



Boston Green Academy
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Boston Green Academy

Career & Technical Education Recruitment, Admission, and Retention Policy

Approved by Boston Green Academy's Board of Trustees on Oct 7, 2025

Introduction

Massachusetts state regulations (603 CMR 4.00) 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.

Equal Educational Opportunity

Boston Green Academy 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, Boston Green Academy will provide them with an application form in their home language. Please contact Boston Public School's Director of Enrollment, at enrollment@bostongreenacademy.org with any questions.

Boston Green Academy is committed to providing educational opportunities to students experiencing homelessness. Please contact BGA's Director of Enrollment at enrollment@bostongreenacademy.org with any questions.

Students with disabilities may voluntarily identify themselves to Boston Green Academy to request reasonable accommodations during the application and admission process. Neither a student's disability nor the primary language of their home will have any effect on their admission to Boston Green Academy. Consistent with Massachusetts regulations, Boston Green Academy has created a plan with "deliberate, specific strategies to promote equal educational opportunities." Please contact Boston Green Academy's Director of Enrollment at enrollment@bostongreenacademy.org with any questions.

District Organizational Structure

The Superintendent of Boston Public Schools is Mary Skipper. It is the responsibility of the Superintendent to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

The Boston Green Academy Head of School is Matt Holzer, mholzer@bostongreenacademy.org

BGA Career and Technical Education Eligibility

Any rising or current 8th, 9th, 10th, or 11th grade student who is a resident of Boston may apply for admission to a state designated CTE. Students may only be admitted 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. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students. Residency is determined by Welcome Services. See *BPS Residency Policy* at

<https://www.bostonpublicschools.org/enrollment/bps-welcome-services/enroll-ff/bps-welcome-services/bps-residency-policy>

Non-Resident Students

Students who are not residents of Boston are ineligible to apply for admission to BGA per state Horace Mann Charter School admissions regulations.

Homeschooled Students

Students who are homeschooled may apply to attend state designated CTE full-time and will be subject to the same admissions standards as other applicants. Students who enroll in Boston Green Academy's Ch. 74 programming must enroll full-time.

Transfer Students

Students already participating in state-designated CTE programs at another school may apply at any time for admission to Boston Green Academy's Ch. 74 programming and will be subject to the same admissions standards as other applicants.

School Choice

Boston Green Academy and Boston Public Schools do not 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.

Recruitment Policies

Boston Green Academy maintains a calendar of events on its website, <https://www.bostongreenacademy.org>, where it provides information on the admission process, as well as other information about its programs. Information regarding the Ch. 74 CTE program and special admissions process is disseminated via all of the same outreach channels that BGA utilizes for general admissions purposes. Information regarding the Ch. 74 CTE program is also shared through in-person outreach events with BGA's current 8th graders and high school students, at the new student orientation in May, and in communications targeting all newly enrolled BGA students regardless of attendance at the May orientation. Students and their families can request hard copies of the calendar by calling or emailing the appropriate contact at each school.

BGA also shares recruitment information with potential applicants in the following ways:

1. Open Houses and Information Sessions
 - BGA will host at least one in-person open house and at least two virtual information sessions each admissions cycle.
 - Sessions will include an overview of programs, opportunities to meet instructors and current students, and Q&A for families.
2. School Tours
 - BGA will provide one scheduled school-day tours between October and February for interested students and families.
 - To request a tour, please call or email the school's point of contact enrollment@bostongreenacademy.org
 - If the agreed-upon time slot for a tour occurs during the applicant's school day, the Admissions Office will provide confirmation to the applicant's current school that the applicant attended a tour during this time. Such tours may not be counted as unexcused absences by sending districts/schools.
3. CTE Awareness Video
 - BGA will provide an online slide presentation of Career and Technical Education.
 - The presentation video will be accessible via the district and school websites.

CTE Retention Strategies

BGA maintains a Student Support Team, which includes school counselors, special educators, academic interventionists, wellness staff, and tutoring services. Retention is further strengthened by our Multi-Tiered System of Supports (MTSS) and MyCAP models. Student progress toward promotion and graduation is monitored along with, identify early warning signs, and coordinate targeted interventions.

Inclusion Specialists provide ongoing professional development and coaching to teachers, ensuring that instructional practices are responsive to the diverse needs of students in inclusion classrooms. Accommodations and modifications are offered, as needed, for students with disabilities, 504 plans, and Limited English Proficiency.

Students are supported to access career awareness, career exploration and training opportunities, and work-based learning placements that connect classroom learning to real-world experiences. Students also benefit from consistent exposure to industry professionals through guest speakers, site visits, and internships, while technical instruction is closely aligned with industry-recognized credentials and practical applications. To foster a sense of community and belonging, we highlight student achievements in school-wide communications, promoting both pride and recognition.

Through these intentional structures and relationships, BGA ensures that CTE students are not only retained but are fully supported to achieve college, career, and life readiness.

BOSTON GREEN ACADEMY: SCHOOL ADMISSION POLICY

School Organizational Structure

The Head of School at Boston Green Academy is Matt Holzer, mholzer@bostongreenacademy.org, (857) 210-5261

The CTE Director at Boston Green Academy is Dave Kramer, dkramer@bostongreenacademy.org, (617) 635-9860

The Enrollment Manager at Boston Green Academy is Amanda Reveles, areveles@bostongreenacademy.org, (857) 891-1742

Chapter 74 Program Application and Admission Process

The CTE program is governed by a special admissions policy, and students must use BGA's "career pathway" application to be considered for admission as they enter 9th grade. The application form is available on BGA's website at <https://www.bostongreenacademy.org/enviroscience-pathway> and is available to all students and families in print format at BGA.

Application Process for Fall Admission to the Ninth, Tenth, and Eleventh Grades

All 8th Grade students at Boston Green Academy will enroll in a quarter-long CTE program exploratory and introduction to sustainability course. They and students new to Boston Green Academy as of 9th Grade are eligible to apply to BGA's Ch. 74 Environmental Science and Technology Program.

Students interested in applying to Boston Green Academy for fall admission to Ch. 74 programming in the 9th, 10th, and 11th grades must follow the timeline below:

- Ch. 74 Program Application available: October 1st
- Ch. 74 Program Application deadline: June 1st
- A student has the option to choose to express interest in enrolling in BGA's Ch. 74 CTE program as soon as they have been offered and accept a seat in BGA's 9th grade class.
- If demand for Ch. 74 CTE enrollment is equal to or less than the number of available CTE seats in a given year, BGA's policy is to admit all CTE applicants. If demand is greater than available CTE seats in a given year, BGA will hold a CTE-specific lottery by August 31st.
- Students interested in applying to BGA's Ch. 74 CTE program for 10th or 11th grade must meet with the CTE Director, CTE Lead Instructor, and their Guidance Counselor to discuss program interest and complete an application. The student is then placed into the program if seats are available.

CTE Admissions Lottery Process

When Boston Green Academy receives more applications than it has available seats in its Ch. 74 CTE Program, it applies a lottery to determine which students it will admit according to each school's admission policy. The lottery is conducted publicly, with at least one week's public notice. Lotteries will be conducted electronically, in a method that is transparent, fair, and random. A waitlist is maintained through the end of the school year for applicants not admitted through the initial lottery. Students on the waitlist may be offered admission if seats become available, in the order determined by the lottery.

CTE Admissions Appeals Process

If an applicant is not accepted into the CTE placement they applied for, or is placed on a waitlist, the applicant or their parent/guardian may request that Matt Holzer, BGA's Head of School, review that decision within 7 days. These requests can be made in the following ways:

By e-mail	By hard-copy mail or hand delivery
mholzer@bostongreenacademy.org	Boston Green Academy 20 Warren Street Brighton MA 02135

The Head of School 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 Head of School will review the following information:

- Student's application packet
- Student's appeal letter
- Additional documentation provided by the student or parent/guardian

The Head of School or their designee shall maintain documentation as to the specific admissions requirements used for waitlist applicants or to deny admission; and shall provide the documentation to DESE or the student's parent/guardian upon request.

School Maintenance of Records

Boston Green Academy maintains records of all applicants, admissions decisions, lottery results, waitlists, and any weighted criteria used to facilitate analysis of its admissions system and compliance with applicable laws and regulations. These records support annual review and compliance monitoring and are provided to DESE and Boston Public Schools upon request.