



## **HOLMES STUDENT CONTROLLED OPEN ENROLLMENT**

All educational programs, activities, and opportunities offered by public educational institutions must be made available without discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status, in accordance with the provisions of s. 1000.05.

Our school capacity is determined for each school, by grade level counts based on the maximum class size pursuant to s. [1003.03](#) and s. 1, Art. IX of the State Constitution.

Holmes County School Board must provide preferential treatment in its controlled open enrollment process to all of the following:

1. Dependent children of active-duty military personnel whose move resulted from military orders.
2. Children who have been relocated due to a foster care placement in a different school zone.
3. 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.
4. Students residing in the school district. Students residing in the district may not be displaced by a student from another district seeking enrollment under the controlled open enrollment process.

A contract between the Holmes County School District and the student named as a Controlled Open Enrollment student is to provide an educational opportunity for the student who wished to transfer pursuant to s. 1002.31. It is clearly understood that the student will be withdrawn from the assigned school and assigned to the home school if ANY of the following conditions and responsibilities are violated as determined by the administration of the out-of-zone school.

### **A. REGULAR CLASS ATTENDANCE**

The student agrees to attend class on time every day except when the absence is verified through written excuse from the parent or guardian. School administration may require official third-party documentation such as a doctor's note for excessive absenteeism and/or tardiness.

### **B. MAINTENANCE OF PASSING GRADES**

The student must maintain passing grades to remain in compliance.

### **C. SOCIAL BEHAVIOR**

The student agrees to exhibit acceptable social behavior on campus and at school related activities and agrees to refrain from involvement with drugs, alcohol or tobacco.

### **D. CLASSROOM, SCHOOL AND DISTRICT RULES AND POLICIES**

The student agrees to follow all classroom, school and district rules and policies and understand that a referral to the administration for rules or policy violation may VOID this contract.

### **E. TRANSPORTATION**

Transportation will be provided at regular bus stops within Holmes County.

Parents/guardians are required to provide transportation to school or regular bus stop if granted out-of-zone school attendance.

## **Holmes Controlled Open Enrollment Process**

Students residing in the district may not be displaced by a student from another district seeking enrollment under the controlled open enrollment process.

For purposes of continuity of educational choice, a student who transfers may remain at the school chosen by the parent until the student completes the highest grade level at the school, if they maintain regular school attendance, passing grades, appropriate social behavior and abide by classroom, school and district rules and policies.

Holmes School District's Controlled Open Enrollment must:

- Adhere to federal desegregation requirements.
- Allow parents to declare school preferences, including placement of siblings within the same school.
- Provide a lottery procedure to determine student assignment and establish an appeals process for hardship cases.
  - When a school is within 15 percent of meeting its capacity a lottery will be used to place new Controlled Open Enrollment request.
  - All denials will be given a reason for the denial. Appeals can be requested at the school level to the principal. A district appeals team will review the request and make a final decision based on the evidence provided by the school and the parent/guardian.
- Maintain socioeconomic, demographic, and racial balance.

- Identify schools that have not reached capacity, as determined by the school district.
  - Capacity updates will be made every 12 weeks on the district website.
- Maintain a wait list of students who are denied access due to capacity and notify parents when space becomes available.
- Accept students throughout the school year as capacity becomes available.
- Not delay eligibility or otherwise prevent a student participating in controlled open enrollment from being immediately eligible to participate in interscholastic and intrascholastic extracurricular activities.
  - 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:
    1. Dependent children of active duty military personnel whose move resulted from military orders.
    2. Children who have been relocated due to a foster care placement in a different school zone.
    3. 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.
    4. Authorized for good cause in district or charter school policy.

#### Enrollment Steps:

- Holmes Controlled Open Enrollment application will be an online procedure. The link to the application can be found on our website at [www.hdsb.org](http://www.hdsb.org), under Controlled Open Enrollment.
- The online application will remain open year-round.
- Each April families will be sent a notice and given an opportunity to complete the online application for the upcoming school year.
- Families will be notified **by mail** of their acceptance or denial by the end of June for the new school year.
- Families completing an application during a school year must contact the school that they are requesting to attend to notify them they have applied online.
- Out of state students must submit a letter annually stating that they have been released from the school district in which they reside in their state to attend a school with our school district. Letters must be submitted to the district office Controlled Open Enrollment office by the first day of the school year or by the first day of attendance if the student is accepted once a school year has begun.