



BOSTON GREEN ACADEMY HORACE MANN CHARTER SCHOOL

ADMISSION POLICY for VOCATIONAL TECHNICAL EDUCATION PROGRAMS

Preliminary Approval by DESE- September 18, 2018

Approval by BGA Board of Trustees- October 2, 2018

Approval by Boston Teachers Union- TBD

Approval by Boston School Committee- TBD

I. INTRODUCTION

Boston Green Academy Horace Mann Charter School (“BGA”) enrolls new students in grades 6-11 and backfills seats in the same grades as space permits. Boston Green Academy Horace Mann Charter School’s Enrollment Policy is used for all students.

An admission process is necessary for vocational technical education (VTE) programs in which there are more applicants than openings. A process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to the vocational technical education programs for grades nine through twelve at BGA will be admitted to vocational technical education programs using the process contained in this Admission Policy.

The BGA Board of Trustees approved this policy on **DATE- TBD.**

II. EQUAL EDUCATIONAL OPPORTUNITY

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

If there is a student with limited English proficiency, a qualified staff member from BGA will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

A student with a disability may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application process, will not affect the applicant’s admission to the vocational technical education program.

III. ELIGIBILITY

Any student enrolled in BGA in Boston Green is eligible to seek enrollment in vocational technical education programs offered in Grades 9-12.

Any new students in grades 6-11 who are admitted to BGA to backfills seats are eligible to seek enrollment in vocational technical education programs offered in Grades 9-12.

Students admitted to BGA, who by statute must be residents of the City of Boston.

Non-resident students are not eligible to apply or be accepted as BGA must serve only students who reside in the City of Boston by law.

TRANSFER STUDENTS

Students who are enrolled in chapter 74 state-approved vocational programs that are moving to Boston may apply to BGA as a “transfer student”. Transfer students apply to BGA for admittance to the school. Once accepted to BGA, students then apply for enrollment to the vocational technical education program. Students are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at BGA; provided they expect to be promoted to the grade they seek to enter by their current school and are admitted to BGA under the approved general admission policy and process.

WITHDRAWN STUDENTS

Students who withdraw from BGA may reapply for admission to the district through the lottery process.

Students who withdraw from BGA’s vocational technical education program may reapply for admission to BGA’s vocational technical education program following the procedures contained in this admission policy.

IV. APPLICATION PROCESS

Current Students: Students who are currently enrolled in BGA notify the school of their interest in enrolling in the chapter 74 state-approved vocational technical education program by completing an application form. The application form can be obtained from the Boston Green Academy Director of Green Programs. Students must return the completed application form to the BGA Director of Green Programs by the deadline set by the BGA Director of Green Programs. The deadline for submission of the course selection sheet/application is posted **TBD**.

If there are more students seeking the vocational technical education program than there are seats available, the school will use an electronic lottery process to select students until all seats are filled. The remaining students will be placed on a waitlist based on their lottery process status. The waitlist is valid through the end of the school year.

New Students: Students who enroll at BGA to backfill (fill empty seats) seats may enroll in vocational technical education programs using the same process as students who are currently enrolled, provided that newly enrolled students do not displace existing students who have already been enrolled in the vocational technical education program in the same grade level. New students may be placed on the waitlist using an electronic process and will not displace current BGA students on the existing vocational program waitlist, should a program specific wait list exist.

V. REVIEW

The applicant's parent(s)/guardian(s), upon notification that as student was not admitted to the vocational technical education program and was placed on a waitlist may request a review of the decision by sending a letter requesting a review to the Headmaster of BGA within thirty days of the notification. The Headmaster will respond in writing to the letter with the findings of the review within thirty days.