions Committee will use weighted admissions criteria to process completed applications. Each eligible applicant will be assigned a cumulative score derived from the sum of the sub-scores of the following criteria for the appropriate time period below:

For applicants to Grade 9: Grade 7 Final Reports & First Scoring Period of Grade 8 Reports will be used (Quarter 1 or Trimester 1)

For applicants to Grade 10: Grade 8 Final Reports & First Scoring Period of Grade 9 Reports will be used (Quarter 2 or Trimester 2)

A. Attendance Record: 10 points possible (5 possible points for each grade)

Unexcused Absences Only. Excused and Medical Absences won't be counted.

5 points: 0 - 3 days absent

3 Points: 4 - 6 days absent

2 Points: 7 - 9 days absent

1 Points: 10 - 12 days absent

0 Points: 13 or more days absent

B. Conduct: Maximum 15 points

Cumulative Suspension Days

15 points: 0 days or fewer than 10 days of suspension for 37H-¾ incidents

0 points: Any 37H or 37H1/2 incident or greater than or equal to 10 days of 37h-¾ incidents

C. School Recommendation: Maximum 5 points

D. Interview: Maximum 70 points

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. If scores for acceptance and waitlist are the same point total, high scores in the following areas will be utilized as tiebreakers in this order: Preference for applicants who reside within Norfolk County, Conduct, Interview, Attendance, and Randomizer Lottery.

Additional detail about selective criteria is located under section VI: Application Process

VIII. SELECTION PROCESS

The Admission Committee at Norfolk County Agricultural High School will examine, discuss, and make recommendations for action on the applicants. The committee considers attendance, conduct, a school

recommendation, and interview results. Applications are reviewed, processed, and assigned points according to the selection criteria contained in this admission policy.

After a point total for each applicant has been determined, all applicants are placed in descending order based on their cumulative overall score. Applicants are then accepted in order of that score. The applicant with the highest cumulative overall score is accepted first, the applicant with the second highest score is accepted second, and so on until all seats are filled. All applicants are accepted or placed on a waiting list.

If openings occur within a grade level, the seats are filled by accepting applicants from the waiting list. These applicants are accepted in the order of their positions on the waiting list as determined by the cumulative overall score according to the selection criteria.

Parents/Guardians of Grade 9 applicants who applied in time for the December 31st Early Action Deadline will be notified of their child/student's initial admissions decision by March.

Parents/Guardians of Grade 9 applicants who applied in time for the February 1st Regular Application Deadline will be notified of their child/student's initial admissions decision in early April.

Late Applications received through March 15th will be evaluated using the same criteria as all other applications. Upon completion, their cumulative overall scores will be integrated into the established waiting list.

All applicants seeking fall admission to Grade 10 must apply by March 15 of the preceding school year. All applicants to Grade 10 will initially be placed on a Transfer - Waiting List. As Norfolk Aggie is alerted that seats have become available, applicants will be offered acceptance in the order of their positions on the waiting list as determined by the cumulative overall score according to the selection criteria. Typically, offers of acceptance to grade 10 are made starting in June when seats are available. Acceptance to Norfolk Aggie is dependent upon capacity and availability in existing classes and career, technical, and agricultural programs.

IX. ENROLLMENT

To enroll at Norfolk County Agricultural High School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. A student who has NOT been promoted by their local school district is not eligible for admission at Norfolk Aggie. Students who are accepted and intend to enroll must notify Norfolk Aggie of their intention by the date outlined in their acceptance letter. Students who do not respond by the date specified in their acceptance letter will be considered no longer interested and the seat will be offered to the applicant with the highest cumulative score on the established waiting list.

X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT

To begin their preparation for careers in vocational agriculture, every 9th-grade student will participate in courses that will introduce them to four essential strands of Agricultural Science. As a freshman, each student will complete a full-year exploratory in Diesel and Mechanical Technology, Animal and Marine Science,

Horticulture, and Environmental Science. Although these first-year courses are introductory in nature, they include the knowledge and skills that will provide a foundation for all vocational programs.

Continuing the vocational agricultural exploratory program during the 10th grade, students are offered a cluster of courses that allow them to begin to focus on particular areas of occupational interest. Each cluster contains required courses that provide specific experiences in one of the following four areas: Animal and Marine Science, Diesel and Mechanical Technology, Horticulture, or Environmental Science. In addition, students choose two elective courses outside of their specific area of interest to support a continued exploratory experience.

All incoming tenth-grade and transfer students are placed in vocational areas based on available space. The availability of vocational spots is a major factor in accepting/placing these students. Transfer requests are accepted from all students. Students are encouraged to place their names on waiting lists. After enrolling, any transfer student may request that his/her name be added to an existing waiting list for a given major.

XI. REVIEW AND APPEALS

The applicant's parent(s)/guardian(s), upon notification from Norfolk County Agricultural High School indicating that the applicant was not accepted or placed on a waiting list may request a review of the decision by sending an email to the Principal within thirty days of the receipt of the notification. The Principal will respond in writing to the email with the findings of the review within thirty days of receipt of the email. The review email can be sent to Principal Robin J. VanRotz at rvanrotz@norfolkaggie.org.

If, after the review, the parent(s)/guardian(s) wish to appeal the findings of the review they may do so by sending an email requesting an appeal to the Superintendent-Director. The Superintendent-Director will respond in writing to the email with a final decision on the appeal within thirty days of receipt of the email. The appeal email can be sent to Superintendent-Director John E. Martin at jmartin@norfolkaggie.org.