CTE SCHOOL ADMISSIONS

INTRODUCTION

An admission process is necessary for Career Technical Education (CTE) schools and programs at comprehensive high schools. CTE programs are designed and equipped to safely serve a specific maximum number of students. Consequently, these programs have limited space and flexibility, which may prevent them from accommodating all applicants' interests and needs. Therefore, when the number of applicants exceeds the program's capacity, a selection process is required to determine which applicants will be offered admission and which will be placed on a waiting list.

In May 2025, the Massachusetts Board of Elementary and Secondary Education adopted new regulations for admissions to CTE schools and programs at comprehensive high schools. This policy was developed for the 2025–2026 admissions process to ensure transparency for students, families, and sending districts. Historically, the Webster Public Schools (WPS) School Committee has accepted all students who applied; however, this policy establishes a formal admissions process.

This policy will be applied to students seeking admission for the 2026–2027 school year and beyond. The School Committee will review the policy annually, and the District will re-submit the policy, including any approved revisions, to the Massachusetts Department of Elementary and Secondary Education (DESE) by November 1 each year.

I. EQUAL EDUCATIONAL OPPORTUNITY

Webster 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, Webster will provide them with an application form in their home language. Please contact our Admissions Office at 508-943-8552 if you have questions or need help filling out the application form.

Webster is committed to providing educational opportunities to students experiencing homelessness. Please contact Webster's liaison at shaire@webster-schools.org, 508-943-0104, 77 Poland Street with any questions.

Students with disabilities may voluntarily self-identify to request reasonable accommodations at any point during the application and admission process. Information disclosed voluntarily by applicants regarding disabilities or limited English proficiency, for the purpose of receiving assistance or accommodations, will not affect their eligibility or admission to the program.

II. ORGANIZATIONAL STRUCTURE

Webster is a Comprehensive Public School located in Webster, Massachusetts.

The Superintendent of Webster Public Schools:
Monique Pierangeli
mpierangeli@webster-schools.org
508-943-0104

The Principal of Bartlett High Schools:
Gina Nieves
gnieves@webster-schools.org
505-943-8552

It is the responsibility of Webster 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

Any rising or current 8th, 9th, 10th, 11th, or 12th grade (if applicable) student who is a resident of Webster, or who is currently accepted as a school choice student, may apply for admission to Bartlett. Students may only be admitted to Webster 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.

Homeschooled Students

Students who are homeschooled may apply to attend Bartlett High School full-time and will be subject to the same admissions standards as other applicants. Students who enroll in Webster must enroll full-time.

Transfer Students

Students already participating in state-designated CTE programs at another school may apply for admission to Bartlett High School and will be subject to the same admissions standards as other applicants.

School Choice

Webster does 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.

Students applying to Webster under the school choice program should contact our Superintendent's office at 508-943-0104 with any questions. More information on school choice can be found on DESE's website.

IV. RECRUITMENT POLICIES

Webster Public Schools maintains a calendar of events on its website webster-schoools.org providing information on the admission process and other details about its programs. Students and their families may request hard copies of the calendar by calling Bartlett High School's Main Office at 508-943-8552.

The district shares recruitment and program information with potential applicants through multiple channels, including:

1. **MyCAP Implementation:** Bartlett High School implements MyCAP for students in grades 9 through 12 through the Advisory Program, in alignment with the school's counseling program. School counselors also support secondary and postsecondary academic and career planning through small grade-level groups and individual student guidance.

2. **Middle School Outreach:** Bartlett High School collaborates closely with Webster Middle School and surrounding parochial schools to inform middle school students about CTE program options. Outreach includes annual information dissemination to middle school principals and counseling teams, as well as participation in middle school CTE information sessions.

3. **Family and Student Communication:** Middle school students and their caregivers receive CTE program information through presentations at middle schools, targeted messages via the district communication platform (Dojo), and posts on the district's social media accounts. All CTE program materials are translated into the district's most commonly spoken languages.

4. **CTE Program Tours:** Middle school students have the opportunity to tour Bartlett CTE programs during regular middle school hours, when schedules allow. The district covers transportation costs for tours occurring during the school day. Students participating in these tours are not marked with an unexcused absence.

V. APPLICATION PROCESS

Application Timeline

Students Interested in applying to Bartlett High School's CTE program for fall admission to the ninth grade must complete an application. To be eligible to apply, applicants must be Webster residents or approved school choice students who provisionally meet WPS high school academic promotion requirements.

Applications will be made available to students and families no later than **November 1** of each school year for admission in the following fall. The application deadline will be set annually by the District and will be no earlier than **January 1** and no later than **March 1**.

Enrollment in Bartlett High School's CTE programs is inclusive and open to all eligible students. Applications submitted after the established deadline may be considered only if seats remain available.

If program capacity has been reached, students may be placed on a waitlist. Should additional seats become available, admission from the waitlist will occur through a lottery system to ensure fairness and transparency.

Student Awareness of Career Technical Education (CTE)

Webster Public Schools require CTE program applicants to demonstrate awareness of the CTE program through their participation in **one** of the following (none of which may be scored or used as part of a ranking process):

- Attendance at an open house or in-person or virtual student information session
- Participation in a program tour
- Certificate of Completion from the DESE CTE Awareness Module

Transfer Students

Students already enrolled in a state-designated CTE program in another school may apply for admission to Webster. Please contact the Webster Admissions Office at 508-943-0104 with any questions or to request an application form.

VI. SELECTION PROCESS

Resident Students

All Resident Students are able to attend Bartlett High School and apply for Program-Specific Admission. When more resident students apply to BHS's CTE Programs than available seats, BHS uses the following Lottery system to select students for admission:

When Webster receives more applications than it has available seats, Webster applies a lottery to determine which students it will admit. Bartlett will use a straight lottery, in which all applicants' names are submitted once, and names are drawn.

The straight non-weighted Lottery system will be set up in the following way:

- All qualified applicants will be informed of the time and location of the lottery. The lottery will be a public drawing, and the public may attend.
- At the time of the drawing, the names of all qualified applicants will be entered into the drawing.
- The names will be drawn, and a list, in order of selection, will be created. The number of students invited to enroll will equal the number of available seats. Those seats will be filled from the list starting with the first name drawn, working down to the last open seat.
- Following the drawing, all qualified applicants will be informed of the results. The successful applicants will receive a letter of acceptance and commitment.
- The students that were not selected will receive a letter indicating that they were not selected and that they will be put on a waiting list and informed if a seat becomes available.

- If a successful applicant chooses not to enroll in the program, the next name on the waiting list will be invited to enroll in the program.

VII. APPEALS PROCESS

If Webster does not accept an applicant, or places them on a waitlist, the applicant or their parent/guardian may request that the superintendent or their designee of Webster review that decision within 14 Calendar days. These requests can be made in the following ways:

email	Hard-copy mail or hand delivery
gnieves@webster-schools.org	Bartlett High School 52 Lake Parkway Webster, MA 01570

The superintendent or their designee will respond to these requests for review in writing and indicate whether the decision to deny admission to the student, or waitlist the student, will stand or be overturned. In making this determination, the Superintendent or their designee will review the following information:

- Completed application material submitted by the applicant before the application deadline.
- Certificate of Completion from the DESE CTE Awareness Module

VIII. PROGRAM-SPECIFIC ADMISSION

Students who have been admitted to Webster apply to a program-specific CTE course. When Webster receives more applications than it has available seats, Webster applies a lottery to determine which students it will admit.

XI. RETENTION STRATEGIES

BHS implements a variety of methods and systems to support and retain students, including but not limited to:

- Employs a full-time licensed teacher of English Learners. This teacher serves as a liaison for students and parent(s)/guardian(s) of English Learners and supports students in both their academic and shop courses.
- All staff are provided with yearly training and professional development in support of students with diverse backgrounds.
- Employs a full range of licensed support staff including School Psychologist, School Adjustment Counselor, Guidance/School Counselors, Related Service Providers, Job Coach, Team Chair, Special Education Teachers, Paraprofessionals to support all students, particularly students with disabilities and students with social, emotional, and mental health needs.
- Employs a Program Coordinator to support Intern opportunities and to supervise and support the development of the CTE programs.
- All professionally licensed teaching staff are SEI endorsed or enrolled in SEI coursework.

- Curricular materials within the academic and school counseling areas are regularly reviewed for bias and generalizations.
- Employs interpreters to ensure availability and accessibility for students, parent(s)/guardians(s), and families to all school activities.
- Conducts aspects of daily routines, such as morning announcements, cafeteria menus, informational student posters, etc., in a variety of languages.
- Has many student clubs, organizations, and activities that promote causes and celebrations related to diversity, equity, and inclusion of all students.
- BHS holds a comprehensive, on-site parent(s)/guardian(s) orientation to assist families in the transition to BHS. In addition to the in-person orientation, all materials from the orientation can be located on the BHS CTE website.
- BHS hosts a variety of in-person and virtual events and activities to support students and families.

X. MAINTENANCE OF RECORDS

Bartlett High School maintains records of all students who apply, enroll, or are waitlisted, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. The Bartlett High School Guidance Office will maintain all records electronically and in hard copy of student applications, lottery results, waitlisted students, and BHS will provide this information to the Department of Elementary and Secondary Education or the applicant's families upon request.

First Reading: January 13, 2026

Second and Final Reading: January 27, 2026

Updated: March 10, 2026