

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
January 14, 2020

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge..... Ed daSilva, Chairman
- 9:02 a.m. School Configuration Update Janene Fitzpatrick
- 10:00 a.m. Career, Technical, and Adult Education/..... Mary Keen
RIVEROAK Technical College Update
- 10:45 a.m. Controlled Open Enrollment Plan (Students).....Malcolm Hines
Update (**pgs. 2-13**)
- 11:30 a.m. Policy Updates (**pgs. 14-27**)Bill Brothers
- 12:00 p.m. Superintendent Update..... Ted Roush
- 12:30 p.m. Adjourn

Suwannee County School District Controlled Open Enrollment Plan

The Suwannee County School District's Controlled Open Enrollment Plan is designed to give all parents the opportunity to select a school ~~other than their child's zoned school~~ for the upcoming school year. It is also an important consideration as the District makes short-term programmatic plans and resource allocation.

Suwannee District has two school transportation zones, Branford and Live Oak. These zones define the students' assigned school(s). For students who reside in the Branford zone, Branford Elementary and Branford High School are the assigned schools. For students zoned for Live Oak, there are three elementary schools, Suwannee Pineview, Suwannee Riverside and Suwannee Springcrest; in addition to Suwannee Middle School and Suwannee High School. Parents/legal guardians of elementary age students zoned for Live Oak may select from the three schools in order to meet the right educational needs for their child. Parents are expected to support the theme- based school activities and/or afterschool activities that reinforce the school theme.

I. Selection of a School Within Student's Assigned Zone

A. Eligibility:

School age children residing in the specified zone who are not subject to a current expulsion or suspension are eligible to apply for admission to any school within the zone.

B. Application:

1. Parents/legal guardians must provide proof of residency and submit a complete student enrollment packet. They may select in rank order a first, second, and third choice, if available. When submitting the application, the parent/legal guardian is verifying, under penalties of perjury, that his/her electronic submitted application is authentic, the information provided is true and correct, and that he/she is the parent/legal guardian authorized to submit the application.

2. Only one application may be submitted per student, and only one school selection change will be allowed at the end of the first or second semester once the application is submitted.
3. Submitting an application does not guarantee that the student will be approved to attend to the requested school.

C. Selection

1. All eligible applicants who meet the application deadline will be considered for available seats.
2. No school shall use academic or related criteria for determining whether a student is selected for admission. For students entering kindergarten, the school may conduct a series of assessments during the first semester for specific purposes.
3. If there are more eligible applicants requesting admission to a specific school than the number of seats available, students may request to be placed on a waitlist for the first selection and placed based on their second school selection. In the event the second selection is at or above capacity, the student may request to be placed on a waitlist for their second selection and will be placed in their third selection.
4. Approval process for all in district requests will be completed prior to school selection and placement for out of county students applying under the provisions of section II, *Selection of a School Outside Student's Assigned Zone (Open Enrollment School Choice)*
5. In planning for school choice at the three Live Oak elementary schools, no one school will house more than 40% of the K-5 population zoned in Live Oak during the given year.

D. Assignment Preferences and Priority Placement:

1. Assignment preferences and priority placement may be implemented in the following order:

- a. Preference to elementary siblings of elementary students already admitted and attending an elementary school within their assigned zone and who will be returning to the same school in the year for which application is being made.
- b. In some cases, siblings and students of employees are given priority placement:
- c. Eligible students who apply to a school where their sibling is currently enrolled will receive priority placement at that same campus, if space is available.
- d. Students will be given priority placement when the location is the primary worksite of the employee. The employee must be the student's parent/legal guardian who works at the school site to which the student is applying who is a full time employee at the school to which they apply.
- e. Students of military service members will be admitted if they have a parent/legal guardian who is active military or full time reserves. Applicant must be claimed as a dependent on the Defense Enrollment Eligibility Reporting System (DEERS). Official orders showing active status and proof of dependency such as the student's military ID card is required.

For purposes of this preference, siblings are brothers and sisters; step-brothers and step-sisters; or half-brothers and half-sisters living at the same address. To be eligible for this preference, the sibling must be assigned to the school requested.

E. Wait Pool and Waitlist:

- 1. A wait pool will be utilized for applicants who do not receive their first and second school program choices. These applicants may be placed on a waitlist for seats that may become available when or if assigned first choice applicants decline the assignment.
- 2. Those applicants who cannot be given any of their choices will be placed on a waitlist and may be assigned later if spaces become

available before the first day of school. Students accepted to their first school will not be placed on a waitlist for their other choices.

F. Student Continuation and Exit Criteria

1. Once a student is admitted to a School Choice Program, the student shall be permitted to remain in that school until the student reaches the highest grade level offered by that school.
2. Students who wish to voluntarily exit after the school year is in progress may complete a request to withdraw from the school. Changes are permitted at the end of the first semester, space provided. Otherwise, a school assignment is the student's assignment for the remainder of the school year. Only one change per school year may be granted.
3. Parents/legal guardians may appeal a placement decision. A written request for appeal and application must be submitted to the Choice Appeals Review Committee within five school days of the initial notification of the decision to enter or exit a School Choice Program. After the written request for appeal is received from the parent/legal guardian, the Choice Appeals Review Committee will determine its merit and make a determination. The Choice Appeals Review Committee is established annually and consists of a diverse group of professional educators and administrators with knowledge of District policies. At the completion of the Committee's review of appeals requests, one of the following actions will occur within five school days:

G. Appeals process for hardship cases;

Parents of students who applied during the enrollment period and were not approved for placement in a school of choice may request an appeal review based on a documented hardship situation within 5 school days of receiving notice of denial. A written appeal describing the hardship must be submitted via facsimile, or electronically via email to the Director of School Choice. The Director of School Choice will take all appeal requests to the School Choice Appeal Committee at their next meeting. The committee will meet twice annually, in July and December, to hear appeals related to the following semester's enrollment. The committee shall consist of a diverse group of professional educators and administrators with knowledge of district policies appointed by the

Superintendent or his designee. This committee serves as the contact for appeal requests and coordinates the review of all hardship requests. The results of this appeal will be communicated to the parent/legal guardian within five days of the committee's meeting. All appeal committee decisions are considered final.

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

1. 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.
2. If a hardship appeal is submitted for legal reasons, the parent or guardian must submit documentation of the legal hardship.

II. Selection of a School Outside Student's Assigned Zone (Open Enrollment School Choice)

The controlled open enrollment plan includes the following provisions for:

- A. Eligibility requirements;
School age children residing outside of the assigned zone or District not subject to a current expulsion or suspension may submit an Open Enrollment School Choice application during the specified period.
- B. Application process:
Approval to attend a school outside of a student's zone or District may be considered at any time by the District based on hardships and other mitigating factors. However, for planning purposes, the application window for parents to access schools of choice through an online application process is February 1, through March 1, as established annually by the District established annually by the Board. Parents without computer access may seek assistance from the nearest public school or public library. Submitting an application does not guarantee that the student will be approved to transfer to the requested school. Applications are required when:

1. The request is for initial entry of a student in a school of choice.
2. 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.
3. 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. Once a child has been approved on school choice for a school other than the zoned school, they are approved to attend the choice school through the highest grade served, regardless of future address changes within the district.
4. A student in good standing withdraws from an approved school of choice, and the parents want their child to reenter the same school of choice.
5. 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.
6. 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.
7. A parent of a Suwannee County student is requesting attendance in another county or a parent living in another county is requesting attendance at a Suwannee County school. ~~In such cases, parents must reapply annually for release from their home county and entry into Suwannee County.~~

Additional Options include:

- School approved enrollment in specific High School Program or Career Academy
- Magnet Schools or programs
- McKay Scholarship
- Opportunity Scholarship Program
- HOPE Scholarship
- Family Empowerment Scholarship

- C. Method of determining capacity of schools;
Suwannee County Schools defines school capacity for school choice open enrollment as ~~100~~90% for elementary schools, 90% for middle schools and combination schools, 95% for high school and 120% for

technical college of permanent FISH capacity and considers the District's facilities work program (five-year plan), as well as class size, constitutionally required in the state of Florida.

1. Capacity determination for each District school;
 - a. As required in Statute (1002.31) Suwannee County schools posts capacity information on its website.
 - b. Schools projected to be at or above 90% of capacity in the next five years shall be deemed as frozen to School Choice Open Enrollment.
 - c. Schools projected to be below 90% of capacity in the next five years shall be deemed as open to School Choice Open Enrollment.
2. Class size standards
All School Choice Requests for Suwannee County schools are monitored for compliance as per Florida's Constitutional Amendment for Class Size.

Schools that are designated "frozen due to class size" have exceeded their teaching allocations (which are based on class size limits).

- D. Lottery procedure for determining student assignment if transfer requests exceed available space;
 1. Once a school reaches or exceeds 90% of permanent FISH capacity the school is reclassified as frozen to School Choice Open Enrollment.
 2. Applications for schools which have exceeded available space will receive a randomly generated lottery assignment that prioritizes mitigating factors as detailed in subsection F.
- E. Provision for a parent to request placement of siblings within the same school:
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 School Choice 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:

1. Siblings of exceptional education students placed at the requested school;
2. Siblings of students who are enrolled, in good standing and attending the school of choice for the requested school year; and
3. Siblings of students who attend another educational level (elementary, middle or secondary) at schools co-located on the same grounds or physically adjacent to each other when a documented hardship situation warrants approval to attend the requested school.

F. Mitigating Factors

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

Priority is given to:

1. Dependent children of active duty military personnel whose move resulted from military orders;
2. Children who have been relocated due to 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.
5. Students at multiple session schools.
6. Homeless students as defined in School Board Policy 5.021
7. A child of a full-time school system employee desiring to attend the school where the parent works or that feeder pattern except in cases where student enrollment exceeds capacity.
8. School assignment issues that arise due to legal situations and administrative circumstances
9. A twelfth grader wanting to graduate from the high school he or she has attended since ninth grade
10. Enrollment in course offerings not available at their zoned schools
11. Opportunity Scholarship Program eligible students

G. Athletics

The District's middle and high school interscholastic athletic program adheres to the rules and policies of the Florida High School Athletic

Association (FHSAA). The FHSAA's new state statute, with regards to student athletes, as of August 1, 2016, is as follows:

1. Upon school choice approval, high school students will be "immediately eligible to participate" when first enrolling in school or transferring schools, with certain limiting conditions, set forth below. Mid-season transfers may seek to immediately join an existing team roster, so long as:
 - a. The designated roster for the sport has not reached maximum size; and the coach determines that the student has the requisite skill and ability to participate.
 - b. The student hasn't already participated in the same sport at another school during that same school year, unless the student meets one of the following:
 - A dependent child of active-duty military personnel whose move resulted from military orders;
 - A child who has been relocated due to foster care placement in a different school zone;
 - A child 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; or
 - Otherwise authorized to participate for good cause, as determined by Board policy or charter school policy
2. "Eligible to participate" is defined as including the required medical forms and has expanded to include off-season conditioning, summer workouts, and preseason conditioning, regardless of whether the student has been placed on a team.
3. Non-member, small private schools (125 students or fewer) may now participate at zoned public school in whatever sport(s) their private school does not offer.
4. Individual Home Education, Charter School, Florida Virtual School (FLVSFT), or Suwannee Virtual full-time student, who otherwise meets the criteria, is eligible to participate at the public school to which the student would be assigned to attend by the district school board.

- H. Appeals process for hardship cases;
Parents of students who applied during 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 electronically via email to the Educational Choice appeal committee. The committee shall consist of the receiving school principal and at least two of the following: Assistant Superintendent of Instruction, Assistant Superintendent of Administration, Director of Facilities Director of Human Resources, Director of IT, or Chief Financial Officer. This 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 or psychological, or legal reasons:

1. Availability of day care will not be considered as a basis for hardship beyond the elementary level.
 2. 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.
 3. If a hardship appeal is submitted for legal reasons, the parent or guardian must submit documentation of the legal hardship.
 4. 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 selected school has space available in the core academic classes as well as in the requested program.
- I. Availability of transportation;
The parent is responsible for the transportation of a student approved to attend a school of choice through the open enrollment process.
- J. Method and timeline for notifying a parent of his/her child's placement for the next school year.
School Choice Open Enrollment Applications for the following school year will be accepted February 1 - March 1. Applications must be received electronically no later than March 1st. Applications for multiple children, multiple schools or incomplete applications will *not* be considered.
- If your application was received prior to March 1 deadline, you may expect to receive notification regarding the status of your Open

Enrollment School Choice request prior to the end of the current school year.

Requests to attend a Suwannee County school from an out of district resident will be considered, only after decisions are finalized for Suwannee's students.

~~Requests to attend a Suwannee County school, if you live in another county, will require a release from your home county.~~

III. The plan and process for implementing the plan must:

- A. Adhere to federal desegregation requirements;
- B. Maintain socioeconomic, demographic, and racial balance;
 - 1. 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.
 - 2. School choice data are 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.
- C. Maintain existing academic eligibility criteria for public school choice programs.
- D. Establish criteria for Rescinding School Choice approval
Approval of a School Choice application may be rescinded if:
 - 1. False information was provided (F.S. 837.06 & F.S. 92.525 – providing false information is a criminal act);
 - 2. It is determined by district and school personnel that enrollment at a requested school is having a negative impact on the student's educational progress
 - 3. The student withdraws from a course of study that was the basis for enrollment at the requested school (i.e. Career Technical Programs, International Baccalaureate);
 - 4. The principal has the right to rescind approval due to poor attendance, grades, behavior, and/or if the student is chronically tardy to school.
 - 5. out of district students who commit offenses subject to expulsion

recommendations will be returned to their zoned district for determination of alternative schooling or expulsion.

- 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.
- Electronic School Choice Open Enrollment Applications are accepted for all district schools open to Choice. To be open to choice a school must be below 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.
- VII. The process for participating in controlled open enrollment is posted on the District website with a list of schools that have not reached capacity, the application for participation is electronic, and the deadline for submitting the request to participate in controlled open enrollment is March 1.
- 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.

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STUDENT ASSIGNMENT

5.03

POLICY:

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), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the State of Florida. 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 following procedures of the *Controlled Open Enrollment Plan* adopted by the School Board listed below.
 - A. Parents must request reassignment following published timelines if they desire reassignment to any school other than their assigned school.
 - B. An Appeals committee will be appointed by the Superintendent. It will hear protests and requests for reassignment.
 - C. Once a child attends an out-of-zone school, preference for continued attendance will be given to that student and their younger brothers and sisters.
 - D. Parents participating in the controlled school choice program must provide their own transportation to the school of their choice if the school is outside of their zone.
 - E. Out of county transfers may apply for their school of choice and will be placed in their school of choice in accordance with the

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procedures set forth in Policy 5.031 Student Out of Zone Transfers/CHOICE following the placement of the Suwannee County Residents who have priority.

- F. In implementing the school choice initiative, no school will be out of compliance with federal desegregation orders.
 - G. ~~Students in the Exceptional Education Program will be placed in the best interest educationally for the child and where the programming for that specific disability is being housed.~~
- 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 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 choose to attend a higher performing school in the District or an adjoining district as allowed by law.
- V. Students enrolled in a Home School Program must annually apply for admission consideration to the Superintendent. Granting of admission will be based on space and program availability.

STATUTORY AUTHORITY:

1001.41; 1001.42 F.S.

LAWS IMPLEMENTED:

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

History:

Adopted: 09/25/07

Revision Date(s): 08/28/07, 5/25/10, 1/27/2015, 10/24/2017

Formerly: JC, JECC, JECB

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STUDENT OUT OF ZONE TRANSFERS/CHOICE

5.031*+

- I. The School Board strives to accommodate family choice to the maximum extent possible. Students may attend a school other than their zoned school if they have been granted a choice assignment in accordance with this policy. Disciplinary and/or attendance issues may result in a return to the home zoned school the following school year and/or may result in immediate return to the home zoned school. School choice is available for the following:
 - A. Magnet Programs
 - B. Controlled Open Enrollment
 - C. Charter Schools
 - D. McKay Scholarships
 - E. Home School
 - F. Virtual School
 - G. Dual Enrollment
 - H. Other Opportunity Scholarships
 - 1. Family Empowerment
 - 2. HOPE
- II. The following provisions apply to all choice assignments:
 - A. The student must remain in the zoned school until a choice assignment is granted.

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- B. Applications for certain choice assignments must be submitted within the designated time frame. Time frames are published on the Board website for applications for the following school year.
- C. With the exception of children of full-time Board employees who are non-residents of the District, students whose primary legal residence is in the District shall be given preference over non-resident students with respect to the granting of choice assignment.
- D. The Board does not provide transportation to students with choice assignments except as otherwise provided for in this policy or by law.

III. Magnet Programs

- A. Magnet programs for elementary, middle, and high school students have pre-established criteria for admission which vary by school/program. These admission criteria and application procedures will be made available to interested persons through the school where the program is located.
- B. Application to magnet programs will begin in January for entry into the program at the beginning of the following school year. The Superintendent will annually establish caps for each magnet program and a deadline for applications.
- C. For any school year, parents may apply for admission of the student to magnet programs and, must signify their choice by registering the student by the date established by the Superintendent.
- D. A student who is accepted to a magnet program who ceases to participate in the program will be returned to his/her zoned school. Participation is defined as being registered in and maintaining the expected levels of success as defined by the magnet program. A minimum, grade point average may also be required.

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- E. Transportation may be provided for students enrolled in magnet programs at the discretion of the Superintendent or as may be required by applicable law.

IV. Controlled Open Enrollment

- A. Students may be granted choice assignments to schools that are not crowded and would not become crowded as a result of such assignments.
- B. Each year, the Board will establish a ~~ninety percent (90%)~~ capacity for each school in the District. Schools having a projected enrollment of less than ~~ninety percent (90%)~~ of the established capacity for the following school year will be available for controlled open enrollment. Projected enrollment will be calculated by taking the number of students zoned to the school, subtracting those students granted acceptance to magnet programs at other schools, adding students granted acceptance to magnet programs at the school, and adding students with continuing zoning exceptions.
- C. Schools having a projected enrollment equal to or greater than ninety percent (90%) capacity will not be available for controlled open enrollment, any applications submitted will be placed on a waiting list. Eligible schools will be posted in the Student and Community Engagement Office and on the Board's website.
- D. Applications for controlled open enrollment will be submitted to the School on the Controlled Open Enrollment Form. The Superintendent will annually establish an application period for controlled open enrollment.
- E. The ~~Student and Community Engagement~~ School Choice Office will compile applications into lists by school of application.

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1. If the school's ~~ninety percent (90%)~~ capacity would not be exceeded by the number of choice applications when added to the projected school population, choice applicants for that school will be approved as in alignment with the School Choice Plan.
2. If the school's ~~ninety percent (90%)~~ capacity would be exceeded by the number of choice applications when added to the projected student population, admission will be granted first to students who have siblings in the chosen school, and all other available positions will be filled through a stratified lottery will be utilized provisions of the Controlled Open Enrollment Plan to maintain socioeconomic and demographic balance as defined in statute.
3. ~~Other priorities, once verified, applications for students meeting one or more of the priority criteria as described in this paragraph shall be granted priority to attend their first choice school if a seat is available. Applications with one or more of the priorities provided in this paragraph shall be separated from each group and placed in random order. Students who are eligible for priority preference include:~~
 - 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;~~
 - c. ~~Children who have moved due to a court ordered change in custody due to 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.~~

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- F. Parents will be notified of the approval or denial of their student's application.
- G. A student who is granted a choice assignment under Controlled Open Enrollment must register at the new school within ten (10) days of being notified or the choice assignment will be rescinded.
- H. Students who are not selected to attend the school(s) to which they applied will be notified that the District will be unable to place them at a requested school and they must register at their zoned school. The student will be placed on a waiting list in case a position opens within the first ten (10) days of the school year.
- I. Positions at a school that were assigned to a student under Controlled Open Enrollment will be monitored at the beginning of the school year. Students who have accepted assignments but who are not in attendance by the tenth (10th) day of school will have their assignments revoked. A revoked choice assignment may then be assigned to the next student on the waiting list.

V. Charter Schools

In addition to choice within schools operated by the Board, parents may elect for students to attend charter schools that have been approved by the Board. (See Policy 3.16 - Charter Schools). Each charter school is operated and governed by its own independent board. Parents who elect this option need to communicate directly with the charter school to resolve questions and concerns.

VI. McKay Scholarships

Students with disabilities may be granted choice assignments to schools other than the school to which they are zoned under the provisions of the McKay Scholarship Program (F.S. 1002.39).

VII. Other Opportunity Scholarships

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A. The Family Empowerment Scholarship Program

Parents may qualify for the Family Empowerment Scholarship Program which provides children of families with limited financial resources with educational options to achieve success in their education (1002.394 f.s.)

B. HOPE

Parent of a public school student who was subjected to certain incidents listed in 1002.40 f.s. is eligible to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school.

VIII. Home School

Parents may elect to home school students in accordance with State law. See Policy 4.18 - Home Education Programs.

IX. Virtual School

Parents may elect to register their students in a virtual education program.

X. Dual Enrollment

See Policy - Postsecondary Enrollment Programs.

XI. Revocation of Choice Assignment

If a student is granted a choice assignment and displays issues with attendance, grades, or disciplinary actions the principal may make the decision to have the student returned to their zoned school. Prior to revoking a school choice variance the school will document a minimum of three (3) good faith efforts to provide interventions and enlist parental/guardian support for the identified areas of concern. If a student is being returned to their zoned school due to a revocation, communication should occur between the schools to establish supports for the student. Revocation of a choice assignment

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within ten (10) school days of the end of a nine (9) weeks or semester grading period will be effective the first day of the following grading period. No requests for revocation will be considered during the final twenty (20) days of the school year.

XII. Zoning Exceptions

Students may attend a school other than their zoned school if they have been granted a zoning exception for school choice in accordance with the Controlled Open Enrollment Plan. ~~this policy. Zoning exceptions are not to be used as a substitute for school choice. Zoning exceptions may be granted for the following reasons:~~

- A. ~~Parents employed by the Board: Students are allowed to attend the school of parent's choice if the parent is a full time employee with Suwannee County Schools who resides in Suwannee County. A choice form must be completed and approved prior to the transfer. Students may ride the bus from the nearest existing stop servicing the requested school.~~
- B. ~~Exceptional Student Education (ESE) Transfers: Students who transfer into the District from another school district must have an IEP meeting to review their current IEP after obtaining approval or upon verification as a new resident. Some ESE programs do not allow for choice because they serve the specific needs of a student with a disability at a cluster site. Siblings of ESE students being served in a cluster site program may attend school with the ESE siblings. Parents must complete the request form prior to sibling transfer. Transportation may not be provided for the non ESE siblings. Time Frame: ESE service requirements.~~
- C. ~~Hardship Placement:~~
 - 1. ~~medical/psychological need~~
 - 2. ~~police/DCF request~~

CHAPTER 5.00 – STUDENTS

3. ~~victim of a violent crime~~

- D. ~~Transfers are allowed for a student whose parents have begun actual construction on a home in the receiving school zone, if the student shall permanently move into the home by the end of the semester in which the transfer is to take place. Time Frame: One Semester.~~
- E. ~~Students who move to another school zone within Suwannee County before the end of the first semester of the school year are to enroll in their zoned school or may request choice. Students who move following the end of the first semester are permitted to complete the academic year at the school in which the students were legally enrolled prior to the change of address.~~
- F. ~~Out of district transfers, including students of Suwannee County School employees will be approved on a case by case basis if space is available. An application must be submitted to both the home school district and to Suwannee County Schools. The parent must show verification of release from the home school district prior to being approved and enrolling in Suwannee County Schools.~~

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.**

HISTORY:

ADOPTED: 10/24/2017

REVISION DATE(S): _____

FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

POSTSECONDARY ENROLLMENT PROGRAMS

5.032

- I. The School Board recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities. The Superintendent will annually develop/revise articulation agreements jointly with postsecondary institutions to provide a comprehensive articulated acceleration program including, but not limited to, dual enrollment and early admission programs.
- II. The Board will approve participation by students in grades 9, 10, 11, and 12 who meet the State Board of Education's criteria, to enroll in approved postsecondary programs while in attendance in the District. Students will be eligible to receive secondary credit for completing courses contained in any of these programs. Such credit will count toward graduation requirements.
- III. No student may participate without the written consent of parents and the high school principal.
- IV. Annually all secondary school students and their parents shall be informed of the options available to the students for dual enrollment as an educational option and mechanism for acceleration.
- V. The postsecondary education institution will assign a letter grade for the student's work in the course, and the District will be responsible for posting dual enrollment course grades as assigned by the postsecondary institution to the high school transcript. The Superintendent shall also establish the necessary procedures to comply with State law and ensure that it is properly communicated to both students and their parents.
- VI. The District shall deny high school credit for any portion of postsecondary courses which are taken during the period of a student's expulsion. Any District student who is expelled is not eligible for enrollment or continuation in postsecondary courses during the period of expulsion except as determined by mutual agreement between the District and the college or university.

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1007.27, 1007.271, F.S.

HISTORY:

ADOPTED: 10/24/2017

REVISION DATE(S): _____

FORMERLY: NEW

CHAPTER 7.00 – BUSINESS SERVICES

SCHOOL BUDGET SYSTEM

7.01

POLICY:

- I. Through the budget process the School Board intends for its budget to be prepared in a needs responsive, fiscally sound manner, with an emphasis on providing additional resources at the school level with any increase in recurring operating revenues.
- II. In accordance with this philosophy, the School Board intends the following guidelines to be adhered to in the preparation of the annual operating budget:
 - A. **Balanced Budget** – The budget should be prepared to ensure that the operating fund recurring revenue budget for the fiscal year shall be equal to or greater than the recurring expenditure budget.
 - B. **Fund Balance Reserve** – An adequate fund balance reserve is necessary to cover unforeseen events (including, but not limited to, revenue shortfalls and student enrollment under-projections.) The adopted annual operating fund budget shall include, if feasible, a fund balance reserve, which is at least 45% of the recurring expenditure budget.
 - C. Fund balances shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
 - D. The budget system shall be related to the goals and objectives of the district and its programs. To assure equity among schools and program elements, personnel and other resources

CHAPTER 7.00 – BUSINESS SERVICES

shall be allocated to the schools on a formula basis or by other means as determined by the Board.

- E. The Superintendent shall prepare an annual district budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Superintendent shall take into consideration the immediate and long-range needs of the district's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall submit the proposed annual budget to the School Board for review.
- III. It is the Board's intent that the guidelines enumerated above shall be controlling unless unusual circumstances dictate otherwise. In such instances, any variances from the guidelines will be highlighted and explained prior to the adoption of the budget by the Board.
- IV. The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1008.385; 1010.01;
1010.04; 1011.01 – 1011.18, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.002, 6A-1.004;
6A-1.006; 6A-1.007; 6A-1.0071

History:

Adopted:

Revision Date(s): 11/20/01, 12/17/02, 12/14/10, 2/28/2012

Formerly: NEW