

The Children's Reading Center Charter School Controlled Open Enrollment Plan

Declaring School Preference

Parents may apply for student attendance in any school outside of their attendance zone. Parents of students that are not currently subject to suspension or expulsion may seek any public educational school choice options that are applicable and available to students for Putnam County School District schools or any other applicable and available choice option throughout the state. Any such request is subject to school capacity limits. School capacity will be advertised on the individual school websites. Capacity limits will be determined by the specifications, plans, elements, and commitments contained in the school district educational facilities plan and long-term work programs required under F.S. 1013.35.

The District's school interscholastic athletic program adheres to the rules and policies of the Florida High School Athletic Association (FHSAA). A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements. However, 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 custody change (separation/divorce, serious illness/death of a custodial parent.)
- Authorized for good cause.

"Authorized for good cause" means the student is able to satisfactorily demonstrate to the Principal that one of the following applies:

- The student moves to a new home address due to a move by the student and a person or person(s) with whom s/he has been previously living that makes it necessary for the student to attend a different school.
- The student moves to a new residence following marriage of the student.
- The student must immediately establish a new residence that makes it necessary to attend a different school.

- The student is reassigned to a new school pursuant to School Board policy.
- The student transfers from his/her current school within the first twenty school days to a new school (i.e., acceptance into a previously applied program, charter, or private school).
- Special assignment by the Superintendent or undue hardship.

Individual Home Education, Charter School, Florida Virtual School (FLVSFT), or Putnam Virtual School full-time student, who otherwise meets the criteria, is eligible to participate at the public school to which the student would be assigned to attend by the district school board.

Application Process

Controlled Open Enrollment requests are made through the submission of a written application to the desired school's principal. The application forms can be obtained from The Children's Reading Center Charter School. If you live in another county, requests to attend a Putnam County school will require submission of a written release from your home district with the application. Requests for Putnam County students to attend school in another county will require a written release from the Putnam County School Board.

School Choice Open Enrollment Applications for the following school year will be accepted after January 1. The Children's Reading Center Charter School's lottery will take place the last week in April. Decisions on these applications may not be available until after the tenth day of the school year. While the application is pending, the child must remain in attendance in their school origin. Parents/guardians will be notified of the request status via email or phone. The requested school must have available capacity. If approved, the student should be withdrawn from the current placement and enrolled at the requested school.

Students approved for transfer under this plan may remain at the school until completing the highest---grade level available at that school. If you have a student currently on School Choice Controlled Open Enrollment, you do not need to reapply UNLESS you reside outside of Putnam County, or the student will be moving to the next school level (elementary to middle OR middle to high).

Students wishing to enroll in a non---traditional program at a school other than their zoned school must apply to the program prior to filing a school choice request. Please contact the school of choice and follow their requirements for acceptance into a program.

Student Assignment

Schools establish waiting lists, based on order of application submission, for those students who are not accommodated based on capacity limits. Preferential treatment assignment preferences will be given to Controlled Open Enrollment applications in the following order:

1. Siblings of students presently enrolled in the school.
2. Active duty military moving due to military orders.
3. Children being moved due to foster care.
4. Children moving due to court ordered custody changes.
5. Controlled Open Enrollment request based on a family hardship.
6. All other requests.

A student outside the school district as a result of this process may not displace students residing in the school district. If there are more students requesting enrollment than there are spaces available, a lottery procedure that is fair to all students may be used.

COE Hardship Cases

Parents may request a transfer of their child to another school under Controlled Open Enrollment based upon hardship conditions. Assignments based on hardships shall be considered on a case---by---case basis and in compliance with the preference order listed above. The School Choice Controlled Open Enrollment request form provided to the requested school principal must detail the hardship conditions. Hardship considerations are still subject to the educational capacities defined above. Relevant documentation must be presented with any such request form.

A “Hardship” exists when there is a situation or circumstance that will have a compelling and adverse state of misfortune for that student or family’s life.

Socioeconomic, Demographic, and Racial Balance

Students will be assigned to appropriate schools on the basis of attendance zones established by the School Board. The Putnam County School District offers maximum stability for students and promotes the district’s school improvement initiatives. Requests are determined based on the school's educational capacity; and the socioeconomic, demographic, and racial balance of the school per Florida State Statutes. The district's racial/ethnic balance will be reviewed periodically. If it is determined that student placement will adversely affect the balance, the student may not be placed at the requested school.

Availability of Transportation

Parents must provide transportation when an application for a school outside their attendance zone is approved, unless otherwise provided by Florida State Statutes, State Administrative Procedures, or Federal Codes.

Parental Involvement

Parents at all schools are informed of how they may become involved in programs and committees at their child's school through school newsletters, PTO meetings, open house, and notes sent home with students, as well as newspaper articles and TV ads. Each school's school advisory council and the Title I parent advisory committee serve as parent liaisons and serve as a resource to parents. All parents are encouraged to become involved and are invited to join the parent advisory councils and other committees at their child's school.

Information Clearinghouse

Information on school choice is available at all schools and at the district office all year. The information is made available to the public annually through school newsletters, the school district's local television channel, and continually on the school district website. The district has employees who are available to all schools when a parent needs a translator.