



## **Gilchrist County School District Controlled Open Enrollment (COE) Public School Parental Choice Plan**

~~May 2020~~ May 2022

~~Beginning with the 2017-2018 school year, each district school board must adopt a controlled open enrollment plan that allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school that has not reached capacity.~~ Beginning with the 2017-2018 school year, each district school board must adopt a controlled open enrollment plan that allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school that has not reached capacity. For more information, please see the GCSD website (<https://www.gilchristschools.org/>).

Message from the Florida Legislature

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The Florida Legislature recognizes the value of an educational system and provides numerous and meaningful options for students and their parents. In order to promote and encourage parental involvement and ensure students have access to a school that meets their needs, the Florida Legislature enacted Section 1002.31, Florida Statutes, which directs each school district to develop a controlled open enrollment plan.

[www.fldoe.org](http://www.fldoe.org)

~~Gilchrist County School District~~ ~~Controlled Open Enrollment (COE)~~  
~~Public School Parental Choice Plan,~~  
~~May 2020~~

In an effort to meet the needs of the students who reside in Gilchrist County, Florida as well as to provide an opportunity for those who reside outside of the county to seek enrollment in the Gilchrist County School District, the following Controlled Open Enrollment Public School Parental Plan options are provided:

**In-County School Selection for Gilchrist County Residents (GCSD Policy 5.03/D)**

- According to GCSD Policy 5.03/D: 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 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 and by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.
- Parents may request reassignment to attend an out-of-zone school using the application.
- Parents participating in this school choice option are required to provide their own transportation to the nearest public bus stop in the school district that delivers students to the approved school.

Per Policy 5.03/D;

**Parents may request reassignment to attend an out-of-zone school**

- Parents participating in this school choice option are required to provide their own transportation to the nearest public bus stop in the school district that delivers students to the approved school.

➤ **In-County Magnet School options for Gilchrist County Residents**

- Parent/student may request for admission into a magnet program that is located at only one high school in the district and out-of-zone for the family.
- Parents participating in this school choice option are provided transportation to and from the out-of-zone school as a courtesy.

➤ **Out-of-County Student Requesting to attend a Gilchrist County School**

- Per Policy 5.031D;

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- ~~Any out-of-county student requesting to attend school in Gilchrist County must be recommended by the Principal/Superintendent and approved by the School Board.~~
- ~~After initial approval, a student may continue to attend a Gilchrist County School provided the student remains in good standing at that school. However, any change in "good standing" status may result in the Principal revoking that student's privilege to attend Gilchrist County Schools.~~
- ~~Students exhibiting disciplinary problems may have attendance privileges revoked immediately.~~
- ~~Out-of-County students may ride Gilchrist County School buses provided the student boards at the nearest approved bus stop and the bus is not overcrowded.~~

#### ➤ ~~Out of County Student Requesting to attend a Gilchrist County School~~ **Controlled Open Enrollment**

##### ➤ ~~Pe (Florida Statute 1002.31), Florida Statute:~~

- According to 1002.31, F.S., Controlled Open Enrollment is defined as a public education delivery that allows school districts to make school assignments using parents' indicated preferential educational choice as a significant factor.
- Parents may request Out of County attendance using the Controlled Open Enrollment application found on the website and in this plan.
- Eligibility Requirements
  - A parent from any school district in the state whose child is not subject to a current expulsion or suspension may enroll his or her child in and transport his or her child to any public school that has not reached capacity in the district.
  - The Gilchrist 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.
  - Pre-K programs are not mandatory. Therefore, COE options are not available for Pre-K students. Pre-K out-of-county requests should be made directly with the Pre-K Program Director.
- Factors Considered
  - A determination is made on the current capacity of each school as determined by class size pursuant to s. 1003.03 and s.1, Art. IX of the State

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Constitution in conjunction with projected class size numbers for each school in order to ensure each school has the capacity to sustain the additional out-of-county students over time (until the highest grade level at the school).

- o The calculation for compliance with maximum class size pursuant to s. 1003.03(4) is the average number of students at the school level.
- o Calculations to determine COE eligible schools will be made and updated annually.
- o Students residing in the district may not be displaced by a student from another district seeking enrollment under the controlled open enrollment process.
- o Once this determination has been made, the names of the schools that have capacity for public school choice will be posted on the Gilchrist County School District's website ([www.gilchristschools.org](http://www.gilchristschools.org)) with the application so parents may apply accordingly.
- A school is considered open for COE when the school's projected enrollment is less than 80% of the determined capacity of the school.

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- Availability of Transportation

- o 1002.31, F.S. states that a school district may provide transportation to students associated with public school parental choice.
- o GCSD will provide transportation when there are seats available on the appropriate route for the out-of-county student as decided by the Transportation Department.
- o Out-of-county students may ride Gilchrist County School buses provided the student boards at the nearest, in-county, public bus stop (voting precinct, etc.) and the bus is not overcrowded (GCSD School Board Policy 5.031D).
- o School routes are designed to deliver students to a zoned school. When seats are available on a route, the first stop for an out-of-county, school choice student would be at the first available existing stop within the district and then to the appropriate zoned school.
- o Special connecting routes or extension of existing routes will not be created to transport an out-of-county, school choice student.
- Routes will be reconfigured annually and the availability of transportation for COE is not guaranteed from year to year. It will be determined on whether or not the route has open capacity for COE students.

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- Preferential Treatment will be provided to all of the following through the Controlled Open Enrollment Process:

- o Dependent children of active duty military personnel whose move resulted from military orders.

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- o Children who have been relocated due to a foster care placement in a different school zone;
- o 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;
- o Students at multiple session schools (not applicable in GCSD);
- o Students residing in the district; Students residing in the district;
- o Students in good standing reapplying for COE enrollment due to the transition of schools from Grade 5 to Grade 6;

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o Controlled Open Enrollment and Athletics

- o A school district may not delay eligibility or otherwise prevent a student participating in controlled open enrollment from being immediately eligible to participate in interscholastic and intra-scholastic extracurricular activities.
- o 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;
  - Authorized for good cause in district per district policy/procedures;
  - The GCSD will only consider requests for good cause if the student athlete has been involved in an incident that is considered catastrophic (tragic, devastating) in nature.

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• Application Process

- o Only applications received in the above stated window time frame posted on our website will be considered for COE.
- o One application should be submitted for each child applying for enrollment. COE.
- o Parents may obtain applications from any of our four public schools in Gilchrist County, or from the district office, or on the . Applications will also be available on the district's website (www.gilchristschools.org).
- o Students previously approved to attend as an out of county student will not need to reapply for Controlled Open Enrollment unless they are making the following grade level transitions:
  - Ending Pre-Kindergarten and entering Kindergarten
  - Ending 5<sup>th</sup> Grade and entering 6<sup>th</sup> grade
  - After withdrawing from the school district

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- o Students with siblings may request to attend the same school on each application based on the following:

- Sibling is defined as brother, sister, half-brother, half-sister, step-brother, or step-sister that lives in the same household.
- Verification will be made by the district and additional documentation may be required.
- Applications indicating a request for siblings to attend the same school will be placed in the lottery as one unit, and, if selected, all will be accepted.

- Parents wishing to request public school parental choice must submit a completed the application to the district office by June 30, 2020.

- Application Review

- o All Controlled Open Enrollment applicants will be accepted if the requested school has capacity.
- o If the number of public school parental choice Controlled Open Enrollment student applications is greater than the number of seats available for a particular school, then prioritized/preferential students will be admitted first, and a lottery procedure will be utilized to fill the remaining slots.
- o If the lottery is utilized, all applications will be numbered (with siblings grouped) after being chosen randomly.
- o If there are students who do not enroll after being approved, final determinations for additional approvals will be made by the first day of school if there are still slots available at the school.

and a lottery procedure will be utilized to fill the remaining slots.

- Notification of Acceptance/Denial

- o Parents will be notified by mail of the student school assignment (or notification of denial). All applicants will be notified via US mail by July 13, 2020, the deadlines posted on the website (see Controlled Open Enrollment) of acceptance/denial.
- o A parent must accept or decline the opportunity to by initiating the enrollment process, enroll, on the district's online registration portal within ten (10) business days of being notified. and complete enrollment paperwork at the specified COE School for the 2020-2021 School Year.
- o If a student is not approved for COE, attendance, it is the parent's responsibility to enroll the student in the appropriate school in the district that corresponds with their residence or to seek COE with enrollment in another school district.

- o Upon obtaining approval for out-of-county enrollment, the approved student(s) will be allowed to remain at that school until he/she completes

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the highest grade level at that school and remains in good standing. The application process ~~would have to~~ must be repeated when a student is due to transfer to a new school.

- Appeals Process

- The appeals process will be automatically initiated after the lottery process is complete. All denied applications indicating a hardship (see below) will be reviewed by a committee convened by the Superintendent.
- Appeals will be processed within ten days of the denial.
- Decisions made by the Superintendent/the Committee on the appeal are final.
- Hardships – There is a place on the application to identify a hardship; the hardship will only be considered through an appeals process if the student is NOT chosen through the procedures outlined in this document. A hardship is defined as one of the following:
  - The student is an immediate family member (living in the same household) of a GCSD employee.
  - Students with siblings already attending the requested school.
  - Students currently enrolled as a Gilchrist County resident who move out of county and wish to remain at their school.
  - Students experiencing other extraordinary or extenuating circumstances.
- If the original application did not indicate a hardship and circumstances have changed, parents may file a written appeal at the Superintendent's office and the appeals process will be followed.

- Determining Capacity

- The number of students who can be served by a school is identified and validated yearly on the Florida Inventory of School Houses (FISH) Report. A school has reached capacity when it has filled at least 80% of its student stations.
- If a school has enrollment at or exceeding 80% of its student stations, then the school will not be open for Controlled Open Enrollment.
- If a school's enrollment is less than 80% of its student stations, then the school will be open for Controlled Open Enrollment.
- See the chart below to determine which schools are open for Controlled Open Enrollment.

<u>School</u>	<u>Enrollment Updated 5/27/22</u>	<u>Permanent Student Stations</u>	<u>Percent of Capacity</u>	<u>Open or Closed for</u>
<u>Bell Elementary School</u>	<u>695</u>	<u>570</u>	<u>112%</u>	<u>Closed</u>
<u>Bell Middle High School</u>	<u>606</u>	<u>848</u>	<u>71%</u>	<u>Open</u>

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<u>Trenton Elementary School</u>	<u>822</u>	<u>814</u>	<u>101%</u>	<u>Closed</u> ◀
<u>Trenton Middle High School</u>	<u>625</u>	<u>1238</u>	<u>50%</u>	<u>Open</u> ◀

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~~— A parent from any school district in the state whose child is not subject to a current expulsion or suspension may enroll his or her child in and transport his or her child to any public school that has not reached capacity in the district.~~

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~~Understanding In-County School Selection for Gilchrist County Residents (SB Policy 5.03/D)~~

~~According to SB Policy 5.03/D,~~

~~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 service the student's residential attendance zone. A student's residence is 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 and by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.~~

~~In-County School Selection,~~

~~All Gilchrist County residents are provided the option to enroll their child(ren) in a school located outside of their zone within Gilchrist County.~~

~~Parents must request reassignment if they desire reassignment to any school other than assigned school.~~

~~Parents participating in this school choice option are required to provide their own transportation to the nearest public bus stop in the school district that delivers students to the approved school.~~

~~This school choice option remains open and available to Gilchrist County residents throughout the school year.~~

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### Understanding In-County Magnet School Options for Gilchrist County Residents

All high school Career and Technical Education programs are open to incoming 9<sup>th</sup> grade students at Bell High School and Trenton High School. If a program is offered on your campus, you may not apply to attend that program on the other campus. However, if you are interested in a program that is offered on another campus, you may apply. If enrolled in the program, you would be provided with transportation to and from the other campus via shuttle bus.

The Gilchrist County School District will admit students to programs without regard to race, color, religion, gender, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or native language. Completion of an application does not guarantee admission to a program. Students meeting eligibility criteria will be enrolled in their first choice as space and scheduling permits.

<u>Programs on the Bell High School Campus</u>	<u>Programs on the Trenton High School Campus</u>
<u>Criminal Justice Operations / 911</u>	<u>Building Construction Technology</u>
<u>Applied Engineering Technology</u>	<u>Applied Engineering Technology</u>
<u>Agriotechnology</u>	<u>Agriotechnology</u>
<u>Technical Agriculture Operations (Ag Mechanics)</u>	<u>Agricultural Biotechnology (acceptance to program would be dependent upon performance in Ag Foundations course)</u>
<u>Administrative Assistant (Business)</u>	<u>Applied Information Technology</u>
<u>JROTC</u>	<u>Drafting</u>
<u>Health Academy</u>	
<u>Nursing Assistant (CNA)</u>	
<u>Allied Health Assisting</u>	
<u>Emergency Medical Responder</u>	
<u>Electrocardiograph Technician (EKG)</u>	

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### ~~Understanding Out-of-County Student Requesting to Attend a Gilchrist County School (SB Policy 5.031D)~~

#### ~~According to SB Policy 5.031D:~~

~~Any out-of-county student requesting to attend school in Gilchrist County must be recommended by the Principal/Superintendent and approved by the School Board. After initial approval, a student may continue to attend a Gilchrist County School provided the student remains in good standing at that school. However, any change in "good standing" status result in the Principal revoking that student's privilege to attend Gilchrist County Schools. Student exhibiting disciplinary problems may have attendance privileges revoked immediately. Other considerations for continued attendance for following year (i.e., overcrowding of classes) shall be determined at the end of each current school year.~~

#### ~~Windows to submit Out-of-County Applications, Summer & Winter~~

~~In order to be considered for Out-of-County approval, an application must be submitted to the **Gilchrist County School Board Office at 310 NW 11<sup>th</sup> Avenue, Trenton, FL 32693**. Applications submitted to the schools will not be processed.~~

~~**Summer Applications** - Applications received between April 1 and August 31 will be processed no later than mid-month September School Board Meeting for entry into GCSD in the Fall semester of the upcoming school year.~~

~~While there is no specific deadline for submission, **applications received by June 30, 2020**, will be processed in July, and notifications will be made to parents/guardians no later than two weeks before school starts, when possible.~~

~~**Winter Applications** - Applications received between October 1 and January 15 will be processed no later than the first of the month February School Board Meeting for entry into GCSD in the Spring semester of the school year.~~

~~While there is no specific deadline for submission, **applications received by Thanksgiving Break**, will be processed in December, and notifications will be made to parents/guardians before school returns in January, when possible.~~

#### ~~Out-of-County Applications~~

~~Applications will be processed on a nondiscriminatory basis and shall be approved based on:~~

- ~~• Space available in requested grade-level at the requested school~~
- ~~• Student being in good standing~~
- ~~• Demands on school district including academic, discipline and attendance~~
- ~~• Recommendation of school principal, superintendent, and school board~~

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- ~~Out of County students must remain in good standing.~~
- ~~If a student's out of county transfer application is approved, any change in good standing may result in the principal revoking that student's privilege to attend Gilchrist County Schools.~~
- ~~**NOTE: Students exhibiting discipline problems may have attendance privileges revoked immediately.** All other consideration for continued attendance for subsequent years shall be determined at the end of each school year.~~
- ~~No student shall be permitted to transfer, enroll, or be admitted to a Gilchrist County school if he/she has been expelled from another school district.~~
- ~~An out of county student may ride Gilchrist County school buses provided the student boards at the nearest approved bus stop and the bus is not overcrowded.~~

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- ~~Understanding 1002.31 F.S. Controlled open enrollment (COE); Public school parental choice.~~
- ~~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 requirements for consideration;~~
  - ~~• Parents from any school district in the state whose child is not subject to current expulsion or suspension.~~
  - ~~• The Gilchrist 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.~~
  - ~~• Pre-K programs are not mandatory. Therefore, COE options are not available for Pre-K students. Pre-K out of county requests should be made directly with the Pre-K Program Director.~~
  - ~~— 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 as determined by 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 capacity to sustain the additional out of county students over time (until the highest grade level at the school).~~
  - ~~• 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.~~
  - ~~• Students residing in the district may not be displaced by a student from another district seeking enrollment under the controlled open enrollment process.~~
  - ~~• Once this determination has been made, the names of the schools that have capacity for public school choice will be posted on the Gilchrist County School District's website ([www.gilchristschools.org](http://www.gilchristschools.org)) with the application so parents may apply accordingly.~~
  - ~~• A school is considered open for COE when the school's projected enrollment is less than 80% of the determined capacity of the school.~~
  - ~~— Availability of school transportation;~~

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- ~~1002.31, F.S. states that a school district may provide transportation to students associated with public school parental choice.~~
- ~~GCSD will provide transportation when there are seats available on the appropriate route for the out of county student as decided by the Transportation Department.~~
- ~~Out of county students may ride Gilchrist County School buses provided the student boards at the nearest, in county, public bus stop (voting precinct, etc.) and the bus is not overcrowded (GCSD School Board Policy 5.031D).~~
- ~~School routes are designed to deliver students to a zoned school. When seats are available on a route, the first stop for an out of county, school choice student would be at the first available existing stop within the district and then to the appropriate zoned school.~~
- ~~Special connecting routes or extension of existing routes will not be created to transport an out of county, school choice student.~~
- ~~Routes will be reconfigured annually and the availability of transportation for COE is not guaranteed from year to year. It will be determined on whether or not the route has open capacity for COE students.~~
- ~~Preferential Treatment is provided in the GCSD 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 at multiple session schools (not applicable in GCSD).~~
  - 5. ~~Students residing in the district.~~
  - 6. ~~Students in good standing reapplying for COE due to the transition of schools from Grade 5 to Grade 6.~~
- ~~Hardships;~~
  - 7. ~~Employees in the school district may request a GCSD hardship for out of county approval for family members and must indicate this request on the application.~~
  - 8. ~~Students who have been attending as in county or out of county students who are in good standing 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;~~
  - ~~A school district may not delay eligibility or otherwise prevent a student participating in controlled open enrollment from being immediately eligible to participate in interscholastic 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:~~

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- ~~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.~~
- ~~Authorized for good cause in district.~~
- ~~The CCSD will only consider requests for good cause if the student athlete has been involved in an incident that is considered catastrophic (tragic, devastating) in nature.~~

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## ~~Gilchrist County School District Plan for Controlled Open Enrollment; Public School Parental Choice~~

### ~~Application Process;~~

~~Window for submitting a COE application: May 11- June 30, 2020;~~

- ~~• Only 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 four public schools in Gilchrist County or from the district office. Applications will also be available on the district's website ([www.gilchristschools.org](http://www.gilchristschools.org)).~~

- ~~• Parents wishing to request public school parental choice must submit a completed the application to the district office by June 30, 2020.~~

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

- ~~• Students previously approved as an out-of-county student will not have to reapply for COE unless they are making the following grade level transitions at which time will be required to complete the COE application process:~~

- ~~○ At the end of Pre-K prior to entering Kindergarten~~

- ~~○ At the end of Grade 5 prior to entering Grade 6~~

- ~~○ After withdrawing from the school district~~

- ~~• Students approved for out-of-county prior to the 2020-2021 school year will be considered "grandfathered" in to the district and not have to enter the COE process (with the exception of the transition years listed above).~~

- ~~○ Grandfathered students will continue to be required to remain in good standing while in the school district. If at any time that the student is not in good standing in the area of academics, attendance, discipline, etc., out-of-county approval may be revoked.~~

~~Request for a school preference~~

- ~~• Parents may declare school preferences on the application submitted.~~

- ~~○ Indicate on the application 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.~~

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- Applications indicating a request for siblings to attend the same school will be placed in the lottery as one unit and, if selected, all will be accepted provided the grade level(s) needed are within the class size limits.

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### ~~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 move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.~~
- ~~I have students at multiple session schools (not applicable to Gilchrist County Schools).~~
- ~~I have student(s) in good standing reapplying for COE due to the transition of schools from Grade 5 to Grade 6.~~

~~\*Note: Students residing in the school district have preferential treatment and do not have to complete the COE process.~~

### ~~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.~~
- ~~Employees requesting out of county approval for a family member should indicate this under the hardship section of the application.~~

### ~~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 lottery procedure will be utilized to fill the remaining slots.~~

### ~~Prioritized students are:~~

- ~~Applicants that have a sibling already attending the requested school.~~
- ~~Preferential treatment students as defined above.~~
- ~~In the event that there are more requests than available slots for a requested school, a lottery procedure will be used to determine student assignments to include an appeals process for hardship cases.~~

### ~~Notification Process for Acceptance:~~

- ~~Parents will be notified by mail of the student school assignment (or notification of denial) by July 13, 2020.~~
- ~~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 2020-2021 School Year.~~
- ~~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 with another school district.~~
- ~~Upon obtaining approval for out of county enrollment, the approved student(s) will be allowed to remain at that school until he/she completes the highest~~

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~~grade level at that school and remains in good standing. The application process would have to be repeated when a student is due to transfer to a new school.~~

- ~~o Students previously approved as an out of county student will have to reapply for COE when the following occurs:~~

- ~~• At the end of Pre-K prior to entering Kindergarten~~
- ~~• At the end of Grade 5 prior to entering Grade 6~~
- ~~• After withdrawing from the school district.~~

~~For example, if a student is approved to enter an elementary school in 1<sup>st</sup> grade, the student may remain in that elementary school without having to annually reapply through the 5<sup>th</sup> grade. If the parent would like the student to transition to the middle/high school, then the parent would have to go through the controlled open enrollment process again for approval to enter the new school.~~

- ~~• If the lottery is used, all applications submitted will be numbered in the event that all approved for COE do not enroll (becomes a waiting list).~~
- ~~o Final determinations of additional approval will be made by the first day of school, at which time all applications submitted for 2020-2021 will become void.~~

~~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 310 NW 11<sup>th</sup> Avenue, Trenton, Florida 32693.~~
- ~~• 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 the School Principal, District Director of Instruction, and Superintendent/Designee to review the appeal.~~
- ~~• 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 to attend GCSD 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, Bus Code of Conduct (if applicable) and Student Handbook.~~
- ~~• Maintain existing academic eligibility criteria for public school choice programs.~~

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- ~~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 Gilchrist County School.~~

#### ~~Determining Capacity~~

- ~~When determining capacity for Controlled Open Enrollment, each school is evaluated for **core facility capacity** first. A core facility is a building on the campus that is shared by all students at the school (cafeteria, media center, administration, etc.).~~

- ~~If it is determined that the school does not have the core facility capacity to serve additional students, then the school does not open for COE. However, if the school is not at capacity with its core facilities, then the number of permanent student stations in compared with current enrollment numbers to determine if the school becomes open for COE.~~

#### ~~Steps to determine capacity of a school:~~

- ~~1. Determine if the school has the core facility capacity to accept additional students based on size of the cafeteria, media, etc. using the FDOE formula for adequate core facility space by comparing the size of the core facility buildings and the school's enrollment size.~~

- ~~If Core Facility Capacity has been met, using the Florida Department of Education guidelines/calculator for square footage needed to serve the number of students enrolled at the school, record (Y) for yes indicating the school has met or exceeded its core facility capacity of 80% and the school will not be open for COE.~~

- ~~If Core Facility Capacity has not been met, using the Florida Department of Education guidelines/calculator for square footage needed to serve the number of students enrolled at the school, record (N) for no indicating that school has not met or exceeded its core facility capacity of 80%. Proceed to Step 2.~~

- ~~2. Determine the Percent Capacity of the school by comparing (dividing) the number of students enrolled with the number of permanent student stations existing at the school. If less than 80%, the school is open for COE. If 80% or greater, the school's percent capacity has been met or exceeded and the school would not be open for COE.~~

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GCSD Capacity Table for 2020-2021: There are no schools open for COE.								
All (4) GCSD schools are at, or exceeded, their core facility capacity.	Step #1: Core Facility at Capacity- Yes (Y) - school will not be open because school has already reached core facility capacity. No (N) - proceed to Step #2				Step # 2 (if step #1 is N): Student Station Capacity- (Capacity has been met when the percent capacity is 80% or higher)			Number of Seats available at school
	Is the school at capacity?	2019-2020 % Capacity (Capacity has been reached if 80% or higher)	2019-2020 Student Enrollment on our date certain of 03/04/20	2019-2020 Core Facility Capacity	2019-2020 Permanent Student Stations	2019-2020 Student Enrollment on our date certain of 03/04/20	2019-2020 Percent Capacity as calculated on 03/04/20	
GCSD Elementary Schools								
Bell Elementary	Y	81%	663	821				0
Trenton Elementary	Y	114%	866	757				0
GCSD Middle / High Schools								
Bell Middle/High	Y	85%	641	751				0
Trenton Middle/High	Y	131%	655	501				0

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