

## **Clyde Erwin Elementary Magnet School of International Studies and Cultural Arts**

### **Attendance Procedures and Guidelines**

Clyde Erwin Elementary Magnet School of International Studies and Cultural Arts opened in 2008 as the only elementary magnet school in Onslow County. Although its focus is on international studies, cultural arts and the characteristics of International Baccalaureate (PYP); Clyde Erwin Elementary Magnet follows the North Carolina Standard Course of Study and offers a wide variety of opportunities similar to other elementary schools in the Onslow County School System. All Onslow County students in grades pre-kindergarten through fourth are eligible to apply for admission. The following are procedures for attending Clyde Erwin Elementary Magnet School.

### **Application/Selection Process**

1. Students currently attending Clyde Erwin Elementary Magnet School must complete an *Intent Form* to confirm their attendance for the following year.
2. Students residing in the “protected corridor” must complete an *Application: Intent/Opt-Out form* to confirm their attendance for the following year.
3. Applications are distributed to all students in grades pre-kindergarten through fourth in the Onslow County School System. They are also available at Clyde Erwin Elementary School or may be downloaded from the school system’s website <http://www.onslow.k12.nc.us>.
4. **Applications must be delivered to Onslow County Educational & Technical Support Center by 5:00 p.m. or postmarked by Friday, March 6, 2009. No applications will be accepted by fax or email.**
5. Falsification of any information on application shall void the application.
6. If siblings are applying, an application must be completed in full for each child.
7. Selection will be determined by a lottery system, which is based on a computerized random-selection process. The names of all student applicants are placed in alphabetical order (not by date of receipt of application). The student selection date is scheduled for **Thursday, March 19, 2009** in the Jacksonville High School cafeteria at 4:00 p.m. This process is open to the public.
8. Due to limited space, a specific number of students for each grade level will be selected to attend Clyde Erwin Elementary Magnet School. The names of students not selected will be placed on a waiting list as determined by the random selection process.
9. Students will be notified in writing of the results of the selection process on **Friday, March 27, 2009**. Please do not call unless you have not received notification by **Friday, April 3, 2009**.

10. If selected, parents and student(s) must complete a contract, indicating acceptance and support of all rules, guidelines and dress code at Clyde Erwin Elementary Magnet School, and must mail or hand deliver the contract to the Onslow County Educational and Technical Support Center, Attn: Director of Academic Innovation, 200 Broadhurst Rd., Jacksonville, NC 28540 by **5:00 p.m. Friday, April 10, 2009**. If the parent fails to meet the deadline, the student's name will be removed from the eligibility list. The next student on the waiting list will be contacted and given the opportunity to attend. No faxes or emails accepted.
11. In the event a family has two or more siblings who are eligible to apply for admission to Clyde Erwin Elementary Magnet School, and reside at the same address, both/all will be accepted as long as the lottery number for one of the siblings is selected through the random-selection process.
12. Clyde Erwin Elementary Magnet School **does not** honor the practice of "legacy" (automatic acceptance at Clyde Erwin Elementary Magnet School). When a 5<sup>th</sup> grade student graduates from Clyde Erwin Elementary Magnet School, his/her sibling(s), pre-kindergarten through fourth grade, must apply to attend Clyde Erwin Elementary Magnet School.
13. Once a student has been selected, and a contract has been signed, Clyde Erwin Elementary Magnet School becomes the "home" school for the student. **All assignments to Clyde Erwin Elementary Magnet School will be for a full academic year.**
14. In the event a parent wishes to request a reassignment from Clyde Erwin Elementary Magnet School, the initial contact should be made with the principal of the magnet school. Reassignments will be considered **ONLY** when extraordinary hardships exist. The burden of proof is the parent's responsibility.
15. The application/lottery process for attending Clyde Erwin Elementary Magnet School will be conducted one time during each school year. Due to historically low kindergarten registration numbers, Onslow County Schools reserves the right to hold a second lottery for kindergarten students **ONLY**.

### **Eligibility**

1. Parents of the student must reside within Onslow County. Students who live on a military installation are *ineligible* to attend Clyde Erwin Elementary Magnet School. If a family is currently residing on base or out-of-county, and can provide written documentation that they will be residing in Onslow County **prior** to the start of the school year, the child would be eligible to participate in the application process.
2. If a student is accepted through the lottery and the parent(s) moves out-of-county or on base before the new school year begins; the parents may apply for an out-of-county assignment to attend Clyde Erwin Elementary Magnet School. To remain at Clyde Erwin, the parent must apply for an out-of-county transfer each year. (In some instances, tuition will be applicable.) Students residing on base or out-of-county are not eligible for transportation.

3. If a student is currently attending Clyde Erwin Elementary Magnet School and the parent(s) move on base or outside of the county, the student may continue to attend the school for the remainder of the school year only. To remain at Clyde Erwin, the parent must apply for out-of-county transfer each year. (In some instances, tuition will be applicable.) Students residing on base or out-of-county are not eligible for transportation.
4. Once a student has left Clyde Erwin and enrolled in another Onslow County School, the student becomes ineligible to return to Clyde Erwin Elementary Magnet School during that school year. The student will have to reapply through the lottery process.