

Pensacola Beach Elementary School

Enrollment Policy

April 2009

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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 working day 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 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	22
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 (see Appendix E) and submit to the School Administrator.

6. Documents Included in the Enrollment Packet

1. Welcome and process overview letter from the Principal
2. Forms to be completed for each student (all forms are included in appendix to this document):
 - a. Initial Enrollment Application (see Appendix A)
 - b. Student Behavior Policy (see Appendix B)
 - c. Proof of Full-time Permanent Residency (see Appendix C)
 - d. Family Information Form (see Appendix D)

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 (See Appendix F).

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.

Appendix A Initial application

PENSACOLA BEACH ELEMENTARY SCHOOL

APPLICATION FOR ADMISSION 20__ -20__ SCHOOL YEAR

INSTRUCTIONS

Applications must be completed by a parent or guardian. One application must be completed for each student seeking enrollment in Pensacola Beach Elementary School (PBES) for the upcoming year. Please send completed application(s) with any required documentation to the following address/fax number:

Student Applications
 Pensacola Beach Elementary School
 900 Via De Luna Drive
 Pensacola Beach, Florida 32561
 Telephone/Fax (850) 934-4020

STUDENT INFORMATION:

Grade Applying For (circle one) K 1 2 3 4 5

Student's Name _____
Last First Middle Nickname

Student's SS#: ____-____-____ **Birth Date:** ____/____/____ **Gender** (circle one): M / F
mm dd yyyy

Full-time permanent residence address:

_____ _____ _____ _____
Street City State Zip

School Student Currently Attending: _____
School Name Address

Current Grade (circle one) PK K 1 2 3 4 5

Special Needs/Services Required for Student (check all that apply):

- ESE 504
- Current IEP(Individual Education Plan)
- Speech
- Occupational Therapy
- Medications Required to be Administered at School
(List name of medication(s) and diagnosis for which it is prescribed)

Other Schools in Which Student Has Been Enrolled:

Start and End Date Of Enrollment	School	School Phone	School Address (street, city, state)

Appendix B Student Behavior Policy

PENSACOLA BEACH ELEMENTARY SCHOOL

Student Behavior Policy

Pensacola Beach Elementary School, herewith PBES, is a charter school, therefore, it is a school of choice. Charter schools allow parents to choose between two free public school alternatives. Children who reside on Pensacola Beach have the option of attending PBES or A.K. Suter Elementary School in Pensacola. Children who live off the island have the choice to attend the school for which their home is zoned.

PBES recognizes the importance of having a classroom environment conducive to learning. To ensure maximum learning by each student and the class, the Board of Directors wants to inform parents/guardians upfront about the consequences of a child's behavior.

Good behavior is expected. Good behavior is rewarded through a program called the "Sand Dollar Store". Children have the opportunity to earn "Sand Dollars" and spend them at the "Store" several times during the school year. Additionally, children who earn a 90 or above in Citizenship may attend the "Beach Brigade", held at the end of each grading period.

Unfortunately, not all children exemplify good behavior. Each student is responsible for his or her own behavior. The teacher and parent(s) will work together to promote kindness and safety in the classroom. Guidelines will be put in place to protect the rights of the child to make sure the student has ample time to conform to the rules. The following steps provide a guideline of the procedures but are not inclusive:

- Teacher verbally warns student repeatedly;
- Student shows inability to conform to the rules;
- Student is given preferential seating;
- Teacher communicates concerns/actions are documented;
- Teacher/parent/principal conference; and
- Discipline contract between student and school.

If a discipline contract is not effective, the school reserves the right to follow the PBES Board of Directors' Policy that denies attendance and/or admission to PBES. The parent(s) has the right to appeal to the Board of Directors' Policy Committee. The committee will make certain the guidelines listed above were followed and the student was given ample opportunity to conform to the rules. The school administrator will work with the parent(s) to find an alternative school to make the transition as smooth as possible for the student.

Please sign and date as indicated below. Your signature is an acknowledgement of your understanding of your right to choose between two public schools, and that the school has the right to deny admission and/or continuing attendance to PBES based upon a student's behavior.

Parent Signature: _____ Date: _____

School Official Signature: _____ Date: _____

Appendix C Proof of Permanent Residency

PENSACOLA BEACH ELEMENTARY SCHOOL

REQUEST FOR PROOF OF PRIMARY RESIDENCY

To the Parent/Guardian:

A separate residency form shall be completed by a parent/guardian for each student who is:

- New to the Pensacola Beach school district,
- Changing address, or
- Transferring from another school.

To be eligible for enrollment at PBES, two of the following pieces of evidence of residency must be submitted with the application for enrollment. Check the boxes for the documents you are providing.

- telephone bill
- utility bill
- homestead exemption receipt
- voter registration
- driver's license
- rental/lease agreement

Student Name _____ Grade _____

Parent/Guardian _____
Print Name

Parent/Guardian _____
Signature

Date _____

Received by school office: (date) _____

Appendix D Family Information Form

PENSACOLA BEACH ELEMENTARY SCHOOL

FAMILY INFORMATION

Legal Guardians

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email Address: _____

Email Address: _____

Address: _____

Address: _____

Street

Street

City, State, Zip

City, State, Zip

Place of Employment: _____

Place of Employment: _____

Siblings Currently Enrolled at PBES:

Name _____

Grade: _____

Name _____

Grade: _____

Siblings Not Enrolled at PBES:

Name	Age	Grade	School

Signature Parent/Guardian

Date

Appendix E Enrollment Renewal Application

PENSACOLA BEACH ELEMENTARY SCHOOL

ENROLLMENT RENEWAL APPLICATION 20__ -20__ SCHOOL YEAR

Please complete a separate application for each student and return to the school prior to the third week in May.

Student's Name _____

Currently enrolled in Grade _____ Grade Student will be Entering _____

Please mark the appropriate response(s):

Yes No I am currently a full-time permanent resident of Pensacola Beach.

Yes No I am not a full-time permanent resident of Pensacola Beach.

Yes No I would like my child to attend Pensacola Beach Elementary School in the next school year.

My child has attended Pensacola Beach Elementary School since _____
Date of Enrollment

Please initial that the following address of record is your child's full-time permanent residence. If not, please make necessary changes to the address.

MAILING LABEL FROM ESCAMBLA COUNTY
"TERMS" DATABASE INSERTED HERE

initials

Parent/Guardian Signature

Date

Appendix F Application for Appeal

PENSACOLA BEACH ELEMENTARY SCHOOL

APPLICATION FOR APPEAL AGAINST DENIAL OF ADMISSION

Parent(s)/Guardian Name _____

Student's Name, Age, and Grade Level for which appeal is being made:

Appeal Request: *(Please include as much detail as possible to assist the Policy Review Committee in reviewing the appeal)*

Would you like to appear before the Appeals Committee? Yes ___ No ___

Parent/Guardian Signature _____ Date _____

To Be Completed by the Appeals Committee

Date of Meeting _____

Members Present _____

Action Taken: Approved _____ Denied _____

Signature	Vote
_____ Kim Homewood, Chair	_____
_____ Reed Dunne	_____
_____ Todd McCurdy	_____
_____ Shelby Smith	_____
_____ Julie Cardwell	_____