



CATEGORY: **Instruction, Special Programs**

EFFECTIVE: **12-17-86**

SUBJECT: **Magnet Programs**

REVISED: **9-06-04**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing enrollment of students in district magnet programs.
2. **Related Procedures:**

Classroom grouping practices and counseling practices	6020
Choice enrollment	6127
Eligibility for participation in cocurricular and extracurricular activities	4350
Enrollment for child care	6128
Interdistrict attendance agreements	6125
Interdistrict attendance permits	6126
Interscholastic athletic program eligibility requirements	4172
Multitrack year-round schools	4018
Preregistration and registration, K-6	6120
Preregistration and registration, 7-12	6123
Race/human relations program	4105
Release of student information, including limitations	6525
Transportation for integration program students	5411
Voluntary ethnic enrollment program	6135
Year-round programs in schools, single-track	4017

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2900, F-2905, F-2915, F-2925, F-2930, H-2550, H-2575; San Diego Plan for Racial Integration; federal, state, and superior court requirements.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Enrollment Options, Office of the Superintendent.
2. **Definitions**
 - a. **Magnet program:** A specialized instructional program designed to provide quality academic programs for all students and attract nonresident students to a specific school site for the purpose of integration; enrollment is on a voluntary basis.

- b. **Total-school magnet program:** A magnet program in which all students, resident and nonresident, enrolled at the particular school site participate.
- c. **Dedicated magnet program:** A magnet program in which there is no resident student population; all students apply.
- d. **Geographic school of residence (neighborhood school):** The school to which a student is assigned based on legal residence.
- e. **Current school (official school of attendance):** The school in which a student is currently enrolled.
- f. **Resident student:** A student enrolled in his/her geographic school of residence.
- g. **Nonresident student:** A student whose actual residence is located outside the specific geographic boundaries of his/her official school of attendance.
- h. **Racial ethnic designation:** One or more ethnic/racial groups identified by the parent/guardian on the Racial/Ethnic Identification Form at the time the student is enrolled in the district for the first time. The school and district maintain this information on the student record.
- i. **Racial ethnic balance:** The racial/ethnic configuration of each school based on the district's White/Non-White (African American, Alaskan/Indian, Asian, Filipino, Hispanic, Indochinese, Pacific Islander) balance within a five percent span (based on the annual "Pupil Racial/Ethnic Census Report" while maintaining at least a 50 percent resident population). (District Policy H-2575)
- j. **School level:** Classification of a school based on the grade level of instruction within the specific school (elementary, middle, or senior high).
- k. **Continuity:** Student attends at least one full year in a magnet and applies to continue in the same magnet theme through the grade levels (from elementary to middle or middle to senior high). Articulating continuity students receive highest priority.
- l. **Siblings:** A student who has a sibling having one common parent or guardian concurrently enrolled in the magnet school will receive priority.

- m. **Student enrollment list (wait list):** A list of magnet applicants developed by the Office of Enrollment Options.
 - n. **Program Improvement (PI) School:** Based on state test scores of students, these Title I schools have not made adequate yearly progress for two consecutive years.
 - o. **Program Improvement/School Choice (PISC) Priority:** The preference given to students from PI schools who have applied to attend a higher performing magnet school. These students will be placed on the magnet school wait list ahead of applicants from schools that are not PI schools. Within the PI school applicant pool, students with the lowest achievement will receive the highest priority.
 - q. **High school cluster:** For the purpose of magnet priority, four high school clusters have been established based on the racial/ethnic demographics of the resident students.
 - r. **High school cluster order** (for purposes of enrollment): The order in which students are accepted into each magnet program. High school cluster order will support the racial/ethnic integration of the school.
3. **Enrollment in a magnet program, other than at the school of residence, is voluntary.** At total-school and dedicated magnet programs, all students participate in the magnet program. Enrollment in a magnet program shall be based on the student's priority position on the student enrollment list (wait list) and space available in that program as described in C.4, C.5, and C.6.
4. **High School Cluster.** The high school cluster, which is based on the demographics of the resident population of the high school, is used to determine a student's priority for a specific magnet program.
- a. **Four high school clusters** were established for purposes of determining magnet program priority. The high school clusters will remain in effect for three years, regardless of demographics changes made during that time. Every three years the high school cluster configurations will be critically reviewed and changes will be made, if appropriate, to reflect demographics of the high schools and the school district.

- b. **Magnet schools accept students** in the high school cluster order established for each school and described yearly in the “San Diego Plan for Racial Integration” and the “Enrollment Options Catalog.”
5. **Magnet schools with little or no resident population have a modified enrollment process approved by the Board of Education.** The process provides access to students from all clusters while continuing to provide student integration. It allows students from each cluster to remain on the student enrollment list (wait list) until enrollment can be offered. The magnet schools that follow this modified enrollment process are Benchley/Weinberger, Green, Language Academy, Longfellow, Muir Alternative, Creative, Performing and Media Arts Middle School (CPMA), and Mission Bay.
- a. **Enrollment percentages** for these magnets are as follows:
- (1) Fifty-eight percent from Cluster 4
 - (2) Fifteen percent from Cluster 3
 - (3) Fifteen percent from Cluster 2
 - (4) Twelve percent from Cluster 1
- b. **This is with exception to the** School of Creative and Performing Arts (SCPA). SCPA will follow the enrollment percentages from each cluster. SCPA will implement beginning with an audition/interest process for all students entering the high school program for the 2005-2006 school year. Generally, applying students will audition in only one arts discipline (Dance, Media Arts, Music, Theatre, Visual Arts, and Technical Theatre). Each discipline has its own audition committee. All applicants are reviewed by grade level and strand. Specific audition performance expectations and a scoring guide will be available to parents/students in advance. This will include a rubric score of 1 through 5, with 5 being excellent. Students will receive feedback about their audition. Students are invited to enroll from the cluster list starting with students who earned a rubric score of 5, then 4, and on to 3 (average). Ties in rubric scores go to continuity, sibling, and PISC applicants over new applicants.
6. **Enrollment Priorities**
- a. **Resident students** and continuing nonresident students will have first priority for magnet programs.

- b. **Continuing articulating students** have priority to continue in an identified secondary magnet with a similar theme providing they file an application between October 1 and March 15. These applications are randomized with siblings receiving priority for placement on the student enrollment list (wait list). Magnet continuity is published in the “San Diego Plan for Racial Integration,” “Enrollment Options Catalog,” and district/school site brochures.
- c. **Siblings of concurrently enrolled students** who file an application between October 1 and March 15 receive the next priority. These applications are randomized and placed on the student enrollment list (wait list).
- d. **PISC priority placement students** who file an application between October 1 and March 15 receive the next priority. Following NCLB district requirements, only magnet schools that have demonstrated success in increasing overall and subgroup student achievement will have this priority. Applicants will be ranked by achievement and reduced or free lunch status.
- e. **New applications received** between October 1 and March 15 will be randomized for placement on the student enrollment list (wait list) for the magnet requested.
- f. **New applications received** after March 15 will be placed on the student enrollment list (wait list) for their grade level based on the date/time order received. Applications for the first semester will be accepted through the last workday before school starts. Applications for second semester will be accepted through the last workday before winter break.
- g. **Out-of-district transfers** can be accepted and added to the student enrollment list only after approval of an interdistrict attendance permit and after all district students have been offered enrollment.
- h. **Gifted programs**
 - (1) **Seminar.** Students eligible for seminar programs apply directly to the school through the seminar process.
 - (2) **Gifted cluster.** Prior to enrollment in a gifted cluster program at a total or dedicated school magnet program site, a student must be accepted according to the priorities for magnet enrollment. No special priority can be given to gifted cluster students.

7. **Enrollment applications may be submitted for more than one program.**

a. **Applications are *required* for:**

- (1) Nonresident students who desire to enroll in a total-school magnet program *which has geographic resident students assigned.*
 - (a) Resident students who move out of the geographic boundaries of a magnet school must apply to continue in the program. The applications are subject to priorities for enrollment. There is no special priority given to previous resident students.
- (2) All students who desire to enroll in a dedicated-school magnet program which has no geographic boundaries.

b. **Applications are *not* required for:**

- (1) Resident students assigned to their neighborhood total-school magnet program.
- (2) Students accepted through the magnet process and continuing from one grade level to the next in the same program at the same site.

8. **Time Lines/Guidelines for Enrollment Applications**

- a. **Time lines for enrollment applications.** Enrollment applications are accepted between October 1 and March 15 for priority placement on the student enrollment list (wait list) for the following school year. These applications are randomized and sorted by grade level and cluster. Students submitting applications after March 15 will be placed in date/time order following the randomized students.
- b. **Magnet program sites** may continue to offer enrollment to students during the open enrollment period of each semester as space becomes available by offering enrollment to students in order of the student enrollment list (wait list). The open enrollment period runs the first three (3) weeks of the first semester. Second semester students must be enrolled by the first day of the second semester.

- (1) For schools on traditional and year-round calendars:
 - (a) Applications for first semester must be received on or before the last workday before school opens in the fall.
 - (b) Applications for the second semester must be received on or before the last workday before winter break.
 - (2) Students new to the district may apply and be enrolled at any time during the school year prior to enrolling in another district school; however, entering the magnet is contingent on space available and depletion of the student enrollment list (wait list).
 - (3) A magnet program student must be enrolled in at least one specialized magnet program course, and generally attend the magnet program on a full-time basis.
- c. **Change of residence.** A resident student who is enrolled in a magnet program and changes residence may continue until the end of the semester/session in which he/she is enrolled. In order to return, he/she must file an application and is subject to enrollment criteria and space available.
 - d. **Parallel transfer.** A student enrolled in a magnet program may not make a parallel transfer to another program of the same magnet emphasis at the same level (elementary, middle, or senior high).
9. **Time Lines/Guidelines for Submitting Integration Programs and School Choice Transfer Request Form**
- a. **Parent initiated form.** The “Integration and Choice Program Transfer Request” form is completed by the student’s parent/guardian. This form is not to be used as a school initiated form to transfer a student.
 - b. **Schools needing to transfer a student out of time line** must use the “School Initiated Placement (SIP)” process. Once the SIP process is complete, schools are to attach a copy of the *SIP* to the transfer request form and send it to the Office of Enrollment Options.
 - c. **A student enrolled in a magnet program is to remain** in the program for each school year they begin. The only exception to this policy is for students

accepted into another Integration/Choice program during the first and second semester open enrollment periods.

- d. **Magnet students are considered residents** of the school in which they have enrolled. Returning to the neighborhood school during the school year is not allowed without the written signed agreement of the principal of the school of attendance and the principal of the neighborhood school.
- e. **A student who transfers** from a magnet program and wishes to return shall be subject to all enrollment criteria.
- f. **Student privileges/eligibility**
 - (1) Eligibility for participation in cocurricular and extracurricular activities. Students shall be accorded all student privileges as outlined in Procedure 4350.
 - (2) Interscholastic athletics program eligibility requirements. Students may participate in interscholastic athletics subject to rules and regulations outlined in Procedure 4172.
- g. **Interdistrict permits** (between school districts). To attend a magnet program, students must apply for an interdistrict attendance permit and apply to the desired magnet program(s). Out-of-district students will not be enrolled until there are no longer any district students on the student enrollment list (wait list) for that grade level. A student accepted into a magnet on an interdistrict attendance permit is allowed to remain through the highest grade level of that magnet school without reapplication to the school. (Procedure 6125)
- h. **Enrollment in a specific magnet program.** Students committed to a specific area of emphasis (e.g., math/science, language immersion) are assured of one of the following options:
 - (1) Students who change levels (elementary to middle high; middle to senior high) may continue in the same program emphasis. Continuing students receive priority and are placed in random order before other categories.
 - (a) Applications must be submitted and received between October 1 and March 15 for continuity of priority status.

Note: For San Diego School of Creative and Performing Arts students, see C.5.b.

- (b) Specific schools with similar magnet program emphases are published and identified on the magnet program continuity chart, which is included in the district/school site magnet brochures, the “Enrollment Options Catalog” and delineated in the “San Diego Plan for Racial Integration.”
10. **Transportation.** Transportation *may* be provided at no cost to the student for those students who attend a magnet program outside their neighborhood attendance area subject to the following conditions:
- a. **“Rule of Eight”:** A minimum ridership of five (court-ordered schools) or eight (other magnet schools) is required in order to provide students with district transportation.
- b. **Elementary magnet programs**
- (1) **Benchley/Weinberger and Grant** transport all district students whose travel distance is greater than two (2.0) miles to the school and who reside outside the school’s attendance boundaries.
- (2) **Muir, Language Academy, and Longfellow** transport all district students whose travel distance is greater than two (2.0) miles to the school.
- (3) **Chollas/Mead, Freese, Fulton, Green, Johnson, Knox, Lindbergh/Schweitzer, Oak Park, Spreckels, Valencia Park, Webster, and Zamorano** transport all district students whose travel distance is greater than two (2.0) miles to the school and who reside outside the school’s middle school attendance boundaries to the school they attend.
- c. **Secondary magnet programs**
- (1) **Mission Bay, SCPA, and CPMA** transport district students (to and from their elementary school of residence) whose travel distance is greater than 2.5 miles *and* who reside outside the school’s attendance boundaries.
- (2) **Roosevelt** transports district students whose travel distance is greater than 2.5 miles *and* who reside outside the high school’s attendance boundaries.

- (3) **Kearny and San Diego** transport district students whose travel distance is greater than 2.5 miles *and* who reside outside the school's attendance boundaries.
- (4) **Muir–Grades 9-12** transports all district students whose travel distance is greater than 2.5 miles.
- d. **Transportation assurance dates.** Specific transportation assurance dates shall be established by the Transportation Services Department, Business Operations Division, Office of School Site Support, each year. Magnet program applications processed on or before the approved transportation service dates are assured of transportation for first day of school. Applications processed after these assurance dates will be scheduled onto existing bus routes until after school opens, when necessary adjustments are made.
- e. **Late activities.** District transportation may be provided for students participating in school-sponsored late activities. A minimum ridership of five (court-ordered schools) or eight (other magnet schools) is required in order to provide students with district transportation.

11. **Responsibilities**

- a. **Office of Enrollment Options**
 - (1) Develop new magnet concepts in cooperation with the Learning Communities instructional leaders, site personnel, and the Office of Instruction and Curriculum for approval by the Executive Committee and the Board of Education.
 - (2) Determine sites for new magnet programs in accordance with the court order and district needs.
 - (3) Prepare magnet program descriptions to be included in the “San Diego Plan for Racial Integration” for annual submission to the Board of Education; identify programs that qualify as continuing magnet program emphases.
 - (4) Process all magnet applications; develop student enrollment list (wait list) for magnet schools to ensure compliance with district procedures and California Education Code provisions.

- (5) Distribute student enrollment list (wait list) for magnet programs periodically during the school year.
- (6) Monitor magnet programs to ensure compliance with time lines and requirements for priority.
- (7) Each year, in cooperation with the site principal, develop individual magnet program enrollment goals by resident/nonresident and White/non-White.
- (8) Collaborate with the Budget Operations Department, Financial Operations Division, Office of School Site Support, to ensure that expenditures are in direct support of the magnet programs.
- (9) Each year, develop and distribute the Magnet, VEEP and Choice application form, transportation application form, district and individual magnet school program brochures; update enrollment options/magnet web site and other recruitment materials, as needed.
- (10) Establish eligibility for transportation and monitor implementation in cooperation with the Business Operations Division.
- (11) Communicate with parents/guardians and community members regarding magnet/integration program policy and procedures, student placement on the student enrollment list (wait list), and other related issues.
- (12) In cooperation with the Standards, Assessment, and Accountability, Department and the Office of Instructional Support, develop an evaluation plan and monitors program implementation.
- (13) Present magnet program enrollment reports to the Board of Education, as requested.
- (14) Serve as liaison to other departments and divisions regarding magnet program needs and concerns.
- (15) Review facility needs in cooperation with the Business Operations Division.
- (16) Monitor magnet programs to assure coordination with other district programs and objectives.

b. Magnet program school site

- (1) Develop and implement a recruitment plan to meet enrollment needs. Active recruitment should be concentrated on students within the target high school cluster(s).
- (2) Receive and log in magnet applications and forwards them to the Office of Enrollment Options for processing.
- (3) Enroll students according to placement on the magnet program's student enrollment list (wait list).
- (4) Respond to parent/guardian inquiries regarding program content, priority, status of student's application and placement on the student enrollment list (wait list).
- (5) Working with Transportation Services Department, submit student application for services and for delivery of transportation services to the site.
- (6) Implement magnet program, maintaining program integrity as described and approved by the Board of Education.
- (7) Review program enrollment goals and revise magnet program description on a yearly basis for inclusion in the "San Diego Plan for Racial Integration," the "Enrollment Options Catalog," and district/school brochures.

c. Executive Committee

- (1) Monitor magnet programs to assure coordination with other district programs and objectives.
- (2) Staff magnet program sites in cooperation with the Human Resources Division.
- (3) Monitor facility needs in cooperation with Facilities Management and the Business Operations Division.

d. General Counsel assure compliance with the court order.

- e. **Standards, Assessment, and Accountability Department** develop and implement appropriate evaluation designs.
- f. **Transportation Services Department** provide transportation services to students in accordance with Board of Education policy.

D. IMPLEMENTATION

1. Enrollment Application Process

- a. **Parent/guardian** completes “Magnet, VEEP and Choice Application Program Application” (E.1.) and forwards to magnet school, current resident school, or directly to the Office of Enrollment Options. Applications may be submitted for more than one program.
- b. **School sites receive applications:**
 - (1) Stamp date/time received and affix signature on application forms; forward to the Office of Enrollment Options.
 - (2) Maintain log of applications received and forwarded to the Office of Enrollment Options.
- c. **Office of Enrollment Options processes applications.** Establishes student enrollment list (wait list) for magnet programs and makes available appropriate lists to each magnet school by April 15. Maintains subsequent lists with student applications submitted after March 15 and periodically sends updated lists to schools.

2. Enrollment for Students New to the Magnet School Program. School site:

- a. **Determines estimated number** of openings at each grade level.
- b. **Using the student enrollment list (wait list)**, enrolls students in order from the list. Magnet sites may enroll students from their student enrollment list (wait list) through the first three (3) weeks of the start of the school year for fall semester.
- c. **Enrolls students for second semester** from the student enrollment list (wait list) after winter break at the elementary level. Students enrolling for second semester must be enrolled by the first day of the second semester.

- d. **Notifies students/parents** of acceptance into the program and informs parents/students to reapply the following year if student is not enrolled but remains interested in the program.
 - e. **Informs parents/students** of “General Magnet Program Policies” and requests parent signature on “General Magnet Program Policies” form.
 - f. **Schedules students** into appropriate course of study.
 - g. **Enters into student information system** appropriate codes to designate magnet participation
3. **Enrollment for Continuing Students.** Magnet program site:
- a. **Surveys currently enrolled students** to determine which students will be returning.
 - b. **Audits “Transportation Student File”** (TSF) to notify the Transportation Services Department as to which students currently receiving transportation will be returning to the program. Deletes students who will not return to the program.
 - c. **Schedules students** into appropriate grade level and program.
4. **Student Enrollment List (Wait List).** Magnet program site utilizes the wait list to enroll students by grade level according to their positions on the list. Site may enroll students through the first three (3) weeks of the first semester based on availability of space in the program by grade level and position on the student enrollment list.
5. **Application for Transfer**
- a. **All students who apply to attend a magnet program** must apply to transfer from that program on or before the last workday before school starts or they are committed to complete the school year at the school in which they are enrolled. (During the enrollment process, parents/guardians should be requested to sign a “General Magnet Policies” statement found in the magnet section of the “Enrollment Options Handbook”.)
 - b. **The only approved exception to the transfer policy** is during the first three (3) weeks of student attendance in September, when transfers will be approved for students who are accepted into magnet programs due to unexpected

enrollment openings in a school they had applied to attend prior to the start of school in September, or the student is new to the district and not enrolled in any San Diego City district school.

- c. **Under certain circumstances, transfers** requested by parents/guardians in writing using the “Integration Programs and School Choice Transfer Request Form” may be granted providing both the sending and the receiving school principals agree to the transfer and this agreement is documented on the transfer request form.

E. FORMS AND AUXILIARY REFERENCES

1. Available from the Office of Enrollment Options:
 - a. Magnet, VEEP and CHOICE Application (English and Spanish)
 - b. Program Improvement School Choice Application (English and Spanish)
 - c. Student Enrollment List (Wait List) (various)
 - d. Designation of Racial/Ethnic Identification Form
 - e. Magnet Program Continuity as Established in the “San Diego Plan for Racial Integration”
 - f. VEEP/Magnet/PISC Transportation Application Form
 - g. Enrollment Options Catalog (English and Spanish)
 - h. School Site Magnet Program Brochures (English and Spanish)
2. Available through the Stock Catalog at no cost:
 - a. Integration Programs and School Choice Transfer Request Form, Item 22-I-5050 (English); Item 22-I-5060 (Spanish)
 - b. General Magnet Program Policies, Item 22-M-0120 (English); Item 22-M-0130 (Spanish)

SUBJECT: **Magnet Programs**

NO: **4262**

PAGE: **16 OF 16**

EFFECTIVE: **12-17-86**

REVISED: **9-06-04**

3. Available on line at <http://magnet.sandi.net>
 - a. Magnet, VEEP and CHOICE Application (English and Spanish)
 - b. Enrollment Options Catalog (English and Spanish)
 - c. Cluster Maps for Elementary/Middle/High (click on Resources)
 - d. Request for Recruitment Mailing Labels (click on Resources)
 - e. Guide to Using Enrollment Options Records (click on Resources)
 - f. Recruitment Calendar Guidelines (click on Resources)

F. REPORTS AND RECORDS

1. San Diego Plan for Racial Integration
2. Pupil Racial/Ethnic Census
3. Magnet Enrollment Report

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education