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Holyoke High School Dean Campus Career Technical Education Recruitment, Admission, and Retention Policy (2025–2026)

Revised 4/2/2026

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INTRODUCTION

Holyoke High School Dean Campus is a public vocational technical high school that offers state-approved Chapter 74 Career and Technical Education (CTE) programs to students in grades 9 through 12. As part of the Holyoke Public Schools district, Dean Campus is committed to preparing students for both college and career success through high-quality academic instruction and hands-on technical training.

This admissions policy governs the process for admitting students to Chapter 74-approved vocational technical education programs at Dean Campus. It reflects our commitment to equitable access, transparency, and compliance with all applicable federal and state laws, including the amended Massachusetts Regulations for Vocational Technical Education (603 CMR 4.00) and the related guidance issued by the Massachusetts Department of Elementary and Secondary Education (DESE) in 2025.

The policy is designed to ensure that all eligible students, regardless of background, have a fair opportunity to participate in Dean Campus’s high-demand, skills-based programming. The admissions process outlined in this document applies to both Holyoke residents and eligible non-resident applicants and includes clear procedures for application, selection, lottery administration, waitlist management, appeals, and recordkeeping.

By aligning fully with DESE’s most recent regulations and model practices, this policy ensures that Dean Campus continues to uphold principles of equity, legal compliance, and excellence in vocational education access.

NON-DISCRIMINATION AND EQUAL ACCESS

Dean Campus is committed to ensuring that all students have equitable access to its educational programs and services, consistent with federal and state law, including but not limited to Title VI of the Civil Rights Act of 1964,



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Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Massachusetts Equal Educational Opportunity regulations (603 CMR 26.00).

Dean Campus 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
- Immigration or citizenship status
- Sexual orientation
- Disability
- English language proficiency
- Homelessness or housing status
- Any other legally protected classification

Dean Campus will take active steps to ensure that no applicant is denied admission or otherwise discriminated against during the application or enrollment process based on any of the above characteristics.

Accommodations for English Learners and Students with Disabilities

- Students whose primary language is not English will be provided with admissions materials in their home language, upon request.
- Translation and interpretation services will be made available throughout the admissions process.



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- Students with disabilities may voluntarily identify their disability to request reasonable accommodations during the application and admission process.
- A student's disability status or primary home language will have no impact on eligibility for admission.

Commitment to Underserved Populations

Dean Campus actively supports access for students who may have been historically underrepresented in vocational technical education programs, including students of color, English learners, students with disabilities, economically disadvantaged students, and students experiencing homelessness.

The school has developed and will annually review deliberate, specific strategies to promote equal educational opportunities in recruitment, admissions, and retention. These strategies are designed to identify and address barriers to access and ensure compliance with both the letter and spirit of applicable equity laws.

ELIGIBILITY

Dean Campus accepts applications from students entering grades 9 through 12 who seek admission to a state-approved Chapter 74 Career and Technical Education (CTE) program. Admission is based on eligibility, available program capacity, and compliance with state regulations.

A. Resident Students

Students who reside in the City of Holyoke and are currently in grade 8, 9, 10, or 11 are eligible to apply for admission to Dean Campus for the following school year, provided they:

- Are promoted to the grade for which they are applying (9th through 12th);
- Submit a complete application by the published deadline;
- Meet all applicable procedural requirements of this policy.

Note: Admission is conditional upon final promotion to the grade applied for. If a student is not promoted at the end of the school year, their admission offer will be rescinded.

B. Nonresident Students

Students who reside outside of Holyoke may apply for admission to Dean Campus under the provisions of **M.G.L. c. 74, § 7** and **603 CMR 4.03(6)**, subject to the following conditions:

- Nonresident applicants will only be considered after all eligible resident students have been admitted;
- The desired Chapter 74 program must have available space;
- The applicant must be promoted to the grade for which they are applying;



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- A Nonresident Student Tuition Application must be submitted, including written approval from the superintendent of the applicant's home district;
- Tuition costs for admitted nonresident students must be approved and paid by the sending district, unless otherwise covered under state provisions.

Nonresident applicants will participate in the same admissions lottery process as resident applicants but will only be offered placement if space remains after all qualified Holyoke residents are placed.

C. Home-Schooled Students

Home-schooled students may apply to Dean Campus for full-time enrollment and must meet the same eligibility requirements as public school applicants. In addition:

- Applicants must provide documentation showing that their home education plan has been approved by the superintendent or school committee in their town of residence;
- Applicants must be eligible for promotion to the grade for which they are applying;
- Homeschooled students who are admitted must enroll as full-time students in the Holyoke Public Schools and participate in all required assessments.

D. Transfer Students

Students currently enrolled in another Massachusetts public high school offering a state-approved Chapter 74 CTE program may apply to transfer into a comparable program at Dean Campus, subject to the following conditions:

- The student must be on track to be promoted to the appropriate grade level (10th, 11th, or 12th);
- The receiving program at Dean Campus must have available seats;
- Transfers are typically considered only at the start of a semester unless an exception is approved by the Principal and CTE Director;
- Transfer applicants are subject to the same admissions process and requirements as other applicants, including participation in the admissions lottery if applicable.



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SCHOOL CHOICE

HHS Dean participates in the inter-district school choice program in grades 11 and 12. 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.

Students applying to HHS Dean Campus through the school choice program should contact the Director of Enrollment Services at (413) 534-2000, option 1.

ORGANIZATIONAL STRUCTURE

is a Vocational High School in Holyoke, Massachusetts.

The Superintendent of HHS Dean Campus is:

Anthony Soto
Holyoke Public Schools
57 Suffolk Street
Holyoke, MA 01040
(413) 534-2000
superintendent@hps.holyoke.ma.us

The Principal of HHS Dean is:

Rosie Caracciolo
HHS Dean Campus
1045 Main Street
Holyoke, MA 01040
(413) 534-2071
rcaracciolo@hps.holyoke.ma.us

The Director of Career and Technical Education at HHS Dean is:

Joel McAuliffe
HHS Dean Campus
1045 Main Street
Holyoke, MA 01040
(413) 534-2071
jmcauliffe@hps.holyoke.ma.us

The Director of Enrollment Services is:

Rebecca Lamb
Holyoke Public Schools
57 Suffolk St
Holyoke, MA 01040
(413) 534-2000, option 1
rlamb@hps.holyoke.ma.us



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ADMINISTRATIVE RESPONSIBILITY

The responsibility for implementing, monitoring, and ensuring compliance with this admissions policy is shared across several roles within the Holyoke Public Schools district. These roles work collaboratively to uphold transparency, fairness, and fidelity to Massachusetts regulations governing Career and Technical Education (CTE) admissions.

Superintendent of Schools

The Superintendent of Holyoke Public Schools is responsible for the overall supervision and enforcement of this policy. The Superintendent ensures that the admissions process complies with applicable state and federal laws, including the amended 603 CMR 4.00 regulations and DESE guidance.

Principal of Dean Campus

The Dean Campus Principal is responsible for the day-to-day administration of the admissions policy at the school level. This includes ensuring proper implementation of admissions procedures, supervising personnel involved in recruitment and application review, and responding to any appeals related to admissions decisions.

Director of Career and Technical Education (CTE Director)

The CTE Director is responsible for overseeing all Chapter 74-approved programs and ensuring that admissions practices promote equitable access. The CTE Director collaborates with the Enrollment Office to ensure that admissions processes are aligned with program capacity, technical licensure requirements, and student support systems.

Director of Enrollment Services

The Director of Enrollment Services is responsible for managing the application intake process, maintaining accurate and complete records of applicants, conducting lotteries in accordance with DESE rules, managing the waitlist, and communicating outcomes to families. This role also coordinates support for applicants who need assistance completing the process, including English Learners and students with disabilities.

Collaboration and Oversight

These administrators work together to annually review the admissions policy and practices to ensure compliance, identify any barriers to access, and implement adjustments where necessary. The admissions process and related data are subject to review by the Massachusetts Department of Elementary and Secondary Education (DESE) upon request.

ADMISSIONS COMMUNICATION POLICIES

Effective and inclusive communication is essential to ensure that all students and families have access to the Dean Campus admissions process. Dean Campus is committed to transparent, timely, and accessible communication in all phases of CTE recruitment and admissions.



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A. Application Availability and Access

- Applications will be made available no later than November 1 each year and will remain open until at least March 1, in accordance with 603 CMR 4.03(5).
- The application will be accessible online via the Holyoke Public Schools enrollment platform and in hard copy upon request.
- Families may request application assistance in person, by phone, or by email through the Enrollment Services Office.

B. Language Access

- All admissions communications, including notices, application materials, and instructions, will be provided in English and Spanish by default.
- Translation and interpretation services will be made available in other languages upon request.
- Language assistance will be provided throughout the admissions process, including during information sessions and appeals.

C. Notification of Application Status

- Applicants will be notified in writing of their admissions status, admitted, waitlisted, or incomplete application, within a reasonable time after the lottery is conducted.
- Notifications will include clear instructions for next steps, deadlines to accept an offer, or how to submit missing materials.

D. Incomplete Applications

- Students with incomplete applications will be notified in writing and provided with an opportunity to submit any missing components prior to the lottery.
- No applicant will be denied access to the lottery process solely due to correctable administrative issues if addressed within the provided timeline.

E. Waitlist Communication



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- Students placed on a waitlist will receive written notice of their position and status.
- Families will be contacted if a seat becomes available during the academic year.
- Waitlisted students will not be removed due to lack of response unless they decline a seat in writing or the school year ends.

F. Accessibility for Students with Disabilities and Other Support Needs

- All communications will comply with accessibility standards to ensure equal access for students with disabilities.
- Admissions-related correspondence will be provided in accessible formats upon request (e.g., large print, digital screen reader compatible formats).

G. Points of Contact

Families may direct all admissions-related questions or requests for assistance to:

Holyoke Public Schools Enrollment Services

Phone: (413) 534-2000, Option 1

Email: enrollment@hps.holyoke.ma.us

Website: <https://www.hps.holyoke.ma.us/page/enroll-your-student>

APPLICATION PROCESS

The Dean Campus application process is designed to ensure fair, equitable, and legally compliant access to Chapter 74 Career and Technical Education (CTE) programs. This process complies with 603 CMR 4.00 and reflects the 2025 DESE Guidance on Recruitment, Admission, and Retention. The policy distinguishes between admissions for incoming Grade 9 students and upper-grade applicants (Grades 10–12), including internal transfers.

All eligible applicants are entered into a randomized admissions lottery, conducted in accordance with DESE requirements. Dean Campus uses a weighted lottery to promote equity while maintaining transparency.

A. LOTTERY WEIGHTS EXPLAINED

Each eligible applicant is entered into the lottery with one base entry. Students may receive up to two additional entries, for a maximum of three, based on the following independently applied, non-evaluative criteria:

1. Attendance Weight (+1 entry)



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- The applicant had fewer than 27 unexcused absences during the 270 school days prior to the application deadline.
- Attendance data is verified through school records or parent attestation, if necessary.

2. Discipline Weight (+1 entry)

- The applicant has not been suspended or disciplined under M.G.L. c. 71, §§ 37H or 37H½ in the 270 school days prior to application.
- Note: General discipline incidents (not covered under 37H or 37H½) do not affect eligibility or weighting.

These weights are applied independently, not as part of a composite score, and are used solely to increase the number of times a student's name appears in the random drawing.

B. GRADE 9 ADMISSIONS

1. Application Window and Submission

- Applications for admission to Grade 9 open annually no later than November 1 and close between January 1 and March 1, per DESE regulations.
- Students must submit their applications online via www.enrollholyoke.schoolmint.com or request paper applications through the HPS Enrollment Center.

2. Lottery and Initial Placement

- All complete, eligible applications received by the deadline are entered into the weighted admissions lottery as described above.
- Lottery results are documented and retained for audit by DESE.

3. Waitlist and Rolling Admission

- Students not initially selected are placed on a waitlist in lottery order.
- The waitlist remains active throughout the student's 9th-grade year.
- As seats become available, they are offered to waitlisted students in order until filled. Students who decline an offer are removed from the waitlist. Students who do not respond remain on the list.



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- Students who are offered a seat from the waitlist will be given 7 calendar days to accept or decline the offer. If no response is received, the offer will be extended to the next student in waitlist order. The non-responding student will remain on the waitlist and may be contacted again if additional seats become available.
- 9th-grade students admitted mid-year will be provided adjusted access to the exploratory program to ensure maximum participation in the program.

C. ADMISSION TO GRADES 10–12

1. Annual Application Requirement

- Students must reapply each school year to be considered for Grades 10, 11, or 12. Waitlists from prior years do not carry forward.
- Applications follow the same statewide window: open no later than November 1 and close between January 1 and March 1.

2. Program Availability

- Admission is subject to available seats in the requested CTE program.
- The student must be:
 - Promoted to the grade for which they are applying
 - On track to complete the required technical training sequence, as feasible
 - Able to enter into the appropriate phase of the program curriculum as per the evaluation of the to be the Director of Career and Technical Education.

3. Selection and Notification

- Grade 10–12 applicants are included in the same weighted lottery process, using the same criteria outlined in Section A. For these applicants, the applicable time period for determining eligibility for each weight is the 270 school days immediately preceding the application deadline. Specifically:
 - All eligible applicants who submit a complete application by the deadline will receive one base entry into the admissions lottery.
 - Attendance records will be evaluated for unexcused absences during that 270-day window.



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- Disciplinary records will be reviewed for any incidents falling under M.G.L. c. 71, §§ 37H or 37H½ during that same period.
- Admissions decisions will be communicated in writing. Students may be:
 - Offered admission
 - Placed on a program-specific waitlist
 - Deemed ineligible due to promotion, program capacity, or sequence limitations

D. TRANSFERS WITHIN HOLYOKE PUBLIC SCHOOLS

Dean Campus students seeking to transfer to another Holyoke Public Schools (HPS) high school campus, or vice versa, must follow the district's transfer process:

- **Grade 9 Transfers:** Requests to transfer to Dean during Grade 9 are handled through the rolling admissions and waitlist process described above.
- **Grades 10–12 Transfers into Dean Campus:**
 - Students at other HPS campuses must submit a new application to transfer into Dean.
 - Transfer into a CTE program is subject to available space and alignment with the program sequence to be determined by the Director of Career and Technical Education.
 - Students may be required to complete an unscored interview or assessment to assess interest and placement viability. This unscored interview or assessment is not considered as a weight for the lottery or for an application to be considered complete.
 - Placement into a program of the student's choice is not guaranteed and is subject to both space and alignment with the program sequence.
 - Transfer requests must be submitted at least 10 school days before the end of the semester (e.g., by mid-January for Semester 1 and by late May for Semester 2) to allow adequate time for review, scheduling, and transition planning.
- **Transfers out of Dean Campus:**
 - Students may request to transfer to another HPS campus at the start of a semester.
 - Mid-semester transfers are considered only in exceptional circumstances, requiring consensus by campus principals and district leadership.



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- Transfer requests must be submitted at least 10 school days before the end of the semester (e.g., by mid-January for Semester 1 and by late May for Semester 2) to allow adequate time for review, scheduling, and transition planning.

All internal transfer decisions prioritize continuity of learning, equity, and student support.

F. TRANSFERS FROM OUTSIDE HOLYOKE PUBLIC SCHOOLS

Students seeking to transfer to Dean Campus from schools outside the Holyoke Public Schools district, including public, charter, private, and vocational institutions, may apply for admission into Chapter 74 Career and Technical Education (CTE) programs in Grades 9–12. All such transfers are governed by DESE regulations and HPS policies and are subject to program capacity, instructional alignment, and administrative review.

1. General Conditions

- Transfer applicants must submit a complete application through www.enrollholyoke.schoolmint.com.
- Transfers are only considered if a seat is available in the desired program and grade level.
- Transfer applicants may not displace students currently on the program's waitlist.
- Final determination of program alignment, sequence placement, and readiness will be made by the Director of Career and Technical Education.

2. Students Transferring from CTE Programs That Are Offered at Dean Campus

- Students currently enrolled in a Chapter 74-approved CTE program that is also offered at Dean Campus may request to transfer into the equivalent program.
- These students may be given priority consideration for available seats in that program, but only after all eligible Holyoke resident students on the waitlist have been placed.
- Technical coursework, transcripts, and instructional alignment will be reviewed.
- If no seats are available in the requested program:
 - The student cannot be placed in that program;
 - The student may request placement on the program-specific waitlist (after residents);



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- Alternatively, the student may be considered for other programs with availability, subject to approval by the CTE Director based on program fit.

3. Students Transferring from CTE Programs Not Offered at Dean Campus

- Students in CTE programs not offered at Dean may request entry into a different program.
- These requests are reviewed on a case-by-case basis and subject to:
 - Space availability;
 - Alignment with the instructional phase of the receiving program;
 - A non-evaluative interview or intake meeting, coordinated by the CTE Director, to assess feasibility and support needs.

4. Students Transferring from Non-CTE Schools

- Students from non-CTE schools may apply to enter a CTE program at Dean, provided there is space and appropriate placement feasibility.
- Such students are considered after all eligible Holyoke resident waitlisted applicants have been placed.
- The CTE Director will review transcripts and schedule an intake meeting (if needed) to determine if placement is instructionally appropriate and feasible within the program's scope and sequence.

5. Waitlist Placement by Grade Level

- Transfer students from outside HPS are never placed ahead of students on existing waitlists for the same program and grade level.
- If a waitlist exists, eligible transfer students are placed at the bottom of the list for their grade and program.
- Students who decline an offer will be removed from the waitlist.
- Final placement decisions regarding sequence alignment and program entry are made by the Career and Technical Education Director.

6. Mid-Year Transfers

- Mid-year transfers are only considered under exceptional circumstances and require:



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- An open seat in the desired program and grade;
- Feasibility of immediate placement without disrupting instructional continuity;
- Approval by the Director of Career and Technical Education based on review of instructional phase, available supports, and alignment.

All applications and transfers are managed through the HPS Enrollment Office. Paper and digital records are maintained in accordance with DESE reporting requirements.

E. LATE APPLICATIONS

Late applications, those submitted after the official application deadline, may be accepted at the discretion of the Holyoke Public Schools Enrollment Office only if seats remain available after the lottery process has concluded and all waitlisted applicants have been considered.

For Grade 9 applicants, late submissions will not be included in the original lottery but may be added to the existing waitlist in the order received. If the waitlist has been exhausted, late applicants may be offered seats on a rolling basis if space becomes available.

For Grades 10–12, late applications will be considered only if there are open seats in the desired CTE program and the applicant meets all eligibility requirements, including alignment with the technical sequence. Applicants must still complete all components of the standard admissions process.

No applicant will be denied the opportunity to apply solely because of a missed deadline, but priority will always be given to on-time applicants and those already on the waitlist.

G. WITHDRAWN STUDENTS

A student who withdraws from Dean Campus, whether voluntarily or due to transfer, expulsion, or other official separation, will forfeit their placement in the Career and Technical Education (CTE) program.

1. Re-Application Requirement

- Withdrawn students who wish to return to Dean Campus in a future school year must submit a new application through the Holyoke Public Schools Enrollment Office.
- They will be subject to the same admissions process, lottery procedures, and program availability as all other applicants for that year.
- Prior enrollment does not guarantee re-admission to the same CTE program or any program.



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2. Mid-Year Withdrawal

- If a student withdraws mid-year, the seat may be offered to the next eligible student on the waitlist (if one exists) for the relevant grade and program.
- Mid-year re-entry is generally not permitted, except under exceptional circumstances and only with approval from the Director of Career and Technical Education.

3. Program Re-Entry

- If a withdrawn student seeks to re-enter the same CTE program, placement is dependent on:
 - Available seats;
 - The student's ability to re-enter the program sequence without disrupting instructional flow;
 - Approval by the Director of Career and Technical Education based on a review of records, technical progress, and capacity.

4. Recordkeeping

- Records of all withdrawn students will be maintained in accordance with district policy and DESE requirements.
- Withdrawn students are not maintained on any active waitlist and must reapply for future consideration

H. SELECTION CRITERIA AND ACCEPTANCE

The Dean Campus admissions process is designed to ensure fair and equitable access to Chapter 74 Career and Technical Education (CTE) programs. In accordance with 603 CMR 4.03(6), selection is based solely on a randomized lottery, with clearly defined, allowable weighting criteria. No evaluative scoring or subjective assessment is used to determine eligibility or admission.

1. Admissions Lottery Process

- All eligible applicants who submit a complete application by the deadline are entered into a weighted lottery.
- Each applicant receives one base entry. Up to two additional entries may be added, based on:



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- Attendance: fewer than 27 unexcused absences in the prior 270 school days;
- Discipline: no suspension or expulsion under M.G.L. c. 71, §§ 37H or 37H½ in the prior 270 school days;

Weights are independently applied and cannot exceed three total entries per applicant.

2. Selection and Notification

- The admissions lottery is conducted in a transparent manner and documented for audit purposes.
- Selected students are notified in writing of their offer of admission and are given a deadline (7 calendar days) to accept or decline.
- Students not selected are placed on a waitlist in the order determined by the lottery. Waitlisted students remain eligible for admission for the remainder of the school year if a seat becomes available.

3. Mid-Year Acceptance

- If a seat becomes available after the school year begins, it is offered to the next student on the waitlist in grade and program order.
- Students must accept within the stated response period. If a student declines, they are removed from the waitlist. If they do not respond, they remain on the waitlist for future offers.
- Mid-year admits are provided with an opportunity to engage in the exploratory process or receive appropriate onboarding based on program timing.

4. Re-Application

- Students who are not selected and remain unplaced must reapply the following year. Waitlists do not carry over between academic years.
- Students who previously attended Dean Campus and withdrew must also reapply and are not guaranteed re-admission.

5. Non-Evaluative Admissions

- In compliance with DESE regulations, Dean Campus does not consider grades, interviews, essays, recommendation letters, or test scores as part of the selection process.



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- No applicant may be denied access or assigned a lower chance of selection based on race, color, national origin, sex, gender identity, disability, sexual orientation, religion, or homelessness.

H. ENROLLMENT

Students who have been selected for admission to Dean Campus through the official admissions lottery or waitlist process must complete the full enrollment process in order to secure their placement.

1. Enrollment Confirmation

- Students offered admission will receive a written notification from the Holyoke Public Schools Enrollment Office.
- Families must confirm acceptance within 7 calendar days of the offer. Instructions for acceptance will be included in the notification.
- If a student declines or fails to respond within the deadline, the seat will be offered to the next eligible student on the waitlist.

2. Required Documentation

To finalize enrollment, the following documentation must be submitted:

- Proof of residency (if applicable);
- Up-to-date health and immunization records;
- Prior academic records, including transcripts or report cards;
- Any Individualized Education Program (IEP) or 504 Plan (if applicable);
- Language services documentation (for English Learners, if applicable).

The Enrollment Office will assist families in submitting required documents and may coordinate with school counselors and support staff.

3. Enrollment Timeline

- For fall admissions, enrollment confirmation is typically required by early spring, following the lottery.



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- Mid-year enrollees must complete documentation within 5 school days of accepting an offer.

4. Program Placement

- Grade 9 students will be enrolled in the Exploratory Program, through which they will explore all offered CTE programs before making a selection.
- Grade 10–12 students will be placed into the CTE program assigned during the admissions process, based on seat availability and program sequence.

Program assignments and schedules are managed by the Director of Career and Technical Education and counseling team.

5. Failure to Complete Enrollment

- Students who do not submit required enrollment materials within the specified timeline may forfeit their admission offer, and the seat will be offered to the next eligible student on the waitlist.
- Extensions may be granted in extenuating circumstances, subject to the discretion of the Director of Career and Technical Education.

6. Transfer of Records

- The receiving school (Dean Campus) will request official records from the sending school upon enrollment confirmation.
- Enrollment becomes official upon the completion of records transfer and scheduling by Dean Campus administration.

I. APPEALS PROCESS (GRADE 9 ADMISSIONS)

Applicants who are not selected for admission to Dean Campus for Grade 9 may appeal the decision. Appeals must be submitted in writing to the Principal within five (5) school days of receiving notification. Appeals must specify the reason for the appeal and include any supporting documentation.

The Principal will review the appeal to ensure that the admissions process was followed properly and without procedural error. Appeals will not reconsider lottery outcomes but will focus on ensuring fairness and compliance.

The decision of the CTE Director is final.



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J. WAITLIST

Dean Campus maintains a structured and transparent waitlist process for each CTE program and grade level, in accordance with 603 CMR 4.03(6) and DESE's 2025 admissions guidance. The waitlist is used to fill available seats throughout the academic year following the initial lottery.

1. Creation of the Waitlist

- All eligible applicants who are not selected through the initial admissions lottery will be placed on a waitlist in the order determined by the lottery.
- Separate waitlists are maintained by program and grade level.
- The waitlist order is established solely by the weighted lottery process and is not subject to re-ranking.

2. Duration of Waitlist Validity

- The waitlist for Grade 9 remains active through the end of the student's 9th-grade school year.
- Waitlists for Grades 10–12 are valid only for the admissions cycle in which the student applied and do not carry over to the following school year.
- Students must reapply annually to be considered in future years.

3. Offers from the Waitlist

- As seats become available, offers are made to students on the waitlist in the established order.
- Offers are communicated using multiple methods (e.g., phone, email, and mail), and students are given 7 calendar days to accept or decline the seat.
- If a student declines an offer, they are removed from the waitlist.
- If a student does not respond within the designated response window, the offer is extended to the next student on the list. The non-responding student will remain on the waitlist, unless they explicitly decline or become ineligible.

4. Waitlist Status and Inquiries



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- Families may request information about their student's current position on the waitlist by contacting the Holyoke Public Schools Enrollment Office.
- The district will not disclose identifying information about other applicants on the list.

5. Transfers and Waitlists

- Students seeking to transfer into Dean Campus from other schools (including within or outside HPS) may be added to the appropriate waitlist only if there are no resident or earlier applicants awaiting placement.
- External transfer students are always added to the end of the applicable waitlist and may not displace resident students.

6. Ineligibility or Withdrawal

- A student may be removed from the waitlist if:
 - They are no longer eligible (e.g., not promoted to the appropriate grade);
 - They enroll in another program or school;
 - They decline an offer of admission.

K. EXPLORATORY AND CAREER AND TECHNICAL PLACEMENT

Dean Campus provides a comprehensive and structured exploratory program for all Grade 9 students to ensure informed and equitable placement into Chapter 74-approved Career and Technical Education (CTE) programs. This process aligns with DESE guidance and is designed to match student interests, skills, and engagement with appropriate program placement.

1. Exploratory Program Overview

All incoming Grade 9 students participate in a three-phase exploratory program across our 9 CTE programs during their the school year

- **Phase 1: Full-School Shop Exposure**
Each student spends two full days in each of the nine vocational programs offered at Dean Campus. This initial rotation introduces students to the expectations, environment, safety practices, and foundational skills of every shop.
- **Phase 2: In-Depth Explorations**



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After completing the full-shop exposure rotation, students select their top four CTE programs for extended exploration. During this second phase, each student spends two full weeks (approximately 10 school days) in each of their four selected programs, for a total of approximately 40 instructional days.

During each two-week rotation, students engage in hands-on instruction, safety and tool use, career readiness tasks, and foundational skill-building. Shop teachers assess each student's effort, engagement, and growth using a common exploratory rubric.

Participation in a selected shop is contingent on meeting safety expectations, behavioral standards, and school attendance policies. Students who are unable to safely or appropriately participate may be reassigned to an alternate shop at the discretion of school administration.

● **Phase 3: Final Placement**

At the end of the in-depth exploratory period, each student is evaluated for final placement into a Chapter 74 CTE program. Placement is based on a composite score that incorporates:

- **Academic Grades** (core subjects) – 40%
- **Exploratory Shop Performance** – 40%
- **Attendance** – 10%
- **Career Interest Inventory/Reflection** – 10%

Important:

- No student is guaranteed placement in one of their top four selected shops.
- CTE programs are filled based on student scores and program capacity.
- Once a program reaches its maximum enrollment, it is closed to further placements, regardless of student preference or performance.
- Students who are not placed into one of their top four selections will be considered for placement in programs with available seats, based on their performance and demonstrated interest.

All final placement decisions are made by the Principal and Director of Career and Technical Education, in consultation with instructors and counselors. The Principal and CTE Director also retain discretion to address extenuating circumstances and ensure equitable access across all programs.



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This phased approach ensures that all students make informed and equitable decisions about their vocational pathway.

L. APPEALS AND PROGRAM CHANGE REQUESTS

To promote transparency and fairness, Dean Campus provides a limited and structured process for students and families to appeal CTE program placements or request program changes. All appeals and change requests are reviewed under specific criteria, with final authority resting solely with the Director of Career and Technical Education (CTE Director).

1. Placement Appeals Following Exploratory

Students and families may appeal their initial CTE program placement at the conclusion of the Grade 9 exploratory process. Appeals must meet the following conditions:

- **Deadline:** Appeals must be submitted in writing within five (5) school days of receiving the placement decision.
- **Submission:** Written appeals should be submitted to the CTE Director by email, mail, or in person.
- **Decision Authority:** All placement appeal decisions are made solely by the CTE Director and are final.

Considerations for Placement Appeals:

- Students may only be considered for placement into a CTE program that they completed a two-week (10-day) exploratory rotation in.
- Requests for placement into a program the student did not explore for two weeks will only be considered under extenuating circumstances, as determined and approved by the CTE Director.
- Appeals will be reviewed based on a holistic review of:
 - Exploratory grades and performance
 - Academic history
 - Attendance
 - Expressed career interest
 - Program capacity
 - Teacher feedback (where appropriate)



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If the appeal is granted and a seat is available, the student will be reassigned. If no seat is available, the student may be placed on a waitlist or considered for other available programs.

2. Program Change Requests (Shop Changes)

CTE program placements are designed to support continuity and multi-year skill development. Therefore, shop changes after Grade 9 are strongly discouraged and are only approved under exceptional circumstances.

- No shop changes will be considered after the end of Grade 10, except under extenuating circumstances, and only with the approval of the CTE Director.
- Shop changes will not be made based solely on preference, social concerns, or minor academic issues.
- If a student or family wishes to request a shop change outside of the formal appeal window, they may submit a written request for consideration.

3. Written Request for Consideration (Outside Formal Appeal Window)

Families who wish to request a shop change after the formal appeal window has closed may submit a written letter to the CTE Director for review. While these requests are not guaranteed to be reviewed as formal appeals, the CTE Director may consider them under extenuating circumstances.

The request letter should include:

- The student's full name, grade, and current CTE program;
- The specific program the student wishes to transfer into;
- A clear explanation of the reason for the request;
- Any supporting documentation (e.g., medical recommendations, academic concerns, counselor input);
- An acknowledgment that seat availability and instructional alignment will affect the outcome.

The CTE Director will review the request and may consult with instructional staff, counselors, or administrators as needed. All decisions are final and will be provided in writing.

M. RETENTION OF CTE STUDENTS

Dean Technical High School is committed to retaining all students who enroll in Career and Technical Education programs and to supporting their successful completion.



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Retention efforts include:

- Regular academic and technical progress monitoring;
- Individualized academic or social-emotional supports when needed;
- Counseling and intervention services for students at risk of withdrawal;
- Re-engagement opportunities for students returning after leave or difficulty; and
- Ongoing data review to ensure equitable retention and program completion across all subgroups.

The Principal and Director of Career and Technical Education will review retention data annually to identify trends and support continuous improvement.

N. MAINTENANCE OF RECORDS

HPS 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. HHS Dean Campus will provide this information to DESE upon request.