

**Advanced Study Academy
Admissions and Dismissal Policies and Procedures**

April 2015 ASA Policies and Procedures

Academic Mission of Advanced Study Academies:

The Advanced Study Academies are designed to expose the most highly capable students to a challenging, rigorous, and accelerated curriculum.

I. Role of Advanced Study Academy School Administrators:

- A. Principals and assistant principals of Advanced Study Academies will not play any role in the testing, scoring, and ranking of any prospective student.
- B. Principals and assistant principals of Advanced Study Academies will not be involved in deciding which students will be admitted, which will be placed on a waiting list, and which students do not meet admissions criteria and do not warrant placement on a waiting list.
- C. The role of the Advanced Study Principals will be to confer with central office administrators throughout the year to report the number of available openings at each grade level on their individual campuses. The reported number will be verified through the district's Infinite Campus software program that tracks live enrollment data.

II. Application Submission and Screening Phase:

- A. Applications may be obtained on-line, at any school in our district, or at the Jefferson Parish Public School System offices at 501 Manhattan Boulevard, Harvey, LA, 70058.
- B. Applications must be submitted in person to the Jefferson Parish Public School System offices at 501 Manhattan Boulevard, Harvey, LA, 70058.
- C. Attendance zones have been created for all advanced study schools. An applicant is expected to attend the school(s) in his/her attendance zone. However, an applicant may apply to more than one school and will be asked to list schools in priority order on the application.
- D. If a student's first choice school is outside his/her attendance zone, students with qualifying scores whose first choice is a school within their attendance zone will be admitted before students outside the attendance zone even if qualifying scores of students outside the attendance zone are higher. A "qualifying score" is defined as any composite score of **85** or higher.
- E. Students who apply to a school outside their attendance zone will be admitted only after all students with qualifying scores who live in a school's attendance zone have been admitted and there is space available. Please also note that if a student is admitted to a school outside his/her attendance zone, transportation to and from such school will not be provided by the school system and must be provided by the parent/guardian.

- F. If a student accepts admission to a school other than his/her school of first choice, transfers to the school of first choice will be granted only during the first five school days of the school year. Please refer to our transfer policy later in this document.
- G. The person delivering the application will receive a receipt signed by a Jefferson Parish School System employee indicating the time and date upon which the application was received.
- H. The individual delivering the application will also receive a copy of the policies and procedures pertaining to all phases of advanced study school admission as well as the number of openings at each grade level in each advanced study school in the parish.
- I. Each ineligible application will be screened by panel of three central office administrators.
- J. For students entering grades five or lower, the application will be screened for residency and age. For students entering grades 1-5, a copy of their most recent report card must be attached to the application for purposes of determining grade level testing and placement. Students must live in Jefferson Parish and, if entering kindergarten, must be five years old by September 30th. If entering pre -kindergarten, students must live in Jefferson Parish and be four years old by September 30th.
- K. Students entering grade five or lower who meet the screening criteria will be allowed to move on to the testing phase of the admissions process.
- L. For students entering grades six through eleven, the application will be screened for residency, standardized test scores for the 2013-2014 school year, and report card grades for the last two years.
- M. For screening purposes pertaining to the 12/13 school year and thereafter, if iLEAP or LEAP scores are submitted, a student must have scored a minimum of Mastery in both English Language Arts and Math during the 2013-2014 school year. If End of Course test results are submitted, no rating lower than a "Good" in English and a math course will be considered acceptable. End of Course test results indicating "Fair" or "Needs Improvement" will disqualify an applicant for further consideration. For screening purposes pertaining to the 12/13 school year and beyond, if standardized test scores that employ percentiles are submitted, a student's overall composite (including all subjects tested) must be at or above the 85th percentile in each during the 2013-2014 school year. A student's end of the school year report card for the last two years must also accompany the application. In addition to the residency and standardized test score requirements, a student's end of year report card for the last two years must not contain a final/end of course letter grade average lower than a "C" in each reading, English, math, science, or social studies course attempted.
- N. Parents/guardians will be notified through mail and phone call regarding the outcome of the application screening process. The letter and phone call will contain instructions regarding an appeals process if a student's application was denied for not meeting all criteria.
- O. Students entering grades six through eleven who meet all screening criteria will be allowed to move on to the testing phase of the admissions process.
- P. A three-person committee appointed by the Superintendent will hear all appeals at the Application Submission and Screening Phase.

- Q. A student who has another sibling currently enrolled in a school outside his/her attendance zone will be allowed to attend that school if he/she meets all qualifications for entry and will be treated as any other applicant. He/she will be allowed to remain until the terminal grade of the school. Transportation will not be provided by the school system to any student residing outside the attendance zone.

III. Testing Phase:

- A. Students who satisfy all criteria in the Application Submission and Screening Phase will be tested for possible admission into an advanced study academy.
- B. Testing sites will be located in various schools throughout the parish and will occur on designated Saturdays for those applicants who will be administered a paper/pencil admissions test. One make-up date will also be established.
- C. Group paper and pencil tests will be administered for students entering grades three and above. Testing of entering pre-kindergarten through grade two students will be one on one – teacher to student. Due to the large number of applications, testing will occur on multiple Saturdays.
- D. In one-on-one testing, the district will assign additional testing monitors to each testing site in order to ensure fidelity to testing protocols.
- E. Test administrators will be interviewed for their positions annually and will receive annual test administration and test security training.
- F. A school test coordinator will be assigned to each testing site. One of the major functions of this person will be to monitor the implementation of testing procedures while students are testing. School test coordinators will be interviewed for their positions annually and will receive annual training.
- G. Test administrators and school test coordinators will sign oaths of confidentiality and test security attesting that all testing guidelines have been followed. If any student has a personal connection or relationship to the assigned test administrator, the test administrator will be re-assigned in order to ensure test security.
- H. No Jefferson Parish School System employee will be involved in the scoring of a traditional group administered paper and pencil test. All scoring of group administered paper and pencil tests will be done by an outside company. For one-on-one testing situations, the individual administering the test will score the test. Personnel from the district Testing Department will verify the accuracy of the scoring.
- I. Just as in the Application Submission and Screening Phase, a three-person committee appointed by the Superintendent will hear appeals at the Testing Phase to decide if any student is to be re-tested.
- J. Only authorized test administration personnel will be allowed in those areas where students are testing. An area apart from the testing rooms will be reserved for parents, guardians, and other parties accompanying the applicant.

K. A review of enrollment numbers and waiting lists will be made at the beginning of June. In grade levels with open seats and no waiting list, a two-week July open application will be offered to those students whose initial testing composite score fell within 10 percentile points of the cut off score – the 85th percentile, to those students who have become eligible for testing based on their Spring test results, and to anyone who did not participate in the initial application phase.

Upon receipt of the retest results, students' composite scores will be ranked in descending order from the 99th percentile. Students will be invited to attend in descending order of their composite scores beginning with the 99th percentile. (The number of students who will be offered admission will depend upon the number of available seats.) Students with composite scores less than the 85th percentile will not be considered for admission.

Once all seats have been filled in each grade level, remaining students with scores at or above the 85th percentile will be placed on a waiting list in rank order.

L. ASA Admission of new students to Jefferson Parish

New students to Jefferson Parish are defined as follows:

1. Students who relocate to Jefferson Parish from another state or country and are able to produce proof of prior residency in another state or country as well as current residency in Jefferson Parish.
2. Students who relocate to Jefferson Parish from another Parish within the state of Louisiana and are able to produce proof of prior residency in another Parish as well as current residency in Jefferson Parish.

If such student(s) enter into (newly reside) Jefferson Parish outside of the established ASA testing window, such students are eligible to apply for admission into an Academies for Advanced Academic Study provided that:

- 1) The Student (s) meet all requirements set forth for entry into the Academies,
- 2) The Student(s) were not students in a Jefferson Parish Public School during any part of The previous academic year,
- 3) The Student (s) have not applied to an Academy for Advanced Study during the current or prior academic year,
- 4) It is no later than three weeks before the second day of the third marking period AND
- 5) There is no wait list for the Academy and grade level into which the student would seek entry.

Testing will continue to remain open and available to those new students (as defined above) to Jefferson parish who meet the admission qualifications of the required application process.

IV. Ranking and Parent Notification Phase:

- A. Scores will be reported to the district in percentile format. A student's composite score will be the score used to rank a student.
- B. A three-person committee of central office administrators will receive the scores from the outside scoring agency and rank them in descending order beginning with the 99th percentile.
- C. The number of students to be invited to attend each school will depend upon the number of available seats at each grade level.
- D. Students will be invited to attend in descending order of their composite scores beginning with 99th percentile. Students with composite scores less than the 85th percentile will not be considered for admission.

- E. All parents and guardians whose children were tested will receive from the Jefferson Parish School System an official test score report as well as a letter indicating whether their child will be invited to attend the school indicated on the application.
- F. The parent/ guardian notification letter will also indicate a "cut off score" which will inform the parent/guardian of the lowest composite score used to determine which students to invite based on the number of available seats. For example, if four seats were available in 6th grade at School X, and the highest composite scores for students applying for the four 6th grade seats at School X, were 96 (2 students), 95 (1 student), 93 (1 student), 91 (3 students), 90 (2 students), the "cut off score" would be 93 in this case.
- G. School test coordinators will be responsible for packaging test booklets and answer documents to be sent to a company specializing in scoring tests.
- H. If there is a tie among students vying for the last seat available in a particular grade, the tie will be broken by the score earned on one of the sub-tests. Total scores earned on the reading sub-test will be examined first to break ties. If the total reading scores are equal, total math scores will be the second subtest score used as a tiebreaker. If both total reading and total math scores are identical, total language, scores will be used as the third tiebreaker.
- I. As mentioned in the application phase, a student may apply to more than one advanced study school for admission and will be asked to show his/her preference of schools in priority order. It is possible that a student's composite score may not be high enough to gain entrance to his/her school of first choice due to seating availability, scores of other students, and whether or not the school of first choice is in the applicant's attendance zone.
- J. If a student accepts admission into a school other than his/her school of first choice, it is understood that the student will be allowed to transfer to the school of first choice only during the first five school days of the school year and only if there is no waiting list in the desired grade level at the school of first choice. Otherwise, a student who has accepted admittance into an advanced study academy other than his/her first choice may not transfer to his/her school of first choice during the school year. Please refer to the transfer policy later in this document.
- K. Composite scores applicable to one school year and period of admission cannot be applied or used for admissions purposes in later years.
- L. Students not invited but whose composite score was the 85th percentile or above will be placed on a waiting list. The waiting list will be arranged in descending order of composite scores. Parents will be given a phone number of a contact person who can tell them where their child stands on the waiting list.
1. If an opening should materialize, students will be offered an invitation to attend based on the descending order of scores on the waiting list.
 2. For all grade levels, the wait list will remain in effect until the second day of the third marking period. After such time has passed, the wait list will cease for the current school year. The wait list will not continue for the next school year.
- M. Just as in the Application Submission and Screening Phase and the Testing Phase a three person committee appointed by the Superintendent will hear appeals at the Parent Notification Phase.
- N. The three-person panel responsible for ranking and parent notification will sign an annual oath indicating that students with qualifying scores who live in their attendance zone school were admitted first according to the descending order of their composite scores before any student living outside a school's attendance zone who has a qualifying score.

V. Transfer Policy - During the School Year:

- A. Space permitting, transfers to another advanced study academy will be considered during the first five student attendance days at the beginning of the school year. Transfers will be considered if no waiting list exists for the desired school/grade level. Preference will first be given to those students who wish to transfer from a school outside their attendance zone to a school within their attendance zone.
- B. Transfers will not be considered after the fifth student attendance day.

VI. Transfer Policy – After the School Year Ends:

- A. Students who are currently attending an advanced study academy outside their attendance zone and wish to transfer to an advanced study academy within their attendance zone for the next school year must submit an “Advanced Study Academy Transfer Request Form” to the Advanced Study Academy Admissions Office in January of the current school year.
 - Transfer requests of this nature will be honored on a first come first serve basis provided there are seats available in the desired grade level at the intended school.
 - Transfers from outside to inside a student’s attendance zone will be granted before qualified new applicants for the upcoming school year are invited to attend.
- B. Students who are currently attending an advanced study academy within their attendance zone and who wish to transfer to an advanced study academy outside their attendance zone must submit an “Advanced Study Academy Transfer Request Form” to the Advanced Study Academy Admissions Office.
 - Students seeking such a transfer will be invited to attend after those students who are attending an advanced study academy outside their attendance zone and wish to transfer to a school within their attendance zone and after new applicants for the upcoming year living in the desired school’s attendance zone qualify through the admissions process.
 - If after these two groups of students residing within a school’s attendance zone are placed and no waiting list exists, then transfer requests from students residing outside the desired school’s attendance zone will be granted on a first come first serve basis provided there are seats remaining in the grade level at the academy outside a student’s attendance zone.
 - It is understood that the Jefferson Parish Public School System will not provide transportation to a student who attends an academy outside his/her attendance zone.
- C. If a parent of siblings who are attending two different advanced study academies and wishes to unite them, an “Advanced Study Academy Transfer Request Form” must be submitted to the Advanced Study Admissions Office for the child(ren) to be transferred.
 - If the transfer request for a sibling is to a school within the student’s attendance zone, the transfer request will be granted before qualified new applicants for the upcoming year are admitted and before those who are seeking a transfer from outside the intended school’s attendance zone.
 - If the transfer request for a sibling is from a school within a student’s attendance zone to a school outside the student’s attendance zone, the transfer request will be granted after those students who are seeking a transfer from an academy outside their attendance zone to an

academy within their attendance zone and before any new applicants for the upcoming year are considered for admittance.

It is understood that the Jefferson Parish Public School System will not provide transportation to a student who attends an academy outside his/her attendance zone.

VII. Academic and Behavioral Dismissal

The Advanced Study Academies are designed to expose the most highly capable students to a challenging, rigorous, and accelerated curriculum. Student progress is closely monitored by the administration of each school. In cases where student performance is deficient, the following dismissal policies will be followed.

Academic Dismissal:

Each advanced studies student's final course averages in grades two through eleven will be reviewed at the end of a school year. A student's final/end of course letter grade for each course attempted in reading, English, math, science, and social studies will be averaged using the following un-weighted (honors points not included) quality point values: A = 4, B = 3, C = 2, D = 1, and F = 0.

So that all qualifying courses may be averaged, in grade 2 a final letter grade will be calculated in English and averaged in addition to math and reading. In grade 3, a final letter grade will be calculated for science and social studies and averaged in addition to English, reading and math.

If a student earns less than a 2.0 final average (rounding up is not permitted) in all qualifying courses (reading, English, math, science, and social studies) attempted during a school year, he/she will be dismissed from the school for advanced studies and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

In addition to the grade point average requirement, a student's performance in all courses attempted during the school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of a school year, the student will be dismissed and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

Families who wish to appeal an academic dismissal may submit an Academic Dismissal Appeal Form to the school for consideration.

Behavioral Dismissal

Students attending advance studies schools will be expected to adhere to Jefferson Parish Public School System discipline guidelines as outlined in the *2014-2015 Procedures and Policies for Parents and Students*.