



Fiddlehead School of Arts and Sciences - FINAL

Student Admissions Policy and Procedures

Student Admissions

FSAS will enroll students based on the following procedures.

Process

To enroll in FSAS a completed Letter of Intent must be submitted by the application deadline for consideration for fall enrollment. Any letters arriving after the deadline will be considered for enrollment as space becomes available and is subject to a lottery process if the number of applicants exceeds maximum enrollment capacity.

General Timetable

The application deadline for enrollment at FSAS is March 27, 2013. Subsequent years' enrollment deadlines will be determined each year. A prospective student must submit a Letter of Intent to enroll each year by the deadline date set by the school.

In the event that applications exceed the number of student spaces available for the following fall classes, a lottery will be conducted by an independent party on March 28th, 2013 and at a date determined by the school in subsequent years. Applications received after the lottery has occurred for the applicable school year will be placed on a waiting list in the order received, below the names drawn in the lottery. FSAS will use eligible students on the waiting list to fill any openings that occur in the grade, level or division during the school year for which names were selected. For example, after the first lottery on March 28, 2013, the waiting list shall remain in effect throughout the 2013-2014 school year. The procedures for admission will occur each year and students on the waiting list who are interested in enrolling in any subsequent year must submit a letter of intent and participate in a lottery, if a lottery is necessary in subsequent years.

Student Admission Priorities

Student admissions priorities are determined in the following order¹:

- A. Students enrolled in FSAS charter school in a school year immediately preceding any lottery and siblings of students already enrolled in FSAS or selected in the lottery shall have an enrollment preference.
- B. Children of FSAS founders, governing board members and full-time employees may have an enrollment preference, provided that they constitute no more than 10% of the school's total student population.
- C. Children drawn from the General Applicant Pool. This Pool consists of the names of children with letters of intent filed prior to the established deadline. Should the number of students exceed the number of spaces available, a lottery will be conducted the day following the application closing date. For those applicants not chosen at the time of the Primary Lottery, a wait list is created. The waiting list will be maintained until March 1 of the year following the lottery.
- D. The enrollment priorities are subject to the current restrictions as defined under Maine charter school law which limits the number of students who can be drawn from surrounding school districts in the first 3 years of a charter school's operation. No more than 5% of a grade level can be drawn from school administrative units with fewer than 500 students, and no more than 10% of a grade level can be drawn from school administrative units with 500 or more students. Should enrollment from any one school administrative district reach the maximum allowed by law, any subsequent student from that district will be placed on the wait list.

Definitions

Board Members

Board members are those individuals who are currently serving on the school's board of directors (for fall 2013). To be considered a board member for subsequent year enrollment, a member must be on the board for a minimum of one year. At the one-year anniversary of that member, his/her child becomes eligible to enroll in the school as defined under the admission priorities. At any time, a board member's child may seek enrollment in the school under the General Applicant Pool.

Employees

For the purposes of enrollment priority, current full time employees are those who work at least 40 hours per week. These employees get first priority in admissions for their child over any other category. This priority begins with the employee's first day of employment.

¹ In accordance with Maine State Law, Title 20-A, Chapter 112, as amended, Section 2404, Enrollment, Section I. allows preference for children of "founders, governing board members and full-time employees, as long as they constitute no more than 10% of the school's total student population."

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Siblings

A child for whom a Letter of Intent is submitted will be considered a "sibling" of a currently enrolled student in the following situations:

- A. The child for whom a Letter of Intent is submitted is related by blood (full siblings or half siblings), by marriage (step-siblings) or by legal adoption into the family of the enrolled FSAS student.
- B. The child for whom the Letter of Intent is submitted is under the legal guardianship of the parents or guardians of the enrolled child. Legal guardianship includes all situations where the guardian of the child for whom the Letter of Intent is submitted has accepted legal responsibility for the child, through a parental rights and responsibilities order, probate order or other court order, sufficient to provide the guardian authority to enroll the child in the public school district in which the guardian resides.

Admissions Lottery

March Admissions Lottery

Vacancies anticipated for the next school year are to be filled in March from applications on file in the above priority categories, beginning with Priority Category A, then drawing sequentially from Priority Category B, C, and D. If there are more applicants than openings, a lottery is conducted, with a waiting list created in the order in which names are drawn. Should an opening become available, students are drawn in sequential order from the waiting list, based on grade-level.

Wait List

Students who are not chosen in the lottery will be notified via hard copy letter mailed to the address on the Letter of Intent and/or emailed, if the parent/legal guardian has provided an electronic mail address.

Children will remain on the wait list for up to March 1 of the following year, unless the parent/legal guardian requests that the child's name be removed. If the child is removed from the wait list, a new Letter of Intent must be submitted for consideration in future enrollment processes.

All prospective students must submit a new Letter of Intent to enroll each year to be considered in subsequent years of enrollment.

Commitment to Enroll

FSAS will notify families of children who are selected for enrollment within 5 days of the lottery or on March 28th if no lottery is needed. Acceptance of enrollment notification will be done by:

1. phone call or
2. hard copy and/or electronic copy (if the parent/legal guardian has electronic mail)

Within 14 days of notification of acceptance of enrollment, each student must submit a completed Commitment to Enroll form signed by parent/legal guardian which authorizes the resident SAU to release the student's unique ID number.

Student Information Form

Within 14 days of receipt of the student's Commitment to Enroll form, the parent/legal guardian must complete a Student Information Form that includes questions about the student's interests, abilities and experiences.

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References:

Public Law 2011, Chapter 414, Title 20-A, Chapter 112: Public Charter Schools
<http://www.maine.gov/doe/charterschools/index.html>

Rule Chapters for Maine Department of Education, Chapter 140, Public Charter Schools
<http://www.maine.gov/sos/cec/rules/05/chaps05.htm>