MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
ADMISSION POLICY

1. ADMISSIONS

Montachusett Regional Vocational Technical School District has developed and will implement with integrity, an admission policy that is consistent with federal and state law and any relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education or the U.S. Department of Education.

Beginning with the 2025-2026 admissions cycle, where there are more applicants than available seats, students shall be accepted for Grade 9 admission by a lottery conducted by Monty Tech personnel in conjunction with a designated third-party vendor. The lottery shall be conducted electronically and in a public place, with public notice being given at least one week prior to the admission event.

Adhering to the long-standing District Agreement, the lottery will reflect seat allocation by member community. As such, a lottery for each sending community, consistent with the seat allocation requirement within our District Agreement, shall be conducted.

The Monty Tech School Committee approved this policy on June 3, 2026, and will review and approve this policy annually. The Monty Tech Admission Policy is on file at the Department of Elementary and Secondary Education's website and Monty Tech's website.

2. EQUAL EDUCATIONAL OPPORTUNITY

Monty Tech admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, gender identity, religion, national origin, immigration or citizenship status, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Monty Tech will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant. Please contact our Dean of Admissions at (978) 345-9200 ext. 5231 or Leamy-Christine@montytech.net if you have questions or need help filling out the application form.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

Monty Tech is committed to providing educational opportunities to students experiencing homelessness. Parents/Guardians of such students will not be asked to verify residency within the District. If you have any questions, please contact Monty Tech's liaison at Zarozinski_Victoria@montytech.net , (978) 345-9200 ext. 5237, or 1050 Westminster Street, Fitchburg, MA 01420

3. ELIGIBILITY

Resident Applicants: Any eighth or ninth grade student who is a resident of the Monty Tech District (Ashburnham, Ashby, Athol, Barre, Fitchburg, Gardner, Harvard, Holden, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster, and Winchendon) who expects to be promoted by the sending district to the grade they seek to enter is eligible to apply for fall admission or admission during the school year to Monty Tech. Students may only be admitted to Monty Tech 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. Residents of the Monty Tech District who meet the minimum admission requirements are admitted before any non-residents seeking the same program.

Priority for admission is given to Monty Tech district residents, according to the District Agreement, which identifies the cities and towns that are members of the District, and explains how those cities and towns allocate seats to their residents. This agreement can be found at: Monty Tech District Agreement

Non-residents Applicants: Students who are not residents of the Monty Tech District (non-resident students) are eligible to apply for fall admission or admission during the school year, subject to the availability of openings to Monty Tech, provided they expect to be promoted by their local district to the grade they seek to enter.

Non-resident students and families can find information on the Chapter 74 Nonresident Student Tuition Program online. Please be aware that residents of the Monty Tech District who meet the minimum admission requirements will be admitted before any non-residents seeking the same program.

Homeschooled Applicants: Students presently being formally homeschooled may apply for admission to Monty Tech.

Transfer Students: Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-12 at Monty Tech, provided they expect to be promoted to the grade they seek to enter by their current school.

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year) on a space available basis, if they relocate away from their current school and wish to pursue the same program of study at Monty Tech.

School Choice Applicants: Monty Tech participates 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. School choice applicants will be accepted provided there are vacancies in the program in which they are interested. The applicant is responsible for providing their transportation to and from Monty Tech. Students applying to Monty Tech under the school choice program should contact our Superintendent's office at (978) 345-9200 ext. 5206 or Browne-Thomas@montytech.net with any questions. More information on school choice can be found on the Department of Elementary and Secondary Education's website.

4. ORGANIZATIONAL STRUCTURE

Monty Tech is a public regional vocational-technical school located in Fitchburg, Massachusetts. Monty Tech is a member of the Montachusett Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges. Monty Tech is committed to providing quality vocational technical and academic programs.

The **Superintendent** of Montachusett Regional Vocational Technical School District is: Thomas Browne - Browne-Thomas@montytech.net (978) 345-9200 ext. 5206

The **Principal** of Montachusett Regional Vocational Technical School is: Dayana Carlson - Carlson-Dayana@montytech.net (978) 345-9200 ext. 5205

The **Dean of Admissions** at Montachusett Regional Vocational Technical School is: Christine Leamy - Leamy-Christine@montytech.net (978) 345-9200 ext. 5231

It is the responsibility of the Monty Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

The Monty Tech Dean of Admissions is responsible for disseminating information about Monty Tech through local school assemblies, marketing efforts and press releases, and for collecting application materials from the sending schools within the Monty Tech district. For additional details, please see Section V contained herein.

5. ADMISSIONS COMMUNICATION & RECRUITMENT PROCESS

The Monty Tech Dean of Admissions disseminates information about the school through a variety of methods, to include:

a. Each year, Monty Tech will post the current year's admissions application to the school's website – https://www.montytech.net – and will provide copies of the application to sending schools no later than November 1st of that school year.

b. Visitations with an informational presentation to 7th and 8th grade students in district schools.

c. Presentations that will be widely publicized through print and online marketing efforts will be held at local community centers and youth organizations. Informational

material (available in both English and Spanish), will be disseminated, updated and replenished at these locations regularly, to include brochures, application for admission, admission policy, program of study, and additional information about services and activities offered at the school.

d. During the fall, all middle schools within the Monty Tech district are invited to participate in the annual Tour Day event. Schools that participate in this program are provided with transportation at no cost to ensure all 8th grade students have an opportunity to tour the building and view program-specific presentations.

e. An Open House is scheduled during the fall. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with vocational technical and academic teachers.

f. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. To schedule an individual visit and tour, parent(s)/guardian(s) are encouraged to contact the school's Dean of Admissions. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions 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 districts.

g. Brochures, which describe vocational technical programs including academic courses, athletics, cooperative education, and special education resources, are available to district residents and will be distributed to guidance offices within the Monty Tech district and to prospective students during the Tour Day, and Open House programs or upon request.

h. District 7th and 8th grade students are invited to attend the Vocational Interest Program (V.I.P.) held at Monty Tech after school. Each V.I.P. session consists of a 4-week hands-on experience in four student requested vocational-technical programs. Additionally, week-long summer camps are open to all rising 6-8th grade students residing in the district municipalities, who may be interested in participating in project-based, vocational programs.

i. Interested students and their parents/guardians are also encouraged to visit the school's website (www.montytech.net), which is updated on a regular basis. The application for admission, admission policy, program of study, and additional information about services and activities offered at the school are easily accessible online and may be translated into a number of languages.

j. All recruitment materials are available in both English and Spanish to ensure prospective students, and their parents/guardians may make an informed decision regarding career vocational technical educational opportunities available to the student.

6. APPLICATION PROCESS For Admission to the 9th or 10th Grade

All students who apply to Monty Tech for admission into Grade 9 or Grade 10 will be entered into the Admission Lottery. To be entered into the lottery for fall admission to the ninth or tenth grade, students must only:

a) Complete an application for admission and submit to Monty Tech by January 15th for Grade 9 students and June 15th for grade 10 applicants. The application may be accessed from the Monty Tech school website (or one may be requested and mailed to the student's home.

Parents/ Guardians must complete the Affidavit of Residence component of the application, verifying that the student does, in fact, reside within the Monty Tech district. Once accepted, students must maintain residency throughout their first year in one of the district municipalities. If residency is in question during the application process, additional proof of residency may be requested. This is not a requirement for non-resident applicants or homeless students.

A student who satisfies the following criterion is assigned one additional "weight' in the admissions lottery:

For those applying for admission to the ninth grade: Students who present an attendance record with fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application (no data prior to an applicant's seventh grade year will be considered), shall be given one additional weight. A student with a weight of two has twice the chance of being selected in the lottery as a student with a weight of one.

a. Monty Tech will review the applicant's attendance history to determine if the student is eligible for one additional "weight" in the admissions lottery. The applicant and his/her parents/guardians will be contacted by the Admissions Office through US mail if the applicant's attendance records indicate that they exceeded the 26 unexcused absences during the full 7th grade year and through January 15th of their 8th grade year.

b. At that time, the applicant and his/her parents/guardians will be encouraged to contact their sending school administration to review any possible attendance-related discrepancies. If the sending school's review leads to a change in the attendance record an updated report should be shared with the Dean of Admissions for review, and a determination as to whether the student has earned an additional "weight" will be made. The results of that review will be shared with the parent. Updated attendance reports must be received by the Dean of Admission by February 1st in order for the student to receive the correct number of weights in the lottery.

c. If there is a student with limited English proficiency, a qualified representative from Monty Tech will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant. Information on limited English proficiency submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

For Admission to the 11th or 12th Grade – Transfer Students

Monty Tech only accepts students applying for admission to Grade 11 or Grade 12, who are transferring from another independent, regional vocational technical school. Students transferring from another vocational-technical high school may be admitted to the program they were previously enrolled in, if there are available seats. In the event there are more applicants than there are available seats, these vocational transfer applicants shall be admitted via the Admission Lottery process described herein. These students must:

a) Complete an application for admission. The application may be accessed from the Monty Tech website (www.montytech.net) or a hard copy can be mailed to their home upon request. The completed application form and supporting documentation must be returned to the Dean of Admissions, Christine Leamy (Leamy-Christine@montytech.net).

A student who satisfies the following criterion will be assigned one additional "weight' in the admissions lottery:

a) In the event the transfer applicant presents an attendance record with fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application, that student shall earn one additional weight. A student with a weight of two has twice the chance of being selected in the lottery as a student with a weight of one.

Late Applications

All application materials must be received by January 15th for Grade 9 applicants and June 15th for Grade 10 applicants, in order to be entered into the Admission Lottery. Students who submit late applications will be placed on the waitlist after all those who met the deadline. They will be placed by the date their application was received.

Homeschooled Students

Students presently being formally homeschooled may apply for admission to Monty Tech, including admission during the school year. Parents/ Guardians of homeschooled students will be asked to complete an Affidavit of Attendance component of the application, verifying that the student regularly participated in educational activities, with fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application (no data prior to an applicant's seventh grade year will be considered). A signed Affidavit of Attendance will qualify the homeschooled student for one additional weight in the admissions lottery. A student with a weight of two has twice the chance of being selected in the lottery as a student with a weight of one.

7. SELECTION PROCESS

Beginning with the 2025-2026 admissions cycle, where there are more Grade 9 applicants than available seats, students shall be selected for admission by a lottery conducted by Monty Tech personnel in conjunction with a designated third-party vendor. The lottery will be conducted electronically and in a public place, no later than April 1st, with public notice being given at least one week prior to the admission event.

Adhering to the long-standing District Agreement, the lottery will reflect seat allocation by member community. As such, a lottery for each sending community, consistent with the seat allocation requirement within our District Agreement, shall be conducted.

In the event there are more acceptable candidates than there are spaces available, a waiting list shall be maintained. The waiting list shall contain the student's Lottery ID number, town of residence, and the student's place/number on the waitlist, as determined by the order drawn in the lottery.

Available spaces for communities that do not have sufficient applications to fill their quota by June 1st of each year shall be distributed to those applicants from communities that have an excess of applicants. These applicants shall be accepted based on their placement on a waitlist that is determined by a lottery of all applicants who did not receive an initial offer of admission during the individual sending communities' lotteries.

All applicants whose completed applications are received by Monty Tech will be notified of their status by letter or email to their parents/guardians and the sending school Guidance Counselor. All applicants who have submitted a completed application shall be accepted or placed on a waiting list. Late applicants may be notified after all others. Notification for these students may extend into the summer.

Non-resident applicants are evaluated using the criteria in this Admissions Policy and will be placed on the waiting list after the resident applicants. Non-resident applicants on the waiting list will only be accepted if all resident applicants on the waiting list have been offered acceptance.

Application packages for admission to ninth grade that are received after January 15th are considered late and will be evaluated using the same criteria as other applications. However, they will be added to the waiting list by date of application Transfer student applications received after June 15th (for Grade 10) are considered late applications. These candidates will be accepted only after all June 15th applicants have been offered admission.

The waiting list is discontinued as of February 1st of that school year, and students must reapply and begin the process anew with current information.

All accepted freshmen have 15 school calendar days to return their enrollment paperwork to secure their spot. If enrollment paperwork has not been returned by that time their seat may be given to the next student on their town's waitlist.

All accepted freshmen will take an English assessment and a mathematics assessment for placement purposes only. These placement exams will be held at Monty Tech.
(Please note: Prior to the first day of school, in accordance with Massachusetts State Law, updated Immunization records of incoming students should be forwarded to Monty Tech.)

8. EXPLORATORY PROGRAM AND VOCATIONAL PROGRAM PLACEMENT

Freshmen will participate in a vocational technical exploratory program designed to help them learn about their talents and interests related to a variety of different programs.

Students initially pre-explore all of the vocational technical programs. Students then submit their top twelve vocational technical exploratory choices. The school will schedule each student in nine weeklong Exploratory programs, and endeavors to satisfy the student's requests, but may only prioritize the student's top three choices. They will explore nine career areas from September through January before being placed into their permanent vocational technical area. Students are placed into their vocational technical programs at the end of their exploratory through a competitive process. Students are ranked according to their exploratory assessment ratings. High assessment ratings in all vocational technical exploratories along with hard work, self-discipline, good attendance and intrinsic motivation will be major factors in this competitive process. There is no guarantee that students will receive their top choice.

NOTE: When selecting vocational technical exploratory experiences, students should take into consideration that an average of 60 or higher is necessary for placement in any program. In the event that a student does not earn an average of 60 or higher in any of their exploratory experiences, the student will be offered an opportunity to explore additional program(s), on a space available basis.

Students on an individual basis and, as necessary, who enroll in Monty Tech after grade nine, may explore one or more vocational technical programs that have openings, by requesting this from their guidance counselor, if the student remains unsure of their vocational technical choice selection. This "mini" exploratory could last from two to three days before the student makes 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, the evaluative grades received by the students' rank ordered would determine the enrollee or enrollees who are placed in the particular shop.

Students who wish to transfer from one shop to another during the school year may apply for transfer. 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 for the particular student.

9. REVIEW AND APPEALS PROCESS Admission to Monty Tech

If an applicant is notified that they were not accepted to Monty Tech and have been placed on a waitlist, then the applicant or their parent/guardian may request that the Superintendent's designee, the Director of Student Support Services of Monty Tech, review that decision within 15 days of receipt of the notification. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
Zarozinski_Victoria@montytech.net	Victoria Zarozinski, Director of Student Support Services Montachusett Regional Vocational Technical School 1050 Westminster Street Fitchburg, MA 01420

The Director of Student Support Services will respond to these requests for review in writing, and together with the Principal, will hold a hearing with parent(s)/guardian(s) to determine if any action should be taken regarding the student's application status. In making this determination, the Director of Student Support Services and Principal will carefully review the student's completed application packet and the Admission Policy. The Director of Student Support Services will respond in writing with the findings of the review within fifteen days.

If after the review, the parent/guardian wishes to appeal the findings of the initial review, they may do so by sending a letter requesting that they be scheduled to appear before the Superintendent to appeal the findings of the Director of Student Support Services and Principal. This request may be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
Browne-Thomas@montytech.net	Thomas Browne, Superintendent Montachusett Regional Vocational Technical School 1050 Westminster Street Fitchburg, MA 01420

The Superintendent will respond in writing to the parent/guardian with a scheduled date for the appeal within fifteen days of receipt of the letter. After this additional appeal has been heard, the Superintendent will then respond in writing with his decision on the appeal within fifteen days of when the appeal was presented.

Admission to Specific Programs within Monty Tech

Students who have been admitted to Monty Tech, after having completed the required Exploratory program (see Section IX), will be placed in a specific program of study. If the student is denied or waitlisted for a program that they hope to study, the applicant's parent/guardian may appeal the decision, by contacting the Superintendent's designee, the Director of Student Support Services, within fifteen days of the receipt of the notification. This request may be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
Zarozinski_Victoria@montytech.net	Victoria Zarozinski, Director of Student Support Services Montachusett Regional Vocational Technical School 1050 Westminster Street Fitchburg, MA 01420

The Director of Student Support Services will respond in writing to the request with the findings of the review within fifteen days.

10. RETENTION STRATEGIES AND SUPPORTS

- Monty Tech utilizes a multi-tiered system of support that provides layered academic, vocational, social and emotional support services including morning and afternoon tutoring, academic/vocational support programs, focused lunch groups, and Care Solace – a multilingual mental health referral service.

- Monty Tech regularly utilizes, reviews and updates its District Curriculum Accommodation Plan (DCAP) in order to ensure that instructors can meet the needs of all students with strategies and tools that allow all students to access the curriculum.

- The Monty Tech Supporting Transition for At-Risk Youth (STAY) Program is designed to assist students who have recently experienced extended periods of absences from school due to physical or mental health issues with necessary accommodations as they return to school by providing support to coordinate with the student's teachers regarding missed work in order to promote a successful reintegration back into the classroom.

- Following an initial report from a staff member regarding a student who may be struggling mentally, academically, emotionally or socially, the Monty Tech Student Review Team/ Instructional Support Team, consisting of school counselors, student support staff and administrators, is a resource that ensures that all reasonable actions are taken to support struggling learners prior to referral for an initial special education/504 evaluation.

- Monty Tech student support staff will work with every student to establish their My Career and Academic Plan (MyCAP). This plan is a structured, student-driven, college, career, and civic readiness framework designed to ensure that every student develops the knowledge, skills, and experiences in personal, social, emotional, and behavioral development that will allow them to navigate an individual pathway to post-secondary success and career development.

- Monty Tech employs a full-time licensed ESL teacher. This teacher serves as a liaison for students and parents/guardians of English Learners and supports students in both their academic and vocational courses.

- Monty Tech employs a number of professionals to support all students in their efforts to overcome a variety of obstacles and challenges spanning from learning disabilities to homelessness. Those staff members include an adjustment counselor, speech pathologist, social worker, team leader, paraprofessionals and school counselors.

- Monty Tech academic, vocational and student support instructional staff are provided with yearly training and professional development opportunities with CAST to support students with diverse backgrounds using the Universal Design for Learning (UDL) model.

- All of Monty Tech's professionally licensed teaching staff are SEI endorsed or enrolled in SEI coursework.

- Curricular materials within the Monty Tech vocational, academic, and school counseling areas are regularly reviewed using a common template for bias and generalizations.

- Monty Tech utilizes multilingual and/or multicultural students as ambassadors in the admission process to travel to sending middle schools for presentations or to provide information to potential applicant families during Open House, Tour Days, VIP (Vocational Interest Program) and Career Awareness Nights at Monty Tech. These student ambassadors are further supported by additional internal staff members who can serve as

parent/guardian/family interpreters during telephone communication or on-site student and family meetings.

- Monty Tech supports student clubs, organizations, and activities -- such as the Multicultural Club -- that promotes causes and celebrations related to the diversity, equity, and inclusion of all students.

11. MAINTENANCE OF RECORDS

Monty Tech 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. Monty Tech will provide this information to the Department of Elementary and Secondary Education, upon request.