

**Approved by BGA Board of Trustees, December 7, 2021**

*Note: Applications to CTE program in English, Spanish, Vietnamese, and French available through following link: <https://www.bostongreenacademy.org/career-pathway>*



**Charter School General Enrollment Policy  
(CTE Admissions Detailed in Section 6 and ppendix)**

*Provisionally Approved by the Department of Elementary and Secondary Education on  
September 18, 2018.*

*Approved by the BGA Board of Trustees on October 2, 2018*

*Approved by the Boston Teachers Union on January 24, 2019*

*Approved by the Boston School Committee on April 10, 2019*

**1. Introduction**

Boston Green Academy Horace Mann Charter School (“BGA”) serves students in grades 6-12. BGA enrolls new students in grades 6-11 and backfills seats in the same grades as space permits. The total number of students attending a charter school in a given school year cannot exceed the total number of students in the school’s pre-enrollment report submitted to the Department of Elementary and Secondary Education (“DESE”) in the previous spring in accordance with 603 CMR 1.08(5). BGA will not admit students in excess of the school’s approved maximum enrollment. BGA partially integrates its enrollment process into the existing structure for enrollment in the Boston Public Schools (“BPS”) (603 CMR 1.05(11)). BGA utilizes enrollment services of the BPS and families must register for BPS at a Welcome Center prior to beginning the application process for BGA. Students must also fill out the BPS school choice form when applying to BGA so that students receiving multiple offers to BPS special admissions schools can be properly placed according to the BPS enrollment dispute resolution process.

With respect to our admissions policy and in every other regard, Boston Green Academy does not discriminate on the basis of race, color, national origin, creed or religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. M.G.L. c. 71, § 89(m); 603 CMR 1.05(2).

Boston Green Academy has and will implement a student recruitment and retention plan. as outlined in G.L. c. 71, § 89(f), and 603 CMR 1.05(1).

All applicants will be notified in writing of the rights of students with diverse learning needs to attend the charter school and to receive accommodations and support services, including students who may have disabilities, require special education, or are English language learners. 603 CMR 1.05(4). Information regarding the availability of services is available on our website, in materials sent home and in our student handbook. 603 CMR 1.05(4).

If there is a student with limited English proficiency, a qualified representative from the school will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process if requested by the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect the applicant's admission to the school or CTE program.

BGA does not charge an application fee or use financial incentives to recruit students. 603 CMR 1.05(3)(a).

BGA does not disclose student information to any outside party (excluding the Boston Public Schools) unless allowed to or required by law (G.L. c. 71, § 89(g) and (n)). BGA has adopted the BPS policies regarding student information disclosure which are detailed in the relevant BPS Superintendent Circulars posted on the BPS website and published annually in the BPS Guide for Students and Families ('The Guide'). The Guide also details the process for students and parents to consent to or to opt-out of the disclosure of student information as per G.L. c. 71, § 89(g). Upon request, BGA will provide the names and addresses of students to a third party mail house for mailings unless the parent or legal guardian requests that the school withhold their child's information. G.L. c. 71, § 89(g); 603 CMR 1.05(6)(e).

## **2. Description of the Eligibility Criteria for General BGA Enrollment**

As stipulated in our application, students apply for a seat in our school at a specific grade level. Acceptance to the school is dependent upon a student's successful completion of his/her current grade as evidenced by a transcript or report card that reflects promotion to the grade level specified on the application by two weeks prior to the start of the school year. The school reserves the right to rescind offers of seats to students who are offered seats at the school via the application and lottery processes but who do not successfully complete their current grades.

All applicants to Boston Green Academy must be residents of Boston, Massachusetts both at the time of application, and during their time as students at BGA. Given that state law regarding Horace Mann charter schools gives preference to current Boston Public Schools students in our lottery, the residency status of all incoming BGA students will have been vetted by the Boston Public Schools during the registration process at BPS Welcome Centers prior to a student's enrolling at BGA. In cases where an applicant who is not currently a BPS student and has not registered at a Welcome Center is accepted to BGA, with the exception of homeless students, the registration process will need to be completed at one of BPS' Welcome Centers or at the school. Students who fail to meet residency requirements cannot be officially assigned to Boston Green Academy. If a student changes residence to outside the City of Boston after enrolling in the school, the student can no longer attend the school. Homeless students may enroll or continue to be enrolled at BGA as per BGA and BPS policy and Massachusetts law.

Prior to an offer of admission, the families of students who are not already enrolled in BPS must provide proof of Boston residency in accordance with policies established by BPS, with the

exception of homeless students. In addition to photo identification, parents must provide TWO of the following documents (items cannot be from the same bullet):

- A Utility Bill (not water or cell phone) dated within the past 60 days,
- A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year,
- A current Lease, Section 8 Agreement, or [BPS Landlord Affidavit](#),
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days,
- A Bank or Credit Card Statement dated within the past 60 days,
- A Letter from an Approved Government Agency dated within the past 60 days.

BGA will hold a pre-enrollment session for new students and families each spring and an orientation each May prior to the following academic year, but the school does not require potential students or their families to attend these sessions as a condition of application, enrollment or attendance. (603 CMR 1.05(3)(a)). The families of prospective or newly enrolled students may request informational meetings, but such meetings are not required and will not in any way impact the enrollment process. Boston Green Academy does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement.

As per 603 CMR 1.05(12), students may attend BGA from the time they advance to 6th grade until their 22nd birthday.

### **3. Description of the General BGA Enrollment Process:**

BGA has developed an easy-to-complete application for all students and families interested in enrolling. This application is made available to students and families in the fall of each academic year at middle schools and K-5 schools in Boston, at BPS Welcome Centers, and at a variety of community organizations and school choice fairs. The application is accessible on our website and in our main office in all the major languages spoken in the Boston Public Schools (English, Spanish, Cape Verdean, Haitian Creole, Somali, Portuguese, and Vietnamese). The application does not require dual parent/guardian signatures. The English language version, and several translations, can be found at [www.bostongreenacademy.org](http://www.bostongreenacademy.org) under the ‘apply’ tab.

To apply, students have to fill out the application and submit it via fax, mail, online or in person at the school by early March each year. BGA will not set any principal application deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1<sup>st</sup> and shall conclude its principal enrollment process no later than March 15<sup>th</sup> of each year. 603 CMR 1.05(3)(c). BGA will give reasonable public notice, of at least one month, of all application deadlines. 603 CMR 1.05(5). Any and all information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate. Families are given a courtesy call within one week that the application has been received. In cases where there are more applicants than available space, a lottery for general enrollment at BGA is conducted approximately two weeks after the March application deadline in the evening at BGA (20 Warren Street, Brighton). Public notice of all application deadlines is given at least one month in advance via our website and FaceBook page and is also published in the annual BPS Enrollment Guide which is translated into all official BPS languages. All students who apply by the deadline are assigned a lottery identification number for the grade to which they are applying. The parent or guardian of each student is entitled to know his or her lottery identification number in advance of the drawing to ensure the transparency and fairness of

the process. Lotteries are held based on the policies listed below. All students who are offered admission are contacted by phone, offered a seat at the school, and sent an “Intent to Enroll” form.

Students who are offered admission for the following year have ten school days during the school year and five business days during the summer to commit to BGA by returning the “Intent to Enroll” form. If an offer of admission is made for the current school year during the school year, that student has three days to commit. A student who declines an offer of admission, and/or withdraws from the school, forfeits his/her seat and would be required to re-apply if interested in attending. The school will make reasonable efforts by phone, mail, and email to contact those students and their families who do not return the “Intent to Enroll” form by the deadline. If the student still does not return the intent to enroll form after two documented attempts to contact them (either by email, phone or mail), the student forfeits his/her seat. Open seats in all grade levels will be offered to students at the top of the waitlist, which will be maintained based on their preference for admission and the original random rank order assigned during the lottery. All information requested in the application and the “Intent to Enroll” form, such as language spoken at home, special education status, or race/ethnicity, is not intended and will not be used to discriminate against applicants or their families.

Applications received after the initial application deadline will be dated and kept at the school. At the beginning of August, if the waitlist has been exhausted, an additional deadline will be publicized a month in advance and a second lottery will be held with at least one week's notice that will follow all of the procedures listed above. This lottery will also include any applications that the school received after the initial application deadline for the March lottery.

BGA will provide all students and parents of enrolled students a form to consent or deny disclosure of student information at the time of their enrollment. BGA’s policy regarding disclosure of student information is consistent with all provisions of the Federal Education Rights and Privacy Act (FERPA) and all applicable Massachusetts laws and regulations. As a Horace Mann charter school, BGA will share information with the BPS on a regular basis through the district’s Student Information Management System and will share information, when required to do so, with all legally appropriate parties such as law enforcement or the court system. BGA will never release identifiable student information to parties external to the school or the BPS unless required to do so by law (and consistent with 603 CMR 23.07(4)(a)). BGA and BPS provide the option for families/students to “opt out” of the release of information to third parties. The specific release forms that families are required to complete can be found within the following document:

<https://www.bostonpublicschools.org/familyguide>

Students must begin attending BGA within 10 days of their anticipated start date in accordance with BGA’s and BPS’s attendance policy. Students who do not attend BGA by the 10<sup>th</sup> day will be considered to have declined their offer of admission.

#### **4. Lottery Procedures**

BGA will determine the number of spaces available each year by grade level (see below). In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process. At least one week’s notice will be given via posting on the BGA

website prior to each enrollment lottery. The lottery will be conducted in public at BGA (20 Warren Street, Brighton). The lottery will be conducted electronically and a neutral third party shall certify that the process is fair and that the selection is random. All applications submitted by the principal application deadline will be included in a single electronic lottery for each grade. All applications will receive a randomly generated lottery number to determine an initial random rank order. After the initial random rank order has been created, preferences for admission will be applied, see the below table for the priority list of admissions preferences.

<b>Group</b>	<b>Priority</b>
Siblings* of currently enrolled BGA students	First
Students enrolled in the Boston Public Schools	Second
Students who reside in the City of Boston	Third

\* Defined as students who have a common parent, either biologically or legally through adoption 603 CMR 1.02. Proof of sibling status must be provided at the time an offer of admission is made.

In such cases where there are fewer spaces for admission than eligible applicants, students shall be accepted for admission from among applicants by lottery.

1. for the initial lottery, any students attending said school, or attending school in the school building previously occupied by said school, on the date that the final application is filed with the Board;
2. for the initial lottery, siblings, of any students attending said school, or attending school in the school building previously occupied by said school, on the date that the final application is filed with the Board;
3. in all subsequent lotteries, siblings of students currently attending the school;
4. students who are currently enrolled in the public schools of the district in which the Horace Mann charter school is located; and
5. students who reside in the city or town in which the Horace Mann charter school is located, reasonable proof of current residency is required at the time an offer of admission is made. 603 CMR 1.05 (7).

Applicants who are offered admission through our initial March lottery will be offered admission via phone and mail and will have ten school days to commit to BGA by returning the Intent to Enroll form. If the offer of admission is made during the summer, the student will have five business days to respond to the offer. BGA will place the names of students not offered admission following a lottery on the waiting list in the order their names were selected. BGA will maintain the waitlist list based on each applicant's randomly determined lottery rank order, while also taking into account siblings (defined as students who have a common parent, either biologically or legally through adoption), BPS enrollment, and Boston resident preferences, all of which may change over time. . Reasonable proof of current residency is necessary at the time an offer of admission is made. Once students commit and a Letter of Intent is received, they will be assigned to BGA in the BPS's Student Information System. Once assigned, students must report to BGA on the first school day of the new school year (if applying for the next school year) or the next school day (if they apply for the current school year are assigned during the school year) and will be henceforth required to meet the expectations of the BGA/BPS attendance policies outlined in the BGA student handbook.

If BGA chooses to accept additional applications for grades where a waitlist has been established from the principal lottery, BGA must exhaust the initial waitlist prior to holding additional lotteries. If the principal enrollment process fails to fill available admission spaces, BGA may repeat the process more than once providing such a process is fair and open and the school gives reasonable public notice at least one month prior to the application deadline. 603 CMR 1.05(8). As spaces become available during the school year, a school may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8).

## **5. Waiting List Policy**

BGA will place the names of students not offered admission following a lottery on a waiting list in the order names were selected. BGA will maintain the waitlist list based on each applicant's randomly determined lottery rank order, while also taking in account the waitlisted applicant's preference for admission that may change over time. If a student stops attending BGA or declines admission, the next available student on the waiting list for that grade will be offered admission until all vacant seats are filled. No student will be admitted ahead of other eligible students previously placed on the waiting list during a prior enrollment process, except in the cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b) Students on the waiting list will be informed by phone call and mail of any offer of admission and will be given 10 school days to accept the offer (5 business days during the summer, 3 school days if applying for admission within the current school year). If a student on the waiting list declines an offer of admission, s/he will be removed from the waiting list and will have to reapply for any future seat at BGA. The waiting list for any given school year will expire at the end of that same school year and will not roll over from one year to the next.

BGA will keep accurate records of the waiting list containing students' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels of students who entered the lottery but did not gain admission to the school. Families are responsible for notifying the school when addresses and phone numbers change. When a student stops attending BGA for any reason, the school will attempt to fill vacant seats up to February 15<sup>th</sup> in grades 6-11 (in conformance with G.L. c. 71, § 89, G.L. c. 71, §89(n); 603 CMR 1.05(10)(c). A vacancy not filled after February 15<sup>th</sup> may move into the subsequent grade and will be filled the following September (603 CMR 1.05(10)(c)). Students who have withdrawn from BGA must reapply to be considered for readmission.

## **6. Chapter 74 Career & Technical Education (CTE) Program Admission**

Boston Green Academy is proud to offer a Chapter 74 Career and Technical Education (CTE) program in Environmental Science and Technology for students in grades 9-12. This program provides excellent and additional opportunities for students to study environmental science and green careers. Students who complete the program will receive industry-standard certifications and be prepared for employment or further study beyond BGA. The CTE program is open to all students admitted to and enrolled in Boston Green Academy.

Whether a student is offered a seat in the general school population as a new BGA student beginning in 9th grade or whether they have moved up from BGA's own middle school, the process for admission to the CTE program is identical.

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/career-pathway> and is available to all students and families in print format at BGA. Information regarding the CTE program and special admissions process is disseminated via all of the same outreach channels that BGA utilizes for general admissions purposes. Information regarding CTE 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.

A student has the option to apply for admission to the CTE program as soon as they have been offered a seat in BGA's 9th grade class. If demand 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 while scanning for disproportionality and documenting findings so as to inform and adapt the following year's outreach strategies. If demand is greater than available CTE seats in a given year, BGA will hold a CTE-specific lottery in late April / early May and screen for disproportionality. If disproportionality is found in the CTE-specific lottery results (related to race, gender, special education status, or ELL), BGA will conduct admissions interviews with applicants prior to offering any seats in the program. Priority will be given to students in disproportionately underrepresented groups who express interest in the program whenever possible so that enrollment in our CTE program can proportionally reflect BGA's enrollment as a whole.

In addition, if seats open up in subsequent grades in any given year, BGA reserves the right to backfill any vacancies and requires applicants for those spots to follow the same process outlined above for rising 9th graders. If demand exceeds open spots, the same lottery and interview system will be used.

BGA aims to have its CTE rosters finalized by the end of June each year for the following school year.



ADMISSION APPLICATION FORM  
FOR CHAPTER 74 ENVIRONMENTAL SCIENCE & TECHNOLOGY PROGRAM

**BOSTON GREEN ACADEMY HORACE MANN CHARTER SCHOOL**

20 WARREN ST, BRIGHTON, MA 02135  
Telephone (617) 635-9860 FAX (617) 635-9858

**Boston Green Academy (BGA) admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion or creed, national origin, sexual orientation, gender identity or disability.**

**BGA has a published admission policy for our Chapter 74 Environmental Science & Technology program that is made available to all applicants and parent(s)/guardian(s) as part of the admission process. The policy gives the admission criteria, as well as a description of the entire admission process.**

**This application form must be completed and submitted to the BGA High School Guidance Office by the date specified in the BGA school calendar. In addition to this application form, the applicant's current guidance counselor will submit transcripts of the criteria that will be used for admission that includes the applicant's grades, attendance record and discipline/conduct record. For fall admission, this would be terms 1 & 2 of the current school year and terms 1-4 of the previous school year. In addition to grades, attendance and discipline/conduct, the current guidance counselor's recommendation on a form provided by BGA will be used. A fifth criteria consisting of an interview with the applicant will also be used.**

**APPLICANT SECTION**

**Applicant Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Home Address:** Street and Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ BPS ID# (if available): \_\_\_\_\_

Current School: \_\_\_\_\_ Current Guidance Counselor's Name: \_\_\_\_\_

## PARENT/GUARDIAN SECTION

Parent/Guardian Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Home Address: Street and Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Home Email: \_\_\_\_\_ Work Email: \_\_\_\_\_

Please submit the transcripts of grades, attendance, and discipline/conduct as required by the BGA Admission Policy. In addition, submit your recommendation on the Guidance Counselor Recommendation Form. The BGA Admission Office provides this form, as well as the BGA Admission Policy.

Name of Guidance Counselor: \_\_\_\_\_

I will submit the required information by the due date. Yes • No • If no, please explain.

## SIGNATURE SECTION

The statements and information furnished by the undersigned in this application form are true and complete.

The undersigned applicant's parent(s)/guardian(s) give permission for representatives of the sending school to release the applicant's records including grades, attendance, conduct/discipline records, as well as any other pertinent information that may be required by BGA for the purpose of admission.

*Our signatures certify that we have read and agree with the above statements.*

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Current Guidance Counselor \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTARY INFORMATION SECTION

The information requested in this section is not required for admission. Submission of the information is entirely voluntary. Information submitted voluntarily by the applicant will not affect the applicant's admission to the school. The information, if supplied, will be used for monitoring equal educational opportunity in the school district. In addition, note that applicants with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Applicants who are English language learners or limited English proficient may voluntarily self-identify for the purpose of receiving interpretive services during the entire application and admission process.

Gender: • Female • Male • Non-binary • Other

Race: • American Indian or Alaskan Native • Asian or Pacific Islander • Black • White • Hispanic • Combination of Two or More Races (if checked supply the code from the attached list below) Code:

Person with a disability: • Yes If yes, do you need accommodations during the application for admission process? • Yes If yes, please describe the accommodations needed.

Person who is an English language learner or limited English proficient: • Yes If yes, do you need language assistance during the application for admission process? • Yes If yes, please describe the assistance needed.

List of Codes to describe students with multiracial backgrounds

First Number- Not Hispanic or Latino	Second Number- Hispanic or Latino
<b>One race</b>	
White 01	33
Black or African American 02	34
Asian 03	35
American Indian or Alaska Native 04	36
Native Hawaiian or Other Pacific Islander 05	37
<b>Combination of Two Races</b>	
White & Black or African American 06	38
White & Asian 07	39
White & American Indian or Alaska Native 08	40
White & Native Hawaiian or Other Pacific Islander 09	41
Black or African American & Asian 10	42
Black or African American & American Indian or Alaska Native 11	43
Black or African American & Native Hawaiian or Other Pacific Islander 12	44
Asian & American Indian or Alaska Native 13	45
Asian & Native Hawaiian or Other Pacific Islander 14	46
American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander 15	47
<b>Combination of Three Races</b>	
White & Black or African American & Asian 16	48
White & Black or African American & American Indian or Alaska Native 17	49
White & Black or African American & Native Hawaiian or Other Pacific Islander 18	50
White & Asian & American Indian or Alaska Native 19	51
White & Asian & Native Hawaiian or Other Pacific Islander 20	52
White & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander 21	53
Black or African American & Asian & Native Hawaiian or Other Pacific Islander 22	54
Black or African American & Asian & American Indian or Alaska Native 23	55
Black or African American & Native Hawaiian or Other Pacific Islander & American Indian or Alaska Native 24	56
Asian & Native Hawaiian or Other Pacific Islander & American Indian or Alaska Native 25	57
<b>Combination of Four Races</b>	
White & Black or African American & Asian & American Indian or Alaska Native 26	58
White & Black or African American & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander 27	59
White & Asian & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander 28	60
White & Black or African American & Asian & Native Hawaiian or Other Pacific Islander 29	61
Black or African American & Asian & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander 30	62
<b>Combination of Five Races</b>	
White & Black or African American & Asian & American Indian or Alaska Native & Native Hawaiian or Other Pacific Islander 31	63