

## PROCEDURES FOR ADMISSION TO MAGNET SCHOOLS

This regulation applies to and is divided into two categories of magnet schools: criteria-based magnet schools and lottery-based magnet schools.

Applicants to criteria-based magnet schools must meet all minimum eligibility requirements for admission. Due to the competitive nature of admission to criteria-based magnet schools, not all eligible applicants are guaranteed admission. Lottery-based magnet schools do not have minimum eligibility requirements, but admission is limited to the number of available seats.

Applications to all magnet schools are completed online according to the deadlines specified and published online by the enrollment office. All applications must be submitted on or before the due date and in accordance with the online application instruction requirements.

Parents may apply for a neighborhood transfer using the process described in 2206-R1 in addition to applying for a magnet school.

Late applications will not be considered unless the superintendent or the superintendent's designee determines that it is necessary, administratively feasible, and there is capacity (available seats) at the school.

To enroll in a magnet middle/junior high school, the applicant must have successfully completed an elementary program through fifth/sixth grade, as appropriate. Applicants to a magnet high school must have successfully completed a middle school/junior high program through eighth grade.

Applications to magnet schools for non-entry years (years later than the initial grade level of the magnet school) will be considered only if the superintendent or the superintendent's designee determines there is available capacity at the school at the specific grade level. In such cases, the applications will be considered by grade level and are subject to all admission/eligibility/waitlist requirements and processes described herein as well as any appropriate conditions outlined by the superintendent or the superintendent's designee after consulting with the school's principal.

At each school, up to five percent of its entry year's seats (after retentions, if applicable) may be reserved for entry-year admission through the principal's discretion process. The following requirements apply to all applicants admitted through this process:

- a) Applicants must meet the minimum eligibility requirements and must have demonstrated talents, interests, and other qualities that show their admission will bring credit to the school.
- b) The names of such applicants must be provided to superintendent or the superintendent's designee for approval with a rationale justifying their admission.
- c) Eligible applicants who are the dependents of employees of the district (not otherwise admitted) shall have admission preference over other eligible applicants in this process.
- d) Out of district students: The principal discretion process is the only means by which admission is allowed for out-of-district applicants. An eligible applicant who resides outside of the district may be selected for admission to the magnet school through this process if he/she is a dependent of an employee of the district. If the student is not a dependent of a TPS employee, the student may be admitted through the principal discretion only if there are available seats after admitting all TPS applicants on the waitlist.

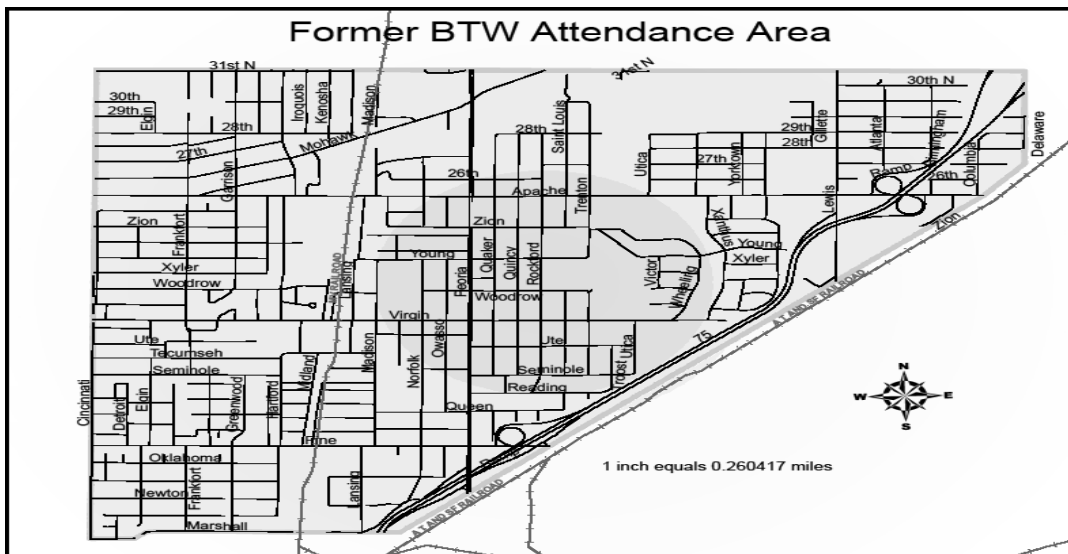
No individual—whether a District employee, board member or otherwise—may assert pressure or attempt to unduly influence the admission of any student. Any interference with the admission processes must be reported to the superintendent or the superintendent’s designee and may result in the disqualification of the applicant.

Students who wish to leave a magnet school after accepting a magnet transfer may return to the school in their attendance area by contacting the enrollment office. Barring special circumstances determined by the superintendent or the superintendent’s designee, students who accept admission to a magnet school are not eligible for a transfer to another magnet school serving the same grade level.

The admission process for criteria-based schools and lottery-based schools frequently references the quadrant in which the applicant resides or the historical Booker T. Washington School area. The residence of the child’s parent/ legal guardian determines the quadrant. Specific information regarding these characteristics is as follows:

Quadrant Definitions

<u>Quadrant I</u>	<u>Quadrant II</u>	<u>Quadrant III</u>	<u>Quadrant IV</u>
Academy Central	Bell	Dolores Huerta	Carnegie
Anderson	Clinton West	Cooper	Eliot
Burroughs	Hamilton	Disney	Grimes
Tisdale	Eugene Field	Hoover	Grissom
Celia Clinton	Unity	Jones	Patrick Henry
Emerson	Kendall-Whittier	Kerr	Key
Hawthorne	McKinley	Lewis and Clark	Lanier
John Hope Franklin	Owen	Lindbergh	Council Oak
Mark Twain	Robertson	MacArthur	Marshall
Whitman	Sequoyah	Mitchell	McClure
	Springdale	Peary	Salk
		Skelly	Wright



School-specific admissions processes for both criteria-based and lottery magnet schools are below.

## **CRITERIA-BASED MAGNET SCHOOLS**

The District has criteria-based magnet schools for eligible applicants at the middle school (grades 6-8) and high school levels. To be an “eligible applicant/student,” the student must meet all of the school’s minimum eligibility requirements. While meeting the minimum eligibility requirements allows a student to be considered for admission, it does not guarantee admission. Eligible applicants are rank ordered according to their performance on a rubric-based score sheet (available on the District’s website), which reports the student’s test scores, GPA, attendance and teacher recommendation. Students are selected based upon their rank order except for eligible applicants admitted through the principal or superintendent discretion process and, if applicable, eligible applicants with preferential admission status. Each school’s admission processes are completed separately.

At each criteria-based magnet, in addition to the principal discretion process described above, there is also the possibility of enrolling a student through a superintendent discretion process. Specifically, at his or her sole discretion, the district’s superintendent may enroll up to five TPS students at the magnet school whose assessment scores do not sufficiently demonstrate their ability to be successful at the criteria-based magnet school due to special circumstances beyond the student’s control. In such cases, the process is initiated by the recommendation of the TPS student’s current principal and the principal’s supervisor, and the superintendent must be presented with alternate measures demonstrating the student’s academic abilities in lieu of the state or nationally normed assessment scores.

### **I. Criteria-Based Magnet Middle Schools: Carver Middle School and the Magnet Program at Edison Middle School**

#### **A. Minimum Eligibility Requirements at the Time of Application**

##### Test Scores

50th percentile or above on both the reading and mathematics components of a standardized academic assessment. The test must be the relevant state assessment or a nationally normed assessment administered by the school from the previous spring or the application year. Homeschool applicants shall submit the relevant state assessment or a nationally normed assessment administered by a testing organization.

##### GPA

Minimum of a 3.00 on a 4.00 scale for the first semester of the application year and for the school year immediately preceding.

##### Attendance

No more than 5 absences during the application year and no more than 10 absences during the immediate prior school year. Students with medically documented chronic/serious illnesses or other special circumstances leading to excessive absences may be considered on a case-by- case basis. Documentation of those circumstances must be provided in writing by the parents/guardians and included with the application packet.

### Behavior

No out-of-school suspension or alternative placement for disciplinary reasons during the application year or the second semester of the prior school year. Students with special circumstances leading to the suspension may be considered on a case-by-case basis. Documentation of those circumstances should be provided in writing by the parents/guardians and included with the application packet.

### Teacher Recommendation

Satisfactory score on the form completed by a minimum of 3 faculty members at the applicant's current school. Form must be submitted in compliance with the form's instructions.

## **B. Additional Admission Information**

### Sibling Preference

No preference provided.

### Employee Dependent Preference

No preference provided, except in the limited case of eligible applicants admitted pursuant to the principal's discretion process described in this regulation.

### Special Conditions for Carver Middle School only

Any eligible applicant residing in the historical Booker T. Washington School area will have admission priority (admission preference) over other eligible applicants.

Approximately 60% of the entering sixth grade class shall be composed of eligible applicants who reside in Quadrants I and II. The balance (40%) shall be selected from eligible applicants who reside in Quadrants III and IV. After exercising all due diligence in attempting to fill all admission slots, the school may fill the balance of vacant admission slots with eligible applicants from other quadrants in the order of their waiting list placement. The date on which such filling from other quadrants will occur, if at all, will be determined by the superintendent or the superintendent's designee in consultation with the school's principal.

## **II. Criteria-Based Magnet High Schools: Booker T. Washington High School, the Magnet Program at Edison High School, and the Tulsa Engineering Academy Magnet Program at Memorial High School**

### **A. Minimum Eligibility Requirements**

#### Test Scores

35th percentile or above on both the reading and mathematics components of a standardized academic assessment. The test must be the relevant state assessment or a nationally normed assessment from the previous spring or the application year.

#### GPA

A minimum of a 2.50 on a 4.00 scale for the first semester of the application year and for the school year immediately preceding.

### Attendance

No more than 5 absences during the application year and no more than 10 absences during the immediate prior school year. Students with medically documented chronic/serious illnesses or other special circumstances leading to excessive absences may be considered on a case-by-case basis. Documentation of those circumstances must be provided in writing by the parents/guardians and included with the application packet.

### Behavior

No out-of-school suspension or alternative placement for disciplinary reasons during the application year or the second semester of the prior school year. Students with special circumstances leading to the suspension may be considered on a case-by-case basis. Documentation of those circumstances should be provided in writing by the parents/guardians and included with the application packet.

### Teacher Recommendation

Required form must be completed by a minimum of 3 faculty members at the applicant's current school and submitted to the District according to the form's instructions.

## **B. Additional Admission Information**

### Sibling Preference

No preference provided.

### Employee Dependent Preference

No preference provided, except in the limited case of eligible applicants admitted pursuant to the principal's discretion process described in this regulation.

### Special Conditions for Booker T. Washington High School only

Any eligible applicant residing in the historical Booker T. Washington School area and any eligible applicant from Carver Middle School will have admission priority over all other students. (Note that, as described above, the principal discretion process and its conditions are the only method by which an out-of-district applicant may be admitted, even if the out-of-district applicant attends Carver.)

Approximately 60% of the entering ninth grade class shall be composed of eligible applicants who reside in Quadrants I and II. The balance (40%) shall be selected from eligible applicants who reside in Quadrants III and IV. After exercising all due diligence in attempting to fill all admission slots, the school may fill the balance of vacant admission slots with eligible applicants from other quadrants in the order of their waiting list placement. The date on which such filling from other quadrants will occur, if at all, will be determined by the superintendent or the superintendent's designee in consultation with the school's principal.

### Special Conditions for the Magnet Program at Edison High School only

Eligible students attending the Edison Middle School magnet program shall have preferential admission status to Edison High School magnet program. Note that, as described above, the principal discretion process and its conditions are the only method by which an out-of-district applicant may be admitted, even if the out-of-district applicant attends the Magnet Program at Edison Middle School.

### **III. GENERAL PROCEDURES IN THE ADMISSION OF STUDENTS TO ALL CRITERIA-BASED MAGNET SCHOOLS**

The superintendent or the superintendent's designee will identify the number of students who may be enrolled per grade level prior to the beginning of the application window, as possible. There is a separate selection committee for each school, and (as applicable) a separate process for each grade.

Each principal will appoint the committee's members. Each committee shall be composed of one teacher from each core department, one teacher from an elective department and one administrator. The superintendent or the superintendent's designee will also serve on the committees as an education service center representative. Neither the education service representative nor the building administrators are voting members. All members of the committee must sign a confidentiality form before they may participate in the selection process.

Due to the processes described above, votes are seldom necessary. An example of when the committee may need to vote is if they must determine whether to consider an applicant who has 12 absences the preceding year and extenuating circumstances relating to those absences. (See selection criteria described above.) If additional information is necessary and readily obtainable before for a vote, the committee may ask the superintendent or the superintendent's designee for assistance.

The committees will meet at the enrollment center for their admission selection work. Applications and data, including both information provided by parent and information pulled from the district's student information system, are delivered to the relevant committees including:

- an alphabetical spreadsheet listing all eligible applicants
- eligible students' applications
- a list of absences, suspensions, alternative school placements, GPA, and test scores for each eligible applicant

Information for the scoring sheets shall be entered and tallied by the committees if not otherwise available through the automated application process. Points are tallied on each scoring sheet, which will be attached to the application. Data coming from schools outside of Tulsa Public Schools will be analyzed by district or building personnel guided by the education service center representative and coded according to the scoring rubric.

Committees for BTW and Carver will divide and sort the applications of eligible applicants by admission preference status and quadrant. The committees for Edison and Memorial's T.E.A.M. program will divide the applications by admission preference status, as applicable. The committees will sort the applications of eligible students within each stack in rank order, from most points to least points, except with regard to those applications from eligible applicants with admission preference status, which shall be placed on top of other applications in the order of preference listed above.

After accounting for all students with admission priorities over other students, two committee members will count down the stack of the eligible applicants in rank order to determine the cut-off score associated with the predetermined number of available slots for that grade or quadrant group, as applicable.

If there are more applications at the specified cut-off score to accommodate the remaining seats, the applications within that group (the applications with the same overall score) will be ranked by the eligible applicants' GPAs (top GPA to bottom GPA) to determine by rank order which eligible applicants will be admitted.

Those applications of eligible applicants not admitted will be rank ordered by overall score (and further ranked by GPA, if necessary) for purposes of creating the waiting list for the school. At BTW and Carver, there will be separate waiting lists for each quadrant grouping.

The committees will record the status of each eligible applicant into a spreadsheet using the following designations:

- "A" if student is accepted
- "D" if student is not accepted
- Eligible applicants not accepted will be placed on a waiting list in rank or will be established by rubric score/GPA for those eligible applicants

Two enrollment center staff members will be present to ensure accuracy and to ensure that there is no preferential treatment. These staff members will conduct checks after the committees complete their work and before selections are posted.

If a student is not eligible for consideration, the committees will indicate on the spreadsheet the reason for ineligibility (test scores, absences, suspensions, GPA, etc.).

The principals of each school and the superintendent will, if they elect, select eligible applicants to admit through their discretion process according to the specifications described above.

The enrollment center and building administrator will cross check the committee's lists of admitted students and the wait lists for accuracy. Approximately two weeks after a committee meets, the results of the selection process for the relevant committee will be communicated via email.

#### **IV. LOTTERY-BASED MAGNET SCHOOLS**

These magnet school base admissions on the results of a random lottery conducted by quadrant. The lottery selection process is designed to ensure that students from all areas of Tulsa have equitable access to the district's magnet programs. The order of the quadrant-based lottery results will determine the order on any waiting list.

##### **A. Elementary Lottery-Based Magnets**

<u>Name</u>	<u>Program Type</u>	<u>Special Notes</u>
<b>Eisenhower</b>	Full Language Immersion	Serves K-5 Students must be five years old on or before September 1. Students are enrolled in either Spanish immersion or French immersion

<b>Zarrow</b>	Full Language Immersion	<ul style="list-style-type: none"> <li>Serves K-5</li> <li>Students must be five years old on or before September 1</li> <li>All students are enrolled in Spanish immersion</li> </ul>
<b>Dual Language Academy</b>	Two-Way Immersion	<p>Serves PK-5</p> <p>Students achieve literacy in both Spanish and English in an immersion setting comprised of 50% English speakers and 50% Spanish speakers</p> <p>Students must be four years old on or before September 1.</p> <p>There are two lotteries per quadrant: one for English speaking students and one for Spanish speaking students.</p>
<b>Mayo</b>	Mixed Grade Demonstration Academy	<p>Serves PK-5</p> <p>Students must be four years old on or before September 1.</p>

General Conditions of Elementary Lottery-Based Magnets:

Unless otherwise allowed by the superintendent or the superintendent's designee after consulting with the school principal:

- Applications are accepted for the entry year only, except applications for later years may be considered by the district's transfer office in coordination with the principal if seats become available in the relevant quadrant and, if applicable, students are entering from another language immersion program or have comparable language skills.
- Applications will not be accepted for kindergarten entry from retained kindergarten students of other schools unless the superintendent or the superintendent's designee determines in consultation with the relevant school leaders and the parents that the retained kindergarten student (of another school) would be best served by the magnet school.
- If required by the school's principal, students attending an immersion school will take a language acquisition assessment to determine if they need language supports upon admission to the school.
- After exercising all due diligence to fill all admission slots in a quadrant through the lottery and its waiting list, the school may fill the balance of a quadrant's slots with eligible applicants from other quadrants in the order of their waiting list placement. The time at which such filling from other quadrants will occur, if at all, will be determined by the superintendent or the superintendent's designee in consultation with the school's principal.

Sibling Enrollment Preferences and Guarantees in Elementary Magnets:

To foster increased opportunities for family engagement and involvement with the school community, the District will make every effort to provide younger siblings the opportunity to attend the same magnet school that their older sibling is attending. As soon as feasible in the fall, each school will report to the enrollment center the number and ages of younger siblings by family and quadrant so that the school may plan appropriately. To ensure that the District has strong forecast numbers for enrollment and school planning purposes, it is especially important that families provide the District with at least two years notice, as possible, of a student who might apply to the elementary magnet as a younger sibling. Families who do not provide the District with timely younger sibling information may be at risk of forfeiting a sibling preference they would otherwise have. Each year, the District will inform all prospective elementary magnet applicants of the number of younger siblings by quadrant who might apply for enrollment at the magnet school. There is no sibling admission preference for older siblings.



- Families with an older sibling who attended the school during the 2017-2018 school year:  
To honor previous commitments made to elementary magnet families, the younger siblings in these families are assured enrollment into the relevant magnet school, regardless of quadrant, if—during the year in which the younger sibling will be enrolled—the older sibling will still be a student at the school.
- Families who did not have a student at the school during the 2017-2018 school year:  
To promote family engagement with the school community, applicants who are younger siblings of students attending the school will have enrollment preference for remaining seats in their quadrant over non-siblings in their quadrant if—during the year in which the younger sibling will be enrolled—the older sibling will still be a student at the school.
  - Note: While the District will make every effort to provide younger siblings the opportunity to attend the same magnet school that their older sibling is attending, these younger sibling’s enrollment will depend on there being enough seats within the student’s quadrant at the time of the younger sibling's application (after placing any younger sibling of a student who attended the school during the 2017-2018 school year). In the event there are insufficient slots in the quadrant, a quadrant-based lottery for these siblings will determine their order on the waitlist, and those siblings will be admitted prior to non-siblings in their quadrant.
- Reminder regarding out-of-district siblings:  
The principal discretion process is the only method by which an out-of-district applicant may be admitted. This condition applies regardless of whether the applicant is a sibling.

**B. Middle School and Junior High Lottery-Based Magnets**

<u>Name</u>	<u>Special Notes</u>
<b>Thoreau Demonstration Academy</b>	<ul style="list-style-type: none"> <li>• Serves grades 6-8</li> <li>• Students may apply for entry 6, 7, or 8<sup>th</sup> grade.</li> <li>• Separate lotteries, by quadrant, are held for each grade</li> <li>• Elementary magnets school students (Dual Language Academy, Eisenhower, Mayo, and Zarrow) who reside in the district will have priority over non-magnet students if they apply by the deadline.</li> </ul>
<b>Will Rogers College Junior High</b>	<ul style="list-style-type: none"> <li>• Serves grades 7-8</li> <li>• Entry point is 7th grade.</li> <li>• Elementary applicants from Kendall-Whittier or Sequoyah who reside in the district will have priority in enrollment over other elementary students and bypass the lottery if they select Rogers Junior High as their first choice and apply by the deadline.</li> <li>• Rogers Junior High students are expected to maintain a 2.0 GPA each year and participate in any interventions deemed necessary by the school (tutoring, summer school, other academic services, etc.). Students who do not maintain these expectations will be placed on probation and possibly removed from the program.</li> </ul>

### **C. High School Lottery-Based Magnets: Rogers College High School**

All students who graduate from Rogers College High School will graduate with a high school diploma and are expected to have earned college credit, career tech and/or Advanced Placement credits.

Eligible applicants attending Rogers Junior High will have admission preference to Rogers College High School. Note that, as described above, the principal discretion process and its conditions are the only method by which an out-of-district applicant may be admitted, even if the out-of-district applicant attends Rogers Junior High.

Admittance to the school in grades 10th and 11th may be made by personnel at the enrollment center in coordination with the principal if seats are available and if the student meets college readiness requirements as measured by the relevant state assessments or a nationally normed assessment.

When accepting an offer of admission to Rogers College High School, the student and his or her parent will certify that they understand the following expectations:

- All students are expected to maintain a 2.0 GPA each year.
- All students are expected to participate in any interventions deemed necessary by the school (tutoring, summer school, other academic services, etc.).
- All students will take a college readiness assessment provided by the school when required by the school and must meet the minimum entrance requirements for higher education credit prior to their junior year.
- All students will enroll in post-secondary courses during the 11<sup>th</sup> and 12<sup>th</sup> grade years, meaning dual high school/college classes, career tech classes and/or Advanced Placement.
- All students who do not maintain these expectations, including the required grades/test scores required for post-secondary course enrollment, will be placed on probation and possibly removed from the program.