



**Somerville Public Schools/Somerville High School  
Center for Career & Technical Education**

**81 Highland Ave.  
Somerville, MA 02143**

**M.G.L. Chapter 74 PROGRAM ADMISSIONS POLICY**

**INTRODUCTION**

Massachusetts state regulations ([603 CMR 4.00](#)) require all state-funded career/vocational technical education (CVTE) schools and CVTE programs at public high schools to develop and implement admissions policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the U.S. Department of Education.

**I. ADMISSIONS**

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 it will admit. The lottery will admit 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.

**II. EQUAL EDUCATIONAL OPPORTUNITY**

SHS CCTE 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, sexual orientation, disability, or any other legally protected group.

If a student's primary home language is not English, SHS CCTE will provide them with an application form in their home language. Please call our school-based Family & Community liaison at 617-625-6600 Ext. 611041 if you have questions or need help filling out the application form.

SHS CCTE is committed to providing educational opportunities to students experiencing homelessness. Please call the liaison for the Somerville Public Schools at 617-625-6600 extension 6994 with any questions. The office is located at 8 Bonair Street, Somerville, MA 02143.

Students with disabilities may voluntarily identify themselves to SHS CCTE 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 CCTE Program.

### III. ELIGIBILITY

Any current 8<sup>th</sup> grade student or rising 9<sup>th</sup> or 10<sup>th</sup> grade student who is a resident of Somerville may apply for admission to a SHS CTE Ch. 74 program. Students may only be admitted to a SHS CTE Ch. 74 Program 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. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

#### HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to participate in SHS CTE full-time and will be subject to the same admissions standards as other applicants.

#### TRANSFER STUDENTS:

Students who are already accepted & participating in a Ch. 74 program at another school (not including Exploratory) and transfer to Somerville High School may apply for admission to a matching SHS CTE program. Students in good standing at their previous school will be admitted.

Students who transfer to Somerville High School but were not previously accepted & participating in a Ch. 74 program will be subject to the same application & admissions standards as other applicants. If a student transfers after the SHS CTE program application deadline, they may only apply for admission to undersubscribed programs.

#### SCHOOL CHOICE:

Somerville Public Schools and Somerville High School's Center for Career & Technical Education 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.

### 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 thirteen 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. We are in the process of seeking Ch. 74 approvals for Plumbing and HVAC/R programs.

The Superintendent of Somerville Public Schools can be contacted by calling 617-625-6600 Ext. 6005.

The Principal of Somerville High School can be contacted by calling 617-625-6600 Ext. 611013.

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/events/calendar/month/2021-10?og\\_group\\_ref\\_target\\_id%5B0%5D=12](https://somerville.k12.ma.us/events/calendar/month/2021-10?og_group_ref_target_id%5B0%5D=12) . 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 at SHS in January
  - CTE presentations provided to 8<sup>th</sup> 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 and TENTH GRADES

Students interested in applying to SHS CCTE for fall admission to the 9<sup>th</sup> or 10<sup>th</sup> grade programs should be aware of the following timeline of events and activities:

Month	Activity
January	8th Grade presentations on CTE and SHS programming at SHS
February	CTE student ambassadors visit and presentation 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 8 <sup>th</sup> grade middle school sharing of information with students and families

<b>March</b>	<p>SHS Course Selection for the following school year begins.</p> <p>8th Grade students are encouraged to sign up for Exploratory. Each middle school organizes their own process and course selections must be entered into Aspen by the 8<sup>th</sup> grade counselor by the same date for all schools in March. A lottery system will be implemented if the Exploratory program is oversubscribed.</p> <p>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. 9<sup>th</sup> grade students who did not participate in Exploratory will select from the undersubscribed programs after the lottery process is completed.</p> <p>10<sup>th</sup> and 11<sup>th</sup> grade students meet with their guidance counselors to go through their scheduling options as they continue in their chosen program major.</p> <p>Applications are available online, in the CTE office, or in the Guidance office. All applications are due in the CTE office by March 30th.</p>
<b>April/May</b>	Student program selection lists are available and the admissions policy will be applied to all oversubscribed programs
<b>May</b>	Letters are mailed to students who are enrolled in programs and students waitlisted in oversubscribed programs
<b>April-December</b>	Enrollment lists are monitored for student withdrawals and eligible waitlisted students are notified of openings till all seats are filled. Program enrollment changes will be accepted through December 31 <sup>st</sup> . After that date, changes will be determined on a case-by-case basis.

The CTE application for admission is available in three languages, English, Spanish and Haitian Creole. Applications can be found online, in the Guidance office, 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 CCTE 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, Guidance 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 more students apply to SHS CCTE than available seats, SHS CCTE uses the following system to select students for admission:

#### RISING GRADE 9 STUDENTS

If the grade 9 Exploratory program is oversubscribed, selection will be done by implementing a lottery process. Every grade 8 student, who is a resident of Somerville, seeking enrollment in the grade 9 Exploratory program 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 waiting list. If openings occur, the seats will be filled by enrolling students from the wait list continuing from lowest to the highest drawn student.

#### 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 1<sup>st</sup> 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 guidance counselor.

#### **VIII. 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 8<sup>th</sup> 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 twelve Ch. 74 vocational programs with Plumbing and HVAC/R to be added in the near future. 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.

#### **IX. 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.

## X. REVIEW AND APPEALS PROCESS

### ADMISSION TO SHS CCTE Ch.74 VOCATIONAL PROGRAMS

If SHS CCTE 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
- The student's completed admissions score sheet
- Input from the student's guidance counselor and associate principal
- Parent/guardian provided statement as to the reason for the appeal

## XI. MAINTENANCE OF RECORDS

SHS CCTE maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria and lottery results, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. SHS CCTE will provide this information to the Department upon request.