

APPROVED

FEB 13 2017

By Taylor County
School Board

Taylor County School District

Controlled Open Enrollment

I. The School District shall develop a Controlled Open Enrollment Plan that will be approved by the School Board and considered part of this policy. This plan will enable the District to consider student assignment based on parental preference when requested by the parent as defined by Florida Statutes. The plan shall be in effect beginning with the 2017-2018 school year.

II. The plan shall include but not be limited to the following:

- A. Eligibility requirements;
- B. Application process;
- C. Forty-five (45) day time period for accepting applications;
- D. Method of determining capacity of schools;
- E. Capacity determination for each District school;
- F. Identification of schools that have not reached capacity;
- G. Class size standards;
- H. Lottery procedure for determining student assignment if transfer requests exceed available space
- I. Provision for a parent to request placement of siblings within the same school;
- J. Appeals process for hardship cases;
- K. Availability of transportation; and
- L. Method and timeline for notifying a parent of his/her child's placement for the next school year.

III. The plan and process for implementing the plan must

- A. Adhere to federal desegregation requirements;
- B. Maintain socioeconomic, demographic, and racial balance;
- C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school; and

D. Maintain existing academic eligibility criteria for public school choice programs.

IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

V. Preferential treatment shall be provided for

A. Dependent children of active duty military personnel whose move resulted from military orders;

B. Children who have moved due to foster care placement in a different school zone;

C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;

D. Children who have moved due to the serious illness or death of a custodial parent;

E. Students at multiple session schools; and

F. Students residing in the District.

VI. The Controlled Open Enrollment Plan shall be available on the District website.

VII. The process for participating in controlled open enrollment shall be posted on the District website with a list of schools that have not reached capacity, the application for participation, and the deadline for submitting the request to participate in controlled open enrollment.

VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.

IX. The Controlled Open Enrollment Plan and the process for implementing the plan shall be reviewed annually. The Superintendent shall present the plan and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S. LAW(S)

IMPLEMENTED: 1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, 1013.35, F.S.

Taylor County School District

Student Assignment

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his/her parent(s), as defined by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.

- I. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled or suspended from another school district. This prohibition shall be effective for the period of time in which the student was expelled or suspended from another district. Such students shall be accorded the same appeals procedure which is available to District students.
- II. A student may be permitted to attend a school in another residential attendance zone pursuant to the Controlled Open Enrollment Plan adopted by the School Board.
- III. Any student whose legal residence is outside the boundaries of the county may be enrolled in a District school under the provisions of Florida Statutes and the Controlled Open Enrollment Plan. The assigned school for an out-of-district student shall be designated on the basis of space available. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
- IV. A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "F" or has earned three (3) consecutive grades of "D" or a student who is assigned to a public school that has been designated as performance grade category "F" or has earned three (3) consecutive grades of "D" may attend a higher performing public school in the District or a school in another district as allowed by law.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S. LAW(S)

IMPLEMENTED: 1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, F.S.

Florida Department of Education
2017-18 District Controlled
Open Enrollment Plan

Contact Information

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Enrollment Plan Link:

1. Application Process:

Parents access schools of choice through an application process during the open enrollment period (January 4 – March 3) established annually by the District. The application for controlled open enrollment can be obtained from the Taylor County Schools Website for printing. Parents without computer access may seek assistance from the District Office. Submitting an application does not guarantee that the student will be approved to transfer to the requested school. The application is completed and signed by the parent/guardian and submitted to the Director of Support Services via fax or email. Applications are required when:

- The request is for initial entry of a student in a school of choice.
- A student is attending a school of choice that is impacted by boundary changes, and the parents want their child to remain at the school the student was previously approved to attend through the school choice process.
- There is a change of home address, which places the student in a different neighborhood school, and the parents want their child to remain at the school for the remainder of the current school year. In these cases, approval is limited to the remainder of the current school year.
- The parents want to transfer their child from one school of choice to another school of choice.
- A student in good standing withdraws from an approved school of choice, and the parents want their child to reenter the school of choice.
- A student withdraws from a course of study that was the reason for attending the school of choice, and the parents want their child to remain at the school of choice for the remainder of the current school year.
- A school is severely overcrowded, there are no alternatives for relief, and the Superintendent has deemed that the impact of school choice must be reconsidered.
- A parent of a Taylor County student is requesting attendance in another district or a parent living in another district is requesting attendance at a Taylor County School. In such cases, parents must reapply annually for release from their home district and entry into Taylor County or release from Taylor County for entry into another district.

Additional Options include:

1. McKay Scholarship

Note: School choice approvals for Taylor County residents remain in effect throughout the highest grade level at the school of choice, unless circumstances warrant a new application or the district rescinds school choice approval.

2. Process for Declaring School Preference:

- School Choice Open Enrollment Applications are accepted for all district schools open to Choice. To be open to choice a school must be below 90% capacity.
- Applications are accepted outside the open enrollment period ONLY when a school choice request is based on a documented hardship or other eligible situation.
- School choices are publicized primarily through the district/schools web sites.

3. Process that Encourages Placement of Siblings within the Same School; Consideration of Mitigating Factors and Process that Encourages Placement of Siblings within the Same School:

A. Mitigating Factors

Instructional Services staff will assist in the assignment process and will make reasonable efforts to provide an assignment that is appropriate for the individual circumstances.

Preferential treatment is given to:

- Homeless students as defined by law
- Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent
- Students residing in the school district
- Students in foster care
- Dependent children of active duty military personnel
- School assignment issues that arise due to custody issues, legal situations and administrative circumstances

B. Sibling Placement

Placement of siblings within the same school is facilitated whenever feasible during the open enrollment period if appropriate educational services are available for each sibling at the requested school. The Controlled Open Enrollment Application includes a section for the parent to indicate if they have submitted new applications for other siblings to attend the same school or if a sibling in good standing is currently attending and will continue to attend the requested school. The application includes a section for parents to provide the full name and grade level of each sibling so that blended families with different surnames can be cross-referenced.

Special consideration for approval of school choice is given to:

- Siblings of exceptional education students placed at the school of choice through School Choice Open Enrollment or McKay Scholarship;

- Siblings of students previously approved for school choice who are enrolled, in good standing and attending the school of choice; and

4. Lottery Procedure to Determine Student Assignment:

- Once a school approaches or exceeds 90% of stated capacity, the school is reclassified as frozen to controlled open enrollment.
- After capacity has been reached, the remaining school choice open enrollment applications are assigned a lottery number. This number is used to weight the remaining requests.

5. Appeals Process for Hardship Cases:

Parents of students who applied during controlled open enrollment and were not approved for placement in a school of choice may request an appeal review based on a documented hardship situation within 3 days of receiving notice of denial. A written appeal describing the hardship must be submitted via facsimile or email to the Director of Support Services Office. The appeal committee serves as the contact for appeal requests and coordinates the review of all hardship requests. The results of this appeal are considered final.

Hardships or statutory provisions may affect Choice transfers to schools in all status categories. These provisions include documented medical, emotional, psychological, and legal reasons:

- Availability of day care will not be considered as a basis for hardship beyond the elementary level.
- If a hardship appeal is submitted for medical reasons, including psychiatric, the parent or guardian must submit a Medical Hardship Documentation and Release of Records form, including a physician's statement describing the medical condition of the student and specific medical reasons justifying the request.
- If a hardship appeal is submitted for legal reasons, the parent or guardian must submit documentation of the legal hardship.
- Hardship appeals based on course availability will not be considered unless the requested program was stated in the original application and is not available at the zoned school, and the requested school has space available in the core academic classes as well as in the requested program.

6. Procedure to Maintain Socioeconomic, Demographic, and Racial Balance:

- A database of school choice requests is maintained and cross-referenced with the district electronic student information system. Updated lists of students approved to attend a school of choice are generated periodically for review by district and school based administration.
- School choice data is collected and the Superintendent's staff is apprised of emerging patterns that may potentially impact the socioeconomic, demographic and racial balance of the district. If necessary, further analysis and possible revision to the district school choice open enrollment may be recommended.

7. Availability of Transportation:

The parent/guardian is responsible for the transportation of a student approved to attend a school of choice through the controlled open enrollment process.

Taylor County School District

ANNUAL SCHOOL REASSIGNMENT APPLICATION 2017/2018

(Must apply each year. Separate application per student)

PLEASE PRINT LEGIBLY – COMPLETE THE ENTIRE FORM AND RETURN TO THE OFFICE OF INSTRUCTIONAL SERVICES Chief

Director of Support Services: michael.thompson@taylor.k12.fl.us

or fax to 850-838-1317

Out-of-Zone applications must be submitted by March 3rd.

Today's Date: _____

Was your child granted and Out of Zone Reassignment last school year for the same school you are requesting? _____

Are you requesting an Out of Zone Reassignment for a sibling? **If yes, please print the name of each sibling below:**
(Separate application required for each child requested.)

Sibling 1: _____ Sibling 2: _____

Sibling 3: _____ Sibling 4: _____

School requested: _____ Grade Level for requested year: _____

School year for this request: _____ School currently zoned for: _____

Student Date of Birth: _____ Sex: M F Ethnicity: _____

Student Name: _____ Physical Address: _____

City/State/Zip: _____

Parent/Guardian Name: _____

Parent/Guardian Mailing Address :
(if different from above) _____

City/State/Zip: _____

Home Number: _____ Work Number: _____ Cell Number: _____

APPLICATIONS WILL BE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. A LOTTERY WILL BE INSTITUTED IF A SCHOOL NEARS 90% CAPACITY BASED ON STUDENT REQUESTS

STUDENT REASSIGNMENT CONTRACT

All educational programs, activities, and opportunities offered by public educational institutions must be made available without discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status, in accordance with the provisions of s. 1000.05

This contract between *the Taylor County School District* and the student named on page one of this form is to provide an educational opportunity for the student who wished to transfer pursuant to s. 1002.31. It is clearly understood that the student will be withdrawn from the assigned school and assigned to the home school if ANY of the following conditions and responsibilities are violated as determined by the administration of the out-of-zone school.

A. REGULAR CLASS ATTENDANCE

The student agrees to attend class on time every day except when the absence is verified through a written excuse from the parent or guardian. School administration may require official third party documentation such as a doctor's note for excessive absenteeism and/or tardies.

B. MAINTENANCE OF PASSING GRADES

The student must maintain passing grades in order to remain in compliance.

C. SOCIAL BEHAVIOR

The student agrees to exhibit acceptable social behavior on campus and at school related activities and agrees to refrain from involvement with drugs, alcohol or tobacco.

D. CLASSROOM, SCHOOL AND DISTRICT RULES AND POLICIES

The student agrees to follow all classroom, school and district rules and policies and understands that a referral to the administration for a rules or policy violation may VOID this contract.

E. TRANSPORTATION

Transportation will be provided at regular bus stops within Taylor County. Parents/Guardians are required to provide transportation to school or regular bus stop if granted out-of-zone

Student Signature

Date

Parent/Guardian Signature

Date

OFFICIAL USE ONLY

Transfer request approved

Notes: _____

Transfer request NOT approved

Notes: _____

Review Committee Chair Signature

Date