

## **Admissions Policy: A.D. Henderson University School** (Effective 2015-2016)

### **Legislative Authority**

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Florida Statute 1002.32(4) Developmental Research (Laboratory) Schools  
“Sidney Martin Developmental Research School Act”

Each lab school may establish a primary research objective related to fundamental issues and challenges that occur in Florida public schools. A student population that is reflective of the student population of the public school environment in which the issues and problems are most prevalent shall be promoted and encouraged through the establishment and implementation of an admission process that is designed to result in a representative sample of public school enrollment based on gender, race, socioeconomic status, and academic ability, notwithstanding the provisions of F.S. 1000.05.

### **Policy Statement**

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The legislated mission of A.D. Henderson University School emphasizes research that is beneficial to the citizens of the State of Florida. In order to fulfill this mission, the school requires a student population that approximates the demographic composition of the student age population of the State as a whole. The admissions policy of A.D. Henderson University School is established with this goal as the objective. The school reserves the right to modify the admissions policy in response to changes in requirements by the State or University, to meet the requirements of a specific research study, or to implement a specific research study.

### **Initial Lottery Applications**

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**Application Deadline** – Applications shall be available and accepted for eligible students beginning September 1 and ending February 1 for the next school year. A new application must be submitted for each succeeding school year if the child is not accepted. The child must be 5 years old either on or before September 1 of the year he/she would start kindergarten. Students are selected randomly from the eligible applicant pool to fill a categorical need in the school. Applications must be completed

electronically on the appropriate form and submitted on or before the prescribed date. Applications received after the application deadline shall not be considered for admission for the upcoming year. Applications must be completed fully for admission consideration.

## **Student Selection Process**

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Lottery selections and enrollment invitations are contingent upon parent provision of the required enrollment documentation and subsequent school review of said documentation. Invitation to apply does not guarantee enrollment. Enrollment may be denied based on the criteria outlined in this policy.

**Random Selection** – Applicants satisfactorily evaluated as meeting the criteria stated in Applicant Requirements are eligible to be selected for admission. Subject to the priority category set forth below, students are randomly selected to most closely represent the public school student population of the State of Florida. Failing a successful search of the applicant pool for the coming school year, the Office of PK-12 Schools and Educational Programs is authorized to select from the pool of applicants in order to meet the necessary criteria for admissions.

**Priority Selection** – Priority in the selection of students will be given as stated below. Qualifying in more than one priority category does not give an applicant any greater priority. **Priority status does not guarantee selection or admission.**

- 1. Faculty & Staff Children** – Children of full-time faculty and staff at A.D. Henderson University School will be admitted on a first priority basis, for the length of the parent's full-time employment at A.D. Henderson University School.
- 2. Siblings** – A sibling in the applicant pool is defined as a natural, adopted, or foster brother, sister, half-brother, half-sister, stepbrother, or stepsister living in the same household as a student who is currently attending A.D. Henderson University School/FAU High School and will continue to attend the school during the next school year. The child will have priority within his or her categories of admission criteria (*refer to Admission Criteria on page 4*).
- 3. Active Military Duty Personnel** – Dependent children of active duty military personnel currently are serving in any branch of the U.S. Armed Forces (Army, Navy, Marine Corps, Air Force, and Coast Guard). The child will have priority within his or her categories of admission criteria.

- 4. Alumni** – Children of A.D. Henderson University School Alumni will be admitted on a priority basis, provided an opening exists within the appropriate category. The child will have priority within his or her categories of admission criteria.

**Administrative Placement** – The Office of PK-12 Schools and Educational Programs may admit a student under special circumstances.

**Invitation for Admission** - Upon selection, the parent/guardian is contacted by electronic mail. The parent/guardian will have five (5) business days from the date of the electronic mail to accept the invitation and an additional five (5) business days to submit the required documents. Prompt completion of this packet is required for enrollment consideration, but does not guarantee acceptance into A.D. Henderson University School. Upon completion and review of all required documentation, you will be notified of your enrollment status.

**Students not Selected for Admissions** - Students not selected for admission shall continue to be considered through the current school year as openings may occur, unless the school is notified in writing by the parents or guardians to withdraw the application. Once a student's name is removed from the applicant pool or not selected for the current year, a parent must initiate a new application for the child to be considered for admission for the next school year.

## **Applicant Requirements**

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**Discipline Status** - Applicants are required to include the student's school discipline report from their most recent and/or current school. Students under suspension at their current school must finish the terms of their suspension before being considered for enrollment in A. D. Henderson University School. Students under expulsion from another school are not eligible to enroll at A.D. Henderson University School.

**Assessment Results** - Parents/guardians are responsible for providing test results to the school as part of the initial Admissions Application and subsequent Annual Application Updates before selection and enrollment can occur.

**Truth in Application** – A student's application for admissions to A.D. Henderson University School may be denied or any subsequent enrollment may be terminated or revoked if the application provided incomplete, inaccurate, or false information or if any information was withheld.

## **Admissions Criteria**

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A.D. Henderson University School strives to maintain a student population based on the Florida Department of Education's demographic characteristics of Florida's school age children. Categorical percentages are established each October prior to a school year for the following four admission criteria provided in F.S. 1002.32: Gender, race/ethnic origin, socioeconomic status, and level of academic achievement.

**Gender** – The percent of students desired in each school division, elementary and secondary, is 50% male and 50% female.

**Racial/Ethnic Category** – This distribution is based on Florida's school age population as determined by the Florida Department of Education and may be adjusted annually. Students may identify in more than one racial category. The current categories are:

Black/African-American	White
American Indian/Alaskan Native	Multi-Racial
Asian/Pacific Islander	Hispanic

**Socioeconomic Status** – The desired percentage of students to be admitted in each of four income categories, based on the distribution of family income in the State of Florida, is developed from the most recent census information and may be adjusted annually. Family income is the adjusted gross income amount reported on the family's most recent Internal Revenue Service form 1040.

**Level of Academic Achievement** – This distribution of achievement testing stanines is based on Florida's school age population as determined by the State of Florida Department of Education and may be adjusted annually.

## **Admissions Conditions**

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**Research** - A.D. Henderson University School through the College of Education at Florida Atlantic University is a professional development and research school. Parents accepting an invitation for admission to A.D. Henderson University School are aware that their child/children will participate in research projects.

**Full Time Enrollment School** - All students enrolled will be full-time students on the A.D. Henderson University School campus and will be subject to the guidelines for promotion outlined in the Pupil Progression Plan.

**Rules & Policies** - Parents and students are to adhere to all school rules, regulations, and policies and applicable University rules, regulations and policies. These include, but are not limited to, Admissions Policies, Pupil Progression Plan, and Student Code of Conduct.

**Fees** - The parents/guardians are responsible for paying activity fees, and providing all registration information according to established deadlines. Failure to comply will result in the cancellation of the student(s) admission and enrollment.

**Enrollment Age** - In accordance with F.S. 1003.21(1)(a), only those students who are 5 years of age by September 1 of the year in which they seek enrollment will be eligible for enrollment into kindergarten. Students entering first grade who are 6 years of age by September 1 of the year in which they seek enrollment and have successfully completed kindergarten will be eligible for enrollment into 1<sup>st</sup> grade.

**Health & Immunizations** - All enrolled students must have on file proof of age, a physical exam, and a current immunization form. Proof of age can be documented with a birth certificate, a passport or certificate of entry into the United States. The physical examination must have been completed within one year prior to the entry into a Florida school and preferably on a Department of Health (DH) form 3040. The immunizations must be on DH form 680 or 681 and document the immunizations required by DOE for the student's current grade.

**Exceptional Student Education (ESE) services** – A.D. Henderson University School offers exceptional student educational services and accommodations in an inclusive setting. We have a carefully designed multi-tiered system of instructional support. Supplemental instruction is designed to support student success in the general education curriculum. Parents must disclose their child's Individual Education Plan (IEP) or 504 plan status and the most current plan as applicable. Students whose IEP states they need more extensive services than can be provided by A.D. Henderson University School are referred back to their home county district.

## **Re-Registration of Currently Enrolled Students**

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Current students will re-register during March of the academic school year. Re-registration is a commitment of attendance for the next academic school year and is

completed by submitting the School Choice form. Parents/guardians of current students who fail to re-register by March 31<sup>st</sup> or have any outstanding balances due to the school will be considered as forfeiting their student enrollment position and will NOT be enrolled at A.D. Henderson University School for the next school year. Upon completion of re-registration and analysis of the re-enrolling student population, enrollment goals will be established to fill the determined student vacancies in the school.

## Activity Fees

Activity fees are used to aid the support of educational activities as per Section 1002.32 (5), Florida Statute. Students entering A.D. Henderson University School during the academic year shall pay a prorated activity fee. No refunds will be provided after the first day of class. Failure to pay activity fees will result in withdrawal from school.

Free and Reduced Activity Fees are based on Federal eligibility guidelines established by the Federal *Free and Reduced-Price School Meals Program*. The Free and Reduced Meals Program is auditable by federal auditors who investigate abuses and fraud by both individuals and schools. If fraud is proven, the federal penalties are severe. Parents/Guardians are reminded to complete all related forms carefully and to retain all necessary fiscal documentation including Federal Income Tax returns and related records in case a spot audit by federal or state officials is required. Prosecution may be recommended if possible fraud is identified during the audit.

Families qualifying for Free and Reduced-Price School Meals shall be eligible for reduced Activity Fees as follows:

- a. Free Lunch Qualification: No Activity Fee charged
- b. Reduced-Price Qualification: Activity Fees reduced by 50% per year per student

Applications for Free and Reduced-Price School Meals are provided in the beginning of the year packets and in the front office.

## Activity Fee Schedule

Due Date	Grades K-5			Grades 6-8		
	Full Fee	Qualified Reduced Fee	Qualified Free Fee	Full Fee	Qualified Reduced Fee	Qualified Free Fee
	\$300	\$150	\$0	\$450	\$225	\$0
August 1	\$150	\$75	\$0	\$225	\$112.50	\$0
December 1	\$150	\$75	\$0	\$225	\$112.50	\$0

## **Leave of Absence**

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Applications for a Leave of Absence may be obtained from the Office of PK-12 Schools and Educational Programs. A leave of absence may be requested for an enrolled student unable to attend the school because of extenuating circumstances, such as a parent's sabbatical, a temporary change in residence to another state or country, or a verified health condition. Requests for a leave of absence require the approval of the Office of PK-12 Schools and Educational Programs. Leave is granted for one academic year only or the remainder of an academic year. If leave is granted, upon return, no preference for non-enrolled siblings shall apply. When a student is on leave, the Office of PK-12 Schools and Educational Programs should be notified, no later than February 1<sup>st</sup> prior to the school year of reentry, of the student's intention to reenter the school. Failure to notify the school may result in expiration of the leave and the student being dropped from the leave list.