

# Florida Department of Education

## 2009-2010 District Controlled Open Enrollment Plan

### Contact Information

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**Enrollment Plan Link:** [franklincountyschools.org](http://franklincountyschools.org)

### Nine Quality Indicators of Consideration

#### 1. Application Process

The Franklin County School District is a small district with one K-8 grade school and one K-12 school. The Franklin County School District policy allows students to attend either school in grades K-8; however, one K-8, ABC Charter School, has limited space and numbers of students accepted each year. Applications for enrollment can be picked-up at the Franklin County School District, Franklin School or ABC Charter School during normal working hours 8:00-4:00 daily. Franklin County Schools have pre-registration in the Spring of each year which allows students and parents an opportunity to change schools. The small district allows for easy transitions from school to school and is done several times each year by some parents. Because of our size our opportunities of elective classes is limited; therefore, students are assigned to the classes they need to take to be on track for graduation.

**STUDENT ASSIGNMENT:** FCSD Board Policy 5.20+

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. Information about title grants is disseminated throughout the year, with regular updates provided to stakeholders using a range of media. Information is reported to the School Advisory Council and school and district leadership teams. Grants are also discussed at open school board meetings and workshops and in school staff meetings. The FCSD uses print media, radio and television, and the Franklin County school website, where the Franklin County Parent Involvement Plan can be found, to disseminate information to the public.

The Franklin County School District disseminates information concerning school academic achievement to all stakeholders through workshops, notebooks, handouts, and online access to FCAT test scores. At the beginning of each school year the FCSD distributes SARS to parents, school personnel, and the community at different public locations in Franklin County. It is also published in print media and reported on radio and television. In addition, a copy is kept on file at the school and in the district office for public review by interested parties. The district uses translators, when necessary and feasible, to help ELL parents and students understand achievement, issues, and options. 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. A student residing with a person who is not the student's parent(s), legal guardian, legal custodian, or other such person designated by any order issued by a court of competent jurisdiction of the state of Florida to be responsible for the student shall be allowed to attend a District school under these conditions:

Option 1. The person with whom the student resides shall present a notarized statement to the enrolling officer or intent to seek legal custody or guardianship and shall provide proof of legal custody, guardianship or court order within thirty (30) days of the student's enrollment. Failure to present satisfactory proof, as outlined above, shall require the automatic withdrawal of the student.

Option 2. The person with whom the student resides shall complete a notarized statement as required by the Superintendent.

II. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled from another school district. This prohibition shall be effective for the period of time in which the student was expelled from another district. Such students shall be accorded the same appeals procedure which is available to District students.

III. A student may be permitted to attend a school in another residential attendance zone pursuant to guidelines adopted by the School Board. Guidelines shall be issued annually.

IV. Any student whose legal residence is outside the boundaries of the county may not be enrolled in any District school without the approval of the School Board, except under the provisions of Florida Statutes.

Information can also be found in the student progression plan which is also located on the Franklin County Website.

### **Process for Declaring School Preference**

There are no formal, publicized announcements. The enrollment applications are located at both schools and the Franklin County School District. Parents make their decisions on the needs of their children; however those choice are very limited.

### **REQUIREMENTS FOR ORIGINAL ENTRY FCSD Board Policy 5.10**

I. Any student who initially enrolls in the District shall be required to present certification of immunization for those communicable diseases as required by Florida Statutes.

A. Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.

B. A transfer student may be granted thirty (30) days to provide documentation of school-entry health examination and certification of immunization record.

C. Exceptions may be granted as provided in Florida Statutes.

II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.

A. Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.

B. The Superintendent may grant exceptions to this rule pursuant to Florida Statute.

C. The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.

III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the county, except as provided in this rule.

IV. A student entering a District school from a private or nonpublic school shall be assigned to a grade based on placement tests, age, and previous school records.

V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Board's Code of Student Conduct.

Additional information can be found on the Franklin County website - [www.franklincountyschools.org](http://www.franklincountyschools.org) click on Board Policy and go to the following sections: 5.11, 5.12, 5.13, 5.14, 5.14a, 5.20, and the Student Progression Plan.

### **3. Process that Encourages Placement of Siblings within the Same School**

All students are treated equally. Parents request are always reviewed.

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#### 4. Lottery Procedure to Determine Student Assignment

Not necessary in Franklin County

#### 5. Appeals Process for Hardship Cases

The only instance of an appeals process is in the consideration of a homeless student who wishes to return to his/her school of origin. Franklin County has a dispute resolution and associated document to address those situations if they arise. You can review the policy at [www.franklincountyschools.org](http://www.franklincountyschools.org) at the "School Board documents" link. Chapter 5 address most of issues required for this report. You will find the dispute resolution document in the FCSD Board Policy at appendix C.

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

The FCSD only has the two schools: (1) K-8 the other K-12 the racial/ethnic demographics list 15% of the population as minorities, and the schools population reflects those numbers. There are no reason for revisions at this time.

Identify the LEA allocation process. If serving multiple grade spans, please include allocation process as appropriate. (floor percentages)

Response:

The FCSD schools, being small, have small classroom enrollments at just about every grade. The elementary school will average between 2 and 3 classes per grade level, the middle & high schools averages 1 class per subject discipline for most years. The 2008-2009 School Accountability Report can be found on the [fldoe.org](http://fldoe.org) website, school accountability report, Franklin County.

#### 7. Availability of Transportation

All Franklin County students have access to transportation provided by the Franklin County School District. The only restriction would be students who live within one mile of the school.

STUDENT TRANSPORTATION FCSD Board Policy 8.31\*

Each student who is transported shall be entitled to free transportation provided he/she abides by the rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s) or legal guardian shall be responsible for making sure the student abides by the rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

Any student who resides one (1) or more miles from his/her designated school by the most direct traveled route is eligible to ride the school bus to and from that school. Only students who reside two (2) or more miles from his/her designated school by the most traveled direct route shall be reported for funding purposes. Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus.

(A) Special authorization is granted by the School Board.

(B) An exceptional student not requiring special care may ride a school bus regardless of distance from home to school upon furnishing a statement from the Director of Exceptional Students or designee certifying that the student is handicapped and is unable to walk to school.

(2) A student who is eligible for transportation and resides beyond the accessibility of a school bus may be provided transportation by payment from the School Board to the parent(s) or legal guardian for use of a private automobile or other conveyance for this purpose.

(3) The School Board may cooperate with other school districts to provide transportation for students.

(A) When it is practical to extend a school bus route to serve any territory located in another school district, the School Board shall enter into an agreement with the School Board of the other district to provide transportation services to students residing in the adjacent school district. Any such agreement shall be recorded in the official School Board minutes of each school board. The agreement shall state in detail the responsibility of each school board for operating the school bus and maintaining a daily schedule.

(B) Whenever a school bus crosses a school district line, all rules of the School Board shall apply to students transported by the said school board unless otherwise stated in the agreement between the school boards.

(4) Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's handbook for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the Transportation Supervisor. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's approval shall be required. Approval shall not be allowed for:

(A) Student visitation, unless duly authorized; or

(B) A student to obtain transportation to his/her regular place of employment.

(5) No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.

(6) Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be primary requirements in the routing of buses, establishing student stops, appointing drivers, and in providing and operating transportation equipment.

(7) A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.

(8) Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and, so far as practical, not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students.

(9) Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

## **8. Process for Promoting Strong Parental Involvement, Including the Designation of a Parent Liaison**

The Franklin County School District is dedicated to promoting parent involvement. Activities include working

with the School Advisory Council, advertising and holding parent/teacher meetings, school open houses, online and print format school newsletters, the School Leadership Team, and regular reports to students and parents regarding academic and behavioral progress. In addition, The Franklin County School District promotes parents reading with their child(ren) thirty minutes each night to involve parents in their children's education.

➤ district will focus on increasing parental involvement during the 2009-2010 school year with new and more innovative ideas for parent participation in helping us develop a better school for our students.

Training, in partnership with PAEC, will be offered for the teachers in parent involvement this Fall. Several Franklin County teachers initiated parent involvement activities this summer and will work with other teachers and staff in getting parents involved in our schools, helping to make decision and taking part in SAC and starting a PTO. By using teachers who have been trained we can pair them to work and train other teachers to be pro-active in the advancement of parent involvement activities

## FRANKLIN COUNTY SCHOOL DISTRICT

### TITLE I PARENT INVOLVEMENT POLICY-PLAN

#### PART I. General Expectations

The Franklin County School District agrees to implement the following statutory requirements:

- The school district will have programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each will include a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate a district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children. This will include providing information and school reports required under section 1111 of the ESEA in an understandable format, alternative formats upon request, and, to the extent practicable, in language that parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of participating children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is utilized, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

THE REST OF THE FCSD BOARD POLICY CAN BE FOUND AT:

[www.franklincountyschools.org](http://www.franklincountyschools.org). FCSD Board Policy link

The complete transcript of the Title I Parent Involvement Policy/Plan is found in Appendix B.

## 9. Strategy for Establishing an Information Clearinghouse

The Franklin County disseminate's information concerning school choice throughout the year, with regular dates provided to stakeholders using a range of media. Information is reported to the School Advisory Council, school leadership team and district leadership team. School choice is also discussed and evaluated at workshops and in school staff meetings. The FCSD uses print media, radio and television, and the Franklin County website, where the Franklin County Parent Involvement Plan can be found, to disseminate information to the public. The Franklin County School District also has an online survey for parents, community leaders, teachers and administrators during the school year which gives us data for planning for school choice in the coming school year.

The FCSD uses parent volunteers in several areas: as test monitors, in supporting our teachers through helping prepare materials and in planning for activities for the school. Volunteers also play a key role in the PTO and the School Advisory Committee.

School Choice is addressed through the guidance departments at both schools, through the FCSD Office and by letters directed to parents. The schools and district office are the best sources for getting information out to the the parents. Translators are readily available if needed and can be arranged through either the schools or district office. Additional information is available on the Franklin County website, where the Student Progression Plan and Parent Handbook can be found.