

Application Part II: Additional Documentation Required

The following documents are required and must be submitted as part of a student's application. Applications cannot be reviewed for admission until all documentation has been received.

- ❑ **Copy of student's most recent report card**
- ❑ **Reference form from CORE academic teacher (please inform the teacher completing the form that it must be received at Fairview prior to March 1st, 2012).**
- ❑ **Documentation of most recent standardized test scores (FCAT, SAT 10, etc).**
- ❑ **Honor Code agreement signed by parent and student.**
- ❑ **Graded writing sample (See instructions below).**
- ❑ **Leon County School Choice Form (required for all students NOT ZONED for Fairview; turn in directly to District Reassignment office)**

Writing Sample

Each student is required to submit a graded writing sample

The writing sample should be between 100 – 200 words in length, must have been written by the student and graded by a core academic teacher during the current academic year. The sample *could* be, *but is not limited to*: a Writes Upon Request essay, an in-class paper, a book report, a research paper, a 5-paragraph essay, etc.

Return completed application with ancillary material to:

Leon County School Choice Office
2757 W. Pensacola Street
Tallahassee, Florida 32304
Fax: (850) 487-7291

MINIMUM CRITERIA

- *Documentation of scores on a national or state standardized academic achievement test indicating a score of 4 or better (FCAT) or above grade level (date of test must be within one academic year of application).*
- *Completed application with all ancillary material (writing sample, honor code, teacher reference form, test scores)*
- *Completed Leon County Schools request for reassignment for out-of-zone students ON OR BEFORE March 1 if not currently zoned for FMS (This form will only be utilized if the student is accepted into the FMS Magnet program; otherwise it will be considered null and void).*

Completed applications (and school choice forms) must be submitted to the LCS School Choice office on or before March 1st, 2012, 4pm.

IB Prep Magnet Program Honor Code

By signing this document, I acknowledge that the purpose of the Fairview Middle School IB Prep Magnet Program is the preparation of students for opportunities of higher learning and that any type of academic misconduct, including cheating or disrespect towards teachers and other students, may prevent them from accomplishing this goal.

Cheating inflates grades and forces teachers to act as disciplinarians. This places unnecessary stress upon the relationship between a teacher and student. This action is unfair to students who have put the necessary time and effort into their academic responsibilities. I agree that students' who are unwilling or unable to complete the curriculum with the highest degree of integrity do not belong in the Fairview Middle School IB Prep Magnet Program. An atmosphere of trust, freedom and integrity must be maintained. In order to do this, students must live by a code of honor.

The Honor Code is not only a document signed to prevent cheating, but also a statement as to the way students will live their lives. By signing this code, I am giving my word that I will refrain from academic malpractice and report any violations of this code to a teacher or administrator.

Academic misconduct is identified as, but not limited to any activity resembling the following:

- The use of someone else's work for academic purposes; copying, plagiarizing, soliciting answers.
- Informing someone who has not taken an examination of the test questions.
- Referring to unauthorized notes during an examination.
- Showing disrespect towards students and teachers by disrupting class and preventing others from having the opportunity to learn.

I, _____, understand that academic misconduct of any kind damages my integrity as well as the Fairview Middle School IB Prep Magnet Program. Violation of the Honor Code will necessitate interaction of the teachers/administration and may result in removal from the Magnet.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



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**FAIRVIEW MIDDLE SCHOOL
 IB PREP MAGNET PROGRAM
 STUDENT SHADOWING REGISTRATION**

Shadowing is not required but highly recommended. Please fill out and bring this form with you on your pre-scheduled shadowing date if you decide to shadow.



Students wishing to shadow in the magnet program at Fairview Middle School find their experience very rewarding and integral to their decision to attend our program! Shadowing only occurs in the months of January and February on designated dates. Prior to shadowing, each student and their parent must complete the following steps and be aware of the following information:

- Obtain an appointment date to shadow in advance by contacting the magnet office at 488-6880 extension 122 or sign up to shadow at an IB Prep Magnet Showcase event.
- Complete this form and obtain approval signature from an administrator at your current school.
- This form should be **brought with the student on their shadowing date to Fairview and given to the IB Prep magnet shadowing coordinator.**

DATES AND TIMES: Tuesdays and Thursdays in January and February (must pre-schedule) 9:15am – 3pm, Front Office of Fairview

PROCEDURE: Students will be paired with a current magnet student on the day of their shadowing. They will spend the entire day with them, including classes, lunch, and locker times. Students will not be assessed in any way, but are encouraged to participate in class activities. Parents are welcome to stay for a Parent Tour of the school and IB classes from 9:30am – 10am, led by the Magnet administrator.

TRANSPORTATION: Parents must provide transportation to and from Fairview for shadowing.

LUNCH: Student should bring MONEY (\$2) **or** BAGGED LUNCH.

MEDICATIONS: Must be left with school nurse on shadowing date

EXCUSE FORM: Student will be provided with an excuse form at the end of their shadowing experience.

Please sign, detach, and return the bottom portion of this form with the shadowing student:

 Student Name _____ Current School _____

Shadowing Date (Pre-scheduled) _____ Current Grade Level: _____

Parent(s) Name _____ Contact Number _____

Parent Signature _____ Contact E-Mail _____

Please list any required medications and times of dosage. _____

Current School Administrator's Signature _____

Completed applications (and school choice forms) must be submitted to the LCS School Choice office on or before March 1st, 2012, 4pm.

**FAIRVIEW MIDDLE SCHOOL
IB PREP PREPARATORY
MAGNET PROGRAM
APPLICATION PROCEDURE CHECKLIST**

All students making application to the IB Prep magnet program must complete and submit the following information on or before March 1st, 2012, at 4pm.

1. *If student is NOT ZONED for Fairview Middle School: **submit school choice form** to School Choice Office (Leon County Schools, 2757 W. Pensacola Street, Tallahassee, Florida 32304 or fax to (850) 487-7291) WITH ALL REQUIRED SIGNATURES. This form is located on the Fairview IB Preparatory website as well as Leon County Schools' website.*
2. *All students making application: **submit IB Prep application** to School Choice Office (address above). This material is DATE-SENSITIVE. This should include:*
 - A signed and completed **application**.
 - Copy of student's most recent **report card**.
 - Documentation of most recent **standardized test scores**.
 - Honor code** agreement signed by parent and student.
 - A graded **writing sample** (see instructions on application).
 - Teacher Recommendation Form** - unless sent or faxed directly to School Choice Office at (850) 487-7291.
3. *Optional: Interested students may schedule a shadowing date with the IB Prep Program by contacting Ms. Meghan Davis, IB Prep Coordinator, at 488-6880 x122. Shadowing students must complete the shadowing registration form and bring it with them on their pre-scheduled shadowing date. Shadowing students will be provided with a written excuse note from Fairview at the conclusion of their shadowing date.*

Prospective students will be notified by mail as to their acceptance or denial of admission into the program AFTER March 1st, 2012. The date of notification will be determined by the School Choice Office of Leon County.

Questions or concerns may be addressed to:

**Meghan Davis, IB Prep Magnet Coordinator
Fairview Middle School
davism6@leonschools.net
(850) 488-6880 extension 122
Fax: (850) 922-6326**



Completed applications (and school choice forms) must be submitted to the LCS School Choice office on or before March 1st, 2012, 4pm.