# Middle School Pathway Exploration Policy: Model Policy Template

## Overview

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 district are made aware of, and gain exposure to, career technical education (CTE) schools and programs available to them in their district, regional, agricultural, and other public high schools. Sending districts must submit this Policy to DESE by November 1, 2025, and as amended. Sending districts must also submit an annual attestation that the Policy has been implemented in the sending district. Sending districts must make their Policy available on the district website and provide written copies to students and parents upon request.[[1]](#footnote-1)

To assist sending districts as they develop their policies, DESE has included a model policy template below. This template may help serve as a starting point; however, sending districts should consult with their own attorneys to ensure that their policies comply with state and federal law.

## Policy Template

The sending district’s Middle School Pathway Exploration Policy must explain:

1. How the middle schools in a district will collaborate with CTE schools and programs in their district, regional, agricultural, and other public high schools to inform students about such opportunities to them;
2. How the district will provide all middle school students an opportunity to tour, during regular middle school hours, with the transportation costs to be assumed by the school hosting the tours; and
3. How the exploration and awareness of secondary school options including career technical education schools and programs is connected to a student's secondary and postsecondary academic and career planning.

Provide sending district’s statement of goals related to career exploration and career-connected learning while in Middle School.

### High School Pathway options available to students

Identify the in-district, regional, and agricultural schools offering CTE, and explain how they may connect to students’ secondary and post-secondary academic and career planning.

### Middle School Career Exploration

Describe how the exploration and awareness of secondary school options, including CTE schools and programs, are connected to a student's secondary and postsecondary academic and career planning through the District’s implementation of MyCAP.

Describe the sending district’s activities and procedures for making middle school students aware of high school options available to them, including how sending district middle schools collaborate with CTE schools and programs in their district, regional, agricultural, and other public high schools to inform students about such opportunities to them.

Describe how the district provides middle school students with information about career technical education programs and careers while on-site at their middle schools including via presentations, as well as through mail, email, and on their public facing websites, by October 15 of each school year.

### Middle School CTE Tour Policies

Describe how the sending district will provide all middle school students with an opportunity to tour CTE schools and programs during regular middle school hours, with the transportation costs to be assumed by the school hosting the tours.

Explain that students will not receive an unexcused absence if the CTE school or program confirms the student’s participation in a tour.

Providing records to CTE Schools and programs

Describe how the sending district will provide information to CTE schools and programs during the admission process

Maintenance of Records

Describe how the sending district will maintain documentation of student participation in tours and other elements of this policy implementation such as sharing of contact information, MyCAP, and CTE access schedules.

## Appendix: MyCAP Scope and Sequence by Grade Level

Include the sending district’s MyCAP Scope and Sequence and identify connections to its Middle School Pathway Exploration Policy.

1. 603 CMR 4.03(6)(i). [↑](#footnote-ref-1)