

# **FERNDALE PUBLIC SCHOOLS**

## **ELEMENTARY MAGNET PROGRAM LOTTERY & ENROLLMENT GUIDELINES**

**REVISED FOR 2010-2011**

## **INTRODUCTION**

The Ferndale Public Schools offer a variety of elementary education program options. School families may enroll in a traditional classroom program at any time during the school year. Those interested in a magnet program option may apply for limited openings available through an annual lottery program by February 28 of the prior school year.

The magnet program options include the Ferndale Open Classroom Program offered at both John F. Kennedy School (K-6) and Roosevelt Primary School (K-3), and the Multi-Age Program offered at John F. Kennedy School (K-6). Grade-centered programs that do not require lottery admission are offered at Roosevelt Primary School (K-3) and Coolidge Intermediate School (4-6). Academic and programmatic details about the program options in the Ferndale Public Schools will be provided by building principals on request. In addition, to participate in the magnet program lottery, parent/guardians are required to participate in tours of all school options prior to February 28.

## **ENROLLMENT GUIDELINE DEFINITIONS:**

- 1. APPLICATION:** Consists of a completed district *Enrollment Packet* and a *Magnet Program Application Form* turned in to their school office or the Enrollment Office at 2920 Burdette. Both forms will be dated upon receipt and are necessary for the application to be complete. Copies will be shared between the schools and the Enrollment Office. Enrollment Packets are available at the Enrollment Office, on the district website, and participating school offices. Parents will be contacted to verify their selections for the Lottery after the February 28 deadline.
- 2. BUILDING TOURS:** Parents/guardians considering the magnet programs are required to take a tour of both Kennedy School and Roosevelt Primary School (or Coolidge Intermediate School in grades 4-6). The building principal and designated representatives of each school will lead the tours to help parents learn about the magnet programs and other district elementary programming. These regularly scheduled tours will begin in October and run through the deadline for Lottery enrollment, February 28. Reservations are made through each school office. Dates will be posted in August of each school year in the district calendar, and on the district website. Parents of children currently attending one of the participating programs are exempt from touring their current program.
- 3. CURRENT ENROLLEES:** Students currently enrolled in either the Open Classroom Program or the Multi-Age Program.
- 4. GEOGRAPHIC GRID:** A balanced distribution of students who reside in the Ferndale Public Schools is ideal to ensure equitable enrollment. The district will divide its four square miles into a grid consisting of 8 sections, as defined on Polyplot maps of the school district.
- 5. INTENT TO RETURN FORM:** A form distributed annually to all school families, grades K-5, in January to determine the number of openings for the coming year. (Current families in either program must record the names of potential kindergarten students on the *Intent to Return Form*, complete a *Magnet Program Application Form* for these students, and enroll their child at the Enrollment Office.)
- 6. INTERESTED APPLICANT:** Students whose parent/s toured the school, completed an application, and wishes to have their child's name entered in the Lottery.
- 7. MAGNET PROGRAM APPLICATION FORM:** A form completed to verify a family has taken both tours, understands the procedures and requirements of the programs, and has indicated magnet programs of interest, priorities, and sibling status.

## **ENROLLMENT GUIDELINE DEFINITIONS, CONTINUED:**

- 8. INTRA-DISTRICT TRANSFER REQUEST FORM:** A form sent to all K-5 families in all buildings in January. Families interested in attending a Magnet program must complete the form and return it to their school by the posted date. The school office will collect the forms and forward them to the Enrollment Office.
- 9. NON-SELECTED KINDERGARTEN STUDENTS:** Names of Kindergarten students who remain on the waiting list after the Lottery will be contacted if an opening becomes available or at the Fall/Winter semester break if an opening occurs. At that time, they will have the option of transferring to the available magnet program, or indicating they pass on the option.

Students whose names remain on the waiting list will be carried over to the waiting list for first grade the following year. The Enrollment Office will call the family of each child who remains on the waiting list from the prior year before the Lottery for Grades 1-6 to verify continuing interest.

- 10. NON-SELECTED GRADES 1-6 STUDENTS:** Names of students in Grades 1-6 whose names are not drawn will remain on the waiting list for the remainder of the year, in the order their names were drawn.
- 11. OUTREACH PLAN:** Community members will be notified of district program offerings via the district calendar, district website and promotional publications, school flyers to all students, district preschool programs, area municipal offices, community centers, churches and preschools. Kindergarten Roundup and General Enrollment will also be advertised in the same manner.
- 12. LOTTERY RECORDING/WAITING LIST:** The form used to record the order student names were selected during the public Lottery. Each student's name, grade and grid will be printed on a label, and drawn according to grids. Drawn names will be assigned a number on the list and recorded in numerical order beginning with available openings, and including students who will be on the waiting list.
- 13. SIBLINGS:** Brothers and sisters of *current* school enrollees will have enrollment priority in the specific program/school (Kennedy Multi-Age, Roosevelt Open Classroom or Kennedy Open Classroom) their sibling attends. This also includes family members (e.g. foster children or custodial children) living in the same residence with the same parents/guardians. Siblings of program alumni do not have enrollment priority.

## **GENERAL LOTTERY PROCEDURES:**

1. **NON-RESIDENT APPLICANTS**, including all Schools of Choice, Superintendent's Release, non-resident employees' children (except those with a sibling already in the program and school) applicants must have been enrolled in the district, in a K-5 classroom, for a minimum of 1 year to be considered eligible to apply for a Magnet program. If openings remain one week prior to the start of school, newly enrolled Schools of Choice students may be offered admission to this program.
2. A **NEW KINDERGARTEN** enrollee does not give priority to older siblings in other grades.
3. Names of **STUDENTS NOT ACCEPTED IN KINDERGARTEN** may be carried over until the start of the second semester of first grade. The Enrollment Office will contact them prior to the next district Lottery to determine continuing interest.
4. **LOTTERY WAITING LISTS** are not carried over from year to year for Grades 2-6.
5. **OPENINGS:** At the earliest possible time, the Superintendent will determine the number of available openings and direct the Director of Pupil Services to contact the next family on the waiting list.
6. **CLASS SIZE TARGETS WILL BE DETERMINED ANNUALLY** by the Superintendent in accordance with available district resources and collective bargaining agreements, and based on enrollment projections. The number of available openings will be announced at the time of the Lottery.
7. **STUDENTS WHO WERE PREVIOUSLY ENROLLED** in a program, attended a school elsewhere and/or notified their school they were leaving, and for whom the **DISTRICT HAS RECEIVED A SIGNED RECORD REQUEST FORM, ARE CONSIDERED OFFICIALLY DROPPED**. If their status changes and they remain in the district, they are not automatically readmitted. They must follow the Intra-District Transfer Request process and participate in the Lottery for the following year.
8. **MULTIPLE BIRTHS** are admitted as a single student (at the discretion of the parent), thus the same number of spaces must be available for admission. Class size will increase incrementally to accommodate multiple birth siblings.

## **GENERAL LOTTERY PROCEDURES, CONTINUED:**

9. There is **NO CROSSOVER BETWEEN PROGRAMS**. Students who are currently enrolled in one Magnet program, must participate in the Lottery for admission to the other Magnet program, and do not have priority for admission in the other Magnet program.
10. Students who have **SIBLINGS IN OPEN CLASSROOM AT OTHER SCHOOLS** are **NOT GIVEN PRIORITY** in the selection process.
11. The school will maintain a **TWO-YEAR FILE** of the parents who have taken the **BUILDING PROGRAM TOUR**. These parents will be contacted annually prior to the Lottery to determine their continued interest.
12. An **INTENT TO RETURN FORM** is sent to all Magnet K-5 families in **JANUARY** to determine the number of openings for the coming school year. This form also gives parents an opportunity to request participation in another Magnet Program's lottery, or to transfer to a non-lottery program.
13. In **JANUARY, AN INTRA DISTRICT TRANSFER REQUEST FORM** is sent to all K-5 students in the district. Families interested in attending the magnet programs must follow the above procedures.
14. **BUILDING/PROGRAM TOURS of both Roosevelt Primary School and John F. Kennedy School** will be conducted beginning in the Fall and regularly scheduled throughout the winter months until the Lottery deadline at the end of February. Tours will be printed in the District Activities Calendar and posted on the district website.
15. If an **ADDITIONAL CLASS** or large number of students is added, the enrollment shall be representative of each geographic section.

## **KINDERGARTEN ENROLLMENT PROCEDURES:**

The following procedures need to be completed before a student's name may be placed in the Lottery for Kindergarten.

1. Participate in building tours of both Roosevelt Primary School and John F. Kennedy School. Note: Parents of current magnet program students are not required to tour their current program, only the other Magnet programs.
2. Following each tour, the school principals will log all tour participants, and forward their names and contact information to the Enrollment Office.
3. Interested Lottery Participants must complete the Ferndale District Enrollment process, including the *Magnet Application Form* at the district Enrollment Office. This will enroll the child in the Ferndale Schools.
4. Lottery applicants will be notified of the Lottery date via a letter which will verify their program preferences, sibling status, geographic grid, and grade requested.

## **KINDERGARTEN LOTTERY PROCEDURES:**

Applications for the Magnet Programs are due no later than February 28 of each year. During the *second week in March*, a separate public drawing will be held for each program to select Kindergarten students for the Magnet Programs. The Enrollment Office will notify all families who have completed the application process of the Lottery date and confirm their wish to include their child's name in the Lottery, and information provided by parents. The Lottery date will also be posted on the district website.

The following procedures will be used to conduct the Lottery.

- The Lottery selection committee will consist of:
  - The Director of Pupil Services
  - The Executive Director of Curriculum & Instruction
  - The Principals of the Magnet programs
  - At least one Secretary from the Enrollment Office

The Superintendent will determine class size targets annually in accordance with available district resources and collective bargaining agreements.

- The district will be divided into eight (8) geographic areas and numbered 1-8. The number of spaces for each geographic area will be determined by dividing the total available spaces by the number of geographic areas. Non-district students, including employees' children, must attend another K-5 class in a Ferndale district school one year before eligibility for the Lottery, and are therefore not eligible for Kindergarten.

## **KINDERGARTEN LOTTERY PROCEDURES, CONTINUED:**

- Lottery tickets will be created by a merge from the building tour list. Each application will have a Lottery ticket printed with the student's name, grade, and resident grid. Lottery tickets will be placed in a container for the corresponding geographic area, and shuffled before they are drawn blindly.
- A random drawing will be conducted to determine the geographic order of selection for each grade and program.
- The magnet program principals will conduct the drawings for their programs.
- One application at a time will be selected from each geographic area and the student's name will be announced, and written on a recording sheet until all Lottery tickets are selected.
- All siblings will be placed first. Remaining available slots will be filled in the random drawing order by grid, until all the slots are filled.
- The name of any student not placed in a class will be retained until the second semester of first grade on the waiting list according to their Lottery number. If an opening occurs, these students will be contacted by the magnet program principal.
- Applications will continue to be accepted until all openings are filled.
- If an accepted student declines, or does not respond within 48 hours, a follow-up phone call will be made. Once that student's parents have forfeited the opening, the parents of the next student on the list will be notified that his/her application has been accepted.
- All students whose applications have been accepted or retained on the waiting list will be notified at the time of the Lottery, and by mail of their admission or waiting list status within two weeks of the Lottery.

## **GRADES 1-6 ENROLLMENT PROCEDURES:**

The following procedures must be completed before a student's name can be placed in the Lottery for students in grades 1-6 at the Magnet School:

1. Participate in building tours of both Roosevelt Primary School/Coolidge Intermediate School and John F. Kennedy School.  
Note: Parents of current magnet program students are not required to tour their current program, only programs for which they wish to enter the Lottery.
2. Following each tour, the school principals will log all tour participants, and forward their names and contact information to the Enrollment Office.
3. Interested Lottery Participants must complete the Ferndale District Enrollment process, or the *Intra-District Transfer Request Form* including the *Magnet Application Form*.
4. Lottery applicants will be notified of the Lottery date via a letter which will verify their program interests, sibling status, geographic grid, and grade requested.

## **GRADES 1-6 LOTTERY PROCEDURES:**

Applications for Open Classroom and the Multi-Age Program grades 1-6 openings will be determined following the receipt and analysis of the *Intent to Return Forms and Intra-District Transfer Request Forms*. During the second week in March, a separate public drawing for each program will be held to select students for available openings in Open Classroom and Multi-Age. The Enrollment Office will notify all families who have completed the application process of the Lottery date and confirm their information and wish to include their child's name in the Lottery. The Lottery date will also be posted on the district website.

The following procedures will be used to conduct the Lottery.

- The Lottery selection committee will consist of:

The Director of Pupil Services  
The Executive Director of Curriculum & Instruction  
The Principals of the Magnet programs  
At least one Secretary from the Enrollment Office

- The Superintendent will determine class size targets prior to the annual Lottery in accordance with available district resources and collective bargaining agreements.

## **GRADES 1-6 LOTTERY PROCEDURES, CONTINUED:**

- The district will be divided into eight (8) geographic areas and numbered 1-8. The number of spaces for each geographic area will be determined by dividing the total available spaces by the number of geographic areas. Non-district students, including employees' children, must attend another K-5 class in a Ferndale district school one year before eligibility for the Lottery for Grades 1-6.
- Siblings of current Magnet 1-6 students will have priority for Kindergarten placement.
- Lottery tickets will be created by a merge from the building tour list. Each application will have a Lottery ticket printed with the student's name, grade, and resident grid. Lottery tickets will be placed in a container for the corresponding geographic area, and shuffled before they are drawn blindly.
- A random drawing will be conducted to determine the geographic order of selection for each grade and program.
- The magnet program principals will conduct the drawings for their programs.
- One Lottery ticket at a time will be selected from each geographic area and the student's name will be announced and written on a recording sheet until all Lottery tickets are selected.
- All students whose applications have been accepted or retained on the Waiting List will be notified at the time of the Lottery, and by mail of their admission or waiting list status within two weeks of the Lottery.
- If an accepted student declines or does not respond within 48 hours, a follow-up phone call will be made. Once that student's parents have forfeited the opening, the parents of the next student on the list will be notified that his/her application has been accepted.
- If all siblings of current enrollees have been enrolled and all applications accepted, other interested candidates will be offered an opportunity to enroll in the program. This will occur by adding one student at a time from the pool of requests for each remaining geographic area until all remaining openings are filled.
- Applications will continue to be accepted until all openings are filled until the end of the first week of school.