SHAWSHEEN VALLEY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
ADMISSIONS POLICY AND PROCEDURES

2026-2027

An admissions policy is necessary in vocational/technical schools where space is a limiting factor. Vocational/technical classrooms and educational areas are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such classrooms and educational areas lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may benefit most from such educational opportunities. All applicants to Shawsheen Valley Technical High School will be evaluated using the guidelines contained in this Admissions Policy.

The Shawsheen Valley Regional Vocational Technical School District Committee approved this policy on October 27, 2026.

INTRODUCTION

Massachusetts state regulations (603 CMR 4.00) require all state-funded career/vocational technical education (CVTE) schools to develop and implement admissions policies that comply with state and federal law, as well as guidelines issued by the Massachusetts Department of Elementary and Secondary Education and the United States Department of Education. 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.

I. ADMISSIONS

When Shawsheen Valley Technical High School receives more applications than it has available seats, Shawsheen Valley Technical High School will use a weighted lottery system to determine which students to admit. The weighted lottery system Shawsheen Valley Technical High School applies has been approved by the Shawsheen Valley Regional Vocational Technical School District Committee, and the Shawsheen Valley Regional Vocational Technical School District Committee will approve the use of these guidelines annually. Shawsheen Valley Technical High School's admissions policy is on file at the Department of Elementary and Secondary Education and is posted on the Shawsheen Valley Technical High School website, http://www.shawsheentech.org.

II. EQUAL EDUCATIONAL OPPORTUNITY

Shawsheen Valley Technical High School admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, marital status, familial status, pregnancy or pregnancy-related conditions and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX.

If a student's primary home language is not English, Shawsheen Valley Technical High School

can assist you with navigating the application website to translate the application to your home language. Please contact our Admissions Office at (978) 671-3641 or admissions@shawtech.org if you have questions or need help completing the application.

Shawsheen Valley Technical High School is committed to providing educational opportunities to students experiencing homelessness. Please contact the Shawsheen Valley Technical High School Homeless Liaison, Mr. James Carlson at jcarlson @shawtech.org, or by calling 978-671-3612 with any questions.

Students with disabilities may voluntarily identify themselves to Shawsheen Valley Technical 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 Shawsheen Valley Technical High School.

Consistent with Massachusetts regulations, Shawsheen Valley Technical High 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 resident students in similar grades in sending districts, has a comparable academic and demographic profile."

III. ELIGIBILITY

Any current 8th grade student who is a resident of Bedford, Billerica, Burlington, Tewksbury, or Wilmington may apply for admission to Grade 9 at Shawsheen Valley Technical High School. Applications for Grade 9 admission must be submitted by the February 1 deadline to be considered on time. Available openings for Grade 9 shall be determined annually by the Shawsheen Valley Technical High School administrative team.

Any current 9th grade student who is a resident of Bedford, Billerica, Burlington, Tewksbury, or Wilmington may apply for admission to Grade 10. Available openings for Grade 10 shall be determined annually by the Shawsheen Valley Technical High School administrative team.

Any current 10th, 11th, or 12th grade student who is a resident of Bedford, Billerica, Burlington, Tewksbury, or Wilmington and who has been enrolled in a comparable vocational-technical education program since the beginning of Grade 10 may apply for admission to Shawsheen Valley Technical High School. Admission to Grades 10, 11 and 12 shall be subject to available openings and program compatibility as determined by the school administration.

Students may only be admitted to Shawsheen Valley Technical High School 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. Shawsheen Valley Technical High School defines eligible for promotion as having received a final grade of 60 or higher in mathematics, English, science, and social studies at the conclusion of the previous school year, or by successfully completing a summer credit recovery program for the above listed subjects. Residents of Bedford, Billerica, Burlington, Tewksbury, or Wilmington who meet the minimum admission requirements are admitted before any non-residents seeking the same program.

Residency Verification: The district requires applicants to demonstrate proof of residency as a condition of admission as a resident student. The Shawsheen Valley Technical High School Admission Residency Affidavit must be completed by all students prior to the admissions lottery date. If the form is not completed prior to the admissions lottery date, the application will be considered ineligible.

Applicants should be aware that their offer of admission is conditional upon proof of residency in one of Shawsheen's five district towns, including Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Once an offer of acceptance has been issued, all applications must include two (2) forms of proof of residency. Failure to provide residency documentation will result in the offer of acceptance being rescinded and offered to the next eligible student.

In order to satisfy proof of residency/occupancy, applicants must provide two documents, one in each of the following categories.

Proof of Residency (provide 1):

- Current Mortgage Statement (dated within 30 days);
- Original, Current Lease signed by property owner/management company and tenant (must include the names of all of the occupants);
- Property Deed (evidence of mortgage payoff must accompany this document);
- Current Section 8 agreement;
- Current Purchase and Sale Agreement

Proof of Occupancy (provide 1):

- Current Electric Bill (dated within 30 days);
- Current Gas Bill (dated within 30 days);
- Current Cable/Internet Provider Bill (dated within 30 days);
- Current Residential Water or Sewer Bill (dated within 90 days);
- Current Residential Property Tax Bill (dated within 90 days); or
- Car Registration, Car Insurance, and Excise Tax Bill (all 3 required).

All documents should be addressed to the student's parent/guardian at an in-district address. If an applicant has more than one parent/guardian, residency by the in-district parent/guardian will satisfy the residency requirement. If a parent/guardian is unable to provide the residency documentation listed above because they reside with another individual, the Admissions Office may accept alternative forms of residency verification. Such documentation may include a notarized affidavit from the homeowner or leaseholder confirming residency, along with supporting proof of address. The Superintendent-Director or designee shall determine whether the alternative documentation sufficiently establishes residency.

Conditional Acceptance: Due to the abundance of applications to the district, resident students' initial offer of acceptance is conditional. Furthermore, applicants who receive conditional acceptance notifications are subject to a review of their current school year final grade report card/transcript, attendance, and suspension/expulsion records before earning final acceptance to Shawsheen Valley Technical High School. Should discrepancies in a student's record be discovered during the year-end records review, Shawsheen Valley Technical High School reserves the right to reevaluate an application and not award final acceptance.

APPORTIONMENT:

The Shawsheen Valley Regional Vocational Technical School District has a regional agreement in place that identifies Bedford, Billerica, Burlington, Tewksbury, and Wilmington (hereinafter "Member Districts") as members of the region. The allocation of educational seats is based on the total number of grade eight students enrolled in the District for the previous five school years. These quotas are set annually by the Shawsheen Valley Regional Vocational Technical School District Committee.

The town quotas for the Grade 9 admissions for the 2026-2027 school year are as follows:

Bedford	*42*	*15.15%*
Billerica	*101*	*28.78%*
Burlington	*60*	*19.78%*
Tewksbury	*71*	*19.31%*
Wilmington	*57*	*16.98%*

NON-RESIDENT STUDENTS:

Students who are not residents of Bedford, Billerica, Burlington, Tewksbury, or Wilmington are eligible to apply for admission to Shawsheen Valley Technical High School. Please be aware that residents of Member Districts who meet the minimum admission requirements will be admitted before any non-residents seeking the same program. Students and families can find information on the Chapter 74 Nonresident Student Tuition Program online.

HOMESCHOOLED STUDENTS:

Students who are being homeschooled and reside in a member district community may apply for admission to Shawsheen Valley Technical High School, including admission during the school year.

Applicants will be subject to the same admissions standards as other applicants. The homeschool student's parent(s)/guardian(s) must submit a copy of the homeschool approval letter from their local school superintendent. The letter must include the grade level they are enrolled in and the grade level to which they expect to be promoted.

For homeschooled students, a letter from the local superintendent attesting to the successful completion of grade level standards as evidenced by student work completed must be submitted. In addition, verification of successful completion of the school year and promotion to the next grade level may be requested.

TRANSFER STUDENTS:

Students already enrolled in Chapter 74 programs at another school may apply for admission and will be subject to the same admissions calendar and admissions standards as other applicants. Eligible transfer applicants will be admitted on a space-available basis when vacancies occur in their requested technical program. If the number of qualified applicants exceeds the number of available openings, a lottery will be conducted to determine placement. Applicants who are not selected through the lottery will be placed on a waiting list for their requested technical program

and considered for admission as vacancies become available. Admission to Grades 10, 11 and 12 shall be subject to available openings and program compatibility as determined by the school administration. Please contact the Admissions Office at 978-671-3641 or by emailing admissions@shawtech.org with any questions or to request an application form.

SCHOOL CHOICE:

The Shawsheen Valley Regional Vocational Technical School District does not participate in the inter-district school choice program. 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.

IV. ORGANIZATIONAL STRUCTURE

Shawsheen Valley Technical High School is a regional vocational/technical high school located at 100 Cook Street in Billerica, Massachusetts.

The Superintendent-Director of Shawsheen Valley Technical High School is:

Tony McIntosh Email: tmcintosh@shawtech.org

The Principal of Shawsheen Valley Technical High School is:

Jessica Cook Email: jcook@shawtech.org

It is the responsibility of Shawsheen Valley Technical High School's Superintendent-Director to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

V. ADMISSIONS RECRUITMENT AND COMMUNICATION POLICIES

Shawsheen Valley Technical High School maintains a calendar of events on its website http://www.shawsheentech.org that 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 calling or emailing the Admissions Office at 978-671-3641 or by emailing admissions@shawtech.org.

It is essential that all rising 7th and 8th graders in the Shawsheen Valley Technical High School member districts are aware that they have two outstanding public high schools available to them: the high school in their town and Shawsheen Valley Technical High School. Ensuring this requires a thoughtful and well-coordinated effort to bring information about Shawsheen Valley Technical High School and its programs into the homes of these potential students, through a variety of different methods, including direct mail, email, and social media. Each fall, all 8th grade students who are residents of our member districts, and their parents, will receive information, via US Mail and electronic communication, about Shawsheen Valley Technical High School's programs and admissions process. This mailing will also include information on how to follow Shawsheen Valley Technical High School on social media. This information will be followed up with timely and frequent information via email to parents and 8th grade students, highlighting the unique features of Shawsheen Valley Technical High School or announcing upcoming events that are part of the admissions process. This information, as well as other informational videos or photos will be posted on Shawsheen Valley Technical High School's

social media pages to reach students through that critical avenue.

Shawsheen Valley Technical High School staff will visit all middle schools in the district beginning in late October and ending in early December. During these visitations, presentations are made to all 8th grade residents of the district regarding programs, educational activities, and opportunities after graduation. Information about the extensive list of extracurricular clubs, activities, and interscholastic athletic programs open to all students will be shared as part of this process. A presentation is given followed by a question-and-answer period in which 8th grade students are encouraged to interact with Shawsheen Valley Technical High School students and staff.

Shawsheen Valley Technical High School conducts two open houses each year. A Community Open House, open to all members of the communities of Bedford, Billerica, Burlington, Tewksbury, and Wilmington along with Shawsheen Valley Technical High School alumni is scheduled each fall, in the month of November. This event offers prospective students and their parents/guardians the opportunity to visit all vocational-technical and academic programs and to attend formal presentations regarding the operation of the school and its mission. A second Open House, focused primarily on admissions, is held in January of each year for applicants. During this Open House, students will have the opportunity to tour the school and learn about the Chapter 74 vocational-technical programs.

Shawsheen Valley Technical High School offers individual or group tours of its facilities to interested applicants. To request a tour, please call/email our Admissions Office at 978-671-3641 or by emailing admissions@shawtech.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.

Shawsheen Valley Technical High School will work with member school districts to provide large group tours of our school during the school day. Round-trip bus transportation between each middle school and Shawsheen Valley Technical High School for group tours during the school day will be provided by Shawsheen Valley Technical High School. If Shawsheen Valley Technical High School and a member school district are unable to coordinate a mutually agreeable time for group tours, or if a student is absent on the day when group tours are scheduled, individual tours conducted outside the regular school day will be offered. In most cases, transportation to and from individual tours conducted outside the regular school day will be the responsibility of the student's family, however, if a hardship exists, please contact our Admissions Office at 978-671-3641 or by emailing admissions@shawtech.org to arrange for individual transportation.

VI. APPLICATION PROCESS

APPLICATION PROCESS FOR FALL ADMISSION:

1. Students interested in applying to Shawsheen Valley Technical High School for fall admission to the 9th or 10th grade must submit a complete application and follow the steps outlined below to be included in the admissions lottery.

    A. Complete an online application on our website: Student Admissions (go2cte.com). Applications can be completed during our Open House, or at the Shawsheen Valley Technical High School Admissions Office by appointment.

B. Complete the application no later than the deadline listed on the application. Supportive data including attendance records and discipline records will be obtained by Shawsheen Valley Technical High School from the applicant's current school guidance office.
C. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to provide attendance and discipline information for each applicant for Shawsheen to determine eligibility for additional lottery weight. Shawsheen will request this data be provided with an effective end date of January 1 of the applicant's current school year and limited to the 270 school days prior to the date of application. Records from before the applicant's seventh-grade year shall not be considered:
    1. Does the applicant have fewer than 27 unexcused absences over the 270 school days prior to the date of application? No data prior to 7th grade may be considered.
        - If "yes", one additional weight is assigned.
        - If "no", no additional weight is assigned.

    2. Has the applicant been suspended or expelled pursuant to M.G.L. c.71 37H or 37H ½ over the 270 days prior to the date of the application? If yes, the following elements will be examined by Shawsheen:
        - Was the incident on school premises or at a school-sponsored or related event?
        - Was the incident possession of a dangerous weapon or assault of educational staff?
        - Has the felony been adjudicated or has the student made an admission of guilt in court?
            - If "no" to any element, one additional weight is assigned.
            - If "yes" to all elements, no additional weight is assigned.

2. An application is NOT considered complete unless it contains ALL appropriate signatures. The parent/guardian must sign the application to indicate approval of their student's application to Shawsheen and to authorize the release of information from the student's current school.

3. Completed applications include all required signatures, attendance and discipline records. If an incomplete application is received, Shawsheen Valley Technical High School will notify the sending school's guidance counselor responsible for sending application material and will request that the missing information be provided. If the missing information is not provided, the applicant's parent/guardian may be notified and will be asked to contact their student's current guidance counselor to request the missing information be provided. If the application remains incomplete 10 days after notifying the local school guidance counselor and the parent/guardian, the application may be voided.

4. As outlined in Section II above, Shawsheen Valley Technical High School will request information from each sending district regarding the primary language spoken in the student's home. If a student's primary home language is not English, Shawsheen Valley Technical High School can assist you with navigating the application website to translate the application to your home language. Please contact our Admissions Office at (978) 671-3641 or admissions@shawtech.org if you have questions or need help completing the application.

5. In order for the admissions process to work successfully, and ensure that resident students in Bedford, Billerica, Burlington, Tewksbury, and Wilmington have complete access to all of the information they need to make a well-informed decision about where they will attend high school. It is the responsibility of the sending school counselor (or other school personnel, if applicable) to work collaboratively with the Shawsheen Valley Technical High School admissions and student recruitment team during the entirety of the admissions process. This includes providing timely and accurate contact information for 7th and 8th grade resident students, scheduling the 8th grade assembly and the 8th grade visit to Shawsheen Valley Technical High School, and providing data (attendance and discipline records) in support of each student application in a timely manner.

9TH GRADE ADMISSIONS TIMELINE

Application Available	No later than November 1, 2026
Application Deadline	February 1, 2027
Email Notification to Parents/Guardians of Student's Assigned Weights	February 12, 2027 (2nd Friday in February)
Lottery Weight Appeals	February 12, 2027, through February 26, 2027 (2nd Friday through 4th Friday)
Public Lottery	March 10, 2027 (2nd Wednesday in March)
Offer Letters by town Sent via Email	Within five (5) school days of the public lottery drawing
Confirmation Deadline	Parents/guardians must confirm or decline the offer of enrollment within seven (7) business days of receipt.
Combined Waitlist	June 1, 2027

LATE APPLICATIONS:

Shawsheen Valley Technical High School will accept applications after the deadline, but these applications will be considered late. Once all supporting data is received by Shawsheen Valley Technical High School, a late application is considered complete. Complete, late applications will be reviewed in the order received.

Applications received after the deadlines noted above, may be accepted. Late applications will not be processed until after June 1st of each year. Upon review, late applications will be moved to the bottom of the waitlist, in the order they were received.

Students moving into the Shawsheen Valley district from other communities may be offered admission after the established deadlines, consideration will be on a case-by-case basis.

TRANSFER STUDENTS:

Students already enrolled in Chapter 74 programs at another school may apply for admission and will be subject to the same admissions calendar and admissions standards as other applicants. Eligible transfer applicants will be admitted on a space-available basis when vacancies occur in their requested technical program. If the number of qualified applicants exceeds the number of available openings, a lottery will be conducted to determine placement. Applicants who are not selected through the lottery will be placed on a waiting list for their requested technical program and considered for admission as vacancies become available. Transfer students will be considered on a space available basis. Admission to Grades 10, 11 and 12 shall be subject to available openings and program compatibility as determined by the school administration. Please contact the Admissions Office at 978-671-3641 or by emailing admissions@shawtech.org with any questions or to request an application form.

WITHDRAWN STUDENTS

A student who has withdrawn from Shawsheen Valley Technical High School and is attending, or not attending, another high school may apply for re-admission, subject to availability. Applications for readmission will be reviewed in accordance with this admissions policy and criteria.

VII. SELECTION PROCESS

When Shawsheen Valley Technical High School receives more applications than it has available seats, Shawsheen Valley Technical High School applies a weighted lottery to determine which students it will admit. The Shawsheen Valley Regional Vocational Technical School District Committee has approved the weighted criteria used as part of the selection process. The Shawsheen Valley Regional Vocational Technical School District Committee will approve the use of these weights annually. The lottery will admit resident students before admitting any non-residents seeking the same program.

1. All students with completed applications are entered into the lottery.
2. As identified in Application Process VI, students will be assigned additional weight in the admissions lottery for meeting criteria in the following areas:

    - Attendance
    - Discipline

3. The lottery will take place in public as published on the school district's website with reasonable public notice at least one week prior to the lottery.
4. Resident students who apply by the application deadline will be entered into the lottery. Students will be chosen randomly using an online platform and sorted by town to allow for seat apportionment. Those not selected will be placed on a waitlist in random, numbered order, by the town of residence. If additional seats become available, resident applicants will be selected from the waitlist until all seats are filled.
5. Resident students who apply after the application deadline will be placed at the bottom of the waitlist and will be offered admission once all names from the initial lottery have been exhausted.
6. When there are no further resident applicants, and if there are seats remaining, a lottery for non-resident applicants will take place, and students will be selected in the same manner.

Waiting lists for 9th and 10th grade applicants will remain active until October 1 of the same calendar year in which they are established, at which time they will expire.

On June 1st of each year, any unfilled seats remaining after the town-based allocation process will be offered to applicants on the waitlist, regardless of their town of residence. At that point, all town-specific waitlists will be combined into a single waitlist, and seat offers will be made according to each applicant's original lottery position.

All students are notified of their status by the end of the current school year. Students who are on the waiting list may be accepted during the upcoming school year.

Eligible transfer applicants will be admitted on a space-available basis when vacancies occur in their requested technical program. If the number of qualified applicants exceeds the number of available openings, a lottery will be conducted to determine placement. Applicants who are not selected through the lottery will be placed on a waiting list for their requested technical program and considered for admission as vacancies become available. Admission to Grades 10, 11 and 12 shall be subject to available openings and program compatibility as determined by the school administration. Please contact the Admissions Office at 978-671-3641 or by emailing admissions@shawtech.org with any questions or to request an application form.

VIII. REVIEW AND APPEALS PROCESS / ADMISSION TO SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

1. **Appealing Assigned Lottery Weights**

All applicants with completed applications will be notified of the assigned additional weights for attendance and discipline at least ten (10) days prior to conducting the lottery.

The applicant's parent(s)/guardian(s), upon receipt of the assignment of lottery weight(s), may request a review of the decision by written request to the Superintendent-Director within 10 days of being notified of their student(s) lottery weights, by email to tmcintosh@shawtech.org or by hard copy to Tony McIntosh, Superintendent Director, 100 Cook Street, Billerica, MA 01821.

In making this determination, the Superintendent-Director may review the following information:

- Material submitted by the applicant
- Material submitted by the applicant's sending school district

The Superintendent-Director will respond in writing with the findings of the review within 5 days. The Superintendent-Director's finding assigned additional weights is final.

IX. EXPLORATORY PROGRAM

The Massachusetts Vocational Technical Education Regulations 603 CMR 4.03 (4)(e) state in part: "School districts that offer five or more approved vocational technical education programs shall provide a minimum of a one-half year exploratory program approved by the Department for all incoming ninth graders". Shawsheen Valley Technical High School currently offers over twenty approved Chapter 74 programs and requires all incoming ninth graders to explore numerous vocational technical education programs, including those that would prepare them for careers that are nontraditional for their gender.

From September through spring of their freshman year, ninth graders shall explore a variety of distinct Chapter 74 programs for up to one full week each during freshmen "shop week." Upon acceptance to Shawsheen Valley Technical High School, but before the school year begins, students identify and rank order twenty different programs they would like to explore. Those preferences will be considered when developing the grade-wide exploratory schedule for the school year.

At the end of each week-long exploratory session, the assigned teacher evaluates each student using a standards-based, holistic rubric specific to each vocational/technical program. Each rubric will contain a standard method to convert the student's performance against the rubric to a 100-point scale. The resulting numeric grade will be entered into the student's record and is a key variable in the selection process outlined below.

Exploratory Absences & Grading:

The Freshman Exploratory program is designed to give students a true, hands-on experience in each Chapter 74 program they explore so they can make informed decisions about their future CTE pathway. Because exploratory is delivered in a shop-based environment involving demonstrations, safety instruction, and hands-on skill development, consistent attendance is essential.

Students are expected to attend all scheduled days of each exploratory cycle. When a student is absent, make up work may be provided where appropriate. However, due to the hands-on nature of shop instruction, make up assignments may not fully replicate the in-school experience or allow a student to demonstrate the same level of practical competency. As a general guideline:

- One day of absence per exploratory cycle may be eligible for make-up work. Completion of make-up work may result in partial credit, as determined by the instructor based on the student's demonstrated understanding of the material. Make-up work must be completed by the end of the next exploratory cycle/shop week.
- Additional absences during an exploratory cycle may significantly limit a student's ability to demonstrate required technical competencies and safety skills and may result in a substantially reduced grade for that cycle.

  If a student has multiple excused absences during an exploratory cycle that prevent meaningful participation in the shop experience, the administration may assign a Medical (M) designation or other appropriate notation. In such cases, that cycle will not be calculated into the student's exploratory average. Placement decisions will be made in a manner that is equitable and consistent with published placement criteria.

  This policy will be applied consistently and in compliance with applicable state and federal law, including accommodations required pursuant to an Individualized Education Program (IEP), Section 504 Plan, or other legally protected absence.

  Re-Exploring Programs:
  To ensure equitable access to exploratory opportunities for all students, students are generally not permitted to repeat an exploratory cycle for the purpose of improving a grade. However, in cases involving extended excused absences or other extenuating circumstances, administration may, at its discretion and subject to program capacity, provide an opportunity for a student to re-explore a program at a later time.

Shop Selection & Permanent Shop Placement:

Overview :

Upon completion of all the freshman exploratory cycles, students shall rank order their top five CTE program (shop) preferences based on their interest and overall exploratory experience. To assist students in this selection process, individual exploratory grades are provided. This feedback derives from a structured rating sheet "rubric" that assesses areas of performance in both competence-based activities as well as assignments from the related theory component. Students are placed in their permanent vocational/technical program based on their interest, grade (see section IX above), and shop capacity as follows:

- At the end of the exploratory program, each student ranks their top five choices for their permanent vocational technical program.
- Students are placed into their first choice unless the number of students who chose that program exceeds capacity.
- If interest exceeds program capacity, students are rank ordered by the grade they received in the exploratory cycle for that program and are offered placement in that program until capacity is reached.
- In the event of a tie, the average exploratory grade will be used (e.g., if two students

earned a 90 in the exploratory cycle for that shop but only one spot remains, the student with the higher average from the entire exploratory program will be placed into the shop).

- Students who do not get into their first choice will be placed into their second choice provided program capacity was not reached by students who ranked it as their first choice. • Students who do not get into their second choice will be placed into their third choice provided program capacity was not reached by students after satisfying each student who indicated that shop as a first, or second choice.
- Students that do not get into their third choice will be placed in their fourth choice provided program capacity was not reached by students after satisfying each student who indicated that shop as a first, second, or third choice.
- Students that do not get into their fourth choice will be placed in their fifth choice provided program capacity was not reached by students after satisfying each student who indicted that shop as a first, second, third, or fourth choice.
- In the instance that a student does not get placed into their top five choices, the student and their family will be provided with a list of shops that have openings so the student can select their permanent shop from that list.

Waitlists:

Waitlists will be maintained as follows:

- Any student who does not get placed in their first choice has the option of being placed on a rank ordered waitlist by the grade they received in the Exploratory cycle for that program, should openings occur before the end of their sophomore year.
- If a student wishes to be placed on the waitlist for their second choice, they will be rank ordered by the grade they received in the Exploratory cycle for that program behind all students who are on the waitlist for that program who selected it as their first choice.
- If a student wishes to be placed on the waitlist for their third choice, they will be rank ordered by the grade they received in the Exploratory cycle for that program behind all students who are on the waitlist for that program who selected it as their first, or second choice.
- If a student wishes to be placed on the waitlist for their fourth choice, they will be rank ordered by the grade they received in the Exploratory cycle for that program behind all students who are on the waitlist for that program who selected it as their first, second, or third choice.
- If a student wishes to be placed on the waitlist for their fifth choice, they will be rank ordered by the grade they received in the Exploratory cycle for that program behind all students who are on the waitlist for that program who selected it as their first, second, third, or fourth choice.

X: ADMISSION TO SPECIFIC PROGRAMS WITHIN SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

Students who have been admitted to Shawsheen Valley Technical High School will need to apply to a specific program of study (also known as a "major" or "shop") during the second half of their freshman year.

If the student applies to a program and is denied or waitlisted, the student may appeal their rejection to the Superintendent-Director in the following ways:

By e-mail	By hard-copy mail or hand delivery
tmcintosh@shawtech.org	Superintendent-Director, Shawsheen Tech, 100 Cook Street, Billerica, MA 01821

In making this determination, the Superintendent-Director will review the following information:

1. Appeals may be initiated by the parent/guardian.
2. The Superintendent-Director will oversee the appeals process and make the final determination as to whether the admissions decision shall be modified.
3. In making the appeal determination, the Superintendent-Director may review all materials used to determine the student's shop placement as well as any additional documentation deemed relevant by the Superintendent-Director and/or submitted by the student or his/her parent/guardian.
4. PROCESS FOR SHOP SELECTION APPEALS: In conducting the appeal, the Superintendent-Director will review all scores assigned to the student and assess them for accuracy. If the Superintendent-Director finds the scores to be inaccurate, he/she will assign a revised score and move the student's place on the shop selection waiting list accordingly. If the Superintendent-Director finds the score to be accurate, he/she will inform the student's parent/guardian of that finding. The student's parent/guardian may request an in-person review of the scores assigned to the student. During that in-person review, the Superintendent-Director will review all the scores assigned to their student with the parent/guardian and offer the parent/guardian the opportunity to offer information that they feel supports their assertion that the scores are inaccurate. Shawsheen Valley Technical High School will provide oral translation services for the student and/or their parent/guardian during the in-person review if needed or requested. Following this meeting, the Superintendent-Director will review all relevant information and issue a final decision regarding the student's assigned score. If the Superintendent-Director determines that the student's assigned score was inaccurate, he/she will assign the student with a new score and the student will be placed on the shop waiting list based on his/her revised score. In all circumstances, the decision of the Superintendent-Director is final and is not subject to review or further appeal.
5. No decision to change an original shop selection decision through the appeals process shall result in a change to any previous offer of shop admission to another student.
6. The Superintendent-Director, in making an appeals determination, is to remain cognizant of the inherent limitations on the capacity of Shawsheen Valley Technical High School's individual shops, class sizes, program offerings, etc.

XI. RETENTION STRATEGIES

Shawsheen Valley Technical High School is committed to retaining all enrolled students by providing deliberate, equitable, and student-centered strategies that promote success in both academic and vocational-technical programs. The following retention strategies emphasize early intervention, consistent monitoring, and holistic support to ensure every learner has the opportunity to thrive:

1. Early Identification and Support: Teachers and staff actively monitor school-based performance, attendance, academic and industry performance, as well as engagement to identify students who may be at risk of not meeting program requirements. Students who are identified are reviewed by a support team made up of administrative staff, guidance counselors, school nurses, and counselors to seek strategies to support the student.

2. Freshmen Counseling Structure: Shawsheen employs two full-time freshmen counselors, resulting in an approximate 170:1 student-to-counselor ratio. This model ensures personalized support during the critical transition into high school. Freshmen counselors provide academic advising, social-emotional support, attendance monitoring, career planning guidance, and consistent check-ins to help students stay engaged and on track.

3. Student Support Plans: Support plans are developed by the guidance department, with teachers, to identify strategies that support student learning in the classroom. Plans may include attendance support, course interventions, and other strategies that will support the student.

4. Attendance Policy: SVTHS recognizes that consistent, in-person school attendance is essential for student learning, growth, and development. Students who attend school regularly are more likely to have success in school and careers. Therefore, SVTHS requires 93% attendance, limiting students to twelve (12) unexcused absences in a 180-day school year. Students will be allowed to attend attendance make-up sessions if they exceed four (4) unexcused absences in a given quarter, or twelve (12) unexcused absences for the year.

5. Grade 9 Orientation Day and Orientation Leader Program**:** Shawsheen provides a comprehensive Grade 9 Orientation Day designed to help incoming students successfully transition into the school community. Orientation Leaders—trained upperclassmen who serve as mentors—support freshmen throughout the school year by fostering connections, modeling positive behavior, and guiding students on academic expectations, school culture, and available resources. These peer-led supports help students establish a sense of belonging and confidence.

6. Career Development, Interest Mapping, and myCAP Curriculum: As part of Shawsheen's comprehensive guidance curriculum, all students participate in structured activities related to Career Trees, interest inventories, and goal-setting frameworks. Through the Massachusetts myCAP (My Career and Academic Plan) initiative, students develop personalized academic and career pathways, identify strengths and interests, engage in reflective planning, and establish short- and long-

term goals. This curriculum helps students align their vocational program with their interests, improve engagement, and make informed decisions throughout high school.

7. Ongoing Monitoring: Shawsheen Valley Technical High School ensures diverse learning groups are provided with necessary accommodations and supports. Teachers engage in these students' meetings to support student success in all Academic and CTE programs. Ongoing progress is reviewed throughout the year.

XII: MAINTENANCE OF RECORDS

Shawsheen Valley Technical High School maintains records of all students who apply, enroll, or are waitlisted, as well as their score on admission criteria (if used), to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Shawsheen Valley Technical High School will provide this information to the Department of Elementary and Secondary Education upon request.