

Middle School Pathway Exploration

Policy and Procedures

Policy

Massachusetts state regulations (603 CMR 4.00) require sending districts to maintain a districtwide Middle School Pathway Exploration Policy that documents how middle school students in the town are made aware of, and gain exposure to, career technical education (CTE) schools and programs available to them in their regional vocational technical high school.

As a member town of the Pathfinder Regional Vocational Technical High School District, Ware will provide all grade seven through eight school students within its jurisdiction with meaningful opportunities to learn about and explore the Career and Technical (CTE) programs offered at Pathfinder Tech and Ware Junior Senior High School.

Ware is committed to ensuring that every seventh through eighth grade student is aware of and has equitable access to the Career and Technical Education (CTE) pathways offered at Pathfinder Tech and Ware Junior Senior High School. Through close consultation and coordination with Pathfinder Tech, Ware seeks to:

- Provide timely and accurate information about CTE programs, timelines, and admissions to parents, staff and students by October 15th of the academic year.
- Ensure all students have direct opportunities to learn about programs through tours, presentations, and career exploration events.
- Connect CTE exploration to students' secondary and postsecondary academic and career planning.

Procedures

High School Pathway Options Available to Students

Students in Ware may attend Pathfinder Technical High School. They may also enroll in Career Technical Education (CTE) courses offered at Ware Junior Senior High School.

Middle School Career Exploration

CTE exploration will be integrated into Ware's implementation of the My Career and Academic Plan (MyCAP), beginning in grade seven.

Ware's grades seven through eight administrators and counselors will consult with Pathfinder Tech staff to plan the timing and logistics for tours, presentations, and student/family information sessions.

Pathfinder Tech staff will be permitted to visit Ware Junior Senior High School and meet with all grade eight students during the school day to provide information about CTE programs, admissions, and career pathways. Pathfinder Tech will propose several dates in October, November, or December for each middle school, and Ware administrators will select from these available options to schedule presentations.

Ware will provide Pathfinder Tech with a complete list of all seventh and eighth grade students, including full name, physical address, personal email address, and phone number no later than October 15th of each academic year. This list represents a minimum; member towns may provide additional contact information as available. In addition, students and families will receive information about Pathfinder Tech's CTE programs:

- On-site at middle schools through Pathfinder Tech-led presentations and assemblies.
- Through mailings and emails coordinated with Pathfinder Tech.
- Via town and school public-facing websites, with Pathfinder Tech-provided content.

Middle School CTE Tours

All eighth-grade students in Ware will be given the opportunity to tour Pathfinder Tech during regular school hours. The dates for these tours will be proposed and accepted by Ware administrators, scheduled, and coordinated by Pathfinder Tech.

Transportation for tours will be provided and paid for by Pathfinder Tech.

Pathfinder Tech will propose multiple options for tour dates each year, and Ware will select from these available options to schedule student tours.

Student participation in Pathfinder Tech tours will not be counted as an unexcused absence when confirmed by Pathfinder Tech.

Providing Records to Pathfinder Tech

In compliance with state regulations, each member town will provide to Pathfinder Tech the following by October 15th of the academic year:

- Student Contact Information (as noted above).
- Admission Information: Confirmation of student attendance, limited discipline information (felony-level suspensions/expulsions under M.G.L. c.71 §§ 37H/37H½), student interest activities (letters of recommendation, if requested), and grade promotion to ninth grade.

All data sharing will follow state regulations and be limited to information specifically permitted under 603 CMR 4.00.

Maintenance of Records

Ware will maintain documentation of:

- Student participation in Pathfinder Tech tours and presentations. Annual release of student contact information to Pathfinder Tech.
- MyCAP implementation at each middle school grade.
- All communications with families regarding CTE access and awareness.
- Ware will consult with Pathfinder Tech at least annually to ensure consistent record-keeping practices and alignment with admissions processes.

MyCAP Scope and Sequence by Grade Level

Ware Public Schools has adopted My Career and Academic Plan (MyCAP) as the grade seven through twelve career exploration curricula. MyCAP is a student-centered, holistic, multi-year career exploration curriculum designed to provide students with ongoing opportunities to plan for their academic, personal/social, and career success in high school and beyond.

Ware Public Schools begins MyCAP implementation in the seventh grade and empowers students to set personal, attainable goals based on individual interests and strengths. During the process of identifying individual strengths and goals, students will be exposed to the multiple college and career pathway options available in high school. Students are exposed to the MyCAP curriculum through sessions with their school counselor. MyCAP Scope and Sequence (attached) demonstrates how middle school activities, including secondary school exploration, CTE awareness, and planning for future academic and career goals, are aligned with this Middle School Pathway Exploration Policy and coordinated with Pathfinder Tech.

Adopted Revised Version by the Ware Public School Committee on 12/3/2025