

2009-2010 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 three 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.

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 exceed 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 July. A lottery procedure will be used for student assignment if there are more requests than spaces available.

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 17th, 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 Regional 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. 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.

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. In addition, three regional committees will review unsettled school choice issues. All 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. Regional committee membership will be comprised of representatives from the schools at various grade levels including parents, teachers, support staff and principals. The district wide committee will be comprised of a parent and a member of the staff from each of the three regions.

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 school district office will house copies of each school's Public Accountability Report with a Program Addendum. 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. 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.

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 Conch Key. In this region there is only one elementary school, Stanley Switlik, and one middle/high school, Marathon High School.

Choice of schools will be as follows: 1) Grade 7 & 8 students living on Big Pine Key and keys west of Big Pine Key will have the choice of Sugarloaf Middle School in the Lower Keys or Marathon Middle School in the Middle Keys zone. Bus transportation (transporting high school students at same time) is provided for Marathon Middle School students; however, parents must provide transportation to Big Pine Key if living on keys west of Big Pine Key. 2) High School students living on Big Pine Key and keys west of Big Pine Key will have the choice of Marathon High School in the Middle Keys zone or Key West High School in the Lower 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.

Students living in the Marathon attendance area can attend Coral Shores High School under the current Out-Of-District procedure, which requires parents to provide transportation unless there is space on an already established bus route.

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 94. Plantation Key School's attendance area is from Mile Marker 93 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 94 to Ocean Reef and Dade/Monroe County Line) Attendance Area #2 - Plantation Key School (Mile Marker 93 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.

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 16, 2010**. 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)

_____ 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.
_____ Sigsbee Elem.

REGION 2 (MIDDLE KEYS)

_____ Big Pine Area
_____ Residents Only
_____ Marathon Middle
_____ Sugarloaf Middle
_____ Key West High
_____ Marathon High

REGION 3 (UPPER KEYS)

_____ Key Largo School (K-8)
_____ Plantation School (K-8)

***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 16, 2010, 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 16, 2010**

*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 Counselor, School Nurse, Evaluation Team, Parent Educator
- *Character Education Curriculum
- *After School Child Care
- *School Advisory Council

Specific to Key West Elementary Schools

Gerald Adams Elementary School (PK-5 Grades)

- “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 for Grades 3-5
- 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 (PK-5 Grades)

- “A” rated school
- Title I Program for Grades K-5
- Exceptional Student Education Programs - full time, part time, and resource
- Autism Center School
- RtI Pilot School
- E.S.O.L. / E.L.L. Program - (K-5)
- Chorus Program
- Art Program
- School Advisory Council
- Parent Teacher Organization
- Student Council
- Business Partnerships
- Volunteer Program
- 21st Century Afterschool Program
- After School Day Care – Limited to 21st Century After School Students Only
- Gifted Resource Program for Key West Schools (Students participate from each Elementary School)
- **Reynolds Pre-Kindergarten Learning Center**
 - Pre-Kindergarten Early Intervention Classes and Pre-Kindergarten Exceptional Education Classes
 - HeadStart Program
 - VPK – Voluntary Pre-Kindergarten Program

Poinciana Elementary School (PK-5 Grades)

- “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
- National Elementary Honor Society

Sigsbee Elementary School (PK-5 Grades)

- “A” rated school
- Voluntary PreKindergarten
- Exceptional Student Education Programs - full inclusion model, part time, and resource
- RtI Pilot School
- E.S.O.L. Program - (K-5)
- Parent Teacher Organization
- School Advisory Council
- Video Production
- Gifted Resource Program for Key West Schools (Students participate from each Elementary School)
- Business Partnerships
- Volunteer Program
- Certified Guidance Counselor
- Chorus Program
- Art Program
- Odyssey of the Mind
- Student Council
- Portable Computer Labs

Horace O’ Bryant Middle School (6-8 Grades)

- “A” rated school
- Exceptional Student Education Programs - full time, part time, and resource
- E.S.O.L. Program - (6-8)
- Band/Art/Physical Education/Health
- National Junior Honor Society
- Student Council
- School Advisory Council
- Full Service School (Integrated Services Program)
- 21st Century After School Program

- Business Partnerships
- Volunteer Program

Sugarloaf Middle School (6-8 Grades)

- “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 Grades)

- “C” 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, Apprenticeship Programs and Habitat Partnership
- Career and College Counseling
- Full-Service School Concept: Clinic Care Center Counseling, Truancy Monitor
- Business Partnerships
- Volunteer Program
- College Board Partnership School
- AVID Program School

MIDDLE KEYS SCHOOL PROGRAMS AND SERVICES

Stanley Switlik Elementary School (PK-5 Grades)

- “A” rated school
- Full accreditation by Southern Association of Colleges and Schools
- Gold Seal
- Five Star School
- Golden School for volunteers
- Transportation provided only in attendance area
- PreK through five program - reading/language arts, mathematics, social studies, science/health, art, music, and physical education
- Exceptional Student Education Resource/Tutorial program, Speech, Gifted, English as Second Language, W.I.N program, Tech. lab, and Whole School Title I
- Certified media specialist, guidance counselor, and parent educator
- 21st Century After School Program / Boys and Girls Club
- Technology school
- P.T.O. and School Advisory Committee
- Business Partnerships
- Volunteer Program
- Fifth Grade Band program
- Student Council / Safety Patrol
- SWIT TV station

Marathon Middle/ High School (6-12 Grades)

- “B” 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 (PK-8 Grades)

- “A” rated school
- 5 Star School
- National School of Excellence
- 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, 7 and 8)
- Exceptional Student Education Programs - full time, part time, resource room, inclusion, support facilitation, consultation and speech
- E.S.O.L. Program - (K-8)
- Technology/Retrofit School - Computer Labs, Classroom Computers, Closed Circuit
- Middle School Block Scheduling
- Student Council, National Junior Honor Society, Safety Patrol
- Odyssey of the Mind
- Before and After School Day Care
- Middle School After School Activities
- P.T.A and School Advisory Council
- Agency Networking - Outward Bound, Family Planning Services Team, State’s Attorney’s Office, Children’s Shelter, Dental Van
- Student Services - Certified Media Specialist, Guidance Counselor, Life Skills Counselor, School and Resource Officer
- Pre-Kindergarten (Early Intervention, Head Start) VPK and School Wide Title I Programs
- Business Partnerships
- Volunteer Program
- Senior Mentoring Program
- Courses for H.S. Credit - Algebra I - Honors
- 21st Century After School Program
- Take Stock In Children Program

Plantation Key School (PK-8 Grades)

- “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, History Alive
- Middle School Enrichment Program – P.E., band, technology, video productions, careers, art, student aide
- E.L.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, Reading Labs
- Children’s Council, Student Council, National Jr. Honor Society, Safety Patrol, Project Alert
- Odyssey of the Mind
- After School Day Care
- Middle School After School Activities – athletic programs, chorus, scenery club, math remediation, reading remediation, writing remediation, science study group, yearbook, enhanced academics; as available
- 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/ACE, Sheriff’s Department, Children’s Shelter, Family Planning Services Team, Health Department, Dental Van, Vision Screening, CINS/FINS, Wesley House
- Student Services - School Resource Officer, Guidance Counselor, Parent Educator, Certified Media Specialist, Life Skills Counselor, Curriculum Resource Teacher, Speech Therapist, Occupational Therapist, Physical Therapist, School Psychologist, Staffing Specialist, Reading Coach
- Business Partnerships
- Volunteer Program
- High School Mentoring Program
- Honors Algebra for High School Credit
- ALPHA Gifted Program
- Advanced Reading (Grade 7)
- Take Stock in Children Scholarship Program

Coral Shores High School (9-12 Grades)

- “B” 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

2009-2010

FORM D

MONROE COUNTY SCHOOL CHOICE LOTTERY AND APPEAL GUIDELINES

Lottery Procedures

(Responsibility of Regional School Choice Advisory Committees)

1. Conduct at 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 student's names with numbers.
6. Prepare established waiting list.

Appeal Process

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

**MONROE COUNTY SCHOOL DISTRICT
CONTROLLED OPEN ENROLLMENT TIMELINE
2009-2010**

1. Week of March 1, 2010 Notification of application process
School Newsletters
Flyers Home
Post at School

2. By March 26, 2010 Regional 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 Michael Henriquez.

District Wide School Choice Committee established (Each region will name a parent and staff member from their committee and superintendent will name an administrator and parent to serve as co-chairs). Submit names to Michael Henriquez.

3. By April 16, 2010 All Intent to Remain Forms and School Choice Application Forms due for school year 2009-2010.

4. May 14, 2010 Program Addendum copies due to Michael Henriquez and available at school site along with School Public Accountability Report

5. June 18, 2010 Principal gives tentative approval or non-approval and forwards to Superintendent's Office.

6. July 2010 For requests where space is not available, lottery system will be used for school assignment; first by Regional Committee, then if further appealed by District Wide Committee.

7. July 15, 2010 Superintendent approves or denies requests.

8. Late July/August 2010 Parent notified of child's school assignment.