



LOWELL HIGH SCHOOL

Recruitment, Admission, and Retention Policy

For Chapter 74

Career and Technical Education Programs

OVERVIEW

Massachusetts state regulations (603 CMR 4.00) require all state-designated career technical education (CTE) schools and programs to develop and implement admission, recruitment, and retention policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education (DESE) and the U.S. Department of Education.

Lowell High School is a comprehensive public 9-12 high school within the K-12 Lowell Public Schools district and enthusiastically enrolls any and all students who are residents of Lowell and wish to attend and access any of its offerings, including Career Technical Education/C74, Career Connections/N74, and Early College Pathways. The high school conducts a straight lottery when enrollment applications in Career Technical Education/M.G.L. Chapter 74 programs exceed capacity.

I. EQUAL EDUCATIONAL OPPORTUNITY

Lowell Public Schools 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, or disability.

If a student's primary home language is not English, Lowell Public Schools will provide them with an enrollment form in their home language. Please contact Susan Zielinski, Coordinator of Student Support szielinski@lowell.k12.ma.us, or by phone at 978- 973-8911 if you have questions or need help filling out the form.

Lowell Public Schools is committed to providing educational opportunities to students experiencing homelessness. Please contact Lowell Public Schools' liaison by email at bboutselis@lowell.k12.ma.us or phone 978-674-2133 or stop by the Family Resource Center at 155 Merrimack St., Lowell, MA with any questions.

Students with disabilities may voluntarily identify themselves to Lowell Public Schools to request reasonable accommodations during the enrollment process. Neither a student's disability nor the primary language of their home will have any effect on their enrollment in Lowell Public Schools.

II. ORGANIZATIONAL STRUCTURE

Lowell High School is an urban comprehensive high school located at 50 Father Morissette Boulevard in Lowell, Massachusetts;

The Superintendent of the Lowell Public Schools is Liam Skinner, superintendent@lowell.k12.ma.us, 978-674-4324;

The Head of School/Principal of Lowell High School is Michael Fiato, mfiato@lowell.k12.ma.us, 978-937-8901, and

The CTE Supervisor/Director of Lowell High School is Susan Zielinski, szielinski@lowell.k12.ma.us 978-937-8911.

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

III. ELIGIBILITY

As a K-12 urban public school district, any rising or current 8th, 9th, 10th, 11th, or 12th-grade student who is a resident of Lowell is eligible to be enrolled in the Lowell Public Schools at their appropriate grade level.

Lowell is a member municipality of the Greater Lowell Regional Technical High School, and resident students may apply to enroll through their admission process. Information is available at <https://www.gltech.org/admissions/admissions-homepage>

Non-Resident Students

Students who are not residents of Lowell are not eligible to enroll in Lowell Public Schools.

Homeschooled Students

Students who are homeschooled may enroll in Lowell Public Schools full-time. Students who enroll in Lowell Public Schools must enroll full-time.

Transfer Students

Students already participating in state-designated CTE programs at another school may apply for admission to Lowell High School at any time that they become a resident of Lowell and will be subject to the same admissions standards as other applicants.

School Choice

Lowell Public Schools does not participate in the inter-district school choice program.

IV. RECRUITMENT POLICIES

Lowell Public Schools maintains information on its website at <https://www.lowell.k12.ma.us/domain/1029> on the pathways admission process, as well as other

information about its programs. Students and their families can request hard copies by calling or emailing the Student Support Services Office at szielinski@lowell.k12.ma.us or 978-937-8911.

Lowell Public Schools shares information about secondary high school options with middle school students through its Middle School Awareness Policy, MyCAP tool, Open Houses, student visits, and tours of high schools.

Lowell Public Schools offers tours of its facilities to interested applicants. To request a tour and arrange for transportation, please call or email our Student Support Services Office at szielinski@lowell.k12.ma.us or 978-937-8911. If the agreed-upon time slot for a tour occurs during the applicant's school day, the Student Support Services Office will confirm with the applicant's current school that the applicant attended a tour during this time. Such tours may not be counted as unexcused absences.

V. APPLICATION PROCESS

As a K-12 urban public school district, there is no application process; any rising or current 8th, 9th, 10th, 11th, or 12th-grade student who is a resident of Lowell will be enrolled in the Lowell Public Schools at the appropriate grade level.

VI. SELECTION PROCESS

As a K-12 urban public school district, there is no selection process; any rising or current 8th, 9th, 10th, 11th, or 12th-grade student who is a resident of Lowell will be enrolled in the Lowell Public Schools at the appropriate grade level.

VII. APPEALS PROCESS

To appeal an issue with the Program-Specific Admission process, the applicant or their parent or guardian may request that the Head of School review that decision within two weeks of its occurrence. The request may be forwarded by email to mfiato@lowell.k12.ma.us or by mail or hand delivery to

Michael Fiato, Head of School
Lowell High School
50 Father Morrisette Boulevard
Lowell, MA 01852

VIII. PROGRAM-SPECIFIC ADMISSION

Students who have enrolled at Lowell High School may apply to one or more specific CTE programs during the second semester of grade 9 for enrollment in grade 10. Lowell High School uses the following system for students to apply to a specific CTE program within the school.

The Student Support Services Department at Lowell High School will administer the program selection process.

Students who make a program selection request for enrollment in career technical education programs at Lowell High School will be enrolled in the program. If there are more students seeking to enroll in a program than there are seats available, a straight lottery will be held to rank the students and

determine who will be enrolled in the program, as well as the order of wait-listed students. All students are enrolled or placed on a waitlist. If openings occur, the seats are filled by enrolling students from the wait list.

All student names in the lottery will be drawn and receive a number. The student with the number 1 will be enrolled in the program, followed by number 2, and so on until the program is at capacity. The remaining students will be ranked according to their lottery number and placed on a wait list. If a seat becomes available, the next student on the wait list will be invited to enroll in the program. This waitlist will remain valid for the first semester of tenth grade.

If there is more than one oversubscribed program, the order of the lottery will be determined by the size of the applicant pool, with the largest going first and so on.

All applicants whose applications are received by Lowell High School by April 1 are notified of their status by a letter to their parents/guardians and their local school Guidance Counselor by mid-May. Applicants whose applications are not received by Lowell High School by April 1st will receive a letter informing them of their status.

XI. RETENTION STRATEGIES

The Lowell Public School District is committed to ensuring that all students not only enroll but also thrive and remain engaged throughout their educational journey. The district's plan for student retention is rooted in a philosophy of inclusivity, equity, and continuous support, with targeted strategies designed to address diverse student needs and promote equal educational opportunities.

Lowell Public Schools provide a robust array of support services to help students overcome academic and personal challenges. These include:

- Academic Intervention Programs: Early identification of struggling students and implementation of targeted interventions, such as tutoring, summer enrichment, and after-school support.
- Counseling and Mental Health Services: On-site counselors and social workers offer guidance, emotional support, and referrals to outside agencies as needed.
- Family Engagement Initiatives: Regular communication with families, parent workshops, and cultural events foster a sense of community and partnership between home and school.

To promote equal educational opportunities, the district ensures that all students have access to high-quality instructional materials and technology. Strategies include:

- Differentiated Instruction: Teachers adapt lessons to meet the varied learning styles and abilities of students, ensuring that everyone can participate meaningfully.
- Language Support: English Language Learners (ELLs) receive tailored instruction and resources, including bilingual staff and translation services for families.
- Special Education Services: Individualized Education Programs (IEPs) and inclusive practices help students with disabilities access the general curriculum.

Lowell Public Schools strive to create welcoming environments that celebrate diversity and foster belonging. Key strategies include:

- **Anti-Bullying Policies:** Proactive measures and education campaigns address bullying and harassment, ensuring that all students feel safe.
- **Restorative Practices:** Conflict resolution and restorative circles encourage positive relationships and constructively address disciplinary issues.
- **Cultural Competency Training:** Staff receive ongoing professional development focused on recognizing and valuing cultural differences.

The district uses data-driven approaches to monitor student progress and retention rates. Specific actions include:

- **Early Warning Systems:** Tracking attendance, grades, and behavioral indicators to identify students at risk of disengagement.
- **Regular Review of Retention Strategies:** School leaders analyze data and adjust strategies to better serve all students.
- **Student Voice Initiatives:** HALs Surveys and forums allow students to share their experiences and contribute to school improvement efforts.

Through a comprehensive, deliberate approach, the Lowell Public Schools seeks to retain students by fostering supportive environments, promoting equity, and ensuring that every child has the opportunity to succeed. These strategies reflect a commitment to both student retention and the broader goal of equal educational opportunity for all.

X. MAINTENANCE OF RECORDS

Lowell Public Schools maintains records of all students who apply, enroll, or are wait-listed, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Lowell Public Schools provides this information to DESE upon request. The Student Support Services Office will maintain records of CTE C74 program applications and the results of the straight lottery for all oversubscribed programs. The middle schools will maintain records of interactions with the regional CTE and/or non-resident CTE schools. The IT department will maintain records of all information that it provides to the regional CTE and/or non-resident CTE schools.