

Students

Regulations 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 Admissions 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.

2. Rogers International Magnet Elementary School

Rogers Magnet Elementary School (Rogers Interdistrict 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 1 (defined in the September 2008 Redistricting Plan).
- Siblings for 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 30% of its students from out of town.

3. 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.

4. 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.

5. Scofield Magnet Middle School

Scofield Magnet Middle School will admit students via the magnet application process. 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.

6. Academy of Information Technology and Engineering (AITE)

At the Academy of Information Technology and Engineering, 70% of the students will be Stamford residents and 30% will reside in towns included in AITE's region. All students will be admitted via the magnet application process.

7. 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 target 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 target 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 target recruiting, the Superintendent or his/her designee will provide magnet principals with guidance and technical assistance for target recruiting.
4. Magnet principals are responsible for implementing target recruiting effectively and in a timely manner.

F. Application Procedure

1. All magnets will use a system-wide magnet application procedure directed by the Superintendent or his/her designee.
2. All magnets will operate on a common application time period and use magnet application forms approved by the Superintendent or his/her designee.
3. A district meeting will be held by December 1 for all parents interested in applying for magnet schools. At this meeting, the rules and procedures for magnet schools will be explained.
4. Principals will schedule three monthly orientation meetings at the magnet schools between October and February. At these meetings, principals will meet with parents to explain the particular school programs.
5. Application forms will be available at all schools in the school system from the beginning of each school year to the deadline for submission of application.
 - a. 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.
 - letters mailed home to parents
 - posting of magnet meetings and timelines on the school district website
 - newspaper announcements, etc.

BOE Regulation #5117.2-R

6. Completed applications must be received on/or before the close of business on March 1 at the administration offices of the Stamford Public Schools. Applications received after this date will not be included in the lottery. These applications will be date stamped and considered after all lottery applications are exhausted.
7. Families will be permitted to apply to all magnet schools at a given level (elementary, middle or high) but will be required to rank their choices.
8. Letters will be mailed home to parents within three weeks of receiving their lottery applications to confirm receipt.
9. By the last week in March, letters of invitation will be mailed home to parents of children accepted through the lottery. Parents will have until April 15 to respond. If a response is not received within that time period, the next child on the lottery list will be invited to enroll.
10. After the initial letter invitation, offers of invitation 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.
11. By April 30, principals send letters to parents of students currently in their schools to determine the number of returning students.
12. By June 1, seats in grades 1-5, 7-8, and 10-12 are 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.
13. 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.
14. 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.
15. Parents who apply through the lottery may move their children to a magnet school through December 1, as seats become available.

G. Admission Procedures

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

BOE Regulation #5117.2-R

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

BOE Regulation #5117.2-R

- 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 reason in g. above, the applicant will be bypassed, and the admission process will continue until an applicant can be admitted.
 - i. Applicants bypassed as in hi. 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.

BOE Regulation #5117.2-R

- 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.

BOE Regulation #5117.2-R

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.

Adopted:
October 26, 1993

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut

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February 15, 1994
May 24, 1994
November 12, 1996
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