



BAKER COUNTY SCHOOL DISTRICT

Building Champions In and Out of the Classroom

Controlled Open Enrollment (COE) Public School Parental Choice Plan 2018-2019

VISION STATEMENT

The vision of the Baker County School District is to prepare individuals to be lifelong learners and responsible citizens of good character.

MISSION STATEMENT

The Baker County School District is committed to meeting the needs of all students in a safe, nurturing, and encouraging environment.

The Baker County School District involves parents, students, teachers, and community members in the process of determining goals that meet student needs.

***Beginning with the 2017-2018 school year, each school district's controlled open enrollment process allows a parent from any school district in the state to apply to enroll his or her child and transport his or her child to any public school that has not reached capacity.**

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Understanding Public School Parental Choice:

The Florida Legislature enacted Section 1002.31, Florida Statutes, which directs each school district to develop a controlled open enrollment plan.

Controlled Open Enrollment Defined:

According to 1002.31, F.S., controlled open enrollment is defined as a public education delivery that allows school districts to make student school assignments using parents' indicated preferential educational choice as a significant factor.

Eligibility criteria:

- Parents from any school district in the state whose child is not subject to current expulsion or suspension.
- The Baker County School District is charged by 1002.31, F.S. to maintain socioeconomic, demographic, and racial balance in all schools when implementing controlled open enrollment. Our goal is to ensure that this process selects families for enrollment in a non-biased manner. The random-selection lottery procedure will help to ensure that this goal is achieved. In addition, data from the October and February survey count weeks will be reviewed to ensure the targets for each school will be proportionate to the community as a whole.
- Requested school must be on the Controlled Open Enrollment (COE) available school list.
- If your child has an IEP or Section 504 Plan, a district team will convene to determine whether the student's needs can be adequately addressed and implemented at the chosen school. If not, the student will not be enrolled. Students residing in another county whom the District is not able to serve, will be expected to enroll in their home county.
- Academies and other academic programs requiring an application for admission, shall be processed at the school level, based upon program qualifications and space availability in the program. Our Controlled Open Enrollment Plan will not alter any current application process or programs of academic/career academies eligibility criteria.
- Voluntary Pre-Kindergarten (VPK) students are allowed out of district enrollment. VPK students are served by the state through The Early Learning Coalition of North Florida and are not a part of this COE Plan. For VPK students, contact our VPK Coordinator at 904-259-3014.
- Charlton County, Georgia students may be allowed out of district enrollment. Charlton County, Georgia students are served by a Memorandum of Understanding and are not a part of this COE Plan. For these students, contact Mrs. Amy Sapp, Executive Secretary to the Superintendent, at 904-259-0401.

Factors considered by school district when determining schools with the capacity to accept parental choice students:

- A determination is made on the current capacity of each school based on class size pursuant to s. 1003.03 and s.1, Art. IX of the State Constitution in conjunction with projected class size numbers for each school in order to ensure each school has the permanent program capacity to sustain the additional out-of-county students over time.
- The calculation for compliance with maximum class size pursuant to s. 1003.03(4) is the average number of students at the school level.
- Calculations to determine COE eligible schools will be made and updated annually.

- Once this determination has been made, the names of the schools that have capacity for public school choice will be posted on the Baker County School District's website (www.bakerk12.org) with the application, so parents may apply accordingly.
- Students residing in the district may not be displaced by a student from another district seeking enrollment under the controlled open enrollment process.
- A school is considered open for COE when the school's projected enrollment is 90% or less than the determined capacity of the school.

Address availability of school transportation:

Transportation is to be provided by the parent for out-of-zone students. Transportation is not provided by Baker County Public Schools except as required by law for foster care and homeless students.

Preferential treatment is provided in the Baker County School District (BCSD) controlled open enrollment process to all of the following:

1. Dependent children of active duty military personnel whose move resulted from military orders.
2. Children who have been relocated due to a foster care placement in a different school zone.
3. 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.
4. Students residing in the district requesting School Choice.
5. Students from Baker County that have siblings in the chosen school.
6. Students previously approved as an out-of-county student under our non-resident plan.

Hardships:

7. Baker County School District Employees may request a hardship for out-of-county approval for family members and must indicate this request on the application.
8. Employees working in Baker County may request a hardship for out-of-county approval for family members and must indicate this request on the application.
9. Students, who are in good standing, that have been attending as in-county in the district (academics, attendance, and discipline will be reviewed) but whose residence changed to an out-of-county location.

Controlled open enrollment and school athletics:

Student athletes who transfer to another school must comply with the Florida High School Athletic Association Rules of Athletic Eligibility in order to be eligible to participate in inter-scholastic athletics and intra-scholastic extracurricular activities.

- A school district may not delay eligibility or otherwise prevent a student participating in controlled open enrollment from being immediately eligible to participate in inter-scholastic and intra-scholastic extracurricular activities.
- A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one of the

following criteria:

- Dependent children of active duty military personnel whose move resulted from military orders.
- Children who have been relocated due to a foster care placement in a different school zone.
- Children who move due to a court-ordered change in custody due to separation, divorce, or the serious illness or death of a custodial parent.

Baker County School District Plan for Controlled Open Enrollment; Public School Parental Choice

Application process:

Window for submitting a COE application: March 12, 2018-April 27, 2018.

- Applications received in the above stated window will be considered for COE.
- One application should be submitted for each child applying for COE.
- Parents may obtain applications from any of our public schools in Baker County or from the Superintendent's District Office, 270 South Boulevard East, Macclenny, Florida 32063. Applications will also be available on the district's website (www.bakerk12.org).
- Parents wishing to request public school parental choice must submit a completed application to the Superintendent's District Office by Friday, April 27, 2018.
- Out-of-county requests to attend a Baker County Public School will require a letter from the home county that includes your child is not subject to current expulsion or suspension. The letter must be received within the Controlled Open Enrollment application window.

Late applications:

Applications received after the posted application deadline and before the beginning of the next school year will be placed at the bottom of the waiting list after the conclusion of the random-selection lottery process.

Students previously approved as an out-of-county student:

- Students approved for out-of-county enrollment prior to the 2017-2018 COE Plan website posting (June 16, 2017) will be considered "grandfathered in" to the district and do not have to enter the COE process for 2018-2019 unless they desire to change current assigned school.
- Grandfathered students will continue to be required to remain in good standing while in the school district. **If at any time, a student is not in good standing in academics, attendance, and/or discipline, approval may be revoked.**
- Students previously approved as an out-of-county student will have to reapply for COE after withdrawing from the school district.
- A student may receive only one choice assignment within a school year.

Request for a school preference:

- Parents may declare school preferences on the application submitted.
- When applying, indicate if you are requesting consideration at more than one school.

Request for siblings to attend the same school:

- The application allows for a parent to request placement of siblings within the same school. Indicate on the application the names of all siblings to be considered for the same school.
 - Sibling is defined as a brother, sister, half-brother, half-sister, step-brother, or step-sister that lives in the same household.
 - Verification will be made by the district.
 - Applications indicating a request for siblings to attend the same school will be placed in the random-selection lottery as one unit and, if selected, all will be accepted provided the grade level(s) needed are within the class size limits.

Request for preferential treatment*

*Indicate on the application under the Preferential Treatment section which of the below preferential treatment items apply to the COE request.

- I have dependent children of active duty military personnel whose move resulted from military orders.
- I have children who have been relocated due to a foster care placement in a different school zone.
- I have children who moved 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 district requesting School Choice.
- Students from Baker County that have siblings in the chosen school.
- Students previously approved as an out-of-county student under our non-resident plan.

Request for a hardship preferential treatment*

*Parents may declare a hardship on the application submitted.

- Indicate on the application the hardship involved with the request.
- Baker County School District Employees requesting out-of-county approval for a family member should indicate this on the hardship section of the application.
- Baker County Employees requesting out-of-county approval for a family member should indicate this on the hardship section of the application.
- Students, who are in good standing, that have been attending as in-county in the district (academics, attendance, and discipline will be reviewed) but whose residence changed to an out-of-county location.

Process for reviewing applications:

- If the number of public school parental choice student applications is greater than the number of seats available for a particular school, prioritized/preferential students will be admitted first and a random-selection lottery procedure will be utilized to fill the remaining slots.

Prioritized students are:

- Preferential treatment students as previously defined.
- Applicant is the sibling of a student already attending the Baker County School District.

Notification process for acceptance:

- Parents will be notified by mail of the student school assignment (or notification of denial) by May 10, 2018.
- A parent must accept or decline the opportunity to enroll within 10 business days of being notified and complete enrollment paperwork at the specified COE School for the 2018-2019 School Year. **The student must be in attendance at the approved school by the third day of the new school year, unless the parent has notified the School Principal in advance, or the choice assignment will be rescinded.**
- Upon obtaining approval for out-of-county enrollment, the approved student(s) will be required to remain in good standing.
- At the close of the enrollment window, all applications submitted will be numbered for anonymity, in the event that a random-selection lottery will be used.
- Determinations of additional approval will be made by August 17, 2018.
- The status of school capacity will be reviewed periodically during the academic year. If additional capacity is determined, prioritized/preferential students will be placed then the random-selection lottery procedure will be repeated for waiting list applicants.
- If a student is not approved for COE, it is the parent's responsibility to enroll the student in the appropriate school in the district that corresponds with their residence or seek COE within another school district.

Revocation of assignment:

The Superintendent may revoke a public school parent choice assignment during the school year at the request of the principal. The request must be based on a Team Review of the specific student circumstances, taking into account attendance patterns, late arrivals, early departures, academics and behavior. Depending on the seriousness of offenses, efforts will be made to work with the student and parent(s) to correct issues before requesting revocation of the choice assignment.

Hardship appeal process:

- If an application indicating a hardship request is denied, the parent may request an appeal within 10 calendar days of notification.
- The appeal must be made in writing and submitted to the Superintendent's Office located at 270 South Boulevard East, Macclenny, Florida 32063.
- The appeal must include a statement, other than what was initially submitted on the application, as to why the decision should be reconsidered.
- The Superintendent will convene a committee consisting of a School Administrator, District Director of Special Programs, and Superintendent/Designee to review the appeal and make a recommendation to the Superintendent.
- Decisions made by the Superintendent on the appeal are final.

Hardships appeals may be made during the school year for the following circumstances:

- New employee is hired to the district outside the window for COE and desires for family member to attend BCSD while residing out-of-county.
- Former in-county student whose family relocates to a residence outside the school district may apply for a hardship appeal.

Important information about what is expected of an out-of-county, public school parental choice student:

- The student(s) must follow all rules and procedures applicable to in-county students to include the Student Code of Conduct and Parent Resource Guide.
- The student(s) must maintain academic eligibility criteria for public school choice programs.
- The parent must complete Controlled Open Enrollment application for out-of-county, public school parental choice student annually.
- Consideration for continued attendance for following years will be made on an annual basis to ensure students remain in good standing (academics, discipline and attendance) while enrolled in a Baker County School.