

Upper Cape Cod Regional Technical School Admissions Policy

1. Introduction

1.1 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.

1.2 An admissions process is necessary in regional vocational technical schools where space is an intrinsic limiting factor. Vocational technical programs are designed and equipped to serve a maximum number of students safely. Consequently, a complex of such programs lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. All applicants to **Upper Cape Cod Regional Technical School (UCT)** will be evaluated using the criteria contained in this Admissions Policy. *The policy will be presented to the **Upper Cape Cod Regional Vocational-Technical School District Committee** on November 13, 2025 for a first reading.*

1.3 When UCT receives more applications than it has available seats, it applies selection criteria to determine which students it will admit. UCT's admission policy is on file at the Department of Elementary and Secondary Education ("DESE").

1.4 The number of openings for Grade 9 will be determined by the Administration.

1.5 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.

2. Equal Educational Opportunity

2.1 Upper Cape Cod Regional Technical School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness status.

2.2 Neither a student's disability nor the primary language of their home will have any effect on their admission to Upper Cape Cod Regional Technical School.

2.3 Consistent with Massachusetts regulations, Upper Cape Cod Regional Technical School has created a plan with “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.”

2.4 If a student’s primary home language is not English, Upper Cape Cod Regional Technical School will provide an application form in the primary home language. Please contact our Admissions Office at vhorne@uppercapetech.org or by phone at 508-759-7711 ext. 253 for assistance with filling out the application form.

2.5 Upper Cape Cod Regional Technical School is committed to providing educational opportunities to students experiencing homelessness. Please contact **Leslie Sullivan, Director of Special Education**, at **508-759-7711 ext. 237**, lsullivan@uppercapetech.org with any questions.

2.6 Students with disabilities may voluntarily identify themselves to Upper Cape Cod Regional Technical School to request reasonable accommodations during the application and admission process by contacting **Leslie Sullivan, Director of Special Education**, at **508-759-7711 ext. 237**, lsullivan@uppercapetech.org.

3. Eligibility

3.1 Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of the Upper Cape Cod Regional Technical School district (which includes the towns of Bourne, Falmouth, Sandwich, Wareham, and Marion) is eligible to apply for admission. Students may only be admitted if they have been promoted to the grade they are seeking to enter; their admission is conditional, and if they are not ultimately promoted, their admission will be rescinded.

3.2 In addition, the UCT district requires applicants to demonstrate proof of residency as a condition of admission as a resident student. If district residency is not confirmed prior to the admissions lottery date, the application will be considered ineligible. Resident students who meet the minimum requirements for admission shall be admitted prior to any non-resident students.

3.3 **Home-Schooled Students:** Students who are homeschooled may apply to attend Upper Cape Cod Regional Technical School full-time and will be subject to the same admissions standards as other applicants.

3.4 Transfer Students: Transfer students from Chapter 74 state-approved vocational-technical education programs at other high schools are eligible to apply and will be subject to the same admissions standards as other applicants.

4. Organizational Structure

4.1 Upper Cape Cod Regional Technical School is located in Bourne, MA and is accredited by the New England Association of Schools and Colleges. UCT is committed to providing quality vocational and academic programming. UCT programs are approved by DESE under M.G.L. Chapter 74 and the school is in compliance with state and federal legislation guaranteeing equal access to public educational institutions.

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

5. Recruitment Policies

5.1 Upper Cape Cod Regional Technical School maintains a calendar of events on its website, www.uppercapetech.com, where it provides information on the admission process, and other program information.

5.2 Upper Cape Cod Regional Technical School also shares recruitment information through middle school tours, two open house events held during the fall and spring, and by coordinating 8th-grade tours.

5.3 The school offers tours of its facilities to interested applicants. To request a tour, please call or email our Admissions Office at vhorne@uppercapetech.org. 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.

6. Application Process, Requirements & Timelines

6.1 Application Process for Fall Admission to the Ninth, Tenth, Eleventh, and Twelfth Grade Students: Interested students must follow the timeline below:

- Application will be available: October 10th
- Application deadline: January 5th

6.2 Completed applications received by the deadline will be entered into the lottery. Applications received after the deadline may be placed in a "late application" pool and considered if additional seats become available.

6.3 Definition of a Complete Application: For an application to be considered complete, it must have all required fields submitted prior to the application deadline.

6.4 If an application is incomplete, the Admissions Office will notify the applicant electronically and/or contact the sending school guidance counselor and the parent via email. Incomplete applications will not be eligible for the lottery.

6.5 Late Applications

6.5.1 If an application is submitted after the admissions window closes, it will be placed into a "late application" pool.

6.5.2 Students who have previously declined an offer or who were not responsive during the decision window may resubmit their application into the "late application" pool.

6.5.3 "Late application" lotteries may have applicants joining the applicant pool intermittently after the admission window closes. Therefore, there is no single lottery drawing of "late application" applicants, but rather, lotteries take place based on the number of open seats available to late applicants (See Sections 10 and 11 for more information).

7. Selection Process

7.1 When Upper Cape Cod Regional Technical School receives more applications than it has available seats, it applies a weighted lottery to determine which students it will admit. All

students who submit a complete application and have their residency confirmed will be considered eligible with one entry, or weight, in the lottery. Students can earn up to three additional “weights” or entries if they meet any of these conditions:

7.2 Attendance: One weight for having fewer than 27 unexcused, full-day absences over the 270 school days prior to the date of their application. No data prior to an applicant's seventh grade year may be considered.

7.3 Discipline: One weight if they have not been suspended or expelled for either possession of a dangerous weapon or assault of educational staff on school premises or at school-sponsored or school-related events over the 270 school days prior to the date of their application. Such suspensions must be in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court. No data prior to an applicant's seventh grade year may be considered.

7.4 Interest in Vocational Technical Education: One weight if they demonstrate, at the time of application, an interest in pursuing vocational technical education. This can be demonstrated by participating in a non-evaluative interview.

7.5 At least seven days before the lottery, the district will notify all applicants of the number of weights the applicant will have in the lottery.

8. Admissions Process

8.1 The Grade 9 admissions process is designed to select a diverse group of students who are residents of the district and who demonstrate an interest in vocational education. The process involves a lottery system with additional weights for specific criteria, as detailed in Section 7, "Selection Process."

8.2 Admitted students have 5 business days to accept or reject the admission offer. If the offer is rejected or if there is no response, the student is removed from the lottery.

8.3 Admissions for Grades 10-12

8.3.1 Students in Grades 10-12 may be admitted on a space-available basis.

8.3.2 Mid-year transfers are considered for students in Grades 10 and 11 only on a case-by-case basis.

8.3.3 The Superintendent will have the discretion to determine the appropriateness of placing students in Grades 10-12 to ensure proper program, health and safety, and

licensing requirements are met.

9. Appeals Process

9.1 An applicant's parent(s)/guardian(s) may appeal a decision that denied an applicant admission to Upper Cape Cod Regional Technical School or denied a student from being placed in their desired program. Appeals may be submitted within 14 days of the decision.

9.2 Appeals can be submitted via email or hard copy to the Superintendent.

- **Email: rforget@uppercapetech.org**
- **Address: 220 Sandwich Road, Bourne, MA 02532**

9.3 For appeals dealing with residency determination and/or lottery weighting, the Superintendent or designee, within two business days of the appeal request, will seek to schedule an appeal meeting. This meeting would take place within three business days, but no later than the day before the published lottery date.

9.4 Appeal consideration will be based on any procedural errors in the admissions and placement process and on any extenuating circumstances presented by the appellants, including circumstances relating to the applicant's lottery weights. The Superintendent's decision will be final.

10. Program-Specific Placement

10.1 Because Upper Cape Cod Regional Technical School offers five or more Chapter 74 programs, it provides a half-year Exploratory program for all Grade 9 students.

10.2 Program Placement After Exploratory: Student program placement is based on grades received in each vocational technical program explored. A cumulative point total will be calculated based on a rubric used by all teachers and shared with students and parents. Students are ranked starting with the highest score. At the end of the Exploratory program, students are asked to rank their top five programs in order of preference. Starting with the student with the highest score, students are placed based on the rank order of their stated program preferences. If a student's first choice is unavailable due to seat limitations, then the student's next program preference will be used to determine placement.

11. Retention Strategies

11.1 All students will complete our incoming accepted students camp. Campus tours and 9th grade curriculum will focus on succeeding at UCT.

12. Maintenance of Records

12.1 Upper Cape Cod Regional Technical School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. The school will provide this information to DESE and/or the applicant upon request.