SOMERVILLE PUBLIC SCHOOLS
Policy JFAAA - CTE Admissions

OVERVIEW

Massachusetts state regulations (603 CMR 4.00) require all state-designated career technical education (CTE) schools and programs to develop and implement admission, recruitment and retention policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education (DESE) and the U.S. Department of Education.

I. ADMISSIONS

The 8th grade students will register for classes through their counselors and will be accepted into the exploratory program, contingent upon successful completion of 8th grade and promoted to 9th grade. All rising 9th grade students that are promoted will be accepted into the CTE exploratory program. When Somerville High School's Center for Career and Technical Education's (SHS CCTE's) Ch. 74 programs receives more applications than it has available seats, SHS CCTE applies a lottery to determine which students will be admitted. The lottery will admit 10th-12th grade resident students before admitting any non-residents seeking the same program. SHS CCTE's admission policy is on file at the Department of Elementary and Secondary Education. For grades 10-12, seats may be available based on program space and curriculum capacity at each grade level. Such determinations are made by the Administration.

II. EQUAL EDUCATIONAL OPPORTUNITY

SHS CTE 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, immigration or citizenship status, sexual orientation, disability.

If a student's primary home language is not English, SHS CTE will provide them with an application form in their home language. If you have questions or need help filling out the application form, please call our CTE Director at 617-625-6600 Ext. 611041.

SHS CTE is committed to providing educational opportunities to students experiencing homelessness. Please call the Director of Basic Needs and Housing for the Somerville Public Schools at 617-625-6600 extension 6994 with any questions. The office is located at 167 Holland Street, Somerville, MA 02144.

Students with disabilities may voluntarily identify themselves to SHS CTE 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 a SHS CTE Program. Consistent with Massachusetts regulations, SHS CTE Programs has created a plan with "deliberate, specific strategies to promote equal educational opportunities."

III. ELIGIBILITY

Any rising or current 8th, 9th, 10th, 11th or 12th grade (if applicable) student who is a resident of Somerville may apply for admission to SHS CTE. Students may only be admitted to SHS CCTE if they have been promoted to the grade they are seeking to enter. 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.

NON-RESIDENT STUDENTS:

Students who are not residents of Somerville are eligible to apply for admission to SHS CCTE. Please be aware that residents of Somerville who meet the minimum admission requirements will be admitted before any non-resident students. Students and families can find information on the CTE Nonresident Student Tuition Program online.

HOMESCHOOLED STUDENTS:

Students who are homeschooled may apply to attend SHS CCTE full-time and will be subject to the same admissions standards as other applicants. Students who enroll in SHS CCTE must be enrolled full time.

TRANSFER STUDENTS:

Students participating in state-designed CTE programs at another school may apply for admission to SHS CCTE and will be subject to the same admissions standards as other applicants.

SCHOOL CHOICE:

Somerville Public Schools SHS CCTE 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.

RECRUITMENT POLICIES:

Somerville Public Schools maintains a calendar of events on its website (https://somerville.k12.ma.us) 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 SHS CCTE office at 617-625-6600 extension 610400.
SHS CCTE also shares recruitment information with potential applicants in the following ways:

Somerville Middle School Pathway Exploration Policy

Policy Overview

The Somerville School District is committed to ensuring that all middle school aged students from the grade schools and their families are well-informed about the wide range of educational options available to them for high school, including Career and Technical Education (CTE) and vocational programs. In compliance with Massachusetts state regulations (603 CMR 4.00) and guidance from the Department of Elementary and Secondary Education (DESE), this policy outlines how our district provides students with awareness and exposure to CTE and vocational opportunities at local, regional, and agricultural public high schools.

High School Pathway Options

The City of Somerville residents have Somerville High School available for their Career and Technical Education Programs. The following are the Chapter 74 Programs:

Chapter 74 Programs: Advanced Manufacturing, Automotive Technology, Carpentry, Cosmetology, Culinary Arts, Dental Assistant, Drafting and Engineering, Early Education and Care, Electrical, Graphic Design & Visual Communication, Health Careers, HVAC-R, Metal Fabrication & Welding, and Plumbing

Middle School Career Exploration

The district is implementing a district wide *My Career and Academic Plan* (MyCAP) that directly connects the exploration of CTE schools and programs to a student's broader academic and career goals. MyCAP is a structured process that helps students explore their interests, skills, and values starting in middle school. This self-discovery process guides students as they research high school pathways and make informed decisions about which school environment, whether a traditional high school or a specialized CTE program, best aligns with their emerging goals.

Collaboration with Member Schools

All grade schools in the district will actively collaborate with Somerville High School to inform students about the CTE/vocational opportunities available to them. This collaboration includes:

- **Information Sharing:** Annually grade schools will provide students with the information about the Somerville High School CTE programs and will schedule the following events with the SHS team.
- **On-Campus Assemblies:** Each winter, all eighth-grade students will have the opportunity to attend assemblies on-campus at the grade schools, hosted by the SHS team. These events will provide students with information about the CTE programs.
- **School Tours:** Each winter, all eighth-grade students will have the opportunity to tour their SHS CTE programs. These tours will be scheduled during the school day.
- **Promotion of Events:** We will share information about SHS middle school summer programs and informational events on the district website and through regular communication channels, such as principal newsletters.
- **College and Career Day:** Middle school aged students and their families are invited to attend career exploration and high school planning workshops.
- **Online Resources:** Each year the district website will publish pertinent information about SHS CTE options, including links to admissions policies, and open house/informational event schedules.

Maintenance of Records

Our district grade schools and SHS will maintain a record of all on-site presentations, assemblies, and student tours of the CTE programs, along with other relevant information about collaboration between the district and SHS CCTE/vocational schools. These records will be made available to DESE upon request.

SHS CCTE offers tours of its facilities to interested applicants. To request a tour, please call our CTE office at 617-625-6600 extension 610400. 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.

IV. ORGANIZATIONAL STRUCTURE

Somerville High School is currently located at 81 Highland Avenue, Somerville, MA. As a comprehensive high school serving students in grades 9 through 12, we are pleased to offer 14 Ch.74 approved CTE programs including Exploratory, Advanced Manufacturing, Automotive Technology, Carpentry, Cosmetology, Culinary Arts, Dental Assisting, Drafting, Early Education & Care, Electrical, Graphic Communications, Health Assisting, and Metal Fabrication, Plumbing and HVAC-R programs.

The Superintendent of Somerville Public Schools can be contacted by calling 617-625-6600 Ext. 6006

The Principal of Somerville High School can be contacted by calling 617-625-6600 Ext. 611018.

The Director of the Center for Career & Technical Education at Somerville High School can be contacted by calling 617-625-6600 Ext. 610401

It is the responsibility of Somerville 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

SHS CCTE events and activities will be listed on Somerville High School's main calendar here: https://somerville.k12.ma.us/schools/somerville-high-school/departments-academics/center-career and-technical-education.

Students and their families can request hard copies of the calendar by calling the CTE Director at 617-629-6600 Ext. 610401. Additional information about the admissions process can be found on our CCTE website at: https://somerville.k12.ma.us/schools/somerville-high-school/departments academics/center-career-and-technical-education .

SHS CCTE also shares recruitment information with potential applicants in the following ways:

- The Career & Technical Education website
- The Somerville High School Program of Studies
- Recruitment initiatives for incoming rising grade 9 students including:
    - 8th Grade Career Exploration Days held in January
    - CTE presentations provided to 8th grade students in February at each middle school in the district by CTE Student Ambassadors and teachers
- The 9th grade Exploratory program provides information on the application and selection process for enrolling in a CCTE program major for grade 10
- Informational brochures are posted in the Somerville Public School's Parent Information Center and SHS Guidance offices

SHS CCTE offers tours of its facilities to interested applicants. To request a tour, please call the CTE Director at 617-629-6600 Ext. 610401. If the agreed-upon time slot for a tour occurs during the applicant's school day, the CTE 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 schools. All prospective students are responsible for providing their own transportation to and from Somerville High School.

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH, TENTH, ELEVENTH, & TWELFTH GRADE

- Students interested in applying to SHS CTE for fall admission to the 9th, 10th, 11th, or 12th grade (if applicable) must follow directions below:
- Students submitting acceptance for 9th grade will register with their counselors during course selection time. All 8th grade students will be accepted into the exploratory program providing they are promoted to 9th grade.
- Application will be available for 10th-12th grade throughout the school year
- Application Deadline: Must not be before January 1 and not later than March 1
- Completed applications received by March 1st will be entered into the lottery for 10th grade, if applicable.
- Applications submitted after March 1 will be considered only if additional seats become available.

Month	Activity
January	8th Grade presentations on CTE and SHS programming at SHS
February	School Counseling and CTE staff will visit and present at each middle school
February/March	Program of Studies and all course selection information is created
March	Program of Studies is released by SHS followed by 8th grade middle school sharing of information with students and families

March	SHS Course Selection for the following school year begins. 8th Grade students are encouraged to sign up for Exploratory. Each middle school organizes their own process and course selections, which must be entered into Aspen by the 8th grade counselor by the same date for all schools in March. All incoming resident 9th grade students will be accepted in the exploratory program. 9th grade students who participated in Exploratory work with their counselors to select a Ch. 74 program major, that they received a passing grade in, and wish to enroll for grade 10. Students will select the appropriate course number on their form and complete an application for admission. A lottery system will be implemented for oversubscribed programs. 9th grade students who did not participate in Exploratory will select from the undersubscribed programs after the lottery process is completed. ***During the course selection process, 9th graders in CTE Exploratory should select 10th grade CTE. They will be applying to specific programs later in the spring.* 10th and 11th grade students meet with their school counselors to go through their scheduling options as they continue in their chosen program major. Applications are available for non CTE incoming 10th grade students, online, in the CTE office, or in the School Counseling Office. All applications are due in the CTE office by March 1st.
April/May	Student program selection lists are available and the admissions policy will be applied to all oversubscribed programs
May	Letters are emailed to students who are enrolled in programs and students waitlisted in oversubscribed programs
April-December	Enrollment lists are monitored for student withdrawals and eligible waitlisted students are notified of openings until all seats are filled. Program enrollment changes will be accepted through December 31st. After that date, changes will be determined on a case-by-case basis.

The CTE application for admission is available in four languages, English, Spanish, Portuguese and Haitian Creole. Applications can be found online, in the school counseling department, or CTE office. It is also available in the primary home language upon request. Any student or family requiring assistance in completing the application can call the CTE Director at 617-629-6600 Ext. 610401.

LATE APPLICATIONS

SHS CTE will accept late applications only for programs that have seats available (undersubscribed) after the selection process. Any programs that are oversubscribed will not accept late applications from existing Somerville High School students. Transfer students, coming from another vocational school are not subject to the same conditions, refer to page 2 for more information.

Applications can be found in the CTE office, School Counseling Office, and online. All late applications should be forwarded to the CTE Office as soon as possible. If students or families have questions, they should call the CTE Director at 617-629-6600 Ext. 610401.

TRANSFER STUDENTS

Students already enrolled in a Ch. 74 state-approved program in another school may apply for admission to SHS CCTE. Please call the CTE Director at Office at 617-629-6600 Ext. 610401 with any questions or to request an application form.

WITHDRAWN STUDENTS

Students who were admitted to an oversubscribed Ch.74 program, but decided not to enroll, forfeit their spot to a student on the waitlist. Students who were admitted to a Ch.74 program that has open seats, but decided not to enroll, may reapply if there are still seats available at that time.

VII. SELECTION PROCESS

When SHS CTE receives more applicants than it has available seats, SHS SHCTE applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-residents.

RISING GRADE 9 STUDENTS

Every grade 8 student, who is a resident of Somerville, seeking enrollment in the grade 9 Exploratory program will be placed in the Exploratory Program.

EXPLORATORY SELECTION/RISING GRADE 10 STUDENTS

Rising grade 10 students apply to enroll in specific Ch. 74 approved programs. If a program is oversubscribed, selection will be done by implementing a lottery process. Every rising grade 10 student, who is a resident of Somerville, participated in the exploratory program, and received a passing grade of at least 60% in the specific program they are seeking enrollment in as a 1st choice, will be included in the lottery process.
After the lottery results for each student are determined, all students will be placed in order of their "lottery number draw" and are then enrolled in the program in order of the lottery number they have been assigned. The student drawn first will receive a lottery number of (1) and is enrolled first. The student drawn second will receive a lottery number of (2) and is enrolled second, and so on until all seats are filled. All students are enrolled or placed on a wait list. If openings occur**,** the seats will be filled by enrolling students from the wait list continuing from lowest to the highest drawn students. Upon completion of the lottery for a program, students on the wait list will have the option of enrolling in any program that is undersubscribed. The lottery process will begin with the program that has the largest number of oversubscribed students, followed by the second largest, and so on until completion. Rising grade 10 students who did not participate in the Exploratory program will be able to enroll in undersubscribed programs at the conclusion of all other lottery processes. A lottery process, as described above, will determine the selection order.

RISING GRADE 11 STUDENTS

Rising grade 11 students are not generally considered for admission to a Ch. 74 program due to safety concerns and the progressive nature of CTE instruction. However, students may apply and will be considered on an individual case-by-case basis by the CTE Director in consultation with the program instructor and school counselor.

VIII. PROGRAM-SPECIFIC ADMISSION

Somerville High School is a comprehensive school and therefore students do not need to apply for admission to attend academic courses offered at the school. If a student wishes to participate in a Ch.74 CTE program, students must follow the application and admissions process outlined in this document.

Refer to VII for more information about the selection process for admission to a specific Ch.74 program.

EXPLORATORY PROGRAM

Because Somerville High School offers five or more Chapter 74 state-approved programs, it is required to provide a full year exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education Framework that is approved by the Department of Elementary and Secondary Education.

Rising grade 9 students who may be interested in applying for admission to any Ch. 74 program in grade 10 are encouraged to participate in the Exploratory program. Students sign up for this course during course selection in March of their 8th grade year. It is open to all rising grade 9 students. The SHS CTE Exploratory program allows students to spend time exploring each of the 14 Ch. 74 vocational programs. Teachers present lessons on career opportunities in their respective occupations, as well as allow students to engage in hands-on learning activities related to working in each occupation. Grades are earned during each Exploratory rotation cycle and are based on a scoring rubric where students can earn a maximum of 100 points per day. At the end of the Exploratory program, students complete a survey indicating which specific Ch. 74 program they wish to enroll in for the remainder of grade 9 and into grade 10. For oversubscribed shops, all students who attained an Exploratory grade average of at least 60% will be placed in a lottery as described in section VII above.

RISING GRADE 9 STUDENTS

Rising grade 9 students will register for classes through their counselors and all rising 9th grade students will be accepted into the exploratory program contingent upon successful completion of 8th grade and promoted to 9th grade.

RISING GRADE 10 STUDENTS

Rising grade 10 students apply to enroll in specific Ch. 74 approved programs. If a program is oversubscribed, selection will be done by implementing a lottery process. Every rising grade 10 student, who is a resident of Somerville, participated in the exploratory program, and received a passing grade of at least 60% in the specific program they are seeking enrollment in as a 1st choice will be included in the lottery process.

After the lottery results for each student are determined, all students will be placed in order of their "lottery number draw" and are then enrolled in the program in order of the lottery number they have been assigned. The student drawn first will receive a lottery number of (1) and is enrolled first. The student drawn second will receive a lottery number of (2) and is enrolled second, and so on until all seats are filled. All students are enrolled or placed on a wait list. If openings occur**,** the seats will be filled by enrolling students from the wait list continuing from lowest to the highest drawn students. Upon completion of the lottery for a program, students on the wait list will have the option of enrolling in any program that is undersubscribed. The lottery process will begin with the program that has the largest number of oversubscribed students, followed by the second largest and so on until completion. Rising grade 10 students who did not participate in the Exploratory program will be able to enroll in undersubscribed programs at the conclusion of all other lottery processes. A lottery process, as described above, will determine the selection order.

RISING GRADE 11 STUDENTS

Rising grade 11 students are not generally considered for admission to a Ch. 74 program due to safety concerns and the progressive nature of CTE instruction. However, students may apply and will be considered on an individual case-by-case basis by the CTE Director in consultation with the program instructor and school counselor.

IX. REVIEW AND APPEALS PROCESS

ADMISSION TO SHS CTE Ch.74 VOCATIONAL PROGRAMS

If SHS CTE does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the Principal of Somerville High School review that decision within two weeks. These requests can be made in the following way:

By hard-copy mail or hand delivery
Principal Somerville High School 81 Highland Avenue Somerville, MA 02143

The Principal will respond to these requests for review in writing 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 will review the following information:

- The results of the lottery process
- The student's complete application
- School records related to safety and health
- The student's academic record
- Input from the student's school counselor and associate principal
- Parent/guardian provided statement as to the reason for the appeal

RETENTION STRATEGIES

Somerville Public Schools is deeply committed to improving equity of opportunity and access for every student in our district. The department collaborates with educators, administrators, and community partners to develop workshops, professional development, and school improvement initiatives that support the development and continued creation of spaces of equity, belonging, safety, and bravery. One of the main focuses of the department is the teaching and learning of cross-cultural collaboration, developing instruction and curriculum that fosters social, emotional, academic growth for students.

The CTE Director works with the students' instructors and communities to actively monitor school-based performance, attendance, academic and industry performance, as well as engagement to identify students who may be at risk of not meeting program requirements. Students who are identified are reviewed by the community support team made up of administrative staff, school counselors to seek strategies to support the student.

SHS student communities and the CTE team collaborate to ensure diverse learning groups are provided with necessary accommodations and support. Instructors engage in these students' meetings to support student success in CTE programs. Ongoing progress is reviewed throughout the school year.

X. MAINTENANCE OF RECORDS

SHS CTE maintains records of all students who apply, enroll, or are waitlisted, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. SHS CCTE provides this information to DESE upon request.

Our district grade schools and SHS will maintain a record of all on-site presentations, assemblies, and student tours of the CTE programs, along with other relevant information about collaboration between the district and SHS CCTE/vocational schools. These records will be made available to DESE upon request.

Approved: November, 2025