

**2011-2012 MONROE COUNTY SCHOOL DISTRICT
CONTROLLED OPEN ENROLLMENT PLAN**

Controlled Open Enrollment is the school selection process for Monroe County Public Schools. Parents have the opportunity to request a school other than the school in their designated attendance area, but only within their geographic region of the Upper Keys, Middle Keys, or Lower Keys. Parents may also apply to the four charter schools in the district.

Priority for school assignment will be given to families living in the schools attendance area and to students already attending that particular school. Preference will be given to allowing siblings to attend the same school. Open spaces will be assigned through a lottery system taking geographic regions into account as described above.

New class sections, additional programs and additional bus routes will not be created for the Choice options. The school system is unable to assume increased costs to implement a choice plan. School choice assignments will be available as described within each of the three regional plans which follow.

School Board Policy 5113 –

SCHOOL OF CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND

The School Board acknowledges that the Federal No Child Left Behind Act of 2001 ("NCLBA") provides that the parents of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the student's grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the District offering instruction at the student's grade level(s) that has not been identified as needing improvement, the Superintendent shall contact the neighboring counties and request that they permit students to transfer to a school in one (1) of those counties. If a transfer within the District is not possible, the Superintendent will offer Supplemental Educational Services (SES). If a transfer is available but the parents choose not to avail themselves of it, then the Superintendent may, at his/her discretion, offer Supplemental Educational Services (SES).

Additionally, students attending a "persistently dangerous" school, as defined by State law, have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the student's grade level(s), the Superintendent shall contact neighboring counties and request that they permit students to transfer to a school in one (1) of those counties.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District

providing instruction at the student's grade level, the Superintendent shall contact neighboring counties and request that they permit that student to transfer to a school in one (1) of those counties providing instruction at the student's grade level.

Furthermore, the Board authorizes such transfers in accordance with the administrative procedures.

Children who transfer in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

P.L. 107-110

F.S. 1002.20, 1002.38

DEFINITIONS

Area - refers to attendance area boundaries for each school in Monroe County

Choice Deadline - refers to the date set annually by the Superintendent by which all school choice applications and Intent to Remain Forms must be completed and turned in to the Choice School. Charter schools have separate deadlines.

Choice School – refers to the school that is not the school for the area of residence of a student or a charter school, but is requested to be the student’s school by a parent under this Controlled Choice Plan

Controlled Choice - student assignment process based on parent choice of schools

District School Choice Committee - comprised of members representing three regional committees with responsibility for district wide process and procedures

Intent to Remain Form – refers to a form to be completed annually by the Choice Deadline by parents of all students who are attending a Choice School in the current school year and wish to retain their placement at that school for the following school year.

Lottery - a random selection process for filling available student spaces if the number of applicants for a school exceeds the number of available seats. See Form D.

Region - refers to three geographic regions of Monroe County: Lower Keys, Middle Keys, and Upper Keys

Regional School Choice Committee - three committees, each representing one region of Monroe County, i.e. Upper, Middle, and Lower; with responsibility for regional lottery, appeals, and other issues

Zone - refers to two zones in Lower Keys: Key West to Key Haven, and Rockland Key to Sunshine Key

CONTROLLED OPEN ENROLLMENT PLAN PROCESS

District Application Process

Application forms will be available at each school and the District Office. The application form in the basic format provided in Form A shall be utilized for this purpose. Parents can request a first and second choice school placement. The application must be submitted to the Choice School office by the Choice Deadline in order to utilize student enrollment information during budget development for the upcoming school year. Parents will be notified of their child's school assignment no later than late June. A lottery procedure will be used for student assignment if there are more requests than spaces available. See Form D.

When space is not available, the request will be placed on a waiting list and the parent will be notified if there is an opening. For new students entering the school system after April 15th, parents will have the opportunity to request a school of choice. When space is available, the student will be placed at the choice school. Otherwise, the student will be placed at the school in his/her attendance area and included on the waiting list. Parents can appeal hardship cases to the School Choice Advisory Committee.

Applications to charter schools are governed by their contracts with the School Board. These schools are to be contacted for their individual policies and deadlines.

Availability of Space

Preference will be given to those residing in the current attendance area of the school and to placing all siblings together when requested by parents. If students are attending a Choice School, parents must notify that school of their intent to remain at that school for the following school year by the Choice Deadline. An Intent to Remain Form, in the basic format provided in Form B, shall be utilized for this purpose. Availability of the first or second choice school will depend upon two major factors: (1) open space at the proper grade level and (2) maintaining socioeconomic, demographic, and racial balance.

All employees at the specific school site will be granted space for their immediate dependent(s) to attend the specific school.

School choice transfers will be considered for elementary schools, if class sizes average below eighteen in kindergarten, first grade, second grade and third grade, and twenty-two in fourth and fifth grades. These class size numbers are for school choice purposes only. Additional sections and programs will not be created for school choice.

Choice transfers for part-time exceptional students will be considered under the same guidelines as those for regular education students described above. For exceptional students in a self-contained varying exceptionalities classroom, the guidelines for choice transfers will be an average of 12 students. These guidelines are to be used for school choice decisions only.

Appropriate racial balance will be determined by reviewing the annually prepared Ethnic/Race Membership Percentages form. The goal is to either maintain the existing ratio or not to decrease minority enrollment below twenty percent.

School Choice Advisory Committee

A district wide committee will be responsible for developing the lottery process guidelines and the appeal procedure. School choice committees will serve in an advisory capacity to the Superintendent.

The committee members will be appointed by the Superintendent. An administrator will chair each committee and a designated parent liaison will serve as co-chair. District committee membership will be comprised of representatives from the schools at various grade levels including parents, teachers, support staff and principals.

Parent Involvement in Choice Plan

In addition to the designation of a district-wide parent liaison and parents serving on the school choice advisory committees, school advisory councils at each school will be involved. The school choice plan will be reviewed annually by school advisory councils for input to their respective regional School Choice Advisory Committee.

Clearinghouse for Information

The Public Accountability Report with a Program Addendum is available @ Keysschools.com. Additionally, the Superintendent shall each year provide copies of the programs and services available at each school in a format similar to that in Form C. Each school will make their own report readily available to parents.

Transportation

Existing bus routes will be maintained for Key West and the Lower Keys for K-8 students. Key West High School, Middle Keys and Upper Keys bus routes will change

accordingly (see below. However, students attending a Choice School will be permitted to ride a Monroe County school bus under the following conditions:

1) Parents can take their child to the nearest bus stop from their residence, where the bus can be boarded as long as there is available space on the bus for all those within that attendance area. Students may also be transported to home or day care after school as long as there is available space on the bus for all those within that attendance area.

2) In all cases, prior arrangements must be made with the transportation department.

*Key West High School

Ramrod Key South

*Marathon High/Middle School

Students in grades 9-12 – Little Torch Key North to Fiesta Key (MM71)

Students in grades 7-8 – Seven Mile Bridge North to Fiesta Key

*Stanley Switlik

Seven Mile Bridge North to Fiesta Key

*Coral Shores High School

Matecumbe (MM73) North to County Line

*Plantation Key School

MM 73 North to MM92

*Key Largo School

MM92 (including Harry Harris and Hammer Pt) North to County Line

REGIONS

Lower Keys

The Lower Keys area includes the city of Key West to the Seven Mile Bridge. This area encompasses two zones: Zone One - Key West to Key Haven, Zone Two - Rockland Key through Sunshine Key. Zone One contains four elementary schools, one

elementary annex, one middle school and one high school. Zone Two contains one elementary/middle school.

Due to geographic constraints, parent choice will be restricted to the zone within which the family resides. There will be a choice of four elementary schools in Zone One. For Zone Two in the Big Pine area there will continue to be a choice for grades seven and eight, and grades nine through twelve between Sugarloaf Middle School or Marathon Middle School, and Key West High School or Marathon High School respectively.

Middle Keys

The Middle Keys Region extends from the seven mile bridge in Marathon to Fiesta Key. In this region there is only one elementary school, Stanley Switlik, and one middle/high school, Marathon High School.

School Zones for 1) Grade 6, 7 & 8 students living on Big Pine Key and keys west of Big Pine Key will attend Sugarloaf Middle School in the Lower Keys.. K-8 Students in Big Pine will attend Sugarloaf Middle School. 2) High School students living on Big Pine Key and keys west of Big Pine Key will will attend Marathon High School in the Middle Keys zone. Bus transportation is provided only from Big Pine Key to Marathon High School. Parents must provide transportation to Big Pine Key if living on keys west of Big Pine Key.

Upper Keys - MONROE COUNTY CONTROLLED OPEN ENROLLMENT PLAN OPTIONS

Monroe County is divided into three large geographic regions - Upper Keys, Middle Keys, and Lower Keys. Where you live in Monroe County determines your school options. The Upper Keys area extends from Ocean Reef and Dade/Monroe County Line to Layton. In this area there is one PreKindergarten to Eighth Grade School, one Kindergarten to Eighth Grade School, and one High School. Within this area, the two Elementary/Middle Schools have attendance areas. Key Largo School's attendance area is from Ocean Reef/County Line to Mile Marker 92. Plantation Key School's attendance area is from Mile Marker 92 to Layton.

Choice of Schools will be as follows: 1) K-8 Schools - Choice from 2 schools in the Upper Keys area. Attendance Area #1 - Key Largo School (Mile Marker 92 to Ocean Reef and Dade/Monroe County Line) Attendance Area #2 - Plantation Key School (Mile Marker 92 to Layton); 2) High School - Coral Shores High School only choice. 3) However students living in the upper keys attendance area can attend Marathon High

School under the current Out-of-District procedure, which requires parents to provide transportation, unless there is a space on an already established bus routes.

2011-2012

FORM A

SCHOOL CHOICE APPLICATION MONROE COUNTY SCHOOLS, FLORIDA

This form must be completed and returned to Monroe County School of Choice or the District School Board of Monroe County, Key West by **April 30, 2011**. The application is subject to annual review.

Name of Student _____
Last First Middle

Date of Student's Birth _____
Day Month Year

Father's Name _____ Telephone # _____

Address _____

Mother's Name _____ Telephone # _____

Address _____

Name of Legal Guardian _____ Telephone# _____

Address _____

With Whom Does Student Live? _____

Address _____

(if different from above)

2010/2012 Grade Level: _____ Sex: Female _____ Male _____ Student Soc. Security # _____

Ethnicity: (Circle One) White (Non-Hispanic) Black (Non Hispanic) Hispanic

Asian or Pacific Islander American Indian or Alaskan Native Multiracial

SCHOOL CHOICE

Please read the following information carefully:

Number the schools of choice within your region. For example, number 1 should be your first choice, 2 should be your second choice.

REGION 1 (LOWER KEYS)

_____ Gerald Adams Elem.

_____ Glynn Archer Elem.

_____ Poinciana Elem.

_____ KeyWest High

REGION 2 (MIDDLE KEYS)

Big Pine Area

Residents Only

_____ Sugarloaf Middle

_____ Marathon High

REGION 3 (UPPER KEYS)

_____ Key Largo School (K-8)

_____ Plantation School (K-8)

Coral Shores High

***TRANSPORTATION TO OR FROM A CHOICE SCHOOL IS NOT PROVIDED UNLESS SPACE IS AVAILABLE ON AN EXISTING BUS ROUTE.**

SIBLING PREFERENCE

List brothers or sisters you would like assigned to choice school, if space is available.

Choose one option: I choose to place all siblings together regardless of school
 I choose to separate siblings if first choice is not available for all.

Name: _____ Grade _____

I certify that the information provided on this application is true.

Parent/Guardian Signature: _____ Date: _____

Tentative Approval or Disapproval by School Principal
____ Approved. At this time, there is space available.
____ Disapproved. At this time, there is not space available.
____ Disapproved. Request is not in zone or region.

Principal Signature Date

THIS SECTION TO BE COMPLETED BY SCHOOL BOARD STAFF

Date _____

Application: Approved () Disapproved ()

On the basis of available space, in conjunction with a lottery system, the District School Board of Monroe County, Florida assigns _____
to _____ School.

District School Superintendent

APPEAL PROCESS

Hardship cases can be appealed to the Regional School Choice Committee by submitting a request to any School in Monroe County, or to the District School Board of Monroe County, Key West.

FORM B

Monroe County School District
Controlled Open Enrollment Plan

Intent to Remain Form

Parents whose child is attending a school outside their resident attendance area must notify the school annually by April 30, 2011, of their intent for the child to remain at that school.

Name of Student: _____
Last First Middle

School _____

Current Grade: _____

Teacher: _____

Parent/Guardian Name: _____

Address: _____

Phone Number: _____

Parent/Guardian Signature

Date

**RETURN TO PRINCIPAL
BY: April 22, 2011**

*Transportation to a choice school is not provided unless space is available on an existing bus route.

FORM C

LOWER KEYS SCHOOL PROGRAMS AND SERVICES All Elementary Schools (Key West and Sugarloaf)

- *Kindergarten through Fifth Grade Instructional Program - reading/language arts, mathematics, social studies, science, health, art, music, physical education
- *Exceptional Education - full time, part time, and resource
- *English for Speakers of Other Languages
- *Computer Laboratory and Computers in Classrooms
- *TV/VCR'S in Classrooms, Closed Circuit TV Studio
- *Student Services - School Nurse, Evaluation Team
- *Drop Out Prevention Program for Grades 4 and 5
- *After School Child Care
- *School Advisory Council

Specific to Key West Elementary Schools

Gerald Adams Elementary School

- A rated school
- Full Accreditation by Southern Association of Colleges and Schools
- Voluntary PreKindergarten
- Headstart Program
- ESE Pre-Kindergarten Classes
- Title I Program for Grades K-5
- Full Service School - (social services, health clinic, mental health counselors on campus, full-time clinic nurse)
- Alpha Prevention Program
- 21st Century Afterschool Program
- Steel Pan Band Program
- Keys Kids Theatre Production Program
- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program - (K-5)
- Business Partnerships
- Volunteer Program
- After School Day Care
- Gifted Resource Program for Key West Schools (Students participate from each Elementary School)

Glynn Archer Elementary School

- “A” rated school
- Voluntary PreKindergarten
- Title I Program for Grades K-5
- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program - (K-5)
- School Advisory Council
- After School Day Care
- Pre-Kindergarten Early Intervention Classes and Pre-Kindergarten Exceptional Education Classes
- Business Partnerships
- Volunteer Program
- 21st Century Afterschool Program

Poinciana Elementary School

- “A” rated school
- Full Accreditation by Southern Association of Colleges and Schools
- Voluntary PreKindergarten
- Title I Program for Grades K-5
- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program - (K-5)
- Year-Round Child Care Program
- Spanish
- Parent Teacher Association
- School Advisory Council
- After School Day Care
- Afterschool Programs
- School Clubs
- Service Clubs
- Safety Patrol
- Video Production
- Business Partnerships
- Volunteer Program

Horace O’ Bryant Middle School (6-8)

- “A” rated school

- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program - (6-8)
- Band/Chorus/Art/Physical Education/Health
- National Junior Honor Society
- Student Council
- School Resource Officer
- School Advisory Council
- Full Service School (Integrated Services Program)
- 21st Century After School Program
- Business Partnerships
- Volunteer Program

Sugarloaf Middle School (6-8)

- “A” rated school
- Full accreditation by Southern Association of Colleges and Schools
- Alternative Education: Off Campus program
- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program (K-8)
- Band and Chorus Program
- After School Activity Program
- National Junior Honor Society
- Student Council
- School Resource Officer
- School Advisory Committee
- Business Partnerships
- Volunteer Program

Key West High School (9-12)

- “B” rated school
- Full accreditation by Southern Association of Colleges and Schools
- Alternative Education: Off Campus program
- E.S.O.L. Program
- Exceptional Student Education Program
- Drop Out Prevention Programs
- Gold Seal Programs
- Honors, Advanced Placement, ‘Dual Enrollment, Vocational and Business Courses
- J.V. and Varsity sports programs
- Technology School

- School Advisory Committee
- Community Mentor Program
- Business Partnerships and School To Work Programs
- Career and College Counseling
- Full-Service School Concept: Clinic Care Center Counseling, Truancy Monitor
- After School Programs
- Business Partnerships
- Volunteer Program

MIDDLE KEYS SCHOOL PROGRAMS AND SERVICES

Stanley Switlik Elementary School

- “A” rated school
- Full accreditation by Southern Association of Colleges and Schools
- Transportation provided only in attendance area
- PreK through five program - reading/language arts, mathematics, social studies, science/health, art, music, and physical education
- 5th grade beginning band program, yearbook, safety patrol, student council
- Exceptional Student Education Resource/Tutorial program, speech, gifted, English Language Learners Program (ELL), C.C.C. lab, and Title I
- Technology retrofit school – Portable Laptop Carts, Computer Lab, Technology rich media center, Smart Board interactive technology in all classrooms
- 21st Century Before and After School Program, Boys and Girls club After School Program
- School-wide positive behavior support implementation
- Technology school
- P.T.O. and School Advisory Committee
- Business Partnerships
- Volunteer Program
- Inter-local Agreements with County for usage of recreational facilities

Marathon Middle/ High School

- *“A” rated school
- Full accreditation by Southern Association of Colleges and Schools
- Alternative Education: On campus program
- English as Second Language
- Exceptional Student Education/Drop Out Prevention

- P.T.A. and School Advisory Committee
- College Prep/Tech Prep/Occupation Prep Programs of Studies
- Honors, Advanced Placement, Dual Enrollment, Vocational and Business courses,
- Gold Seal Programs
- J.V. and Varsity sports programs
- Technology school
- Business Partnerships and School To Work programs
- Career and College counseling
- Community Mentoring Program
- Business Partnerships
- Volunteer Program

UPPER KEYS SCHOOL PROGRAMS AND SERVICES

Key Largo School - Pre-K to 8th Grade

- A rated school
- Full Accreditation by Southern Association of Colleges and Schools
- Curriculum Programs - reading, language arts, mathematics, social studies, science,
- health, art, Spanish, music, and physical education
- Middle School Elective and Vocational Programs - speech and debate, band, piano
- keyboarding, history alive, environmental studies, journalism, art survey, fabric
- art, dimensional art, student aide, computer applications, Spanish I, agriculture, video
- productions, synergistic lab, career lab
- Alternative Education Thematic Programs - (grades 4-8)
- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program - (K-8)
- Technology/Retrofit School - Computer Labs, Classroom Computers, Closed Circuit
- T.V., and Distance Learning
- Middle School Block Scheduling
- Student Council, National Junior Honor Society, Safety Patrol, Drug Abuse Resistance
- Odyssey of the Mind
- Before and After School Day Care
- Middle School After School Activities
- P.T.A and School Advisory Council
- Full Service School (Integrated Services Program)
- Agency Networking - PACE, Outward Bound, Family Planning Services Team,

- Guidance Counseling of the Upper Keys, Family Builders, Integra Care, Counseling
- Center, State's Attorney's Office, Children's Shelter, Dental Van
- Student Services - Certified Media Specialist, Guidance Counselor,
- Life Skills Counselor, School Resource Officer, Parent Educator, Family Facilitator,
- CINS FINS Counselor
- Pre-Kindergarten (Early Intervention, Head Start) and Title I Program
- (In Class Model - Grades K-8)
- Business Partnerships
- Volunteer Program
- Senior Mentoring Program
- Courses for H.S. Credit - Algebra I - Honors
- 21st Century After School Program

Plantation Key School - K to 8th Grade

- A rated school
- Full Accreditation by Southern Association of Colleges and Schools
- Curriculum Programs - art, music, physical, education, reading, spelling, handwriting,
- mathematics, science, health, social studies, Spanish
- Middle School Exploratory/Enrichment Program - student aid, music,
- P.E., careers, band, yearbook, history alive, environmental issues, drama
- E.S.O.L. Program (K-8)
- Exceptional Student Education Programs - full time, part time, and resource
- Technology/Retrofit School – Portable Computer Labs, Classroom Computers, Closed Circuit
- T.V, Wireless Access
- Children's Council, Student Council, National Jr. Honor Society, Safety Patrol, Science
- Honor Society, Drug Abuse Resistance Education (DARE), Odyssey of the Mind, Project Alert
- Year Round/After School Day Care
- Middle School After School Activities
- P.T.A., School Advisory Council
- Full Service School Concept (Integrated Services Program)
- Inter-local Agreement with County for Usage of School Recreational Facilities
- Agency Networking - Upper Keys Guidance Clinic, PACE, Sheriff's Department,

- Children's Shelter, Family Planning Services Team, Health Department, Dental Van
- Student Services - School Resource Officer, Counselor, Certified
- Media Specialist, Life Skills Counselor
- Business Partnerships
- Volunteer Program
- High School Mentoring Program
- Advanced Placement Courses for H.S. Credit – Algebra I Honors

Coral Shores High School

- A rated high school
- Fully Accredited by the Southern Association of Colleges and Schools
- Advanced Placement classes in English, Government, Calculus and Art, AP Psychology and AP Chemistry
- Honors classes at all levels
- Career Mentor Program for all students grades 10-12
- Career Intern Program for grades 11-12
- 19 Athletic Teams
- Dual Enrollment opportunities available
- Over 230 computers in the building with LAN
- Alternative Education off campus program
- ESOL and ESR Programs College Prep and Tech Prep Programs

FORM D

MONROE COUNTY SCHOOL CHOICE LOTTERY AND APPEAL GUIDELINES

Lottery Procedures

(Responsibility of District School Choice Advisory Committees)

1. Conduct at the May School Advisory Council Meeting, which is open to the public. Publicize date of meeting.
2. Assign each student a number.
3. Place all numbers in a basket.
4. Draw numbers and prioritize from number one as first drawn to last drawn.
5. Match students names with numbers.
6. Prepare established waiting list.

Appeal Process

1. Parents place the appeal in writing to the School Choice Advisory Committee within ten days of the lottery date. Specify and explain reason: hardship or procedural.
2. School Choice Advisory Committee will meet within 10 days of the appeal process closing date. Respond in writing to the parents.
3. If appeal is denied, parent can appeal in writing to the Superintendent/or designee within 10 days of the Regional decision date.
4. will meet within 10 days of receiving district appeal letter. Respond to the parent in writing.
5. A copy of the letter will be forwarded to the School Board.

**MONROE COUNTY SCHOOL DISTRICT
CONTROLLED OPEN ENROLLMENT TIMELINE
2010-2011**

1. The month of March Notification of application process
School Newsletters
Flyers Home
Post at School
2. March Program Addendum copies due to Dr. Jesus Jara and
available at school site along with Public
Accountability Report
3. By April School Choice Advisory Committees
established (administrator and parent liaison as co-
chairs, and representatives from various grade
levels, including parents, teachers, support staff and
principals). Submit names to Dr. Jesus Jara
4. By April 22, 2011 All Intent to Remain Forms and School Choice
Application Forms due for school year 2010-2011.
5. First week of May Principal gives tentative approval or non-
approval, and forwards to Superintendent's Office.
6. May 30 For requests where space is not available, lottery
system will be used for school assignment;
first by the specific school SAC meeting.
8. Late July 2011 Parent notified of child's school assignment.