

Pensacola Beach Elementary School

Enrollment Policy

June 2017

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1. Introduction

The purpose of this document is to;

- Clearly describe the enrollment policy for Pensacola Beach Elementary School
- Provide a single point of reference for questions related to enrollment policy.

2. Calendar

- Re-enrollment forms for all current students are due to the school administrator before the last day of the current school year.
- In the event a class does not reach its enrollment cap through the admission of “on-island” students, a lottery will be held for all applicants who do not reside full-time on Pensacola Beach on the last Thursday prior to the first day of the teachers planning week. This is typically one week prior to the beginning of school.
- After the first day of school, only students who reside in a full-time permanent basis on Pensacola Beach will be admitted to classes that do not exceed the size limit.
- There will be no admissions of *any* student after the first day of school, to a class that meets the class size limit.

3. Policy Statement

April 27, 2009 the PBES Board of Directors unanimously approved the following Enrollment Policy:

- Students will be enrolled at PBES in the following order of priority:
 1. Children who reside on Pensacola Beach in a full time permanent basis, and children of employees of PBES.
 2. “Off Island” students in the following order:
 - 2.1 Returning students from previous grade
 - 2.2 Siblings of a student currently enrolled at PBES
 - 2.3 Siblings of previous PBES students
 - 2.4 Children of non- full time permanent resident leaseholders
 - 2.5 Children of parents currently employed on the beach
 - 2.6 Children of parents who own a business on the beach
 - 2.7 All other applicants.

If required, each of items 2.1, 2.2 and 2.3 above will be further ranked by the following to determine “first in last out”;

- i. Length of continuous enrollment
- ii. Number of currently enrolled siblings
- iii. Aggregate years of sibling attendance

- If student residing on Pensacola Beach withdraws they will be re-classified as “off island.”
- Students in any overpopulated class that move off-island must transfer to another school.
- There will be no admissions of any student after the first day of school, to any class that already meets the class size limits defined in section 4. Class Size Goals below.

A standing “policy committee” will be appointed to hear appeals of individual cases with extenuating circumstance. The policy committee will make decisions on the appeals and relay its decision to the Principal for implementation.

4. Class Size Goals

A capacity limit will be set for student enrollment. The limit is based on the most pragmatic balance between the following:

- Academic Standards - The level at which the Principal and teachers believe students can receive the best education and standards are not impacted by class size.
- Economics - Where costs and revenue are projected to be manageable.
- Existing Infrastructure - Based upon the existing buildings/materials.

The new class size limits are as follows:

Grade	Class Size Limits
K	18
1 st	22
2 nd	24
3 rd	24
4 th	26
5 th	26

5. Enrollment Process

1. All new students wishing to enroll in PBES must complete an Enrollment Packet and submit to the school Administrator.
2. All current students must complete a re-enrollment Registration Form and submit to the School Administrator.

6. Documents Included in the Enrollment Packet

All enrollment forms are available on-line at www.pbess.org

1. Welcome and process overview letter from the Principal
2. Forms to be completed for each student:
 - a. Initial Enrollment Application
 - b. Student Behavior Policy
 - c. Proof of Full-time Permanent Residency
 - d. Family Information Form

7. Lottery

In the event a class does not reach its enrollment cap through the admission of “on-island” students, a lottery will be held for all applicants who do not reside full-time on Pensacola Beach. The lottery will take place on the last working day prior to the first day of the teachers planning week, typically one week prior to the beginning of school. The outcome of the lottery will be determined by the Enrollment Policy prioritization process described in section 3 above. Lottery participants will be advised of the results of the lottery by the Principal on the day of the lottery.

“Off island” applicants who win a place via lottery will, in subsequent years, be regarded as “on-island” applicants unless all available places in their class are filled by full time permanent island residents. In this case it may, unfortunately, be necessary to deny these and all new “off-island” applicants admittance. Students with greatest tenure of enrollment at PBES will be given priority until the class size target has been met, e.g., “first enrolled is the last out.”

8. Appeals Process

It is the responsibility of the Principal of PBES to enforce the Enrollment Policy put into place by the Board of Directors. If a student is denied admission by the Principal and the applicants feels they have a case with extenuating circumstances for which an exception should be made, they may request their appeal be heard by the Policy Review Committee.

When taking a case to the Policy Review Committee for appeal the applicant should provide the completed Enrollment Packet as well as the Appeal Request Form, also available on-line at www.pbess.org

The Policy Review Committee commits to hear, review, and respond on the case as promptly as possible. The Chairperson of the Policy Review Committee and/or the school Administrator will advise the applicant of the committees’ decision.