

# CVUSD

## Administrative Regulation

AR 6181.1

### Instruction

#### Magnet/Academy Schools

##### Proposals

All proposals for the establishment of a Magnet/Academy school shall:

1. Address district program goals and academic standards

(cf. 0200 - Goals for the School District)

(cf. 6011 - Academic Standards)

Surveys of the district parent community and community representatives will be conducted.

Recommendations of the District's administrative and instructional staff shall play a major role in the selection of the program theme/focus, as well.

Special consideration shall be given to the community's interest in particular Magnet/Academy school themes, the need to stem declining enrollment, the need to improve the quality of education, and the need to promote diverse student enrollments.

2. Demonstrate that the number of students interested in enrolling in the Magnet/Academy school is sufficient to meet desired student/teacher staffing ratios

(cf. 6151 - Class Size)

In order to offer a viable program, the district along with the advisory (vision) committee will establish both a minimum and maximum number of students to be served by each Magnet/Academy school.

3. Demonstrate that teachers are willing to work within the program
4. Demonstrate that the proposed operational plan conforms to district timelines and makes equitable use of district staff, facilities and resources
5. Provide a statement of the specific anticipated costs of implementing the proposal as well as funding sources, including outside funding sources and/or district support
6. Include a comprehensive plan for a yearly evaluation of the program to be carried out by the district

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

## **Enrollment Process**

### Capacity

The capacity of each Magnet/Academy school will be estimated by March 1 of the preceding school year based on facility size, enrollment projections, transfer requests, and the contractual staffing ratio.

### Application Process

On time applications may be submitted from 02/01/2016 through 5:00 p.m. on 03/01/2016, as follows:

CVUSD Residents: Submit a School Choice Application to Instructional Services. School Choice Applications will be available at all schools, the District Office, and posted on the CVUSD website.

Non-Resident student whose sibling currently attends the requested magnet/academy school if the siblings will be concurrently enrolled in the requested magnet/academy school:

Obtain an Interdistrict Transfer Agreement from your district of residence and submit the original to the same district for approval of release. Submit a copy of the Interdistrict Transfer Agreement to CVUSD Student Support Services by the 03/01/2016 lottery deadline for on-time applications.

One application is permitted per school year and only two schools may be requested on the application.

Approval will be based on the availability of space and staffing ratios at the requested Magnet/Academy school. If there are more applicants than space available, then applicants will be selected by a random lottery drawing. Applicants will be notified of the status of their applications no later than April 30.

Late applications (received after the 03/01/2016 lottery deadline) will be placed at the bottom of the wait list in the order received in the Instructional Services Office.

Official deadlines will be posted on the website of the District and distributed to all school sites. A mailing describing the application process will be mailed to every family with a student enrolled in the District grades TK-11. The District will make School Choice and New Parent materials available through the CVUSD and school web-sites. Information found in the mailing and websites will include schedules for "New Parent Information Night" meetings. This will constitute a good faith effort to notify parents.

Parents/guardians of approved applicants must register at the approved school within 14 days of approval or the application will be canceled. A signed Magnet/Academy school "Agreement" is required for registration.

Once approved, a CVUSD resident student becomes a "current enrollee of the school" with priority for continued enrollment, and no further applications for that school are required. Approved students who reside outside of CVUSD boundaries will have priority for continued enrollment in their approved school. The Interdistrict Transfer Agreement shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600) A new Interdistrict Transfer Agreement is required when a student advances from Transitional Kindergarten to Kindergarten, Elementary

School to Middle School and Middle School to High School.

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5116.1 – Intradistrict Open Enrollment)

(cf. 5117 – Interdistrict Attendance)

### Selection Process

The process is identified in AR 5116.1, Intradistrict Enrollment-School Choice (see “Selection Process” item II).

### Waiting List

Applicants not approved for the Magnet/Academy school will be placed on a waiting list, in the order drawn. Wait list applicants will be contacted as space becomes available. Waiting lists for Magnet/Academy schools will be for student placement as vacancies occur during the current school year. The waiting list for EARTH'S Magnet and DISCOVER Academy expires on September 30 of the school year for which the applicant applied. The waiting list for Open Classroom Leadership Magnet expires January 31<sup>st</sup> of the school year for which the applicant applied.

### Transportation

Parents and students participating in Magnet/Academy schools are not entitled to any transportation services. No new routes will be established to implement Magnet/Academy school choice unless determined by the District to be cost effective. No additional transportation will be provided for any student solely to facilitate Magnet/Academy school attendance. Special education transportation is provided to those students for whom an IEP team has identified transportation as a necessary service.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

(cf. 5116.1 Intradistrict Open Enrollment)

### District Support

1. Start up funds – The District will provide a grant to support planning and professional development. Amount will be based on funds available.
2. District grant writing support – School is responsible for securing future funding streams through its boosters or other parent organizations, and well as grants and donations the Magnet/Academy school wishes to pursue. The District will provide support in identifying and meeting with potential grantors and donors and assistance with writing grants.  
(c.f. 1230 – School-Connected Organizations)
3. Facility improvements – The District will provide facility improvements within funds available to ensure alignment of the facility with the Magnet/Academy school's curricular, co-curricular and extra curricular programs.

4. Student recruitment – The District will provide support in recruiting students to Magnet/Academy schools through the use of district website, fliers, letters, distribution and posting. The District will provide \$5,000 per year to the Magnet/Academy school to support this effort for three years unless the District administration determines that continued funding is necessary.
5. Recruitment and staff stability - The District will support long term staffing stability of Magnet/Academy schools by creating assurances for the selection of outstanding staff that are well-matched for the program needs and by establishing protections against the adverse impacts of layoff procedures that are highly dependent on seniority. In order to do so, the District shall:
  - a. Utilize a competitive interview process for filling vacancies in the Magnet/Academy schools. The process will not only consider credentialing, but also weigh heavily on the unique skills, attitudes and experience necessary to be successful in the programs at the Magnet/Academy school versus those necessary for success in a more traditional school setting. District certification of specialized training will be heavily considered in the selection process (see below). Interview panels shall include the principal and representatives from the teaching staff, classified staff, and parents of students assigned to the Magnet/Academy schools.
  - b. Provide a multi-leveled specialized training for new and continuing Magnet/Academy school teachers. The specialized training program may be directly connected to existing or specially arranged coursework credit at the college/university level.
  - c. The specialized training program may consist of three levels:

Level 1 would be for teachers new to the program and include transition topics such as orientation and preparation topics for successful transition, including the philosophy, mission, and expected outcomes of the program and a basic overview of the topics outlined in Level 2. Level 1 would be taught by existing staff.

Level 2 would be for new teachers who have completed Level 1 as well as continuing teachers. It would include topics specific to the theme/focus of the Magnet/Academy school Level 2 topics would be taught by specialists in the field.

Level 3 would be other more advanced training related to the theme of the Magnet/Academy.
  - d. Upon successful completion of the training, the District shall award a Certificate of Specialized Training which will serve to distinguish teachers trained through this program from credentialed teachers who have not been awarded this certificate. The certificate may be awarded in levels representing completion of portions of the training program. Also, the District plans to pursue an issuance of the certification in partnership with a college or university in order to give the certificate more validity.
  - e. The certification criteria shall be developed through collaboration of the Magnet/Academy school principal, staff, and district administration. Costs for funding certification, will be provided through a combination of site level discretionary and categorical funds as well as grants

f. "Skipping" – So-called skipping during a layoff proceeding can never be guaranteed because administrative law judges make the final ruling on contested cases. However, the District will consult with legal counsel and the employee association in an attempt to provide teachers assigned to the Magnet/Academy school additional advantage points in the layoff process if they have received a specialized training certification offered by the district, college or university.

g. Teachers who wish to return to the Magnet/Academy school for the following year may do so if he/she holds a Certificate of Specialized Training and have earned a satisfactory or better evaluation. A teacher's return is dependent upon enrollment numbers and whether funding supports the necessary level of staffing.

h. The district shall support continuity of leadership in Magnet/Academy schools by avoiding any unnecessary lateral change in administration. A principal with a satisfactory performance evaluation who wishes to remain at the site may do so for no less than 5 years. An advisory committee consisting of District administration, staff and parents shall be involved in the selection process for a new Magnet/Academy school principal.

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