Haverhill Public School
Career Vocational Technical Education
Admissions Policy

INTRODUCTION

An admission process is necessary for Career Technical Education (CTE) programs at comprehensive high schools. Technical shops are designed and equipped to serve a specific maximum number of students safely. Therefore, when the number of applicants exceeds the student capacity in a given program, a selection process is required to determine which applicants will be offered admission and which applicants will be placed on a waiting list.

In May 2025, the Massachusetts Board of Elementary and Secondary Education adopted new regulations for admissions to Chapter 74 Technical schools and Chapter 74 Technical programs at comprehensive high schools. This policy was developed for the 2026-2027 admissions process to ensure transparency for students, families, and sending districts. This current policy revision is under consideration for approval in Fall 2026 and will take effect for students applying for admission to CTE programs for the 2026-2027 academic year. The School Committee will review this policy annually. The District will re-submit the policy (including any approved revisions) to the Department of Elementary and Secondary Education (DESE) by October 1.

Policy School Committee Approved September 10, 2026

I ADMISSIONS

When Haverhill High School (HHS) receives more Career Technical Education applications than it has available seats in a given program, HHS applies selection criteria to determine which students to admit. This admissions policy is in compliance with Massachusetts Board of Elementary and Secondary Education regulations, 603 CMR 4.03(6). These regulations require a mandatory admissions lottery with a locally determined option for extra lottery weights. Haverhill High School will run a blind lottery with no additional option for an extra lottery opportunity.

The number of openings for grade 9 will be determined by the administration.

II ORGANIZATIONAL STRUCTURE

Haverhill High School is a comprehensive high school located in Haverhill, Massachusetts.

The Superintendent of Haverhill Public Schools is: *Margaret Marotta-Smith, superintendent@haverhill-ps.org*

The Principal of Haverhill High School is: *Michael Downs, michael.downs@haverhill-ps.org*

The HPS Supervisor of Career and Technical Education 5-12 is: *Victoria Kelley, vkelley@haverhill-ps.org*

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

III EQUAL EDUCATIONAL OPPORTUNITY

Haverhill 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, or disability.

If a student's primary home language is not English, Haverhill High School will provide them with an application form in their home language. Please contact our Supervisor of Career Technical Education 5-12 at (978-374-5700) or cte@haverhill-ps.org if you have questions or need help filling out the application form.

Haverhill High School is committed to providing educational opportunities to students experiencing homelessness. Please contact Haverhill Public Schools McKinney Vento Homeless Liaison/Foster Care Point of Contact at Phone: (978)-420-1967 Fax: (978) 469-8730 with any questions.

Students with disabilities may voluntarily identify themselves to Haverhill 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 effect on their admission to Haverhill High School's CTE/CVTE programs.

Consistent with Massachusetts 603 CMR 4.03, Haverhill High School's plan 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 sending districts, has a comparable academic and demographic profile."

IV ELIGIBILITY

Any current 8th or 9th grade student who is a resident of Haverhill may apply for fall admission or admissions during the school year to one of Haverhill High School's CTE Programs, subject to availability of openings. Students may only be admitted to one of HHS's 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 ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who apply for admission shall be admitted prior to acceptance of any non-resident students seeking the same program.

<u>NON-RESIDENT STUDENTS</u>:

Non-resident students are eligible to apply for fall admission or admission during the school year, provided they apply for and are accepted for inter-district school choice and are entering grade 9 or 10. Both resident and non-resident students will be evaluated using the lottery system contained in this Admissions Policy. Haverhill High School shall admit resident students who meet the minimum requirements for admission prior to acceptance of any non-resident students.

<u>HOMESCHOOLED STUDENTS:</u>

Homeschool applicants may apply to attend Haverhill High School full-time and will be subject to the same admissions standards as other applicants.

TRANSFER STUDENTS:

Students already participating in Chapter 74 programs at another school may apply for admission to Haverhill High School and will be subject to the same admissions standards as other applicants.

SCHOOL CHOICE:

Haverhill High School will follow the School Committee's decision regarding school choice for the 2026/27 school year. 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.

If the School Committee decides that Haverhill High School is participating in the school choice program, then:

Students applying to Haverhill High School under the school choice program should contact our Superintendent's office at 978-374-3400 with any questions. More information on school choice can be found on the Department of Education's website.

V RECRUITMENT POLICIES

Haverhill High School maintains a calendar of events on the HHS website, 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 emailing the CTE Office at cte@haverhill-ps.org. Haverhill High School disseminates information about CTE programming through various methods, including, but not limited to, an annual Open House, online platforms, school-based marketing, social media, and annual MYCAP activities with all middle school students. HHS will send annual email and social media communication to 7th and 8th-grade families in their home language, along with information on the school/district website describing the admissions process.

Haverhill High School also shares recruitment information with potential applicants in the following ways:

- Each fall, all Haverhill Public Middle Schools will host a High School and Career Fair for students in grades 5–8. This event gives students the opportunity to explore their future educational and career pathways. Attendees will learn about Career and Technical Education (CTE) programs, academic offerings, Advanced Placement (AP) courses, Early College options, athletics, and extracurricular activities available at Haverhill High School, Whittier Regional Vocational Technical High School, and Essex North Shore Agricultural & Technical School. Additionally, local business representatives from industries identified in the Northeast Regional Labor Market Blueprint will be in attendance. These professionals will host informational tables, providing students with an opportunity to ask questions, engage in conversations, and learn firsthand about potential career paths. Students can also connect with faculty and current students to learn about school life and explore how their interests align with future opportunities.
- Informational slide presentations will be provided to eighth-grade classes in local schools. Recruiting materials and presentations will be provided to students and families in their native language.
- Prospective students and their parent(s)/guardian(s) have an opportunity to attend a virtual or in-person information session to learn about all Career Technical Education programs and speak with teachers and administrators.
- During the fall, eighth-grade students are provided with tours of Haverhill High School facilities, including the CTE programs. Tours will not be counted as unexcused absences.
- Brochures, which describe Career Technical Education programs including academic courses, and

work-based learning, are distributed to all eighth-grade students and their parents/guardians.

- Students and their parents (s)/guardians (s) may schedule individual visits at a mutually convenient time. To request a tour, please email our CTE Office at cte@haverhill-ps.org. Transportation assistance is available upon request. 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 will not be counted as unexcused absences.

VI APPLICATION PROCESS

APPLICATION PROCESS - FOR FALL ADMISSION TO THE NINTH OR TENTH GRADE PROGRAMS

Students interested in applying to Haverhill High School CTE Programs for fall admission to the 9th or 10th grade must fill out the online application at https://haverhill.go2cte.com by January 8, 2027, and follow the timeline below:

- Application will be available: November 1, 2026
- Application deadline: January 8, 2027
- Completed applications received by January 8, 2027, will be entered into the lottery.

Paper applications are available upon request in the student's native language through the student's middle/high school guidance counselor or the HHS CTE office. Completed paper applications need to be returned to the middle school guidance counselor or the Haverhill High School guidance counselor by January 8, 2027.

If incomplete applications are received, the following procedures will be followed:

- The applicant's parent(s)/guardian(s) will be notified by mail or email by the Haverhill High School CTE Office.
- If the application remains incomplete for ten school days after notifying the parent(s)/guardian(s), the application may be voided

LATE APPLICATIONS

Applications received after January 8, 2027, may be drawn from a lottery if additional seats become available.

TRANSFER STUDENTS

Students already enrolled in a Chapter 74 state-approved program in another school may apply for admission to Haverhill High School. Please contact the CTE Office at cte@haverhill-ps.org with any questions or to request an application form. These applications will be evaluated according to the selection criteria contained in this Admissions Policy.

WITHDRAWN STUDENTS

Students who have previously withdrawn from an HHS CTE program may reapply for admission. Please contact the CTE Office at cte@haverhill-ps.org with any questions or to request an application form. These applications will be evaluated according to the selection criteria contained in this Admissions Policy. Decisions will be based on the availability of slots.

VII SELECTION PROCESS

All students who submit a complete application and have their residency confirmed will be considered eligible for the lottery. As part of their completed application, students will choose their first and second program choices.

When Haverhill High School receives more applications than it has available seats for each program, it applies a lottery to determine which students will be admitted to their first-choice program. If a student does not get into their first choice and their second choice has available seats, students will be entered into the lottery for their second choice. If a student's first and second choice programs are full, the student will be entered on the waitlist of their first choice program in the order their name was drawn in the lottery. The lottery will admit resident students before admitting any non-residents.

CTE Program Admissions Lottery:

1. Parents and caregivers will be notified of the lottery drawing date and time via district communication tools and posts on the school and district website. This notice will be made at least thirty (30) days in advance of the public admissions lottery.
2. An online lottery will be conducted for program applicants. Lottery numbers will be computer-generated and then randomly assigned to students using the online platform. This process will be verified by Go2CTE.
3. Students will rank their two preferred CTE programs, and will be entered into the lottery for placement.
4. Students will be accepted into a CTE program of their choice, or placed on the waiting list for their respective program in the random order their name is drawn, based on the order their lottery number was drawn.

Admitted students have 15 business days to accept or reject the admission offer. If the offer is rejected or if there is no response, the student will be removed from the lottery, and the first student on the waiting list will be selected to replace the student who declined the offer.

The wait list is valid for the school year in which the applicant is seeking admission. After that time, any applicant would need to **reapply** for admission in a subsequent school year.

VIII REVIEW and APPEALS PROCESS

If Haverhill High School places an applicant on a waitlist, the applicant or their parent/guardian may request (by email or hard-copy letter) within thirty days of receiving the waitlist letter that the Principal of Haverhill High School review that decision. 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.

By e-mail	By hard-copy mail or hand delivery
michael.downs@haverhill-ps.org	Michael Downs 137 Monument Street, Haverhill MA 01832

The Principal will respond to these requests for review in writing within thirty days, indicating whether the decision to deny admission to the student or place the student on the waitlist will stand or be overturned. In making this determination, the Principal will review the following information:

- Date the application was received

- The applicants' first and second choices on the application
- The applicants' number on the wait list

IX RETENTION STRATEGIES

Haverhill High School's CTE Equity Plan follows the mission of Haverhill High School. The community is in need of a skilled, ethnically diverse, and gender balanced STEM workforce. Scholars are in need of the skills necessary to succeed in livable wage careers. In response to these needs, Haverhill High School, in collaboration with community partners, developed five STEM Career Technical Education Programs. These programs will provide students with the foundational skills and certifications to pursue careers in high-demand, livable wage professions.

In support of equitable access and retention in CTE programming:

1. *In support of non-traditional gender enrollment and ethnic diversity in CTE programs, Haverhill High School brings student representatives who reflect the district's demographic profile to the middle schools for recruitment events. Ethnically diverse and non-traditional students, including those of non-traditional genders, are reflected in recruiting materials such as posters, mailers, and videos.*
2. *HHS actively seeks out opportunities for diverse representation in our CTE curriculum, welcoming and awareness events, guest speakers, internships, job opportunities, and partnerships with community organizations. Students see themselves reflected in their community, in real-time, print, and media.*
3. *To maximize student retention, HHS offers comprehensive wrap-around services and academic support to all students.*
4. *Haverhill High School employs bilingual staff who work closely with ELL CTE students, families, teachers, and administrators to create a welcoming and supportive environment, assist with recruiting, translate documents, support students throughout the application process, provide classroom support for struggling learners and after-school academic assistance, and prepare students for work-based learning opportunities. HHS implements targeted recruiting strategies and supports struggling learners and their families throughout their CTE experience and beyond (CTE application, program completion, and post-secondary planning). Staff coordinates academic, language, social-emotional and peer support. HHS also works closely with middle school guidance counselors, ELL parent liaisons, and ETFs to create High School CTE Transition Plans for struggling learners, including English Language Learners and students on IEPs.*

As outcomes, this equity plan will provide:

- *students and families a welcoming and supportive environment*
- *an ethnically diverse and gender balanced CTE program enrollment reflective of the HHS student body*
- *workplace readiness and industry skills, and certifications*
- *academic, language, social-emotional and peer support*
- *pathways to post-secondary training, education, and or employment in livable wage careers*
- *a more diverse and gender balanced STEM workforce*

X MAINTENANCE OF RECORDS

Haverhill High School 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. Haverhill High School will provide this information to the Department upon request.