

Pensacola Beach Elementary School

Enrollment Policy

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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. Enrollment Process

Students who are a permanent resident of Pensacola Beach are herein after referred to as “on-island”

1. All new on-island students wishing to enroll in PBES must complete an Enrollment Packet and submit to the school Administrator by prior to the lottery date. The deadline for new off-island students is 3 p.m. (Central Time) on the last day of school.
2. All current students must complete a re-enrollment Registration Form and submit to the School Administrator by 3 p.m. (Central Time) on the last day of school.
3. Any enrollment packets for new on-island students submitted after the deadlines will be placed on a waiting list in the order of their submissions by grade level.

3. Documents Included in the Enrollment Packet

All enrollment forms are available on-line at www.pb.es.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

4. Policy Statement

- Students residing on Pensacola Beach are granted enrollment priority over non-Pensacola Beach residents.
- Students will be enrolled at PBES in the following order of priority:
 1. Children who reside on Pensacola Beach on 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 an enrolled “on-island” student withdraws, they will be re-classified as “off-island” in terms of priority within the policy statement.
 - Students in any overpopulated class that move off-island must transfer to another school.
 - There will be no admissions of any student after the lottery date to any class that already meets the class size limits defined by “Class Size Goals”.

5. 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 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

6. 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 school on the day of the lottery via email.

“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.”

Parents and guardians of selected applicants must accept or decline enrollment via email by 3 p.m. Central Time on the 2nd day following the lottery. Failure to accept enrollment by the deadline will be treated as a declined.

7. Waiting List

On-island students who submit an enrollment packet after the enrollment deadline can be placed on a waiting list in the order of their submissions by grade level. If an opening occurs and needs to be filled at the discretion of the school principal, the parent or legal guardian of the applicant next on the waiting list will be contacted. The parent or legal guardian must accept or decline admission within 48 hours. If the applicant declines, he or she will be removed from the waiting list. The waiting list will stay in effect until the next school year. **All applicants on the waiting list who were not admitted, must reapply for the next school year through the standard enrollment process.**

8. Disputes

If any dispute arises regarding the enrollment process, lottery, or interpretation of this enrollment policy, such disputes shall be resolved by the Governance Committee appointed by the PBES Board of Directors.

Approved by PBES Board of Directors October 22, 2018.