

## 5.122 CONTROLLED OPEN ENROLLMENT

- I. The School District shall develop a Controlled Open Enrollment Plan (COEP) 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. Schools identified as having capacity to accommodate COEP students must accept students throughout the school year as capacity becomes available by grade level.
- II. The plan shall include but not be limited to the following:
  - A. Eligibility requirements;
  - B. Application process;
  - C. Thirty (30) day time period for accepting applications;
  - D. Method of determining capacity of schools;
  - E. Capacity determination for each District school by grade level, updated every 12 weeks;
  - 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 options required by law or available through District or in the community;
  - L. The availability of funds for transportation under ss. 1002.394, 1002.395, and 1011.68; and
  - M. Maintain a wait list of students who are denied access due to capacity and notify parents when space becomes available throughout the year.
- III. The plan and process for implementing the plan must
  - A. Adhere to federal desegregation requirements;
  - B. Maintain socioeconomic, demographic, and racial balance; and
  - C. Allow a student to remain at the chosen school until he/she completed the highest grade level at the school.
- 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 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.