

Class Placement and Lottery Procedures

For School Year 2017-2018

Enrollment Process and Priorities

We will make these placements first:

- a. Children of classroom teachers will be placed into classrooms first to accommodate the teachers' schedules.
- b. One 3 day 3's am spot and one 3 day 4's am spot will be reserved for any children of Barton School Families, as agreed upon by the church and school board several years ago as part of our outreach and mission. Barton School is an English Language tutoring program sponsored by our church for adults and is only in session on MWF in the mornings.
- c. Students currently in 3 day 4 year olds who need to repeat 4 year olds will have priority placement for 4 year old classes. This recommendation is based on the teacher and parents together and only applies to current FPCS four year olds. This may also occur if a half-day kindergarten student needs to repeat kindergarten and will be staying at FPCS. Then they will be given priority placement for a kindergarten class.

After the above placements are made, each of the following groups will have a timeline where their enrollments get priority. These enrollments can be turned in at any time before the lottery date and are not on a first come, first served basis. A lottery will be held for any classes where there are more requests than spaces on the date specified for that group.

Group 1: Current Students and Siblings

Current students will be placed first, and then siblings. Any lotteries necessary will be held in this order as well.

Current Students - There will be a point system for any current student. Each student will receive one point for each full school year they have attended FPCS. If they have been in our school less than a full school year (Registered after Jan. 1st of the previous school year), then they will not receive a point for that year. Students with the most points will be placed first, by greatest number of points to the least. Current students will be given one point for each sibling already enrolled at FPCS (not for incoming siblings) and one point for each sibling who has attended FPCS in previous years. After this step is complete, any lotteries necessary will be completed. (Exception – students in Pre3's will not have priority for 3 day 3's classes, however they can be included in any lottery that is necessary).

Incoming Siblings – Incoming siblings (new to the school) can turn in their registrations at the same time as current students, but class placements and lotteries will be done after current students. Each incoming sibling will be given one point for each child in their family who is currently enrolled in the school and for their siblings who have been enrolled in the past. Students with the most points will be placed first, by greatest number of points to the least. After this step is complete, any lotteries necessary will be completed.

Group 2: FPCS School Staff Children (other than classroom teachers), Church Affiliated, and Alumni.

Staff members' children will be placed first, then church affiliated and alumni together. Points will be given to Members/Attendees of First Presbyterian Church as well as to Alumni Families. Any lotteries will be conducted in this order as well. Placement and lotteries will take place the day after the Lottery Priority date.

Group 3: Open Enrollment

Placement and lotteries for class openings will be held the day after the lottery priority date.

***Note: All registrations received after the Open Enrollment placement and lottery date will be placed in classes or on wait lists on a first-come-first-served-basis.*

Lottery Process:

- a. Lotteries will be conducted by three people, which may include the principal, a school board member and a parent whose child is not in a lottery.
- b. When possible, we will balance the classes by boys and girls, so spots available will be evenly divided by boys and girls. Names in the lottery will be divided by boys and girls for the drawing.
- c. Twins will be on the same ticket for lotteries.
- d. Names will be taken out one at a time and written on the sheet in the spaces available for the class. One person conducting the lottery draws names and one person writes the names on the sheet. The third person will be there as a witness to the process.
- e. If a student does not make it into their first choice of class, they are placed on the waitlist for that class. The waitlists are also created by lottery. Boys and girls go back in the drawing together for the waitlist lottery. They are then placed in their second choice class if possible.