

GREENWICH PUBLIC SCHOOLS
Greenwich, Connecticut

Policy E – 051 – OTHER ADMINISTRATIVE OPERATIONS

Procedure E – 051.15 – Magnet Schools and Enrollment Distribution among Schools

Magnet Schools/Enrollment Outside of Attendance Areas

The District endorses the concept of neighborhood schools in which students attend elementary and middle schools close to their homes as defined by attendance areas. Attendance areas will be determined based on the factors listed in Procedure E-051.13.

The District also recognizes the necessity of providing flexibility within the school system to meet the needs of individual families, to alleviate potential overcrowding at individual schools, and to achieve improved racial balances within schools. Therefore, the Superintendent may designate certain schools as magnet schools. A magnet school will be defined as one drawing students from its own attendance area and from other designated districts. A magnet school may choose a theme or specialty as a means of enhancing student achievement and of attracting other students to attend. In determining the number of spaces available in a magnet school, the Superintendent will ensure that students enrolled in the magnet school will be allowed to remain until they complete the terminal grade in that building.

MAGNET SCHOOL GUIDELINES

Who should apply?

- Students living outside the magnet school’s attendance area and the children of permanent Town of Greenwich employees residing outside of Greenwich are encouraged to apply.
- Students attending a magnet school who initially enrolled based on residence in the magnet school attendance area and are moving or have moved out of the magnet school attendance area by the second Friday in February of each year **MUST** apply and be placed through the lottery to remain in the magnet school as magnet students for the following school year.
- Students moving out of a magnet school attendance area after the second Friday in February will be allowed to remain in the magnet school for the remainder of the current school year and for one subsequent year. Students must then apply and be placed through the lottery to remain in the magnet school.
- Students residing outside of the magnet school attendance area that applied and were placed in the magnet school through the lottery **DO NOT** need to reapply even if they move to another school attendance area within the Town of Greenwich.
- **Students residing in a magnet school attendance area who are new to the school or entering kindergarten should enroll to attend the magnet school through the regular registration process.** They do not need to apply through the lottery, unless applying to a magnet school outside of their neighborhood elementary attendance area.

- Students seeking to enroll in preschool should do so through the Greenwich Public Schools Preschool Program which conducts a separate lottery.

Application Process

- The second Friday in February is the **APPLICATION DEADLINE** for inclusion in the lottery. The application must be emailed (magnet_program@greenwich.k12.ct.us), postmarked or hand delivered by **the second Friday in February** to the Deputy Superintendent at 290 Greenwich Avenue.
- The majority of available magnet seats will be filled by the end of February. On time applicants will be selected for admission within the limits of space availability. If the number of applications exceeds the number of available seats, a lottery will be conducted. Class size guidelines and facility utilization will be used to determine availability of magnet seats.
- Neither the date nor the order of applications received during the application process will be a factor in the selection of students for the school. Applications received after the second Friday in February will not be included in the February lottery, but will be considered if there are no other applicants for an available seat.
- Parents may indicate up to three elementary school choices on a magnet school application or one middle school choice. Priority will be given in the selection of applicants as follows:

Selection Priorities

Hamilton Avenue School (elementary)

- **First priority** will be given to siblings of current magnet students (currently in K-4th grade). The sibling must reside in the same household as the applicant.
- **Second priority** will be given to students enrolled or residing in the ten other elementary school attendance areas.
- **Third priority** will be given to students who are children of employees of the Town of Greenwich and/or the Greenwich Public Schools.

Julian Curtiss School (elementary)

- **First priority** will be given to siblings of current magnet students (currently in K-4th grade). The sibling must reside in the same household as the applicant.
- **Second priority** will be given to students enrolled or residing in the ten other elementary school attendance areas.
- **Third priority** will be given to students who are children of employees of the Town of Greenwich and/or the Greenwich Public Schools.

International School at Dundee (elementary)

- **First priority** will be given to siblings of currently enrolled magnet students (K-4th grade). The sibling must reside in the same household as the applicant.
- **Second priority** will be given to students enrolled or residing in the ten other elementary school attendance areas.
- **Third priority** will be given to students who are children of employees of the Town of Greenwich and/or the Greenwich Public Schools.

New Lebanon School (elementary)

- **First priority** will be given to siblings of current magnet students (currently in K-4th grade). The sibling must reside in the same household as the applicant.
- **Second priority** will be given to students enrolled or residing in the ten other elementary school attendance areas.
- **Third priority** will be given to students who are children of employees of the Town of Greenwich and/or the Greenwich Public Schools.

Western Middle School

- **First priority** will be given to siblings of current magnet students (currently in 6th or 7th grade). The sibling must reside in the same household as the applicant.
- **Second priority** will be given to enrolled or residing in the Central Middle or Eastern Middle school attendance areas.
- **Third priority** will be given to students who are children of employees of the Town of Greenwich and/or the Greenwich Public Schools.

Selection Process

- “Siblings” are defined as brothers/sisters living within the same household. Siblings are placed first prior to conducting a lottery for students in other priority groups. If the number of sibling applicants exceeds the seats available, a lottery will be conducted.
- Within other priority groups ALL applicants will have an opportunity to be selected assuming there are empty seats available. Where the number of applicants exceeds the number of seats available, a lottery will be conducted to place students. The lottery will “weight” students based on their priority group. *No student’s application will be denied or accepted on the basis of gender, race, ethnic group, or special education need.*
- A certain number of seats will be left vacant at each grade level for students transferring into the mandatory attendance area, between the application process and the start of school.
- If more than one child in a family is applying to a magnet school, each child must complete a separate application form. No sibling preference will be given to either child for new applicants.
- If students who are accepted choose not to attend a magnet school, and the magnet school thereby has available seats, the magnet school will place students off a waiting list determined by the District lottery. The waiting list based on the lottery expires on September 15 of each year. No applicants will be placed in magnet schools for the school year after this date.
- Children who are NOT accepted in a magnet school may reapply the following year for possible acceptance in the following year.
- If an applicant applies to more than one school, the priority will be to assign the child to his/her first preference. However, he/she may be assigned to any one of his/her listed choices. If the applicant refuses to accept one of his/her listed choices, he/she will not be maintained in the applicant pool for other schools.
- After a student is accepted into a magnet school, **parents must confirm in writing to the building principal by the second Friday of March following the lottery that their child will attend.**

- If a student is retained in a grade other than the grade to which he/she applied, his/her application will be considered null and void and a new application must be submitted for the proper grade.
- Students residing outside of the magnet school attendance area that were placed in the magnet school through the lottery and subsequently move to another school attendance area within the Town of Greenwich may remain in the magnet until he/she completes the 5th grade school year (elementary), or 8th grade school year (middle school).
- Students in magnet schools who move outside the Town of Greenwich do not have the right to return to the magnet school if they subsequently move back into town. They must reapply for the magnet school during the application timeline.

Is transportation provided?

- Transportation is provided for magnet students attending Hamilton Avenue, New Lebanon and Western Middle School.
- Transportation for magnet students attending Julian Curtiss or International School at Dundee MAY be provided based on GPS transportation guidelines (Procedure E-051.4):
 - Only magnet students who attend an elementary magnet school within their middle school attendance areas are eligible for transportation if they meet the standards outlined in the procedure.
 - Parents must provide transportation when their child enters middle school unless they attend their attendance area middle school and are eligible for bus service.
 - Transportation services are also subject to change whenever families move during a school year (e.g., new address within or outside the magnet cluster, within or outside one mile).

Do applicants have to be currently attending the Greenwich Public Schools?

- An applicant currently residing in Greenwich and attending a private school will receive the same priority as other applicants in his or her public school attendance zone. Private school applicants must reside in the Town of Greenwich on the date that the lottery is held.
- Families relocating to Greenwich but are not residents on the date of the lottery are not eligible and will be treated as late applications upon establishing residency.

What happens after the Lottery?

- When the lottery process is completed, the parent/guardian will be notified in writing if his/her child has been selected for admission to a magnet school. An accepted application into the school will be considered as a commitment to attend. Parents will be given a date for an acceptance response of the second Friday in March of that year.
- **If a response is not received by that date, the magnet seat will be forfeited and given to the next individual on the waiting list.** Should one sibling be admitted, but not the other, the parents may choose to decline admission. Those who decline admission will no longer be considered for admission to a magnet school for the upcoming school year.

Middle School Assignment:

Beginning with the 2014-2015 school year, students enrolling in a magnet school and residing outside of the magnet school's middle school attendance area will be required to attend the middle school in their area of residence upon the completion of fifth grade.

The sole exception to this rule is unless the magnet student gained entry to the magnet through sibling preference for a sibling enrolled prior to 2014-2015 in which case, the student will have the option to chose the magnet school middle school or the middle school in their area of residence.

- Students enrolled prior to 2014-2015 will have the option to choose the magnet school middle school or the middle school in their area of residence upon the completion of fifth grade.

Legal Reference: Connecticut General Statutes

10-55 Pupils to attend regional school
10-226a Pupils or racial minorities
10-226b Existence or racial intolerance

10-226c Plan to correct imbalance
10-226d Approval of Plan by State Board of Education
PA 96-213 An Act Concerning School Readiness and Intradistrict Choice

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