

**DIXIE COUNTY SCHOOL DISTRICT  
CONTROLLED OPEN ENROLLMENT PLAN  
Updated November 2023 (Reviewed Annually)**

Controlled Open Enrollment (COE) provides parents/guardians with the opportunity to apply to a school other than the one to which their child is assigned based on their residential address. For Dixie County Schools, COE (also called School Choice) is governed by School Board Policies 5.031, 5.033, and 5.052 and Florida Statute 1002.31.

**Eligibility Requirements**

- The student may not be subject to a current expulsion or suspension.
- The student must be on track to graduate with his or her cohort.
- The student may not have poor attendance or discipline issues as determined by the principal.
- The student must be a Florida resident.
- The student must be in grades K-12 (Pre-K is not eligible for COE).

**Application Process**

- Complete the COE application, which is located on the district website
- Applications will be accepted from **May 1 – June 30** for the following school year. Applications will not be accepted after June 30.
- Parents of students with siblings may request placement of siblings within the same school based on the following:
  1. A sibling is defined as brother, sister, half-brother, half-sister, stepbrother, or stepsister that lives in the same household.
  2. If necessary, due to capacity restrictions, 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.

**Application Review**

- Applications will be reviewed for approval or denial.
- If the number of COE applications exceeds the number of available seats, then students who qualify for preferential treatment will be admitted first, and a lottery procedure will be utilized to fill the remaining seats.

**Parent Notification (Policy 5.031)**

- Applicants will be notified of the action on the application.
- The parent or guardian must accept the assignment by registering at the new school within ten (10) business days of the notification or the choice assignment will be rescinded.
- Applicants that are denied due to capacity will be added to a wait list and notified when space becomes available.

**Appeals Process for Hardship**

- If the application is denied, the parent or guardian has the right to appeal due to a hardship by submitting a written explanation of the hardship to the Superintendent

within ten (10) business days of the notification. The Superintendent's decision will be final.

### **Factors Considered**

- Florida Statute 1002.31 requires the COE process to adhere to federal desegregation requirements and maintain a socioeconomic, demographic, and racial balance.
- For purposes of continuity of educational choice, a student who transfers into Dixie pursuant to the COE plan may remain at the school chosen by the parent until the student completes the highest grade level at the school (unless the assignment is revoked per School Board Policy 5.031). A new application is required when the student is ready to be promoted to another school.
- Middle school students who complete a CTE course or an industry certification included in the CAPE Industry Certification Funding List shall be allowed to continue a sequential program of CTE in the same concentration if the high school offers the program.

### **Preferential Treatment**

- 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 or divorce, or the serious illness or death of a custodial parent.
- Children of Dixie County School District employees.
- Students reapplying for enrollment due to being promoted to another school.
- Students residing in the district as they may not be displaced by a student from another district seeking enrollment under the COE process.

### **Transportation (Policy 5.052)**

- Out of county students may ride Dixie County School buses provided the student boards at the nearest approved bus stop and the bus is not overcrowded.

### **Revocation of Choice Assignment (Policy 5.031)**

- Students who have accepted assignments but who are not in attendance by the tenth (10<sup>th</sup>) day of school will have their assignments revoked.
- Students displaying issues with attendance, grades, or discipline may be returned to their zoned school.

### **Capacity Determination (Policy 5.031)**

- Dixie defines school capacity as 90% of permanent student stations identified on the Florida Inventory of School Houses (FISH) report. Schools with projected enrollment less than 90% capacity will be open for COE. Schools with projected enrollment equal to or greater than 90% capacity will not be open for COE.
- Availability of seats at a school designated as open for COE will be subject to maximum class size pursuant to Florida Statute 1003.03 and Section 1, Article IX of the State Constitution.