Career and Technical Education Admissions

PURPOSE

In accordance with Massachusetts General Laws Chapter 74 and 603 CMR 4.00, and in alignment with regulations issued by the Massachusetts Department of Elementary and Secondary Education (DESE) governing Career and Technical Education (CTE) admissions, it is the policy of the Mahar Regional School District and the School Union #73 to ensure that admission to all CTE programs is equitable, transparent, and free from bias or discrimination. This policy establishes procedures that promote fair access for all eligible students, uphold state and federal civil rights requirements, and maintain consistency across all CTE programs administered by or in partnership with the Districts.

ADMISSIONS PROCEDURES

1. The District shall publish annually a CTE Admissions Information Packet, received from the CTE, which may include program descriptions, eligibility criteria, timelines, and application procedures.
2. The CTE will provide applications to Mahar Regional in multiple formats (online and paper) and multiple languages.
3. Appropriate supports shall be provided for students with disabilities and English learners to complete the application process.
4. The CTE and Mahar will coordinate recruitment efforts that may include including middle school outreach, parent information sessions, open houses, and career exploration events

EQUITY AND COMPLIANCE

The Districts shall conduct an **annual review** of CTE admission data—including applicant, admitted, enrolled, and wait-listed populations—to ensure proportional representation of protected groups consistent with the sending districts' demographics.

If disparities are identified, the CTE shall develop and implement a **Corrective Action Plan** in consultation with DESE.

The Superintendent shall annually submit to DESE an attestation of compliance with CTE admissions regulations under 603 CMR 4.03 and applicable federal civil rights laws.

ROLES AND RESPONSIBILITIES

- **Superintendent:** Ensures implementation, oversight, compliance reporting, and policy review.
- **CTE Director/Admissions Coordinator:** Manages application materials, coordinates outreach, conducts lotteries, and maintains records.
- **Guidance Counselors and Middle School Advisors:** Provide information and support to students regarding CTE opportunities.

- **School Committees:** Adopt, review, and monitor the policy; receive annual reports on admissions and equity outcomes.

COMMUNICATION AND PUBLICATION

This policy shall be:

1. Published on the District websites;
2. Included in the student handbooks and Program of Studies

IMPLEMENTATION AND REVIEW

This policy shall take effect beginning with the admissions cycle for the 2026–2027 school year, or the first admissions cycle following DESE approval.

The Superintendent or designee shall review the policy annually to ensure alignment with any updates to 603 CMR 4.00 or DESE guidance and shall present recommended revisions to the School Committees for approval.

LEGAL REFERENCES

- M.G.L. Chapter 74, § 1 et seq.
- 603 CMR 4.00: Vocational Technical Education Regulations
- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA)
- Massachusetts Equal Educational Opportunity Laws
- DESE CTE Admissions Policy (effective 2025)

CROSS REFERENCES

- **AC:** Non-Discrimination Policy
- **IJ:** Instructional Programs
- **JFAA:** Admissions of Resident Students
- **JFABD:** Admission of Homeless Students
- **JFBB:** School Choice

Approved: