



Boston Day and Evening Academy Enrollment Policy

I. General Policy Statement

Boston Day and Evening Academy (BDEA) is an alternative Horace Mann public charter school, serving students who are overage for grade level, many of whom have experienced life challenges that have impeded their education. Using a competency-based method of assessment to measure progress through the academic course of study, BDEA does not have designated grades (9, 10, 11, 12). Instead, BDEA assesses students for knowledge of content when they enroll, and provides their academic roadmap to graduation based on academic strengths and needs. All students progress through their courses at their own pace, and graduate when they have completed course and post-graduate planning requirements. BDEA holds four graduation ceremonies each year (September, December, March, and June) and as a result, enrolls three times a year (September, January, and April) to fill empty seats.

Our extended program, beginning at 8:30 am and running until 4:30 pm serves students with different academic needs up to age 23, including those who are being promoted from middle school without being academically prepared for high school; those who have dropped out of high school and have decided to return to earn a diploma; and those who are unable to attend regular school hours due to health issues, full time work and/or full time parenting obligations. The school updates its Recruitment and Retention Plan annually and it is made available each year on the school's web site as part of the BDEA Annual Report.

Parents of applicant students must indicate on the enrollment form that they either consent, or deny to disclosure of student information to third parties.

Upon request, BFCCPS will provide the names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold their child's information.

II. Eligibility Criteria

Boston Day and Evening Academy, in accordance with its nondiscrimination policies, does not discriminate in its programs, facilities, or educational opportunities on the basis of race, color, age, ethnicity, mental or physical disability, homelessness, sex/gender, gender identity, religion, creed, national origin, ancestry, sexual orientation, athletic performance, special need, proficiency in the English language or a foreign language, prior academic achievement, genetics, or military status, and does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn.

In order to apply for admissions and attend BDEA, an applicant must be:

- a. Resident of Boston
- b. Have completed or attempted to complete 8th grade
- c. Preference will be given to siblings of students currently attending the school.

Students who are homeless or unaccompanied may enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, a caseworker, or the Boston Public Schools homeless liaison. BDEA will work with applicants who may be considered homeless on a case-by-case basis to determine their preference for admission based on their current or temporary residence.

Applicants that do not meet the eligibility requirements will be notified by the school, in writing, in a timely manner and informed as to why they did not meet these requirements.

III. Application

BDEA has developed an easy-to-complete application for all students interested in enrolling. This application is made available to students and families year-round on our [website](#). Students may also pick up an application in the school's main office at [20 Kearsarge Avenue in Roxbury](#). The application is available in the following languages spoken in the Boston Public Schools (English, Spanish, Cape Verdean, Haitian Creole.) The [English language electronic version](#) is also available to complete and submit online. The application can also be [downloaded](#), printed, completed, and either mailed or dropped off at the school. Mailed applications should be addressed to: Admissions Manager, BDEA, 20 Kearsarge Avenue, Roxbury, MA 02119.

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. Students/families are given a courtesy call within one week from the date that the application has been received. In cases where there are more applicants than available space, a lottery is conducted.

Once offered enrollment, the applicant must demonstrate proof of residency by showing photo identification, and 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 or 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

IV. Application Process for Upcoming Year (Principal Enrollment Process)

Any eligible student who wants to attend BDEA is welcome to apply via the process outlined below. BDEA's mission is to serve students who have become disengaged in traditional learning environments and will actively recruit local middle and high schools. Students who are coming from a school outside of Boston Public Schools, cannot be enrolled at BDEA until they have completed Boston Public School registration. If the student's enrollment is current at another Boston Public School they do not need to register again. In order to apply at BDEA, students must complete and submitted an application. Applications are available [online](#) or at BDEA's main office. Applications can be submitted online, mailed or hand delivered to the school address.

Waitlists do not roll over to the next school year. Students who remain on a waitlist from the previous year must submit a new application and go through the lottery and waitlist process again for the upcoming school year.

BDEA will give reasonable public notice, of at least one month, of the principal application deadline. The principal application deadline will be no earlier than January 2nd of the school year preceding the upcoming school year. The principal enrollment process, including the lottery, will conclude no later than March 15th of the school year preceding the upcoming school year for which the principal enrollment process applies.

BDEA is committed to ongoing recruitment and enrollment in order to re-engage existing and new students. BDEA graduates students at the end of each trimester as part of our competency based assessment school model. New students are enrolled during the year to fill the vacated seats for the following trimester. The number of available seats changes throughout the year, depending on number of graduates and any other attrition. While the principal application process will fill anticipated seats for September, BDEA anticipates that spaces will become available throughout the year. Enrollment for openings that occur during the school year will follow the Current School Year process described in Section VI.

BDEA has an enrollment cap of 405 students, and maintains that enrollment throughout the year. BDEA cannot exceed the total number of students reported in the school's pre-enrollment submission to the Department in the previous spring in accordance with 603 CMR 1.08(5).

V. Lottery and Waitlist Process

By charter school law, all Horace Mann Charter Schools, including BDEA, must admit students in the following order of preference:

1. Siblings of students currently enrolled at BDEA. (Sibling are defined for this purpose as persons who have a common parent, either biologically or legally through adoption.) These will be considered Priority 1.
2. Students who are currently enrolled in the public schools of the Boston Public Schools District. These will be considered Priority 2.
3. All other students who reside in the city of Boston will be considered Priority 3.

In cases when there are fewer spaces than eligible applicants, students will be admitted by a lottery process, under 603 CMR 1.05(6)(a) and (c). BDEA will follow all mandated requirements for operating a lottery and waitlist. Reasonable public notice of the date, time, and location, will be given at least one week prior to any enrollment lottery and will include the following details:

- The lottery will occur in public location at BDEA (20 Kearsarge Ave, Roxbury MA. 02119)
- BDEA will conduct the lottery physically. A neutral third party, most often by BPS's operation superintendent assigned to BDEA. In the order in which the neutral third party draws application numbers, an enrollment list will be created.
- When necessary all applications will be included in the lottery. Offers of admission will be made based on the number of seats available. Preference (as described above) for admission will be taken into consideration when making these offers.
- Siblings, whether residents or nonresidents, of students who currently attend the school at the time an offer of admission is made receive a preference for admission over non-siblings and will be assigned Priority 1 status. "Sibling" is defined by having a common parent through biology or adoption, will receive preference over non-siblings. Proof of sibling status must be

provided at the time an offer of admission is made and can be in the form of birth certificate, legal document, or other medical documents that identify sibling status.

- Students must respond to the school with their intention to attend within one week of notification. Notification is provided to the student and the parent or guardian by phone, by email, and in a letter.

Before the lottery takes place, priority status will be assigned to applicants based on the priority status listed above. After the initial lottery, establishes a rank order determined by random hand selection, BDEA will restructure the list to create a 'prioritized enrollment list'. BDEA will move students who are siblings (priority 1) to the top of the prioritized enrollment list in the same order in which their names were drawn during the lottery. After the priority 1 students, the same process will be followed for priority 2 applicants (placed on the list in the order in which their names were originally drawn) and then priority 3 applicants (placed on the list in the order in which their names were originally drawn). BDEA will continue to place all applicants on the prioritized enrollment list until all names are drawn from the list of applicants.

BDEA will determine which applicants will be offered admissions based on the order of this list and the number of seats available. If 50 students are on the list, but only 25 seats are available, the first 25 students on the list will be offered admissions to BDEA. They will be considered 'accepted BDEA students'.

The applicants remaining on the prioritized enrollment list, beyond the available seats, will be placed on an active waitlist ('waitlisted students'). These names will be in the same order as they are listed on the prioritized enrollment list. The order of the waitlist is not static and may change over time as preferences for admission change (for example, gaining or losing sibling priority), if an applicant move out of Boston, or if an applicant notifies the school they are no longer interested in attending BDEA. Please be sure to provide accurate and updated contact information, as changes may impact eligibility to attend BDEA or the student's position on the waitlist.

Pursuant to Massachusetts law, this waitlist will not roll over with each school year; students who are not admitted to BDEA in the academic year for which they submitted their application are required to submit another application in a future application cycle and again proceed through the enrollment process. Waitlist will be generated based on applications received prior to March 15th of the school year preceding the upcoming school year for which the principal enrollment process applies.

- Notification of acceptance and start date will be sent to the address provided on the application and through phone outreach. Failure to respond to the notice of acceptance by the response deadline will result in the opening of slot. A student must accept their spot verbally via phone or by mail. Acceptance of admissions will be required within 7 days of notice. Students may decline by email or phone.
- BDEA will keep accurate records of its waitlist at all times. Information for students who entered the lottery but did not gain admission must include, but is not limited to, names (first, middle, last); dates of birth; cities or towns of residence; grade levels; home addresses; and telephone numbers.
- If a student is accepted but fails to attend in accordance with the school's attendance policy the student will be considered to have declined the offer of admissions. This now vacant seat will be offered to the next student on the waitlist.

- When vacancies occur due to declined offers of admission, graduation or attrition, available seats will be offered to the next student(s) on the prioritized waitlist until the vacant seat is filled.

Because BDEA offers multiple graduation opportunities and corresponding enrollment opportunities as discussed above, it is possible that the school may conduct interim lotteries in addition to the yearly principal enrollment lottery. Each lottery will be conducted using the fair and open process listed above, and any existing waitlist will be exhausted prior to conducting a new lottery.

VI. Application Process for Current School Year

Because BDEA offers multiple graduations and seats may become vacant for students who have transferred or stopped attending, BDEA will have multiple opportunities to enroll and engage students who have disengaged or are on the verge of disengaging in the traditional environment.

BDEA will accept applications on an ongoing basis, but will not process new applications until existing waitlists has been exhausted. If there is an existing waitlist, available seats during the school year will be offered according to process outlined in section V. If there are more applications than the number of seats available, students will be admitted via a lottery process in accordance to 603 CMR 1.05(6)(a) and (c) and utilizing the lottery procedures described in Section V.

BDEA will repeat the enrollment process throughout the year and enrollment windows will coincide with the ending of each trimester. If at any time there is no active waitlist and the number of applicants exceeds the projected number of available seats, BDEA will hold a lottery utilizing the following guidelines:

- Each application deadline will be two weeks prior to the start of each quarter and will be posted on the school website as well as be shared by the school's admissions manager to all local middle and high school guidance counselors
- The date and time of any lottery will be posted on BDEA's website and will be at least one week after the application deadline.

If waitlisted students are offered seats, applicants will receive notification in writing and by phone. In instances where there is a lottery, students will receive notification of their enrollment status by written notification and a phone call the school day after the lottery. Students who are not admitted due to the number of available seats will be placed on a prioritized enrollment waitlist in the order their names were drawn via the lottery procedures detailed in Section V.

At no time will any student be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change.

Any student who is disenrolled or withdraws from BDEA will have to reapply for admission in a future application cycle.

