



Charter School

(CTE Admissions Included)

Enrollment Policy

1. Introduction

Boston Green Academy Horace Mann Charter School (“BGA”) serves students in grades 7-12. BGA enrolls new students in grades 7-11 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 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 summer prior to each 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 until their 22nd birthday.

3. Description of the 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-6 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 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 1st and shall conclude its principal enrollment process no later than March 15th 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 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 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 10th 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.

Group	Priority
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 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 sibling (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 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 15th in grades 7-11 (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 15th 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 through the lottery process detailed above. The CTE program is governed by a special admissions policy and students must use this application to be considered for admission as they enter 9th grade or to backfill any vacancies in the CTE program in subsequent grades. Please refer to both documents for more information. Links to both documents are embedded above, can also be found on the BGA website at www.bostongreenacademy.org, and are available to all students in print format at BGA through their Advisor and the High School Guidance Office.