EVERETT HIGH SCHOOL

CAREER TECHNICAL EDUCATION (CTE) RECRUITMENT, ADMISSION, AND RETENTION POLICY

School Year 2026-2027

(Approved by the School Committee - October 5, 2026)

The Admissions Policy explained in this document ONLY applies to the following Career Technical Education (CTE) / state approved Chapter 74 Programs at Everett High School:

- Advanced Manufacturing
- Carpentry
- Culinary Arts
- Health Assisting
- Hospitality Management
- Marketing
- Medical Assisting
- Multimedia and Broadcast Production
- Programming and Web Development
- Public Safety

Introduction:

Massachusetts General Law, Chapter 74, as implemented through the Vocational Technical Education state regulations (603 CMR 4.00) require all state-approved career/vocational technical education (CVTE) programs implement admissions policies that comply with all federal and state laws, and regulations, and the Massachusetts Department of Elementary and Secondary Education (DESE) Admissions Guidance (May 2025).

Everett High School offers ten Chapter 74 state-approved programs. Because student demand exceeds available seats in several programs, entry into each individual Chapter 74 program at Grade 10 constitutes an admissions point. In accordance with 603 CMR 4.03 and DESE admissions guidance, oversubscribed programs will admit students through a randomized lottery using only DESE-permitted lottery weights.

1. Admissions:

All eligible students who submit a complete application by the published deadline will be entered into a program-specific randomized lottery for their top two choices. Everett High School does not use grades, exploratory performance, teacher recommendations, or academic records to determine eligibility. Attendance and discipline are not used to determine eligibility but may be used only as DESE-permitted lottery weights.

In accordance with DESE regulations, Everett High School may assign only the following three permitted lottery weights:

- Attendance: Students with fewer than 27 unexcused absences in the prior 270 school days may receive one additional lottery entry.
- Discipline: Students with no exclusions under M.G.L. c. 71 §§37H or 37H½ may receive one additional lottery entry.
- Interest: Students who complete a non-evaluative interest indicator (e.g., short written response, video, or virtual module) may receive one additional lottery entry.

No other criteria may be scored, ranked, or used for admissions.

The lottery will generate an ordered list of students for each program, followed by a waitlist for remaining applicants.

2. Equal Educational Opportunity:

Everett High School 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 living situation.

- If a student's primary home language is not English, Everett High School will provide them with an application form in their home language.
- Everett High School is committed to providing educational opportunities to students experiencing homelessness. Please call the district's homeless liaison, Jeannette Velez, at 781-824-2636 ext: 710003 with any questions.
- Students with disabilities may voluntarily identify themselves to Everett High School 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 affect on their admission to Everett High School CTE/Chapter 74 Programs.

Consistent with Massachusetts regulations, Everett High School's admissions plan policy includes deliberate, specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in the district, has a comparable academic and demographic profile. The admissions team will be responsible for this work as well as reviewing placement data in C.74 state-approved program enrollments to identify potential disproportionality. See the plan here.

Consistent with Massachusetts Department of Elementary and Secondary Education (DESE) regulations, the following will occur at least annually:

- Review of student population in each grade level.
- Review of student enrollment by all Pathway Programs.
- Aggregate review of regional student population data.
- Review by C.74 state-approved program the academic and demographic profile of the student population.
- Review of program selection data
- Review of placement data and demographic profiles.

The admissions team will review all available data and make recommendations with deliberate, specific strategies which promote equal educational opportunities and attract, enroll, and retain the student population.

Everett High School does not request, require, or use the following for admission or program selection:

- student transcripts
- grades or academic record
- recommendation letters
- health records
- IEP or 504 documentation
- home language survey
- citizenship or immigration status
- free/reduced lunch status

These items may not be used at any stage of the admissions or lottery process in accordance with DESE guidance.

3. Organizational Structure:

Everett High School is located at 100 Elm Street, Everett, MA. As a comprehensive high school serving grades 9 through 12, Everett offers eight C.74 state-approved programs.

The Superintendent of Everett Public Schools is:

William Hart - 617-394-2400 ext. 610022 (whart@everett.k12.ma.us)

The Principal of Everett High School is:

John Braga - 617-394-2490 (jbraga@everett.k12.ma.us)

The Director of Career and Technical Education at Everett High School is:

Siobhan Araya - 617-544-6997 (saraya@everett.k12.ma.us)

It is the responsibility of the Superintendent of the Everett Public Schools to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, guidelines, and guidance.

4. Eligibility

Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of Everett may apply for admission to Everett High School's C.74 state-approved programs. Students may only be admitted to C.74 state-approved CTE Programs 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 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.

NON-RESIDENT STUDENTS:

Students who are not residents of Everett are eligible to apply for admission to Everett High School's C.74 state-approved programs, provided there are open seats available in the program and no wait list exists. Please note that residents of Everett who meet the minimum admission requirements will be admitted to C.74 state-approved programs **before** any non-resident students seeking the same program. Students and families may obtain information for Chapter 74 Nonresident Student Tuition Program online.

HOMESCHOOLED STUDENTS:

Homeschool applicants may apply to attend Everett High School's C.74 state-approved programs as a full-time student and will be subject to the same admissions standards as other applicants. Students who enroll in Everett Public Schools must enroll full-time.

TRANSFER STUDENTS:

Everett High School accepts transfer students into Chapter 74 programs on a space-available basis. Placement decisions for transfer students are based solely on:

- Documented participation in a Chapter 74 program at another public school, and
- Available seats in the desired program.

Everett High School does not use grades, behavior records, teacher recommendations, skill assessments, or any evaluative criteria for transfer placement decisions.

WITHDRAWN STUDENTS:

Everett Public Schools accepts withdrawn students into C.74 programs based on the eligibility criteria outlined in this admission policy, in alignment to Section 1. Admissions (above):

- Students with fewer than 27 unexcused absences in the prior 270 school days and Students with no exclusions under M.G.L. c. 71 §§37H or 37H½
- Students will be admitted in accordance with practices outlined in this Admission Policy.

All CTE students who wish to Withdraw from their program must understand the following:

- If they choose to leave the program, they may not be eligible to be re-admitted.
- They will need to have a meeting with the program teacher, CTE Director, and their guidance counselor to discuss *why* they want to leave the program.
    - First, students will fill out a withdrawal form.
    - CTE Director will work with the student and guidance to determine which pathway is best for the student.
    - CTE Director will meet with or email the teacher of the new pathway to discuss the student's transition into that pathway.
- If a CTE student wants to leave a CTE program for another pathway outside of CTE, the CTE Director must be contacted (see above).
    - This change will **not** be made without the CTE Director being notified.

SCHOOL CHOICE:

Everett Public Schools does not participate in the inter-district school choice program. The inter-district school choice program, MGL C.76, § 12B, allows parents/guardians to send their children to schools in communities other than the city or town in which they reside.

5. Recruitment Policies

Everett Public Schools maintains a calendar of events on its website which provides information on the admissions process and other information about the C.74 state-approved Career and Technical Education (CTE) programs. Students and families may request hard copies of the calendar by calling or emailing Siobhan Araya at 617-544-6997 or saraya@everett.k12.ma.us.

The district also shares recruitment information with potential applicants in the following ways:

- Middle School Career Exploration and MyCAP integration (See Everett Public Schools Pathway Exploration Policy) consisting of Career & Technical Education (CTE) awareness activities delivered by counselors, including MyCAP Lessons that review high school options and career clusters.
- Onsite Presentations (Winter) at all Everett Public Schools with grades six, seven, and eight grade students
- Career & Technical Education Program Tours.
- By October 15th , Career & Technical Education information is distributed via mail, emails, assemblies, websites; to students in grades 6, 7, and 8. Available in the multiple languages of the national origin minority communities of Everett families.
- Parent and Family Engagement: The district will highlight Career & Technical Education opportunities during Parent Conferences, newsletters, and family information nights at all schools with grades 6, 7, and 8 students, and at Everett High School.
- The CTE Director works closely with the Director of Family Engagement and Parent Information Center so CTE information is easily accessible to new families.
- All materials and slide decks shared with students in grades 6, 7, and 8 will be posted on both the district and Everett High School CTE webpages to ensure year-round access.

6. Program Selection Process:[1]

Everett High School will take the following steps in order to select students for their CTE/Chapter 74 programs:

[1] Policies for transfers, out of the state and out of the country students are included in this Program Selection Process.

6.1 Middle School Outreach (Grade 8)

Everett Public Schools provides early career exposure and information to all Grade 8 students and families to ensure awareness of Chapter 74 pathways and non-CTE options. Outreach activities may include:

- Presentations by CTE staff and student ambassadors
- Classroom visits
- Family information nights
- Career exploration materials shared with students and caregivers
- Tours or on-campus experiences, when possible
- Optional summer exposure programs, when available

These activities are informational only and are not used in program admissions decisions.

6.2 Grade 9 Exploratory Program (Non-Evaluative)

All 9th-grade students at Everett High School participate in the Exploratory Program, which provides structured exposure to all Chapter 74 programs. Students rotate through each program area in cohorts and engage in hands-on activities aligned to the Massachusetts Vocational Technical Education Frameworks.

Exploratory is a non-evaluative experience.

Exploratory grades, performance, participation, rubrics, and teacher observations are not used in admission or program selection. Exploratory serves solely as an opportunity for students to learn about pathways and identify interests.

Students new to Everett High School during Grade 9 receive information from the CTE Director and school counselor and may visit CTE classrooms when feasible. These supports are informational only.

6.3 Grade 10 Program Application Process

In January, all Grade 9 students participating in the Exploratory Program complete a non-evaluative Intent to Apply form indicating whether they plan to:

- apply to a Chapter 74 CTE program;
- apply to an Innovation Pathway;
- opt out of pathway programming.

Based on student intent, families receive the appropriate application and program information.

Submission of the intent form does not influence admissions decisions and is used solely to ensure students receive accurate application materials and guidance.

At the conclusion of the Exploratory Program, interested students may apply for entry into a

Chapter 74 program for Grade 10.

The application includes:

- Ranking program choices (1–3) in order of preference
- Completing a brief, non-evaluative interest indicator (e.g., short written response, video, or virtual module)
- Family acknowledgment of program expectations and safety requirements

The application does NOT include and may not request:

- Exploratory grades or rubric scores
- Teacher evaluations or recommendations
- Academic grades or transcripts
- IEP, 504, or EL documentation
- Health records
- Any evaluative or scored component

Consistent with DESE Admissions Guidance (May 2025), no evaluative criteria may be used to determine which applicants are admitted.

Applications for Chapter 74 programs are made available November 1 and are due no later than March 1. Students may revise their program selections any time prior to the deadline.

6.4 Lottery Process for Oversubscribed Programs

If more students apply to a program than there are available seats, Everett High School will conduct a randomized admissions lottery for that program.

All eligible applicants who submit a completed application by the deadline are included in the lottery.

In accordance with DESE guidance, Everett High School may assign only the following three DESE-permitted lottery weights, each of which yields one additional lottery entry:

1. Attendance: Fewer than 27 unexcused absences within the previous 270 school days.
2. Discipline: No exclusions under M.G.L. c. 71, §§37H or 37H½.
3. Interest: Completion of the program interest indicator (not scored or evaluated).

No other criteria may be used, scored, ranked, or reviewed for admission.
This includes exploratory grades, behavior, academic standing, teacher input, or portfolio work.

The lottery produces:

- An ordered list of accepted students for each program
- An ordered waitlist for remaining applicants

6.5 Waitlist Procedures

Students not selected during the lottery will be placed on a program-specific waitlist in the exact order generated by the lottery.

If a seat becomes available before the start of the second quarter in Grade 10, Everett High School will offer the seat to the next student on that program's waitlist.

Waitlists do not roll over to the following school year and any open seat is contingent upon space in the program.

ADMISSIONS COMMUNICATION POLICIES:

Everett High School maintains a calendar of events on its website which provides information on the admissions process, as well as other information about the programs. Students and families can request hard copies of the calendar by emailing Siobhan Araya (saraya@everett.k12.ma.us).

Applications are made available to students and families beginning November 1 through the CTE office or by emailing the CTE Director.

Applications are available in both digital and hard-copy formats. Materials are translated into the primary languages spoken in Everett Public Schools, including Spanish, Portuguese, Haitian Creole, Arabic, Vietnamese, Nepali, Bengali, and Turkish. Additional translations and interpretation services are available upon request. Assistance completing the application is available for any student or family upon request.

Everett High School offers tours of its facilities to interested applicants. To request a tour, please email Siobhan Araya (saraya@everett.k12.ma.us). If the agreed-upon time slot for a tour occurs during the applicant's school day, the CTE Director will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Tours may **not** be counted as unexcused absences.

Public notice of the lottery date, time, and procedures will be posted on the Everett High School website at least one week in advance, with interpretation services available upon request.

CAREER & TECHNICAL EDUCATION (CTE) EXPLORATORY PROGRAM:

Since Everett Public Schools offers 5 or more Chapter 74 state-approved programs, Everett High School is required to offer an exploratory program for 9th grade students, which is based on the applicable Vocational Technical Education and Massachusetts Curriculum Frameworks. Everett High School's exploratory program is a full-year program that all grade 9 students participate in.

Everett High School's Exploratory Model:

Exploratory begins the first full week of school. Students are placed into a cohort who they will be with for the entire school year (unless a schedule change occurs). There are 24 cohorts, with about 22 students each. Each cohort will rotate through our 10 CTE programs, a rotation that highlights Innovation Pathways, and a Career Discovery rotation.

While there are 12 exploratory classes for students to see, EHS has 13 rotations. This means

students get a “re-do” of their first rotation. During the re-do rotation, students may revisit prior exploratory experiences to deepen understanding; however, exploratory performance and grades are not used in admissions.

Exploratory performance, grades, and teacher feedback are not used to determine admission into any Chapter 74 program.

CTE Electives Offered at Everett High School:

- Carpentry: Girls in Trades
- Health Assisting: Medical Terminology.
- Marketing: Introduction to Marketing; Management and Operations
- Medical Assisting: Introduction to Healthcare
- Programming and Web Development: Game and App Development.

Timeline of Events for 9th Grade:

Exploratory Assembly

- September - to discuss rotations, what exploratory is, and the application

Application Window

- Opens: November 1
- Remains open at least 30 days
- Closes: March 1

Admissions Status Notification

- By April 1, all applicants will receive written confirmation that:
    - their application is complete, and
    - they are eligible for the program-specific lottery, which will occur after the conclusion of the Exploratory Program.

Program Lottery (Aligned to Exploratory Schedule)

- Program-specific lotteries will be conducted the week students return from April break.
- Lotteries follow DESE’s randomized process using only the three permitted weights (attendance, discipline, interest).

Final Placement

- Students and families will be notified of their program placement and/or waitlist status following the completion of the lottery.
- Schedules will be built accordingly during the summer.

RETENTION STRATEGIES

Everett Public Schools implements a comprehensive approach to retaining students in Chapter 74 programs by monitoring student progress and removing barriers to success. The admissions team, guidance department, administrators, and CTE staff routinely review enrollment, transfer, withdrawal, attendance, credential attainment, and course performance data, disaggregated by student subgroups, to identify trends and potential disparities.

When concerns are identified, targeted supports are implemented, which may include academic interventions, counseling services, language access supports, special education accommodations, mentoring, and family outreach. The district also reviews program climate, safety practices, and student engagement to ensure all students feel supported and connected. These practices help promote equitable access, persistence, and successful completion of CTE programs for all students.

7. Review and Appeals Process:

APPEALS:

Families may request a review of the admissions decision within 30 days of notification. Appeals may be submitted for any reason.

Appeals typically involve concerns related to application information, lottery procedures, residency status, or the admissions process.

Appeals must be submitted in writing to:

By e-mail	By hard-copy mail or hand delivery
saraya@everett.k12.ma.us jbraga@everett.k12.ma.us jamesamurphy@everett.k12.ma.us rdiloreto@everett.k12.ma.us	Siobhan Araya 100 Elm Street Everett, MA 02149

MAINTENANCE OF RECORDS

Everett High School maintains records of all applicants, lottery procedures, assigned weights, acceptance lists, and waitlists as required for DESE monitoring.

Everett High School does not retain or use prohibited evaluative records for admissions (e.g., grades, discipline, attendance, recommendations).