

**Westford Public Schools (WPS)** is committed to ensuring that all middle school students and their families are well-informed about the wide range of educational options available to them for high school, including Career and Technical Education (CTE) and vocational programs. In compliance with Massachusetts state regulations (603 CMR 4.00) and guidance from the Department of Elementary and Secondary Education (DESE), this policy outlines how WPS provides students with awareness and exposure to CTE and vocational opportunities at local, regional, and agricultural public high schools.

### **High School Pathway Options**

The following CTE school is available to students based on their town of residence:

- **For residents of Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford:**

**Nashoba Valley Technical High School (NVTHS)**, 100 Littleton Road, Westford, MA

**NVTHS Chapter 74 Approved Programs:** Advanced Manufacturing Technology, Animal Science, Automotive Collision Repair and Refinishing, Automotive Technology, Carpentry, Cosmetology, Culinary Arts, Dental Assisting, Design and Visual Communications, Early Education and Care, Electricity, Engineering Technology, Exploratory (grade 9), Health Assisting, Hospitality Management, Plumbing, Programming & Web Development, Radio & Television Broadcasting, and Robotics and Automation Technology.

Current students in Westford public schools must be residents of the above-mentioned towns in order to be eligible for enrollment at NVTHS. Students who are not eligible to enroll at NVTHS should seek guidance from their school counselor regarding CTE options available to them.

### **Middle School Career Exploration**

The Westford School District's implementation of My Career and Academic Plan (MyCAP) directly connects the exploration of CTE schools and programs to a student's broader academic and career goals. MyCAP is a structured process that helps students explore their interests, skills, and values starting in middle school. This self-discovery process guides students as they research high school pathways and make informed decisions about which school environment, whether a traditional high school, a specialized CTE program, or a vocational program, that best aligns with their emerging goals.

### **Collaboration with Member Vocational Schools**

All middle schools in the district will actively collaborate with NVTHS to inform students about the CTE/vocational opportunities available to them. This collaboration includes:

- **Information Sharing:** Annually, middle schools will provide NVTHS with the names, addresses, and/or email addresses of all enrolled sixth, seventh, and eighth-grade students.
- **On-Campus Assemblies:** Each fall, all eighth-grade students will have the opportunity to attend on-campus assemblies at the middle school, hosted by NVTHS. These assemblies will provide students with information about CTE programs and the application process.
- **School Tours:** Each fall, interested eighth-grade students will have the opportunity to tour NVTHS. Transportation expenses will be covered by NVTHS. These tours will be scheduled during the school day and will be considered an excused absence.
- **Promotion of Events:** WPS will share information about NVTHS Open House and informational events on the district website and through regular communication channels, such as principal newsletters.
- **Application Interviews:** WPS will provide opportunities at the middle schools during the school day for NVTHS to schedule in-person interviews, if applicable, with students who have applied.
- **Online Resources:** By October 15th each year, the district website will publish pertinent information about vocational school options, such as links to admission applications, admissions policies, and open house/informational event schedules.
- **Providing Admissions Records to NVTHS:** Middle schools will provide relevant information to NVTHS for students who have submitted an application. This may include documentation of student interest, attendance records, and discipline records in accordance with NVTHS's approved admissions policy and DESE guidance.

### **Maintenance of Records**

WPS middle schools will maintain a record of all on-site presentations, assemblies, and student tours to NVTHS, along with other relevant information about collaboration between the district and NVTHS. These records will be made available to DESE upon request.

#### **Massachusetts Legal References:**

M.G.L. c. 74, *Vocational Education*  
603 CMR 4.00, *Vocational Technical Education*  
603 CMR 26.00, *Access to Equal Educational Opportunity*

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WESTFORD PUBLIC SCHOOLS  
Westford, Massachusetts