

## **ADMISSIONS POLICY AND PROCEDURES**

### **POLICY:**

#### Section 1002.32 (4), Florida Statute - Student Admissions

Each developmental research school may establish a primary research objective related to fundamental issues and problems that occur in the public elementary and secondary schools of the state. A student population 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 sex, race, socio-economic status, and academic ability notwithstanding the provisions of Section 1000.05, Florida Statute.

*An Admission Policy is established for the Florida Atlantic University Schools (FAUS) including the Alexander D. Henderson University School (ADHUS), FAU High School (FAUHS), and Palm Pointe Educational Research School @ Tradition (PPERS) as a method for parent(s) or guardian(s) to volunteer the attendance of their child(ren) and to establish a selection process that shall ensure a student population representative of the demographics of the state and to comply with the statute cited above.*

### **General Process**

FAUS shall maintain a student population with characteristics that reflect the public enrollment profile of the state. ADHUS, FAUHS, and PPERS have five categories of characteristics that shall be utilized to identify a representative population. The following are: gender, race, ethnic origin, socio-economic classification, and academic ability. Within each category percentages shall be set annually using figures provided by The Florida Department of Education data for the prior year. The parent/guardian can find this data at <http://www.fldoe.org>. The school reserves the right to modify the admissions policy in response to changes in requirements by the statute, University, or auditors to meet the statutory requirements and implement a specific research study. FAUS has been constructed to function as a specific research study of dual enrollment that requires a selected group of academically talented students. Due to the research study, FAUHS demands a process that differs from that of ADHUS and PPERS in that FAUHS uses a targeted selection process; whereas, ADHUS and PPERS uses a lottery system. Following are the policies that are used for the admissions process for ADHUS, FAUHS, and PPERS.

During the five month period from September 1 through February 1 of each year a web-based admissions application for ADHUS, FAUHS, or PPERS shall be made available via the FAUS website. Parent(s)/guardian(s) must complete an application for each household that wish to volunteer the attendance of their child(ren). Three web links are accessible depending on the grade level and location of the applicant.

ADHUS - Grades K-8 [www.adhus.fau.edu](http://www.adhus.fau.edu)

FAUHS - Grades 9-12 [www.fauhigh.fau.edu](http://www.fauhigh.fau.edu)

PPERS - Grades K-8 [www.tradition.fau.edu](http://www.tradition.fau.edu)

Parent(s)/guardian(s) must complete all sections of the application each year for their child to be considered in the student selection process. Once a student is selected they no longer need to complete the application annually but must submit a letter of intent each year.

Selection preference shall be extended to siblings and children of employees working at ADHUS, FAUHS, and PPERS. All children must apply through the application process to be considered for admission. The only exceptions are newly hired employees of ADHUS, FAUHS, or PPERS whose children may be accepted outside of normal selection process on space available, demographic appropriate basis. An overriding criterion of the preference policy is to select students whose demographic characteristics satisfy the mission of the research school.

Following FAUS re-enrollment each year, registration goals shall be established for the vacancies at FAUS at each grade level. Demographic information from each student application shall be entered into the appropriate grade level files. Each child is given a number. After determining how many children need to be selected at any given demographic category (Ex: Hispanic, White, level 3 income) a random selection system is used to choose from all available children in that demographic criteria (or category) to fill the available spots. The students shall be selected by lottery from each category to match the most recent student population demographic data from the Florida Department of Education.

### **FAUS Applicant Pool Procedures**

1. Applications shall be available and accepted for eligible students beginning September 1 and ending February 1 for the next school year. After the application period has closed, no applications shall be considered except for children of FAUS teachers, staff, and administrators hired after the application period. A new application must be submitted for each succeeding school year if the child is not accepted.
2. 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.

3. Students are subject to dismissal if any part of the application has been falsified.
4. ADHUS and PPERS students must be five years old on or before September 1 to be eligible for kindergarten and meet the other criteria provided in state statute and FAUS Pupil Progression Plan. If the child was not selected, parents/guardians must resubmit an application each year to have their child considered for admissions.
5. 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, a parent must initiate a new application for the child to be considered for admission for the next school year
6. FAUHS applications are not considered complete until all supporting documentation has been received by FAUS. This includes writing samples, letters of recommendation, test scores, report cards and other documentation required as per the application on the FAUHS website. All supporting documentation should be received by the school on or before the second Friday in February by 4:00 PM at the school's front office. Parent(s)/Guardian(s) shall need to complete a new application annually to be eligible for future consideration for FAUHS.

### **Pupil Selection Procedures**

#### **I. Primary Admission Considerations**

Any percentages used in this statement are for illustrative purposes and may be changed as state student population demographics change as provided by the Florida Department of Education (FLDOE) without further notification.

##### Category One - Gender

The desired ratio of male to female for each grade level is within two percentage points of each other.

##### Category Two - Race

For purposes of selection, the racial categories that shall be considered are:

**White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African-American** - A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**American Indian/Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. Within each category percentages are set based on FLDOE.

Category Three – Ethnicity

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to Hispanic/Latino as per federal regulations.

Y – Yes, the student is Hispanic/Latino origin.

N – No, the student is not of Hispanic/Latino origin.

Category Four – Socio-economic Classification

Socio-economic classification is divided into four categories of income levels each year based on family income and number in family. \*Please note the table is presented as a reference; percentages and income level changes are presented annually by the Florida Department of Education.

Socio-economic Classifications	Percentage	Levels
Free Lunch	25%	1
Reduced Lunch	25%	2
Moderate	40%	3
High	10%	4

Category Five - Academic Ability

The academic ability standard is a representative curve of students by grade. Students may be grouped by stanine clusters of 1-3, 4-6, and 7-9 for purposes of selection level. Desired percentages are reported in terms of stanines.

Stanine	1	2	3	4	5	6	7	8	9
% Desired	2	4	7	12	18	21	18	13	5

## II. Vacancies

The following options and order of preference shall be considered to fill vacancies when they occur:

1. Children of eligible employees of FAUS shall be considered. An employee is any personnel assigned to FAUS for at least a .5 appointment and who has been in the position for at least one-half of the school year. If a student is admitted under this condition and the parent resigns, is terminated, or non-renewed, the student shall be allowed to remain enrolled in the school for the remainder of the school year, not to exceed one year from the date of last employment unless selected in a future admission lottery process.
2. Students may be considered for admittance to the school to participate in a formal research or development project that requires a special sample not available from the standard FAUS student population. The students admitted must meet the characteristics of the population as defined for the project and are admitted for the length of time specified for project completion.
3. Visiting foreign nationals, whose parents are working at FAU and who shall be in attendance for one school year or less, may be accepted on a space available basis.
4. Other factors related to admissions may include, but are not limited to:
  - a. Students identified as having ESE and mild disabilities may receive inclusive services at FAUS as provided by Section 1002.32.(3)(e), Florida Statute. Currently FAUS offers the following ESE services for students with mild to moderate disabilities with eligibility in speech and language and varying exceptionalities the following are: other health impaired, specific learning disabilities, emotionally handicapped, and hard of hearing Section 1002.32(e), Florida Statute. Accommodations may vary by school location.

- b. Students must demonstrate good disciplinary standing.
  - c. Students applying for admission for grades 1-8 must be in good academic standing.
5. The Admission Policy shall be utilized to fill each position as it becomes available during the year. When a student for each position is identified, appointments for testing academic ability shall be scheduled, if necessary. This process shall be continued until all vacancies are filled.

### **III. Consideration for Admissions**

1. Invitation: Upon selection, an electronic invitation to begin the *Admission Process* shall be extended to the applicant's parents or guardians. Acceptance of the invitation must be received within (5) business days of receipt or the invitation shall be rescinded.
2. Once the parent/guardian has accepted the invitation, they must go to the school to pick up the registration packet. After the registration packet is completed they are considered as an enrolled FAUS student.

### **IV. Other Admission Considerations**

1. Re-Registration: Current students shall re-enroll in January for the next academic school year. This enrollment is a commitment for the next academic school year.
2. Fees: The parents or guardians are responsible for paying fees and providing all registration information according to established deadlines. Failure to comply may result in the cancellation of the student(s) invitation.
3. Activity Fees: These fees are used to aid the support of educational activities as per Section 1002.32 (5), Florida Statute. Student activity fee amounts are published annually in the school handbook. Students entering FAUS during the academic year shall pay a prorated activity fee. Parents or guardians of students who withdraw from FAUS, for any reason, up to and including the fifth business day following the most recent payment due date shall be entitled to a ninety percent (90%) refund of the semester Activity Fee. No other refunds shall be offered.

4. 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.
5. 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.

6. Leave policy: Students who are currently in attendance may be granted a leave of absence for a maximum of one year because of a change in residence in which he or she shall reside outside the geographic area or other reasons as deemed appropriate by the Principal/Director or designee. Leave may be granted for one academic year or the remainder of an academic year if the request is made prior to the end of the first semester. All requests for a leave must be made in writing to the Principal/Director. If leave is granted, upon return, no preference for non-enrolled siblings shall apply.

STATUTORY AUTHORITY: 1002.32(4), 1002.32 (5), F.S.

LAWS IMPLEMENTED: 1002.32, F.S.

History:

Adopted: 07/14/05 Revision Date(s): 10/14/09 Formerly:
--