

Davies' Admissions Policy and Procedure

1.1 Authority

Under RI Gen. Laws 16-45-1.1, Davies Board of Trustees is required to develop admissions criteria and assessment procedures that shall promote equal access, enrollment, and participation in vocational programming regardless of age, sex, race, limited English proficiency, disadvantage, or disability. Such an admission process is necessary in career and technical education (CTE) programs where space is a limiting factor. CTE programs are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary and appropriate.

1.2 Definitions

ACCESS English Language Proficiency Test - English language proficiency test designed to measure English learners' social and academic proficiency in English.

Admissions lottery - a computer-generated randomized process utilized to determine applicants to be granted acceptance and waitlist status from the pool of applicants that meet the established acceptance criteria as measured by Davies' admissions assessment(s).

Core courses - include English Language Arts, Mathematics, Science and Social Studies.

Ineligible - acceptance status assigned to applicants who do not meet the established acceptance criteria as measured by Davies' admissions assessment(s) or who fail to provide required supporting documentation by the established deadlines.

Official acceptance - acceptance status assigned to applicants who meet the established acceptance criteria as measured by Davies' admissions assessment(s) and subsequently provide all required supporting documentation.

Rescinded acceptance- officially accepted students who fail to provide documentation of final passing grades in core subject areas by the communicated deadlines are removed from the Davies enrollment roster.

High School Placement Test (HSPT) - Davies' general admissions assessment, which all applicants are required to take and pass in order to be considered for admission.

Second-Tier Testing - an additional, individualized testing process utilized with students receiving special education services under the Individuals with Disabilities Education Act (IDEA) or who are identified as Multilingual Learners.

Sibling(s) - a child or children that share the same parent, guardian, and/or caregiver and reside in the same household.

Waitlist - acceptance status assigned to applicants who meet the established acceptance criteria as measured by Davis' admissions assessment(s), but who are not included in the acceptance list as a result of the admissions lottery.

Wechsler Individual Achievement Test (WIAT) - An achievement test that measures academic achievement. Davies uses the WIAT to measure reading and math for second -tier testing of students receiving special education services under the Individuals with Disabilities Education Act (IDEA) or who are identified as Multilingual Learners.

1.3 Eligibility

Any age-appropriate student who is a resident of Rhode Island and successfully passes and obtains all credits prior to entering Davies and meets the numerical criteria for promotion to the grade they seek to enter by their local district is eligible to apply for admission to Davies. While Davies can currently accept students from any district in Rhode Island, the updated CTE regulations (July 2012) stipulate that transportation is to only be provided by Davies for students that reside in Region 3 (Barrington, Bristol, Central Falls, Cranston, East Providence, Johnston, Lincoln, North Providence, Providence, Pawtucket, Smithfield, and Warren). Any student that resides outside of Region 3 must arrange their own transportation to and from Davies.

1.4 Equal Opportunity Statement

Davies admits students to its programs without regard to the student's disability status, gender, gender identity, national origin, race, religion, or sexual orientation. Davies' admission policy and procedure is in compliance with all federal and state laws and regulations and does not discriminate on the basis of age, sex, race, religion, national origin, color, gender identity, sexual

orientation, or disability in admission to, access to, treatment of or employment in its programs and activities.

1.5 Admissions Assessment Criteria

A. General Admissions Assessment Criteria

All students must take the High School Placement Test (HSPT) to be considered for acceptance to Davies. Students meeting or exceeding the minimum threshold for reading comprehension and mathematics shown below will automatically be placed in the pool of eligible applicants for the lottery.

High School Placement Test (HSPT)	Threshold
Reading Comprehension	Grade 5.5 Level (Incoming 9th Graders) Grade 6.5 Level (Incoming 10th Graders)
Mathematics	Grade 5.5 Level (Incoming 9th Graders) Grade 6.5 Level (Incoming 10th Graders)

The admissions threshold will be re-evaluated during the 2024-2025 school year.

B. Admissions Assessment Criteria for Students Receiving Services Under IDEA

Students receiving special education services under IDEA may be eligible for second-tier testing if they do not meet the general admissions assessment criteria. Students requiring second-tier testing will be assessed via the individualized sub-tests in reading comprehension and numerical operations of the Wechsler Individual Achievement Test (WIAT). Students meeting or exceeding the minimum thresholds for these sub-tests, as shown below, will be placed in the pool of eligible applicants for the lottery.

WIAT Section	Threshold
Reading Comprehension	Grade 5.5 Level (Incoming 9th Graders) Grade 6.5 Level (Incoming 10th Graders)
Mathematics	Grade 5.5 Level (Incoming 9th Graders) Grade 6.5 Level (Incoming 10th Graders)

The admissions threshold will be re-evaluated during the 2024-2025 school year.

C. Admissions Assessment Criteria for Multilingual Learners (MLs)

If Multilingual Learner (ML) students do not meet the minimum threshold for reading comprehension as measured by the High School Placement Test (HSPT) or the WIAT (if the student also receives special education services under IDEA in addition to MLL services, then the student’s performance on the ACCESS English Language Proficiency Test will be utilized to determine the student’s reading ability. Students meeting or exceeding the minimum threshold for this assessment, as shown below, and for the mathematics assessment (measured by High School Placement Test (HSPT) or WIAT), will be placed in the pool of eligible applicants for the lottery.

ACCESS English Language Proficiency Test	Threshold
Overall Performance Level	3.5, Developing

1.6 Sibling Policy

Siblings of Davies students (currently enrolled in Grades 9-11) who meet the established entrance assessment thresholds are granted automatic acceptance without being placed in the lottery. These students still must meet all other requirements as all other accepted students. This policy exists to accommodate families with more than one child of high school age so that their children may attend the same school. This policy affords families the opportunity to become educationally informed within the same local education agency regarding the schools policies and standards.

1.7 Successful Completion of Current Grade and Core Courses

Accepted students must successfully pass and complete all core courses in their current grade according to the students’ district numerical passing grade. Students who fail and do not earn credit in a core course (English Language Arts, Mathematics, Science, Social Studies) are required to take and pass comparable make-up course(s) in a summer school program provided by their local school district or another school district or acceptance to Davies will be rescinded. Deadlines for submitting proof of summer school enrollment and successful completion will be communicated on an individual basis.

1.8 Admissions Procedure

Month	Activity
September/October	Middle school students will have the opportunity to meet with staff from Davies during the annual Outreach and Awareness Campaign conducted in our local communities. Activities include presentations at area middle schools, when possible. Davies also posts all information regarding the admissions process and timelines on our website (www.daviestech.org), and in local papers.

October/November	<p>An open house titled “Future Student Night” is hosted at Davies annually for all interested students and their families. Davies staff will be present to answer questions and to facilitate student registration for the High School Placement Test (HSPT). At this event, students are also able to tour our CTE programs. All application documents are available in English, Spanish, and Portuguese. Documents may be provided in other languages upon request. Staff will also be available to conduct tours for students/parents with limited English language proficiency or with any special needs requiring accommodations. Individuals requiring such accommodations must notify Davies in advance by calling the Guidance department at 401-728-1500.</p>
November/December	<p>All students interested in attending Davies must take our admissions and placement test – the High School Placement Test (HSPT), which will be administered at Davies on at least four Saturdays. Davies may be able to accommodate students that are unable to attend the established test dates if advanced notice is provided. Students that do not take this assessment will not be considered for admission to Davies.</p> <p>Assessment of students requiring second-tier testing will also be completed during this timeframe and will be arranged on an individual basis via our Office of Student Support Services.</p>

January/February	<p>Assessment results will be reviewed by the Admissions Committee and the Director. Eligible students will be placed on a lottery list which will be subsequently randomized via a computer-generated process. The number of students to be accepted will be determined after analysis of schoolwide enrollment.</p>
February/March	<p>Acceptance, waitlist, or rejection letters will be mailed out to all students.</p> <p>Students who are accepted must return their completed acceptance agreement, and their most recent State Assessment scores (when available), or equivalent, as indicated by the deadline in their acceptance letter in order to secure their Davies enrollment. Receipt of enrollment paperwork will be sent via email.</p> <p>Students will be moved from the waitlist to the acceptance list as space becomes available. These students will subsequently be sent an acceptance letter and must provide required documentation by the communicated deadline.</p>
April/May	<p>Accepted students who have secured Davies enrollment must provide a copy of their 3rd quarter report card by the annually designated deadline.</p> <p>Accepted students who are in danger of failing core classes (D or lower) will be placed on a watch list. Students will be notified of the possible need for credit recovery and the risk having their acceptance rescinded.</p>

<p>June/July/August</p>	<p>Accepted students must provide evidence in the form of an official report card or official transcript of successfully passing and completing all core courses in their current grade, inclusive of summer school courses by the communicated summer deadline.</p> <p>If evidence is not provided by the deadline, then official acceptance will be rescinded and will be communicated in writing.</p>
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1.9 Review and Appeals

Davies reserves the right to revoke its acceptance of a student, at any time, if it determines that the student, the student’s parent(s)/guardian(s), or the student’s sending school district provided inaccurate, incomplete, or misleading information during the admissions process.

The applicant’s parent(s)/guardian(s), upon notification indicating the belief that the applicant was not accepted to Davies as a result of the admission policy not being followed, may request a review of the decision by sending a letter to the Director within thirty days of notification of the admissions decision. Individuals that believe their not being accepted to Davies was the result of a discrimination may contact Davies’ Human Resources Office at 50 Jenckes Hill Road, Lincoln, RI 02865, or by calling 401-728-1500.