PEABODY VETERANS MEMORIAL HIGH SCHOOL
ADMISSION POLICY
CAREER IN TECHNICAL EDUCATION PROGRAMS

Peabody Veterans Memorial High School, in partnership with the district, family, and community, prepares all students to become lifelong learners, achieve college and career readiness, and contribute positively to society.

H.O.P.E.

Every Student, Every Day.

PEABODY VETERANS MEMORIAL HIGH SCHOOL
ADMISSION POLICY for CAREER IN TECHNICAL EDUCATION

OVERVIEW

Massachusetts state regulations (603 CMR 4.03) 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. These require a mandatory admission lottery with a locally determined option for extra lottery weights. Peabody Veterans Memorial High School is a Comprehensive public school that will run a blind lottery to admit students if the number of applicants exceeds seat availability.

I. INTRODUCTION

Peabody Veterans Memorial High School (PVMHS) is a comprehensive high school that offers **Career & Technical Education (CTE)** programs to students in grades 9–12 within the Peabody Public Schools. Rising ninth graders from Peabody will be admitted to CTE programs through a lottery system and will participate in an exploratory program designed to provide career awareness, student assessments, educational and career planning, and an overview of available technical programs, as well as introductory skill development. Following the exploratory year, students formally enter a CTE program of interest in grade 10, where specific technical training begins. Students in grades 10 and 11 may also be admitted into programs if space becomes available.

The CTE/Chapter 74 programs at PVMHS are designed for student learning to be scaffolded, with horizontally aligned curriculum and high-quality instruction grounded in the Massachusetts Department of Elementary and Secondary Education (DESE) frameworks and industry standards. Because technical program areas are designed and equipped to serve a maximum number of students safely, an admissions lottery process is required to ensure equitable access to all CTE opportunities. This Admissions, Recruitment, and Retention Policy outlines the procedures for admitting students into CTE programs at PVMHS in grades 9 through 11, ensuring equal opportunity and access to career-focused education for all students.

II. EQUAL EDUCATIONAL OPPORTUNITY

Peabody Veterans Memorial High School 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, homelessness, or disability, and other state and federal guidelines.

Consistent with Massachusetts regulations, **Peabody Public Schools' specific strategies** will promote equal educational opportunities for all students. By doing the following

Deliberate, Specific Strategies to Promote Equal Educational Opportunities that include but are not limited to

1. **Admissions Access**
   Use of a lottery system to ensure fair and equitable admissions for all applicants.
2. **Support for English Learners (ELs)**
   If students' home language is not English, Peabody Public Schools will provide an application form in the primary home language. Qualified staff are available to assist with interpretation and application completion as needed.
   Please contact
   A. Higgins Middle School: (978) 536-4800
   B. Peabody Veterans Memorial High School: (978) 536-4500.
   C. Central Office (978) 531-1600
   D. Director of Guidance (978) 536-4533 or finnd@peabody.k12.ma.us
   E. CTE Director: (978) 536-4505 or spinosas@peabody.k12.ma.us
3. **Support for Students with Disabilities**
   Students may voluntarily self-identify and ensure reasonable accommodations during the application and admissions processes.
   Parents and guardians should partner with the Sending/Receiving Special Education staff to align supports for students admitted into CTE programs.
   For support, please contact: Administrator of Special Education: Shannon Crompton
   Shannon Crompton: (978) 531-1600 or cromptons@peabody.k12.ma.us
4. **Support for Students Experiencing Homelessness**
   Peabody Public Schools is committed to providing educational opportunities to students experiencing homelessness.
   Please contact: Director of Student Services:
   Steven Magno (978) 536-4988 or magnos@peabody.k12.ma.us
5. **Equitable Recruitment & Outreach**
   Peabody Veterans Memorial High School conducts recruitment activities at the Higgins Middle School, ensuring equal exposure to secondary CTE opportunities for all students.
   Higgins Middle School provides a middle school career awareness program.
   Information sessions for families, including translated materials and interpreters, are provided to students during PVMHS Open House, PVMHS Showcase Night, Community Resource Fair, and After School is Cool, an 8th-grade CTE discovery program.
   Peabody CTE promotes events through its social media Instagram account, PVMHS CTE newsletters, and district communications.
6. **Retention & Student Success Supports**
   PVMHS monitors enrollment and program data to ensure ongoing equity in student participation

and retention, and implements. Early intervention strategies are in place to support student academic, attendance, or social-emotional challenges to maintain success in CTE programs. Supports include access to school counselors, career exploration activities, and on-site health and wellness services to keep students engaged in learning and long-term career planning.

As part of this commitment, PVMHS uses a **lottery-based admissions process** for Peabody residents who express interest in attending CTE programs, ensuring fair access for all applicants. In addition, PVMHS will provide families with clear, accessible information regarding available CTE programs, offer translation and interpretation services as needed, and ensure that necessary accommodations and support are in place once students are admitted. Through these measures, every student will have an equitable opportunity to explore, access, and succeed in CTE programs at PVMHS.

III. ORGANIZATION STRUCTURE

Peabody Veterans Memorial High School is a Comprehensive High School located in the City of Peabody, Massachusetts.

The Superintendent of the Peabody Public School District is: Dr. Josh Vadala
(978) 536-6500 vadalaj@peabody.k12.ma.us

The Principal of Peabody Veterans Memorial High School is: Ms. Brooke Randall
(978) 536-4500 randallb@peabody.k12.ma.us

The Supervisor/Director of CTE Programs at PVMHS is: Shannon Spinosa
(978) 536-4505 spinosas@peabody.k12.ma.us

The Director of Guidance at Peabody Public School District is: Diana Finn
(978) 536-4533 finnd@peabody.k12.ma.us

The Higgins Middle School Guidance Counselor at Large is: Heather Ginolfi
(978) -536-4820 ginolfih@peabody.k12.ma.us

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

IV. ELIGIBILITY

All students **residing in the City of Peabody** are eligible to enroll in Career and Technical Education (CTE) programs at **Peabody Veterans Memorial High School** through grade 11, subject to availability.

Promotion Requirement: Students may only be admitted to CTE courses if they have been promoted to the grade they are seeking to enter. Admission is conditional and will be rescinded if a student is not ultimately promoted into the appropriate grade.

Resident Priority: Resident students who meet the minimum admissions requirements shall be admitted before any non-resident applicants. Applications without submitting proof of residency will be considered incomplete.

Proof of Residency will be determined at the **Peabody Public Schools Central Office** according to district criteria (link).

Rising 9th Grade students must submit to the Peabody Public Schools Central Office or to Sandra DaCunha, dacuna@peabody.k12.ma.us
one of the following from within the last 60 days:
Mortgage, property taxes, lease, Section 8, or housing agreement, or electric, gas, oil, cable, water, and landline telephone bill

A. Peabody Resident

Any student residing in the City of Peabody and enrolled at Peabody Veterans Memorial High School are eligible to apply for fall admission to Career and Technical Education programs, subject to the availability of openings.
Resident students will be evaluated according to the selection criteria outlined in this Admission Policy. **Priority for admission is granted to students residing within the Peabody Public School District**

Incoming 9th Grade Applicants

Incoming 9th-grade students interested in CTE programs must complete the following:

1. Online CTE Application **between November 1 and March 1** of their 8th-grade year.
2. Submit **Proof of Residency** to **Peabody Public Schools Central Office** (if the student does not already attend Higgins Middle School)
3. **Higgins Middle School students** should also indicate *Exploratory* on their 9th-grade course selection sheet during the **February Course** selection process.

A **virtual lottery will be held the week of April 25** to determine admission into the Grade 9 CTE Exploratory Program **if applications submitted exceed the number of seats available.**

Grade 10 and 11 Applicants

Current PVMHS students entering grade 10 or grade 11 are eligible to apply for **fall admission** into available CTE programs, depending on space and graduation-required credits. See your school counselor or CTE Director for further assistance.

B. Non-Peabody Residents

Students who are not residents of the Peabody Public School District are eligible to apply for fall admission to Peabody Veterans Memorial High School Career and Technical Education programs, provided they are expected to be promoted to the grade they seek to enter by their current school. Non-resident students will be evaluated using the selection criteria outlined in this Admission Policy. In addition, non-resident applicants must first contact the Peabody Public

Schools Central Office to apply for school choice and receive admission into the district, pending Superintendent approval.

In accordance with Massachusetts General Law c.74, § 7, the following conditions apply:

Superintendent and District Approval: The Superintendent of Peabody Public Schools, as well as the Superintendent of the student's district of residence, must approve a Non-Resident Student Tuition Application into a Chapter 74-approved vocational-technical program.

Tuition Payment: The student's city or town of residence shall pay tuition to Peabody Public School District at the rate established by the Massachusetts Department of Elementary and Secondary Education.

Application Timeline for Non-Resident Students

1. Submit an application for admission to PVMHS **no later than March 15** of the preceding school year.
2. Submit the **Chapter 74 Non-Resident Student Tuition Application** to the student's district of residence **no later than April 1** of the preceding school year.
3. The district of residence must approve or disapprove the Non-Resident Student Tuition Application and forward it to both Peabody Public Schools Central Office (for Superintendent review) and the student's parent/guardian's view **within 10 school days of receipt**. If disapproved, the reason must be clearly stated in writing.

C. Transfer Students

Any students in grades 9-11 who are transferring into Peabody Veterans Memorial High School are eligible to apply for fall admission or admission during the school year to any of PVMHS's Career and Technical Education programs, provided they are expected to be promoted to the grade they seek to enter by their current school. Transfer students will be subject to the same admissions standards and evaluation criteria as other applicants.

Resident Transfer Students: Students who reside within the City of Peabody and transfer into PVMHS are given priority consideration for admission, subject to space availability within the desired CTE program. Proof of residency will be determined by Peabody Public Schools Central Office.

Non-Resident Transfer Students: Students who transfer into PVMHS but reside outside the City of Peabody must follow the Non-Resident Student Tuition Application process as outlined in this policy. This includes Superintendent approval for school choice or completion of the Chapter 74 Non-Resident Student Tuition Application, and compliance with all applicable deadlines. Non-resident transfer students are admitted only if space is available after resident applicants have been placed.

Transfers from Other CTE Programs: Students transferring from another Chapter 74-approved CTE program, whether resident or non-resident, must also meet PVMHS admissions requirements. Placement into a comparable program at PVMHS is not guaranteed and is subject to space availability, program alignment, and review of prior coursework and skill competencies. Students admitted under these circumstances will begin at the level most appropriate to their demonstrated competencies, as determined by PVMHS faculty.

Admission for all transfer students is program-specific. **If a transfer student wishes to change programs after admission, they must reapply to the new program** following the appropriate resident or non-resident process.

D. School Choice

Peabody Public Schools participates in School Choice. 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 PVMHS under the school choice program should contact **Peabody Public Schools Central Office (978) 531-6501**. Admission criteria for PVMHS CTE programs are outlined under Non-Peabody residents. More information on school choice can be found on DESE's website.

E. Homeschooled Students

Students who are homeschooled may apply to attend Peabody Veterans Memorial High School full-time and will be subject to the same admissions standards as other applicants. Students who enroll in [district] must enroll full-time

V. ADMISSION RECRUITMENT & COMMUNICATION

Peabody Veterans Memorial High School disseminates information about program offerings in a variety of methods, which include but are not limited to the following

1. In-person presentations are made to the Higgins School 8th graders
2. An in-person community presentation is made every spring at the Community Resource fair for MLL students and their Families
3. Peabody Showcase Night is held in the Spring of each year. Prospective students and their parent(s)/guardian(s) will be invited to attend through email that is supplied to the school district through ASPEN. Guests will have the opportunity to view the school, different departments, and receive program information
4. Program information is disseminated through email, which is supplied to the school district through ASPEN.
5. A calendar of events is displayed on the Peabody Veterans Memorial High School website
6. Program information is displayed on the PVMHS CTE website, which provides information on the admission process, as well as other information about its programs.
7. Social Media outlets such as PVMHS CTE

8. Tours can be coordinated through the Peabody Veterans Memorial High School Guidance Department. Please contact Guidance Director Diana Finn at finnd@peabodyy.k12.ma.us or Peabody Veterans Memorial High School at (978) 536- 4500
9. The "After School is Cool" program is held in every school year at the Higgins Middle School after school. All 8th-grade students are invited to participate through their school email supplied by ASPEN. Students have the opportunity to sign up and discover the Programs offered at PVMHS

VI. APPLICATION PROCESS

Students interested in applying to Peabody Veterans Memorial High School (PVMHS) Career and Technical Education (CTE) programs must follow the timeline below:

1. The Application will be made **available** online under the Career & Technical Programs tab. and through the Higgins Middle School Guidance Counselor by**:**
   November 1 of the current school year
2. Application **deadline** to be entered into the lottery**: March 1** of the current school year. Applications received by March 1 will be entered into the lottery.
3. **Lottery drawing:** Will be the **week of April 25 (for rising 9th graders).** Date TBD, if more applications than seats are available
4. Applications received after March 1 may only be considered if additional seats become available.
5. Accepted students will be notified between May 1 and September.

A. Resident Students

Rising 9th Grade Students are Eligible to apply by completing the online CTE Application and providing proof of residency to the **Peabody Public Schools Central Office,** according to the district criteria (link). Students from Higgins Middle School may apply with their Guidance Counselor in 8th grade, indicate the CTE Exploratory Program on their February course selection sheet, complete the online application, and submit Proof of residence to Peabody Central Office. Applications may be accessed through the Higgins Middle School website or the PVMHS website under the Career & Technical Programs tab.

Application completion and Proof of Residence make students eligible for the lottery drawing held the week of April 25. Date TBA

Rising 10-11th Grade Students must meet with the Guidance Counselor to identify seat availability in the desired program and complete the online CTE application. Student placement occurs in the order in which requests have been received. Placement for fall or mid-year admission, subject to seat availability.

B. Non-Resident Students

School Choice

1. Receive approval from the Superintendent of Peabody Public Schools
2. Must be registered for Peabody Veterans Memorial High School

3. Have submitted online no later than **March 1**
4. Have submitted to the student's district of residence no later than **March 1**

Non-resident students must:

1. Receive approval from the Superintendent of Peabody Public Schools
2. Have submitted online no later than **March 15 of the preceding school year** the **CTE application**
3. Have submitted to the student's district of residence no later than **April 1 of the preceding school year the Chapter 74 Non-Resident Student Tuition Application**.

C. Late Applications

Applications received after the designated deadline of March 1st will be:

1. Entered into a 2nd Lottery held on August 1st if requests outweigh available seats
2. Placed in rank order in which they have been received, if there are seats available.

VII. LOTTERY PROCESS

Admission into the PVMHS CTE Program will be determined through a lottery process if applicants exceed seat availability. This ensures all eligible students have a fair opportunity to join. This process will admit resident students before admitting any non-resident students.

1. The **lottery applies to students** who are:
    a. Approved residents of Peabody
    b. Non-resident applicants who have received Superintendent approval to be entered into the lottery.
2. **The lottery will be conducted virtually** the week of **April 25**. Date TBA
    a. All eligible applicants' names will be entered once into the lottery drawing. Students selected will be offered admission into the **CTE Program at PVMHS**.
3. **Notification:** Students and guardians will receive an email notification of the lottery results. The email notification will be sent to the email provided on the application.
4. **Acceptance:** Students offered admission must accept their placement no later than **June 30** of the current school year.
    a. Failure to confirm acceptance by **June 30** will result in forfeiture of the seat, which may then be offered to another applicant.

If there are unused seats in CTE, they will be awarded on a first-come, first-served basis

VIII. APPEALS PROCESS

If Peabody Veterans Memorial High School 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 Career Technical Education Programs review the decision within 30 days of receiving a request for an appeal. These requests can be made in the following ways:

Name	By e-mail	By hard-copy mail or hand delivery
Dr. Josh Vadala	vadalaj@peabody.k12.ma.us	Central Office 27 Lowell Street, Peabody, MA
Brooke Randall	**randallb@peabody.k12.ma.us**	Peabody Veterans Memorial High School 485 Lowell Street, Peabody, MA
Shannon Spinosa	spinosas@peabody.k12.ma.us	Peabody Veterans Memorial High School 485 Lowell Street, Peabody, MA
Diana Finn	finnd@peabody.k12.ma.us	Peabody Veterans Memorial High School 485 Lowell Street, Peabody, MA

Non-Discrimination Policy: Peabody Public Schools does not discriminate based on race, color, sex, sexual orientation, gender identity, religion, homelessness status, national origin, or handicap, in its educational activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, Section 504 of the 1973 Rehabilitation Act, and by Chapter 62 of the General Laws for the State of Massachusetts.

IX. EXPLORATORY

Because Peabody Veterans Memorial High School offers 5 or more Chapter 74 state-approved programs, PVMHS provides a full-year Exploratory program for 9th-grade students

Exploratory students begin their journey into the Career and Technical Education program by enrolling in the Exploratory course. In this course, they have the opportunity to assess their interest and abilities. Throughout this period, which spans from September to April, students will delve into all the CTE programs available at PVMHS. They will follow a structured schedule, rotating through each program. From April to June, students will have the chance to dive even deeper into their ultimate program choice.

Throughout the exploratory year, students will actively engage in career planning. They will complete online career assessment evaluations to identify their unique talents and interests. Moreover, they will start to craft their personal professional portfolio. As part of this process, each student will write reflective pieces based on their experience after each Exploratory rotation. These reflections will be valuable resources for students when they decide on a chosen career path

Students will participate in selecting their top Career and Technical Education program placement choices in two stages.

a. ***Program Interest*:** After exploring the **first half of all programs offered at Peabody Veterans Memorial High School,** students will identify their top Career and Technical Education programs they are most interested in.

b. ***Final Program Selection*****:** After exploring all **remaining program**s, students will identify their top programs in which they have found a career interest. Prior to completing the final selection, parents/guardians are strongly encouraged to have an open discussion with their student on the final program selection.

XI. PROGRAM-SPECIFIC ADMISSION

Peabody Veterans Memorial High School uses the following systems for the students to identify and enroll in their Chapter 74 technical program:

EXPLORATORY SELECTION PROCESS

During the Exploratory period, each vocational instructor assesses and assigns grades to students. In instances where the number of students interested in a specific career program exceeds the available slots, the ranking based on evaluative grades determines the placement of students in that particular program

The evaluation process conducted by vocational teachers comprises six distinct areas, with a maximum allocation of 4 points. The six key areas are recorded on the established grading rubric included.

Employability and Attendance (4 points)
Production/Assignments (4 points)
Safety (4 points)
Effort and Participation (4 points)
Professional Performance (4 points).
Career Portfolio (4 points)

A maximum of 24 points could be earned for each shop exploration. The total number of points earned is divided by the maximum points earned (24 points) to obtain a number grade based on percent grading (out of 100%).

Students are admitted into the shop of their choice based on the average point total they received in all shops combined during the exploratory period. The maximum score a student can obtain is 24 points or 100%.

Exploratory students will be notified of placements/status before the fourth quarter of that school year. Students on the waiting list will be notified as openings occur and remain on the waitlist for their program of Choice until October 1st of the next school year.

PVMHS 10th AND 11th-GRADE STUDENTS:

Students who are enrolled in Peabody Public Schools in the tenth or eleventh grade will be placed in their selected program based on program availability, the student's ability to earn the necessary

graduation credits, and the completion of all requirements for certification and licensure. Placement into the programs will be on a first-come, first-served basis. Additionally, a waiting list will be maintained by the Career and Technical Education Director and Guidance Department for programs where there are more applications than available program spots. This waiting list is valid for the current school year.

XII. WAITLISTED

Peabody Veterans Memorial High School maintains waitlists to ensure students have ongoing opportunities to access all Career & Technical Education (CTE) programs if space becomes available. Students who wish to be placed on a program-specific waitlist must meet with their Guidance Counselor to complete the required process.

GRADE 9 Applicants

1. If the number of applications exceeds available seats for the 9th-grade CTE Exploratory Program, students who are not initially admitted through the lottery will be placed on a waitlist.
2. A second lottery will be held on August 1, if seats become available, to offer late applicants and students from the waitlist admission to available seats.
3. After August 1, any remaining students will remain on the waitlist in the order that their applications were received.
4. The Grade 9 waitlist will remain active until the completion of the final Exploratory cycle, allowing waitlisted students the opportunity to participate in Exploratory should seats open

GRADE 10 & 11 Applicants

1. A waitlist will be maintained for 10th- and 11th-grade applicants until October 1 of the following school year.
2. If space becomes available before October 1 of the next school year, students will be admitted in the order they appear on the waitlist.
3. After October 1, students must reapply for admission, and placement will be considered on a first-come, first-served basis if seats are available.

Waitlist records are maintained in collaboration by the Guidance Department and the CTE Director

XIII. RETENTION STRATEGIES

Peabody Veterans Memorial High School is committed to retaining all students enrolled in Career and Technical Education (CTE) programs by providing deliberate and specific strategies that promote equal educational opportunities for every learner

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. **Individualized Support Plans:** Personalized support plans are developed by the student teachers and guidance department to identify strategies that support student learning in the

classroom, with target strategies. These may include attendance support,t course interventions, and other strategies that will support the student.

3. **Attendance Policy:** Attendance is essential in CTE programs. Students with more than 4 absences in a quarter are required to meet with a parent/guardian and sit in front of an attendance appeal committee. The Appeal Board will review the circumstances and create an intervention plan if needed. The appeal process signifies problem-solving and accountability
4. **Ongoing Monitoring:** PVMHS ensures diverse learning groups are provided with necessary accommodations and supports. Teachers engage in these students' meetings to support student success in CTE programs. Ongoing progress is reviewed throughout the year

XIV. MAINTENANCE OF RECORDS

Peabody Veterans Memorial High School maintains records of all students who apply, enroll, or are placed on a waitlist for Career and Technical Education programs. Records are stored in the district's secure Student Information System (SIS) and maintained in computer documents that the CTE Director, Guidance Department, and administrative staff have access to

PENDING.

APPROVED: SCHOOL COMMITTEE FOR SCHOOL YEAR FY26-FY27 October 27, 2026