

04-48 CONTROLLED OPEN ENROLLMENT

(A) Controlled Open Enrollment

- (1) The School Board of Okaloosa County is adopting this policy as required by law under §1002.31, *Florida Statutes*. Controlled Open Enrollment (COE) provides parents and legal guardians of children entering grades K-12 the opportunity to seek enrollment in a school other than the zoned school of attendance. Per this statute, parents/legal guardians currently residing in any school district in the State of Florida may select schools from a list identified by the Okaloosa County School District as having available seats based upon published guidelines.
- (2) The School Board has delegated, to the Superintendent, the authority to administer COE procedures as stated in this policy.

(B) Limited Scope

- (1) This policy is not intended to govern assignments under other School Board policy or statutory transfer programs, including but not limited to, Magnet Schools, Alternative Schools, DJJ Facilities, Exceptional Student Education (ESE) Center Schools or specific ESE programs located within a school that have been designated by the district to serve students from multiple schools. Transfers under these programs shall be governed by the applicable contract terms, policies, or statutes.
- (2) Students who are subject to a current suspension or expulsion order are not eligible for a COE assignment.
- (3) COE options are not available for Pre-K students.
- (4) Charter Schools: This policy does not address COE procedures for Charter Schools, which are required to comply with provisions relating to them within §1002.31, *Florida Statutes*.
- (5) This policy does not address students of parents/legal guardians who are employees of the Okaloosa County School District. Such students may attend the school where the parent/legal guardian works or a feeder school near the workplace of the parent/legal guardian.

(C) Determination of School Capacity

COE School Capacity: The proposed receiving school must be identified as having available seats on the School Board-approved Controlled Open Enrollment School Capacity Report. For the purpose of implementing COE,

and in order to accommodate growth within schools, COE School Capacity is defined as 90% of school capacity as identified on the Florida Inventory of School Houses (FISH) Report; as may be adjusted and approved by the School Board based on specific program or planning considerations. The Controlled Open Enrollment School Capacity Report shall appear on the District's website with this policy in accordance with Florida law.

(D) Determination of Projected Enrollment and Available Seats

- (1) Projected Enrollment: The projected enrollment for a school will be determined in conjunction with the state-required FTE projection process that occurs each December for the following school year. Projected enrollment at each school will be determined after reviewing, among other things, current enrollment, feeder pattern contribution to enrollment, changes to academic programs, grade progression ratios, and historical and projected growth rates.
- (2) Available Seats: The number of available seats in a school will be equal to the COE School Capacity minus Projected Enrollment. If the number is equal to or less than zero (0), the school is at capacity under COE and no applications will be approved for the upcoming year. If the number is greater than zero (0), the District will approve COE applications in accordance with procedures outlined in this policy.

(E) Student Application Process

- (1) To request student assignment through COE, a parent/legal guardian must submit an application. An application shall be available on the District's website to be completed by the parent/legal guardian and submitted electronically. A parent/legal guardian who is unable to submit an application online may submit an application at their student's zoned school of attendance. A parent/legal guardian may apply for admission of the student to a maximum of three (3) schools under the COE option. If space is available at more than one of the selected schools, the student will be accepted at the school that the parent/legal guardian ranked highest.
- (2) Deadline: The deadline for submitting COE applications is February 15 for the following school year. If February 15 falls on a weekend or on a school holiday, the deadline shall be the following Monday. Applications received after the deadline will be placed at the bottom of a waiting list and will be reviewed only after the COE process has been completed.
- (3) A parent/legal guardian whose student attends a school on an approved attendance waiver during the 2016-2017 school year shall be permitted

to remain at the school, and the parent/legal guardian shall *not* be required to submit an application under this COE policy. The parent/legal guardian will be required to notify the school that the child plans to return for the following year by February 15. If the parent/legal guardian fails to meet this deadline, he or she must then participate in the COE process in order to seek admission to the school for the upcoming year.

(F) Preferences During Selection Process For Assignment Through Controlled Open Enrollment

- (1) A student who attends a school, other than his or her zoned school, under COE will be permitted to remain at that school until he or she completes the highest grade offered at the school unless the student is alternatively placed or expelled in accordance with School Board policy.
- (2) If the number of requests to attend a school under COE is less than the number of available seats, all applications will be approved.
- (3) If the number of requests to attend a school under COE is greater than the number of available seats, the following children will receive priority to fill those seats.
 - (a) Dependent children of active duty military personnel whose move resulted from military orders.
 - (b) Children who have been relocated due to a foster care placement in a different school zone.
 - (c) Children who move due to a court-ordered change in custody due to separation or divorce or due to the serious illness or death of a custodial parent.
 - (d) Furthermore, children who do not fall into (a)-(c) above but who reside in Okaloosa County will be given priority over students who live in neighboring counties, including those from neighboring counties who fall into categories (a)-(c) above.
- (4) If there are not enough available seats at a school to approve all applicants that fall within (3)(a)-(c), the District will use a random lottery to assign seats to those student that fall within (3)(a)-(c) with equal weighting given to each category.
- (5) If there are enough seats to approve all applicants that fall within (3)(a)-(c), they will be approved. A random lottery process will be used if needed to assign any remaining seats, giving first preference to students who reside in Okaloosa County as indicated in (3)(d).

(G) Scope of Assignment

An assignment through COE shall remain in effect until the last grade available in that school. Student assignment will not continue in the feeder pattern to the next school unless assigned to that school through COE.

(H) Notification

A student who is assigned a seat at a school under COE must contact the new school within ten (10) business days of being notified, or the COE assignment will be rescinded.

(I) Transportation

Transportation will not be provided for students who are assigned to a school through Controlled Open Enrollment.

(J) Appeals

Appeals may be considered for hardship cases only. The Superintendent or designee will review each appeal and make a final determination.

(K) Extracurricular Activities

The District's Controlled Open Enrollment Plan will follow the Florida High School Athletic Association (FHSAA) policies and the statutory provisions in §1002.31, *Florida Statutes*, regarding participation. For extracurricular activities that fall outside FHSAA guidelines or statutory provisions, a student attending a school under COE shall have the same rights and privileges afforded students who live within the school's attendance zone unless otherwise provided for by School Board policy.

(L) Voluntary Return To Assigned School Or District

Upon request, a student shall be permitted to return to the assigned school serving his/her attendance zone; however, it is recommended that the student return at the end of the nine (9)-week or semester grading period, unless extenuating circumstances arise. A students who voluntarily returns to his or her zoned school during a school year may not return to the COE school at any time during the remainder of that school year.

(M) Under-Enrolled Schools

Once the COE application window closes and school assignments are determined, the principal of any school that has not reached capacity as identified in the Controlled Open Enrollment School Capacity Report may

continue to accept students through the tenth (10th) day of the school year or until such time that school reaches its capacity, whichever comes first.

(N) Annual Review

The Superintendent or designee will review all aspects of the FISH Report annually and present changes in School Capacity, as a result of new construction or movement of portables, to the School Board for approval.

Statutory Authority: §1002.32(2); 1001.41(1) & (2); 1001.42(28), *Florida Statutes*

Laws Implemented: §1002.31; 1002.32(2); 1001.41(5) & (6); 1001.42(4)(a); 1001.43(6); 1002.20 (6)(a), *Florida Statutes*

Adopted: January 17, 2017