

## **Lottery and Waitlist Procedure at Casco Bay High School - 2016-2017:** Revised 2-17

If there are fewer than 95 students with Portland residency registering an interest in the Casco Bay High School Class of 2021 by February 16, 2017, each of these students will have a place in the CBHS Class of 2021 - as long as CBHS staffing and programming enable us to adequately meet an interested student's needs.

**If there are more than 95 students with Portland residency who complete a CBHS Lottery Form for Casco Bay High School for the Class of 2021 by February 16, 2017, a lottery will take place. The results will be shared with the students and families as soon as possible, by March 3rd, 2017 barring unforeseen complications.**

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### ***Lottery Philosophy***

***We aim to be a great small school for any Portland teen, so we want to have a student body that reflects Portland's wonderful diversity. Our lottery process strives to promote that as best we can within the parameters of the law. Specifically, our lottery process strives to ensure that we are demographically representative of Portland in terms of the three categories that impact school staffing and funding: students who receive free or reduced lunch, students who receive special education services and students who are considered by PPS as "English Language Learners." (The free or reduced data will be based on permissions garnered from participating families.)***

***Our lottery process also guarantees a spot to siblings of current 9th-11th grade students because we want to cultivate deep connections with families that are interested in having their high school-aged children attend the same school. (Please note: 8th Graders who have siblings in the 12th grade – or who are alumni of CBHS – do NOT have an advantage (or disadvantage) in the lottery.)***

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### ***Lottery Process***

- Shortly after the February 16th deadline (and before March 1st), the names of all 8th graders who have submitted a CBHS Lottery Form to Casco Bay High School will comprise the lottery pool. Students must be living in Portland – or planning to live in Portland - by September 1st, 2017 to be considered a part of the "in district" pool.
- Prior to the lottery, CBHS officials will determine the minimum number of special education students, ELL students and free and reduced lunch students necessary for the freshmen class to be demographically representative. (There is NO maximum number for these categories.) For any 2017 lottery, this is defined as the number of students that is 2% fewer than the district percentages of 8th graders who receive special education or ELL services or free and reduced lunch. District percentages are based on the October 1, 2016 data.
- Before the lottery begins, any sibling of current 9th-11th CBHS students in the pool will be offered a spot. Sibling status should be indicated on the student's commitment form and confirmed by CBHS staff before the time of the lottery. Step-sibling and half-siblings are considered siblings.
- If the minimum target number to be demographically representative is not met – or met exactly – within the entire lottery pool in one or more of these three groups, then these students will all be admitted.
- The students remaining in the pool will be assigned one lottery number using a random number generator. The lower the lottery number, the greater the likelihood that a student will have a place in the CBHS Class of 2021.
- Spots in the class will then be filled by lottery number, from lowest to highest – as long as the targets to be demographically representative are met. If not, the sequence will be altered to ensure that the minimum targets are met.
- Students not offered a spot will be placed on a wait list., ordered by lottery number - regardless of

whether the student does or does not belong to any of the three above identified categories.

- Casco Bay High School will send an alphabetized spreadsheet to the area middle schools with the names of students to be offered a spot, as well as the names (and order) of students on the wait list. No reference on this spreadsheet will be made to a student's demographic information.
- CBHS staff will promptly communicate lottery results to impacted families.
- After the lottery results are posted and by March 10<sup>th</sup>, 2017, 8<sup>th</sup> graders must turn in a form indicating they are committing either to Casco Bay High School, Deering High School or Portland High School for the fall of 2017. If a student has received a lottery spot at CBHS and is set to attend another high school, the 8<sup>th</sup> grader's parent or guardian should let CBHS know as soon as possible.
- Past history indicates that a cohort of students offered a spot in the lottery will decline it. Consequently, we will initially be offering spots to 115 freshmen, knowing that not all of these students will choose to commit to CBHS on March 10<sup>th</sup>. Still, each and every one of the 115 students is guaranteed a spot in the CBHS Class of 2021 as long as they turn in their commitment form and note CBHS as their first choice by March 10<sup>th</sup>.
- The typical maximum for any grade level at CBHS is 97. Two spots will be held in reserve in the Class of 2021 for students in the Class of 2020 who may need to repeat 9<sup>th</sup> grade. If it becomes clear that these spots are not needed, then these spots will be offered to students on any wait list.
- Any child of a CBHS staff member living in Portland will be guaranteed a spot, but this child will not take one of the 95 lottery spots. S/he will be added to the maximum number (eg: to create a maximum class of 98 students). A CBHS staff member is defined as any PPS employee who is assigned to work at and for, Casco Bay High School as part of their employment. This, for instance, includes CBHS cafeteria workers, but not bus drivers.
- In the event that twins (or triplets) from the same family are in the lottery pool, they will be treated during the lottery number generation process as one student and given one number (assuring that either both students will get offered a spot - or will not). In the unlikely event that the twins draw the final (95<sup>th</sup>) spot in the class, both will be admitted.

### ***Waiting List***

- As noted above, should a waiting list become necessary, lottery numbers will determine the order on the wait list.
- When an opening arises in the incoming 9<sup>th</sup> grade class, the Principal will offer the spot to the top student on the wait list, as long as overall demographic minimums are met (in special education, ELL and free or reduced lunch). If they are not being met in one or more categories (greater than 2% difference between percentages at CBHS and the 8<sup>th</sup> grade district average in ELL and Special Ed or free/reduced lunch), the Principal will select the first person off the wait list who meets the most under-represented demographic. The Principal will make this determination based on the current make-up of the CBHS class in question and the most recent district October 1<sup>st</sup> figures for this cohort.
- Students who register an interest in CBHS after the time of the lottery will be added to the end of the wait list in the order in which their commitment letter is received.
- Families may hold a spot on the wait list for as long as they would like. In the spring of each school year, families will be asked if they would like to continue to have their child on the wait list. for the following school year.
- A similar process will be followed for students on the wait list in the Classes of 2018, 2019, 2020. For Grades 10-12: If ELL or IEP students are represented at less than the district average in grades 10-12, then if any students in that group transfer out of CBHS, then another student of that

designation will be given priority in the waitlist.

- A sibling for a current CBHS student moves to the top of the wait list – unless that sibling has previously turned down a spot at CBHS.
- Students who attend CBHS and then have to leave Portland due to circumstances out of the student's control (eg: family has to moved to Minneapolis) but then return to Portland and want to come back to CBHS are moved to the top of the waitlist.

### **Procedures if a Student is Offered a Spot Off the Waitlist**

- Families will be asked respond to an offer within 3 work days from a direct communication from the school (eg: after the principal has directly spoken to a student or parent).
- Families may request an extension for up to a week.
- Families may request a meeting, shadow or visit before making a decision.
- Language facilitators will be used to help communicate an offer for all families for whom this is appropriate.
- During the school year, if families do not respond to at least 3 attempts at communication within a week, then the spot will be offered to the next person on the list, and the student's name will be removed from the waitlist.
- During the summer, if there is no response to 3 attempts at communication within 1 week, then the student's spot will be skipped on the waitlist, and if there is no response after 2 weeks, then the student's name will be removed from the waitlist.
- Families on the waitlist will be asked to share their summer contact information.
- The information above will be included on the website as well as in all future correspondences about the waitlist.