



Florida Department of Education

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2012-2013 District Controlled Open Enrollment Plan

District: Hardee (25)

Contact Information

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Enrollment Plan Link: <http://www.hardee.k12.fl.us/pages/information/district-policies.php>

Nine Quality Indicators of Consideration

1. Application Process

Applications are available at the Federal Programs office, 230 South Florida Avenue (863-767-0662) during the month of May. The application information is available in Spanish and English. Upon completion of the application by the parent/guardian, it is to be returned to the Federal Programs office for processing. These applications are submitted to the requested schools, reviewed by the school principal and forwarded to the district Director of Student Academic Services and Federal Programs for processing.

Applications are processed after the release of school grade reporting in the summer. Parents are notified of approval/disapproval by phone call or letter.

Applications are accepted and processed throughout the school year for new students entering or transferring with approval based on classroom space available at the requested school/grade in accordance with class size requirements set by the State. Applications for the following year will be the month of May. After the May deadline, applications will continue to be accepted but will only be considered if there is available capacity at the school.

Attendance Area:

The plan creates five elementary school areas. District assigned school attendance zones shall take into consideration, but will not be limited to, the following factors:

balancing student enrollment numbers and balancing student economic patterns. Transportation of students shall comply with the Hardee County School Board's Transportation Policy Manual. Attendance Zones will be determined by the Superintendent's Office annually. Any revisions or changes will be School Board approved.

The number of available seats at a school will be determined before the application process starts each year. The district will analyze Southern Association of Colleges and Schools recommendations, Class Size Reduction requirements, staffing plans, classroom space, restrooms, and dining facilities in the permanent facility to arrive at a maximum capacity for a school.

2. Process for Declaring School Preference

Information is sent to the parents/guardians of all students enrolled in Hardee County Schools by May 1 of each year regarding the application process and enrollment window dates. In addition, Hardee County notifies parents/guardians of the same information by phone through our automated phone service, SAC meetings, school newsletters and announcements placed on our district website. Please note that this information is distributed in English and Spanish. Waivers must be renewed on an annual basis.

Priorities for admissions are based on several factors including available space in accordance with Class Size Reduction requirements set by the State.

The application requests are not approved on a first-come first-served basis, but will be approved according to space available, in accordance with Class Size Reduction, and the following criteria (not in hierarchical order): siblings living in same residence, previous waiver recipients, daycare/after-school enrollment, HCSB Employees, previous attendees, and special circumstances (case by case basis).

Students who move during the school year from one zone to another may continue to attend the current school for the remainder of the year or attend the new zoned school.

Transportation will be the responsibility of the parent when the student remains in the current school.

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

Siblings are placed together in the same schools according to the COE plan as available space allows.

4. Lottery Procedure to Determine Student Assignment

Hardee County does not currently use a lottery procedure for placement of students requesting open enrollment. Open enrollment applications have been accommodated without the need for a lottery.

5. Appeals Process for Hardship Cases

Appeals for hardship cases are referred to the Deputy Superintendent. The deputy will review the hardship case and will place the student if hardship and available space indicates this is appropriate. Hardships that are considered include: Siblings living in same residence, previous waiver recipients, daycare/after-school enrollment, HCSB employees, previous attendees, and special circumstances (case by case basis).

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

Current and historical placements of students based on choice of controlled open enrollment have not affected socioeconomic, demographic or racial balance. District staff monitor these factors according to controlled open enrollment placements. If these factors were to present a concern, the district guidelines will be amended to include procedures to maintain this balance.

7. Availability of Transportation

All provisions within this section shall adhere to current Board policy. The Hardee County School Board currently provides transportation of students to their zoned schools. The Hardee County School Board will not fund transportation across district school/attendance boundary

lines.

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

Hardee County's Controlled Open Enrollment Plan is presented to each School Advisory Council (SAC) in order to promote parental involvement/feedback regarding the plan. Parental and community feedback gathered through the SAC meetings, and other venues is considered during the development of the district controlled open enrollment plan.

9. Strategy for Establishing an Information Clearinghouse

Hardee County is a small district that includes five elementary schools, one middle school, one alternative school, and one high school. The open enrollment program in Hardee County is well-publicized as outlined above. The program has been in effect for many years and the local community is well aware of the application process. For transfers into the district and newly enrolled kindergarten students, information is available at the time of enrollment. All documents are available in Spanish and English and translators are available at all school sites to assist parents in the application process. In addition, translators are available to assist parents in answering questions or in considering appeals.