Admissions: Policy

Policy Statement

The legislated mission of P.K. Yonge Developmental Research 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 diverse demographic composition of the student age population of the state as a whole. The admissions policy of P.K. Yonge 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, University, or its auditors to meet the requirements of a specific research study, or to implement a specific research study.

Admissions Conditions

Full Time Enrollment School - All students enrolled will be full-time students on the P.K. Yonge campus or attend classes through the college dual enrollment program. Dual-enrolled students must maintain satisfactory progress and course completion.

Dual Enrollment - Students are able to dual enroll in their junior or senior years. New students to P.K. Yonge are strongly advised to attend on-campus classes at P.K. Yonge for at least one year before considering dual enrollment.

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

Fees - 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 state laws, only those students who have reached age 5 by September 1 of the year, for which they seek enrollment, will be eligible for enrollment into the kindergarten class. Students entering the first grade must have reached age 6 by September 1 and successfully completed kindergarten.

Health and 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 must document the immunizations required by DOE for the student’s current grade.

Exceptional Student Educational (ESE) Services - P.K. Yonge offers Exceptional Student Educational (ESE) services and accommodations in an inclusive setting. All students identified with a disability must meet the graduation requirement set by the State of Florida to earn a Standard Diploma. Our high school offerings are limited to Honors and Advanced Placement. We have a carefully designed multi-tiered system of instructional supports. Supplemental instruction is designed to support student success in the core curriculum. Most of our instructional support services are provided through a “push in” model. Parents must provide the most current Educational Plan, Individualized Education Plan, or 504 plan for students who are identified as needing specific accommodations with the admissions application.

Admissions Criteria

P.K. Yonge 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 prior to each school year for three
Admissions: Policy

selection criteria: gender, race/ethnic origin, and family income. P.K. Yonge also seeks to maintain diversity in achievement levels among newly invited students.

Upon completion of re-registration and analysis of the student population, enrollment goals are established to fill projected student vacancies for the next academic year.

Student admissions and enrollments are based on three selection criteria:

1. **Gender** - 50% male and 50% female at each grade level.

2. **Federal Racial/Ethnic Category** - Percentages are based on Florida’s school age population as determined by the State of Florida Dept. of Education and may be adjusted annually.

   Current categories

   - American Indian or Alaskan Native - has origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliation or community attachment
   - Asian – has 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)
   - Black or African American – has origins in any of the black racial groups of Africa
   - Native Hawaiian or Other Pacific Islander – has origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
   - White – has origins in any of the original peoples of Europe, Middle East, or North Africa
   - Hispanic or Latino - persons of Cuban, Mexican, Puerto Rican, South Central American or other Hispanic culture or origin, regardless of race
   - Not Hispanic or Latino

3. **Family Income** – Four income categories are established based on the distribution family income in the State of Florida. Distributions are based on 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.

Application Requirements

**Credits Transfer** - Students applying for admission from a High School which is not accredited by AdvancED or a member of the other regional accrediting associations will not have their transfer credits accepted on face value.

**Discipline Status** - Applications must include the student’s school discipline report from their most recent and/or current school. Students under suspension or expulsion from another school are not eligible to enroll at P.K. Yonge.

**Achievement Level** - Students seeking admission to P.K. Yonge in grades 1-12 must submit current standardized achievement test information. The assessment must have been completed within the last year using norm-referenced, standardized instruments, the Florida Student Assessment (FSA) and/or any other test defined by the Florida Department of Education. Parents/Guardians are responsible for providing these test results to the school as part of the initial Admissions Application and subsequent Annual Application Updates.

**Exceptional Education Status** – Students who have been evaluated or who are currently participating in an Exceptional Student Education program must submit evaluations, placement papers and their current IEP, EP (gifted), or 504 as part of the application process.

NOTE: Only complete applications will be evaluated for selection and admission. All records listed above must be included with the Admissions Application.
Admissions: Policy

Applications

Applications for admission are accepted year round.

Applications received by published deadlines are included in first round selection.

**Kindergarten Applications** – To be considered for inclusion in the first round for applicant selection in Kindergarten, applications are accepted from September 1 of the year before the child starts kindergarten until February 15 the following year. Applicants must be 5 years old either on or before September 1 of the year they start Kindergarten.

**Fourth, Sixth, and Ninth Grade Applications** – Application deadlines will be published throughout the year. To be considered for inclusion in the first round for applicant selection in fourth, sixth, and ninth grade for the next school year, applications must be received by or postmarked with the published application deadline.

Annual Update of Applications

Student applicants not selected for admission will remain in the applicant pool in succeeding years provided an Admissions Application Annual Update is completed and submitted between July 1 and October 31. It is the responsibility of the parent(s)/guardian(s) to update the application once each year between July 1 and October 31 each year. Contact information and phone numbers must be updated as it changes.

Please call (352) 392-1554 ext. 247 or send the information to the Admissions Office, nhutson@pky.ufl.edu. We must be able to contact you. All application updates must be mailed via US Mail or delivered to the Front Office. No updates are accepted via email or fax.

**Applications not updated annually by October 31 will be removed from the admissions pool.**

Student Selection Process

**Random Selection** – Applicants with a complete Admissions Application are eligible to be selected for admission. Once applications are received they are grouped according to demographic categories required by the state. Within each group, randomized, computer-generated selection takes place.

**Priority Selection** – There is limited priority selection within a demographic category. Priority selection criteria are identified below. Qualifying in more than one priority category does not give an applicant any greater priority. Priorities do not guarantee selection for admissions.

- Children of currently employed P.K. Yonge faculty and staff
- Siblings/Step Siblings of current P.K. Yonge students living in the same household
- Children of P.K. Yonge alumni
- Performing Arts – Applicants may qualify for priority status by completing a Performing Arts audition and being selected and approved by the Performing Arts faculty. Qualified applicants may be accepted providing an opening exists within the appropriate category.
- Administrative Placement – The Director of the school may admit a student under special circumstances.

**Admission to P.K. Yonge** - Upon selection, the parent/guardian is contacted by phone. Upon verbal acceptance, a letter of invitation for admission will be extended to the applicant’s parent/guardian. The parent/guardian will have 15 calendar days from the date of the letter to accept the invitation by paying the required Activity Fee and submitting documents required for admission.
Admissions: Policy

Registration/Enrollment – Registration, enrollment and class schedules are completed after payment of the Activity Fees and submission of documents required for admission.

The student selection process continues until all vacancies are filled. Students are subject to dismissal if any part of the application is omitted, falsified, or if information was withheld.

Re-registration of Currently Enrolled Students

Current students will re-register during October for the next 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 along with the $150.00 non-refundable enrollment fee that must be paid at the time of re-registration. The enrollment fee will be applied to the student’s Activity Fee upon attendance the next academic year. Parents or guardians of current students who do not re-register or fail to re-register by October 31 will be considered as forfeiting their student enrollment position and will NOT be enrolled at P.K. Yonge for the next school year.

The remaining balance due for the annual Activity Fees or any other debts must be paid in full by April 15 for continued enrollment of the student in the next academic year.

Activity Fees

Activity fees are used to aid the support of student activities. Fees are subject to change per approval by the P.K. Yonge School Advisory Council and University of Florida Board of Trustees.

New Students

Students who are selected for admission and receive an invitation letter of admission must pay all fees within 15 days of the date of the letter. Failure to comply by this deadline will immediately rescind this invitation for admission and another applicant will be selected. A parent/legal guardian of a new student who later terminates their admission/enrollment will be subject to the following cancellation fees and are entitled to the following refunds:

<table>
<thead>
<tr>
<th>Termination/Cancellation Date</th>
<th>Cancellation Fee</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15 days after receipt of full Activity Fee payment</td>
<td>$150.00*</td>
<td>$150.00</td>
</tr>
<tr>
<td>16+ days after receipt of full Activity Fee payment</td>
<td>$300.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Returning/Re-enrolling Students

Activity Fees are $300 per student per year and must be paid in full by April 15th for the next academic year. One hundred fifty ($150) dollars of the $300 is non-refundable. Any student Activity Fees that have not paid in full by April 16th will be assessed a $50 late payment fee.

Students/parents/legal guardians accepting admission/enrollment to P.K. Yonge who have paid the full Activity Fee and later terminate their admission/enrollment will be subject to the following cancellation fees and may apply to the Director/Principal for a refund as follows:

<table>
<thead>
<tr>
<th>Termination/Cancellation Date</th>
<th>Cancellation Fee</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 to April 30</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>May 1</td>
<td>$150.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Reduced Activity Fees are based on the eligibility guidelines established annually by the National School Lunch program (Free Reduced Lunch). To qualify, the family’s most recent Federal Income Tax Form (1040) of the household where the student is claimed as a dependent must be presented to the Business Office for evaluation. If eligible, Reduced Activity Fees will be adjusted to $150 per student for one academic school year.

1080 SW 11th Street Gainesville, FL 32601
P: 352.392.1554  F: 352.392.9559  pk Yonge.ufl.edu
Admissions: Policy

Termination/Cancellation Date | Cancellation Fee | Refund
--- | --- | ---
1-15 days after receipt of full Activity Fee payment | $150.00* | $150.00
16+ days after receipt of full Activity Fee payment | $300.00 | $0.00

* $75.00 if reduced fee is paid.

Leave of Absence

Applications for a Leave of Absence may be obtained from the Admissions Office. A Leave of Absence may be requested for an enrolled student unable to attend the school because of extenuating circumstance such as a parent’s sabbatical, a temporary change in residence to another state or country, health condition, or for an educational program which P.K. Yonge does not provide. Requests for a Leave of Absence require the approval of the school director. Leave is granted for one academic year only or the remainder of an academic year. Re-admission is not guaranteed but based on space availability and the review of current grades, test scores, discipline and attendance reports. A second year of leave will be approved only for extenuating circumstances as judged by the school director.

When a student is on leave, the admissions coordinator should be notified, no later than April 1st 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.

Registration, including payment of fees, will take place during the regular spring registration of the school year prior to the school year the student is to return. A fee of $50.00 per year is assessed for those students on a leave of absence.

Document History
Revised & Adopted May 5, 2008 – School Advisory Committee
Revised & Adopted May 5th 2008 – School Advisory Committee – Fee Structure
Revised & Adopted February 5, 2007 - School Advisory Committee – Full Revision
Revised & Adopted December 6, 2004 - School Advisory Committee – Fee Structure
Revised & Adopted November 4, 2002 – School Advisory Committee – Addendum & Proposed Language/Text Edits
Revised & Adopted May 6, 2002 – School Advisory Committee – ESE language & Addendum
Revised & Adopted December 7, 1999 – School Advisory Committee – Full Revision
Revised October 2014 – Activity Fees – Text Clarification
Revised September 2015 – Invitation for Admission - Days of Acceptance
Revised June 2017 – Text Clarification