

Students

Application and Admission to Magnet Schools

A. Purpose of Magnet Schools:

The chief purposes of the magnet schools are to assist in managing enrollment and the district's integration standard_ as defined in Policy 5117. L while providing educational options, Magnet schools will be evaluated regularly to determine their effectiveness in addressing stated purposes,

Specifically - Magnet schools are designed to:

- Stabilize integration_ as defined in Policy 5117. L in the Stamford Public Schools:
- Manage changes in enrollment:
- Provide educational choice and offer innovative programming through curricula themes and/or alternate strategies to meet district educational standards

B. Definitions:

1. District-wide Magnet Schools - These schools serve students from throughout the district and do not have an assigned attendance area,
2. Zoned Magnet Schools - These schools serve students from throughout the district and have an assigned attendance area, Students residing in these areas typically attend the magnet schools without applying via the lottery process,
- 3, Preferred Attendance Area - Preferred attendance areas include streets so designated by the Board of Education to manage enrollment. Preferred attendance areas include streets outside of but near to the attendance zone for a magnet school that are so designated by the Board of Education to manage enrollment. Students residing in these areas are assigned to a non-magnet school they must apply to the magnet schools via the lottery process and are given priority status. They are invited to the magnet schools in accordance with their lottery numbers. Once magnet school seats are exhausted, these students must enroll in their assigned non magnet schools,
- 4, Targeted Recruitment - At times, students residing in attendance areas associated with non-magnet schools expected to be over enrolled or out of balance_ as defined in Policy 5117, 1 may be given targeted recruitment status, These students will be granted priority status in the admission process to the magnet schools and will be selected in accordance with their lottery numbers.

C. Application and Admission:

1. In order that all magnet schools are consistent in application and admission procedures, the application procedures:
 - Shall be centralized

- Shall be determined and approved by the Board of Education
 - Shall be managed by the Superintendent or the Superintendent's designee
2. Information will be posted and distributed to inform families of magnet school opportunities, application procedures, and deadlines.
 3. Application to magnet schools is open to special education students on the same basis as other students in the Stamford Public Schools.
 4. Magnet schools will not screen applicants or determine admissions by the use of special admissions test, auditions, or requirements to submit portfolios or collections of past work: or by reference to test scores, academic records, attendance or discipline records, or by use of teacher recommendations parent letters, or interviews of applicants.
 5. Admissions to magnet schools shall be controlled to ensure that magnets balance enrollment and promote the district's, +/-10% integration standard, as defined in Policy 5117.1, at each of the public schools.

D. Priority Admission Procedures:

1. Sibling Status:
Younger siblings of enrolled magnet school students will be granted priority admission to the magnets attended by their siblings. Such status requires that the magnet school applicant a) have a sibling who is enrolled in the magnet school to which the applicant seeks admission, and b) who will continue to be enrolled in the magnet school for at least one school year when the applicant will be enrolled. For this purpose, "siblings" are defined as children who live in the same household with a common parent. Older siblings may be admitted to the magnet school as classroom space allows.
2. Preferred Attendance Area Status:
Elementary students who reside in "preferred attendance areas" as designated by the Board will be granted preference in admission to the respective magnet schools as classroom space allows.
3. Targeted Recruitment Status:
Target recruiting will be used at times for the purpose of managing enrollment and promoting the +/-10% integration standard at all schools.

Order of Admission:

In keeping with the purposes of magnet schools, students will be admitted in the following order:

1. Students residing in the attendance area of a zoned magnet school
2. Students with siblings attending a magnet school
3. Students residing in the preferred attendance area of a magnet school
4. Students assigned to a school targeted for recruitment to a magnet school
5. All other applicants

E. Continued Enrollment in Magnet Schools:

1. Once admitted to a magnet school students are expected to remain in that school at least until completion of their first school Year. They are entitled to remain in the school without reapplying until they complete the highest grade in the school.
2. Students who are assigned to a magnet school based on their residence in an attendance area and relocate to a new residence in another attendance area during the school year will be allowed to complete the school Year at the magnet school as long as there is no violation of contract limits on class size or the stated purposes for magnet schools, as defined in Policy 5117.1. These students may apply through the lottery to continue in the magnet school in the following school year.

F. General Expectations of Magnet Schools:

1. Students in magnet schools shall be subject to the same discipline policies and practices as all students in the Stamford Public Schools.
2. Magnet school students shall be eligible to participate in all extracurricular activities offered by the school they attend without special wait periods or requirements.
3. Transportation of magnet school students will be provided under the same rules that apply to students in other schools.

Policy Adopted:

October 26, 1993

Readopted:

June 27, 2000

Amended:

November 28, 2006

November 27, 2007

Students

Regulation and Procedures for Application and Admission to Magnet Schools

A. Board Policies

Board policies regarding application and admission to magnet schools apply. All principals and other staff should familiarize themselves with these policies.

B. Management Responsibility:

The magnet application procedure and magnet admission procedure for all magnets will be directed system-wide by the Superintendent or his/her designee who is responsible for the proper operation of these procedures.

C. Priority Admission Based on Residence in an Assigned or Preferred Attendance Area:

1. Hart Magnet Elementary School

Hart Magnet Elementary School will enroll all students who reside on streets in Hart's attendance area. These students need not apply for admission to Hart. These students may apply, if they wish, for admission to other magnet schools.

In addition, Hart will admit students via the magnet application process outlined in Section G below.

2. Rogers International Magnet Elementary School

Rogers Magnet Elementary School (Rogers Inter-district Regional School)

Rogers will enroll all new Stamford students in the 2009-10 school year through the lottery process. All new students will be required to complete a lottery application. Stamford students will be admitted according to their lottery number, Advantaged/Disadvantaged status, and priority categories below:

- Siblings from Preference Area I (defined in the September 2008 Redistricting Plan)
- Siblings from Preference Area 2 (defined in the September 2008 Redistricting Plan)
- Siblings not from a Preference Area
- Students from Preference Area 1
- Students from Preference Area 2
- All other Students

Rogers will be required to include up to 25% of its students from out of town.

3. Strawberry Hill

Beginning in the 2016-2017 Strawberry Hill will enroll students through the lottery process. All Students will be required to complete a lottery application. Stamford students will be admitted according to their lottery number, Advantaged/Disadvantaged status and priority categories below:

- Siblings from Preference Area 1 (students who live on streets currently assigned to the overcrowded schools-Newfield, Springdale, Stark, Stillmeadow, and K.T. Murphy who would be identified as walkers)
- Siblings from Preference Area 2 (non-walker from the overcrowded elementary schools-Newfield, Springdale, Stark, Stillmeadow, and K.T. Murphy)
- Siblings not from a Preference Area
- Students from Preference Area 1
- Students from Preference Area 2
- All other students

Strawberry Hill will be required to include up to 25% of its students from out of town.

4. Toquam Magnet Elementary School

Toquam Magnet Elementary School will enroll all students who reside on streets in Toquam's attendance area. These students need not apply for admission to Toquam. These students may apply, if they wish, for admission to other magnet schools.

Toquam will also admit students via the magnet application process outlined in Section G below.

5. Westover Magnet Elementary School

Westover Magnet Elementary School will enroll all students who reside on streets in Westover's attendance area. These students need not apply for admission to Westover. These students may apply, if they wish, for admission to other magnet schools.

Westover will also admit students via the magnet application process outlined in Section G below.

6. Scofield Magnet Middle School

Scofield Magnet Middle School will admit students via the magnet application process outlined in Section G below. Students will be admitted to grade six in proportions that reflect the proportions (both in numbers and balance) of incoming students to Cloonan, Dolan, Rippowam, and Turn of River.

7. Academy of Information Technology and Engineering (AITE)

At the Academy of Information Technology and Engineering, 75% of the students will be Stamford residents and 25% will reside in towns included in AITE's region. All students will be admitted via the magnet application process outlined in Section G below.

8. Priority admission to all magnets will be granted to applicants who are siblings of students who are currently enrolled in and will continue to be enrolled for at least one school year in the magnet sought by the applicant's sibling. See Board policy for definition of "sibling."

D. Magnet Students Who Relocate Their Residence:

This provision applies to students who reside in the assigned attendance areas of a magnet school for whom admission to the magnet school is guaranteed, based on residence. If such a student relocates to a new address outside the original attendance area, but remains a Stamford resident, the student may complete the school year.

E. Target Recruitment:

1. In the event that targeted recruiting is necessary to achieve the stated purposes for magnet schools, the Superintendent will bring this need to the Board for discussion. Following this discussion, the Superintendent, will inform the Board of the designated areas for targeted recruiting.
2. Instructions to magnet principals to recruit applicants in designated attendance areas will be issued by the Superintendent or his/her designee and will be shared with the principals of schools serving the targeted areas.
3. In addition to instructions for targeted recruiting, the Superintendent or his/her designee will provide magnet principals with guidance and technical assistance for targeted recruiting.
4. Magnet principals are responsible for implementing targeted recruiting effectively and in a timely manner.

F. Application Procedures:

1. All magnets will use a system-wide magnet application procedure directed by the Superintendent or his/her designee.
2. Magnet schools will operate on varied application time periods as described below. If dates fall on a Saturday, Sunday or holiday, the date will be moved to the next business day.

	Applications Due	Lottery Drawn	Acceptances Due
Elementary	November 15	December 15	January 15
Middle	March 1	March 15	April 15
High	January 15	February 1	February 28

3. All magnet schools will use a common on-line application form, approved by the Superintendent or his/her designee. Paper forms will also be available.
4. A district meeting will be held by November 1 for all parents interested in applying for magnet schools. At this meeting, the rules and procedures for magnet schools will be explained.
5. Principals will schedule two orientation meetings at the magnet schools between October and November (elementary), October and February (middle) and October and December (high). At these recommended, but not required, orientation meetings, principals or their designee will meet with parents to explain the particular school programs.
6. On-line application forms will be available for all parents from September 15 to the deadline for submission of applications. Paper forms will also be available.
7. The Superintendent or his/her designee will authorize the dissemination of information describing magnet schools and the magnet school application procedures to ensure broad and timely dissemination.
 - Posting of magnet meetings and timelines on the district website
 - Announcements in local and community newspapers
 - Announcements/meetings at community agencies

8. Families will be permitted to apply to all magnet schools at a given level (elementary, middle or high school).

9. Completed on-line applications must be entered on/or before the close of business prior to the application due dates. If a due date should fall on a Saturday, Sunday or holiday, the date will be moved to the next business day.

- Elementary	November 15
- Middle	March 1
- High	January 15

Applications received after the respective due dates will not be included in the lottery. These applications will be date stamped and considered after all lottery applications, including wait listed applications, are exhausted.

10. On-line acceptance invitations will be provided to parents within one week of the lottery drawing. Parents will have three weeks to respond on-line to magnet invitations. Once a parent accepts a seat in a magnet school, the child's name will be withdrawn from the waiting lists of the other magnet schools to which the parent may have applied.

11. Parents will have three weeks to respond to on-line magnet invitations. If a response is not received within that time period, the next child on the lottery list will be invited to enroll.

12. After acceptances, declines or "no responses" to on-line invitations are received, offers of invitation to parents of students on the waiting lists will be made by telephone. Parents will have five school days to respond. If a response is not received within that time period, the next child on the lottery list will be invited to enroll.

13. By April 30, principals will send letters to parents of students currently in their schools to determine the number of returning students.

14. By June 1 seats in grades 1-5, 7-8, and 10-12 will be offered in writing to parents. Parents are expected to respond by June 15. If a response is not received within that time period, the next child on the lottery list will be invited to enroll.

15. By August 1, letters will be mailed home to all parents of children on magnet school waiting lists to inform them of their waiting list status.

16. Parents who apply through the lottery may move their children to a magnet school through December 1 as seats become available.

17. Out of Attendance Zone applications are not valid for magnet school admission.

18. Teachers in the magnet schools may bring their children as professional courtesy, depending on space availability. All other teachers who are Stamford residents are required to apply to magnet schools through the lottery process. Teachers who do not teach in a magnet school and do not reside in Stamford may only apply to the inter-district magnet schools in Stamford.

G. Admission Procedures:

1. Admissions to all magnet schools will be under the direction of the Superintendent or his/her designee.

2. Admissions to magnet schools will be controlled so as to accomplish the following results:

- a. Each magnet school meets integration standard of the school system and each grade in each magnet school generally reflects the racial composition goal set for the school:
- b. Admissions to the magnet schools assist the sending schools in keeping their enrollments within capacity and preventing the sending school from falling outside the integration standard of the school system.

3. Admissions will be made by use of a process that is objective and equitable, and as described below in 4, 5 and 6.

4. For each magnet school, admissions will be determined by procedures in accordance with these guidelines:

- a. By December 1 the number of available seats in each school and in each grade will be calculated, reflecting school capacity and class size standards.
 - 1) A breakdown of the available seats will be calculated, reflecting the integration standard set for the district.
 - 2) Restrictions on admission of students from selected schools to the magnet schools will be determined and announced.
 - 3) Targeted admission of students from selected schools will be determined based on October 1 projections and announced.
 - 4) The number of seats in the magnet schools allocated for School Choice will be determined and announced.
- b. Admissions will be limited to the approved number of available seats, unless exceptions are authorized by the Superintendent.
- c. The applicants will be grouped on two discrete lists: Educationally Advantaged and Educationally Disadvantaged.
- d. Applicants on each of the two lists will be placed in a ranked order.
 - 1) Highest on each list will be applicants with priority admission granted via the sibling rule, placed in ranked order by using a lottery or similar method,
 - 2) Next following on each list will be applicants with priority admission placed in ranked order using a lottery or similar method,

- 3) Next following on each list will be applicants who reside in attendance areas designated by the Superintendent for target recruiting, placed in ranked order using a lottery or similar method,
 - 4) Next following on each list will be all other applicants, placed in ranked order using a lottery or similar method.
- e. Students selected for more than one school will be offered the school they ranked highest on their lottery applications,
 - f. The available seats will be filled by taking applicants from the ranked lists one at a time, beginning at the top of each list and alternating between the lists in this sequence: Educationally Advantaged/Educationally Disadvantaged. When eighty percent (80%) of the seats have been filled for each school, the Superintendent or his/her designee will review the process to make certain that the district's goals for magnet schools are being met.
 - g. Applicants identified in this fashion will be offered admission to the magnet school unless one of the following conditions applies:
 - 1) The applicant's admission foreseeably would cause the composition of the magnet school to not meet its integration goal: or
 - 2) The applicant's admission would cause the sending school to fall outside the integration standard of the school system: or
 - 3) The composition of the sending school is already outside the integration standard of the school system and the applicant's admission would worsen the sending school's imbalance,
 - h. Where an applicant cannot be offered admission for any reasoning, above, the applicant will be bypassed, and the admission process will continue until an applicant can be admitted.
 - i. Applicants bypassed as in h. above, will have their names remain on the list in the same ranked position, and they will be reconsidered in their ranked order in each subsequent selection round. On each such occasion, a fresh consideration will be given as to whether they can be offered admission in light of the effect of intervening admissions on the sending school and/or the magnet school.
 - j. So long as seats remain available and names remain on the lists, the selection process will continue until all available seats are filled.\
 - k. Should either of the two lists become exhausted before all available seats are filled, the process will continue with the remaining list. Available seats will be filled so long as the school system's integration standard is met for the magnet school and for the sending schools.
 - l. If available seats cannot be filled from the lists within the integration standard of the school system, available seats may be filled only if written authorization is provided by the Superintendent and a target recruiting plan for the school for the following year has been approved by the Superintendent.

5. The ranked list of magnet school applicants, determined by lottery or similar method, will be produced on the third Monday in March. Admission offers will be in writing to all parents.
6. The admission offer must be accepted by a deadline set forth with the admission offer. Admission offers that are not accepted by the prescribed deadline will be considered unaccepted.
7. When the initial admissions process is completed, the remainder of the two lists will be considered ranked wait lists.
 - a. Seats that become available before the start of or during the school year as a result of unaccepted admissions offers or other reasons will be offered promptly to students on the wait lists in order of their ranking, using the same manner of selection and considering the same factors as in the initial process.
 - b. No admission offers will be made after December 1 at which time the wait lists will expire. Applicants on wait lists who do not gain admission to their chosen magnets must reapply in the next following application period if they wish to be considered in the next round of admissions.

H. Appeal Procedure:

1. An applicant who is denied admission to a magnet school may appeal to the Superintendent's designee. Such an appeal shall clearly state how the applicant alleges these procedures were violated.
2. The Superintendent's designee will review the case together with any additional information made available by the applicant, and issue a decision in writing to the applicant within 15 days of receipt of the appeal,
3. The applicant may appeal the decision of the Superintendent's designee to the Superintendent. Such an appeal shall clearly state how the applicant alleges these procedures were violated. The Superintendent will review the case, together with any additional information made available by the applicant, and issue a decision in writing. The Superintendent's decision made independently or with the assistance of a designee, will be conveyed to the applicant within 30 days of receipt of the appeal. The decision of the Superintendent will be final.

Regulation Adopted:

October 26, 1993

Amended:

February 15, 1994

May 24, 1994

November 12, 1996

June 27, 2000

November 2008

October 28, 2015

September 4, 2018

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