

**The School Board of Pasco County, FL
Pasco County Schools
2020-2021 Controlled Open Enrollment School Choice Plan
Board approved July 2020**

Introduction:

Pasco County Schools' Controlled Open Enrollment School Choice Program (hereinafter, Choice Program), as set forth by School Board Policy 5121 and this Plan, is designed to provide parents (and eligible students that have attained the age of eighteen (18), hereinafter collectively referred to as "parent(s)") with the opportunity to request that the student attend a school other than the student's zoned school.

Approval to attend an out of zone school (hereinafter, "School of Choice") through this Choice Program is subject to the application process, criteria, and the limitations set forth herein. Additionally, approval to attend a School of Choice is subject to revocation based on factors, which include, but are not limited to: unsatisfactory attendance, unsatisfactory grades, Student Code of Conduct violations, other behavior that adversely impacts the educational environment, or if a student withdraws from a program upon which the approval was originally based (see Revocation provisions, below, for more information).

This Controlled Open Enrollment School Choice Plan (hereinafter, "Choice Plan") is created and implemented to assist in the facilitation of School Board Policy 5121 and the Choice Program, and that policy is incorporated herein by reference.

Definitions

A. Capacity:

Pasco County Schools defines school capacity for School Choice Program as 90% of permanent FISH capacity (Florida School House Inventory) taking into account the District's facilities work program (five-year plan), as well as class size limitation, which is constitutionally mandated in the state of Florida. This includes growth projections, specifications, plans, elements, commitments contained in the school district educational facilities plans, and the long-term work programs required under Section 1013.35, Florida Statutes.

B. Window:

The term "window" refers to the period of time specified for when a parent(guardian) can apply for a School of Choice through the Choice Program which is published annually on the school district's website. Parents(guardians) can request a Hardship Application for Reassignment at any time throughout the year as defined by the Hardship Application process.

C. Shared campus:

Schools that share common areas (cafeteria, auditorium, media center, etc.) accessed by all students and staff; Currently, River Ridge Middle/High and Chasco Elementary/Middle are considered shared campuses.

D. Co-located campus:

Schools located on the same geographical complex or adjacent to one another, but do not share common areas as defined in "shared campus"; co-located campuses can be found at http://www.pasco.k12.fl.us/ed_choice.

E. Sibling:

Pasco County Schools defines sibling as children, offspring, or progeny

- A.) having one or both parents in common; or
- B.) who are brother(s)/sister(s) through the operation of law; or
- C.) who belong to blended families as stepbrother(s)/sister(s) residing in the same household.

School Choice Options:

Available Choice Program options include:

- Controlled Open Enrollment, which permits transfer to a School of Choice outside the student's normally zoned school in accordance with this plan;
- Career Technical Programs of Study;
- Magnet Programs and Schools (refer to Magnet Program Procedures for additional information);
- Pasco eSchool;

A. Eligibility requirements

Parents of school age children (K-12) not subject to a current or impending expulsion or suspension may submit a Controlled Open Enrollment School Choice application (hereinafter, School Choice Application) during the specified period. In addition, students must meet the minimum criteria for any specialized programs or schools for which they apply. Specific program criteria can be found in the Pasco Pathways Catalog. Students must meet and maintain the minimum criteria to participate in the Choice Program (see Revocation provisions, below, for more information) in order to remain in their School of Choice.

B. Application Process

Parents seeking to have their child(ren) attend a School of Choice through this Choice Program must submit an online application during the application window. Applications must be submitted no later than the published **Open Enrollment Windows** on School Choice Webpage.

Parents without computer access may seek assistance from the nearest public school, where computer access is available for parents to complete the Choice Program application. Parents can also visit local libraries for computer and internet access.

School Choice Applications during the Open Enrollment Windows are applicable when:

1. The request is for initial transfer of a student into a School of Choice (secondary school choice/CTE program/Academy/Academic Program).
2. A student is attending a zoned school impacted by boundary changes, and the parents want their child to remain at the impacted zoned school. Absent specific direction from the Superintendent stating otherwise, the student would be able to remain at the impacted zoned school for the remainder of the school year, but would need to go through the application process for the upcoming year.
3. There is a change of home address, which places the student in a different county or school assignment zone, and the parents want their child to remain in the current school for the remainder of the school year. Parents may apply for their student to remain enrolled through the hardship application for the remainder of the year. During

the Controlled Open enrollment window, the parent would need to apply for the upcoming year. Notification of any subsequent address change must be given to the school directly within 10 days.

4. A student, who is otherwise in good standing, withdraws from an approved School of Choice, and the parents want their child to return to the same School of Choice. Upon withdrawal from the School of Choice, the student will return to their regularly zoned school until otherwise transferred through the next upcoming Choice Program application process.
5. A student withdraws from a program or course of study that was the underlying basis for attending the School of Choice, and the parents want their child to return to the School of Choice. Upon withdrawal from the program or course of study, the student will return to their regularly zoned school until otherwise transferred through the next upcoming Choice Program application process. Exceptions can be made at Principal or Superintendent discretion when there is capacity for the student to remain at the School of Choice, outside of the subject program or course of study. If the withdrawal from the program or course of study occurs during the school year, the parent may apply for their student to remain enrolled through the hardship application for the remainder of the year.
6. A school becomes overcrowded or over capacity, and the Superintendent has determined that, in order to preserve the integrity and effectiveness of the educational program and environment, the enrollment at the School of Choice must be reduced. The Superintendent will determine when the reduction should occur, and will reduce the number of students to the appropriate amount at the school by revoking School of Choice enrollment of students who meet the criteria for revocation first, and then, if necessary, by revoking School of Choice enrollment of students by their chronological attendance at the school, from those with the least amount of time at the school, up through those with the most amount of time at the school.
7. Any other applicable reason defined by Florida Statute.

Verification of Applications

Once the application period ends the District will review all fully completed applications received within the application window. Consideration of applications will be based on the current capacity of each public school in the District. (See definition of "capacity" above). Only those schools identified in the application will be considered by the District.

A. Tier 1: Applicants Residing in the District:

The District will review the Tier 1 applications in the order of individual priority as the applicant has selected and will attempt to honor the ranked choices of each applicant.

If a student's application indicates an intent to enroll in a program with enrollment limitations, the Superintendent shall determine whether the student's preferred School of Choice has a program already in place in which the student wants to enroll. If there is such a program and it is not at capacity, the student will be enrolled.

If the student's preferred School of Choice does not have capacity in the program in which the student wants to enroll, the student shall not be enrolled in that school. If the student's alternate school does not have capacity in the program in which s/he wants to enroll, the

student will remain at the current school/program in which s/he is enrolled. If the student is transitioning to a new level of his/her academic program (i.e. from elementary school to middle school or middle school to high school), his/her assignment shall be in accordance with Policy 5120 - Assignment Within District.

This process will continue until the choices listed on each fully completed application have been honored or until all available classroom slots have been filled.

Approved applicants will be notified in writing and shall enroll at their approved School of Choice as directed in their acceptance e-mail. If the last day for enrollment falls on a day that the school office is not open for business, the deadline shall be extended to the next day that the school office is open for business.

If, after submitting an application to participate in the District's controlled open enrollment program and before a decision is made about the application, a student is suspended or expelled, or is subject to potential suspension or expulsion, placed on an IEP, assigned to a Department of Juvenile Justice program, or subject to any alternate assignment as a result of his/her behavior, within seven (7) days the student shall notify the District by submitting documentation related to this change in the student's status. Failure to do so shall constitute grounds for revocation of approval to enroll, if given, under this policy. The information provided will be utilized to determine whether the student's School of Choice is appropriate, whether the student's needs can be met at the School of Choice, and whether the student remains eligible to transfer to the School of Choice.

Failure to enroll by the deadline identified in the written notification shall result in an automatic revocation of the District's approval of the application. Once the deadline passes for students to enroll at their School of Choice, if any capacity remains, the District will begin contacting students in order of lottery selection regarding enrollment opportunities. Applicants who have their approval revoked must submit a new application.

If capacity is reached before all applications can be reviewed and enrollment requests fulfilled, the remaining Tier 1 applications will be maintained on a waiting list in order of lottery number assigned until two (2) weeks before the first day of school.

B. Tier 2: Applicants Residing in the District Not Entitled to Additional Preferential Treatment:

If capacity is available after Tier 1, the District will process applications from applicants residing in the District not entitled to additional preferential treatment.

The District will review the Tier 2 applications in the order assigned by means of the lottery and will attempt to honor the ranked choices of each applicant.

If a student's application indicates an intent to enroll in a program with enrollment limitations, the Superintendent shall determine whether the student's preferred School of Choice has a program already in place in which the student wants to enroll. If there is such a program and it is not at capacity, the student will be enrolled.

If the student's preferred School of Choice does not have capacity in the program in which the student wants to enroll, the student shall not be enrolled in that school. If the student's

alternate school does not have capacity in the program in which s/he wants to enroll, the student will remain at the current school/program in which s/he is enrolled. If the student is transitioning to a new level of his/her academic program (i.e. from elementary school to middle school or middle school to high school), his/her assignment shall be in accordance with Policy 5120 - Assignment Within District.

This process will continue until the choices listed on each fully completed application have been honored or until all available classroom slots have been filled.

Approved applicants will be notified in writing and shall enroll at their approved School of Choice as directed in their acceptance e-mail. If the last day for enrollment falls on a day that the school office is not open for business, the deadline shall be extended to the next day that the school office is open for business.

If, after submitting an application to participate in the District's controlled open enrollment program and before a decision is made about the application, a student is suspended or expelled, or is subject to potential suspension or expulsion, placed on an IEP, assigned to a Department of Juvenile Justice program, or subject to any alternate assignment as a result of his/her behavior, within seven (7) days the student shall notify the District by submitting documentation related to this change in the student's status. Failure to do so shall constitute grounds for revocation of approval to enroll, if given, under this policy. The information provided will be utilized to determine whether the student's School of Choice is appropriate, whether the student's needs can be met at the School of Choice, and whether the student remains eligible to transfer to the School of Choice.

Failure to enroll by the deadline identified in the written notification shall result in an automatic revocation of the District's approval of the application. Once the deadline passes for students to enroll at their School of Choice, if any capacity remains, the District will begin contacting students in order of lottery selection regarding enrollment opportunities. Applicants who have their approval revoked must submit a new application.

If capacity is reached before all applications can be reviewed and enrollment requests fulfilled, the remaining Tier 2 applications will be maintained on a waiting list in order of lottery number assigned until two (2) weeks before the first day of school.

C. Tier 3: Applicants Residing Outside the District Entitled to Preferential Treatment:

If capacity is available after Tier 1 and 2, the District will process applications from applicants residing outside the District who are afforded preferential treatment as set forth above.

The District will review the Tier 3 applications in the order assigned by means of the lottery and will attempt to honor the ranked choices of each applicant.

If a student's application indicates an intent to enroll in a program with enrollment limitations, the Superintendent shall determine whether the student's preferred School of Choice has a program already in place in which the student wants to enroll. If there is such a program and it is not at capacity, the student will be enrolled.

If the student's preferred School of Choice does not have capacity in the program in which the student wants to enroll, the student shall not be enrolled in that school. If the student's alternate school does not have capacity in the program in which s/he wants to enroll, the student will remain at the current school/program in which s/he is enrolled. If the student is transitioning to a new level of his/her academic program (i.e. from elementary school to middle school or middle school to high school), his/her assignment shall be in accordance with Policy 5120 - Assignment Within District.

This process will continue until the choices listed on each fully completed application have been honored or until all available classroom slots have been filled.

Approved applicants will be notified in writing and shall enroll at their approved School of Choice as directed in their acceptance e-mail. If the last day for enrollment falls on a day that the school office is not open for business, the deadline shall be extended to the next day that the school office is open for business.

If, after submitting an application to participate in the District's controlled open enrollment program and before a decision is made about the application, a student is suspended or expelled, or is subject to potential suspension or expulsion, placed on an IEP, assigned to a Department of Juvenile Justice program, or subject to any alternate assignment as a result of his/her behavior, within seven (7) days the student shall notify the District by submitting documentation related to this change in the student's status. Failure to do so shall constitute grounds for revocation of approval to enroll, if given, under this policy. The information provided will be utilized to determine whether the student's School of Choice is appropriate, whether the student's needs can be met at the School of Choice, and whether the student remains eligible to transfer to the School of Choice.

Failure to enroll by the deadline identified in the written notification shall result in an automatic revocation of the District's approval of the application. Once the deadline passes for students to enroll at their School of Choice, if any capacity remains, the District will begin contacting students in order of lottery selection regarding enrollment opportunities. Applicants who have their approval revoked must submit a new application.

If capacity is reached before all applications can be reviewed and enrollment requests fulfilled, the remaining Tier 3 applications will be maintained on a waiting list in order of lottery number assigned until two (2) weeks before the first day of school.

D. Tier 4: All Remaining Applicants Not Entitled to Preferential Treatment:

If capacity is available after Tier 1 through 3, the District will process applications from applicants residing outside the District not entitled to preferential treatment.

The District will review the Tier 4 applications in the order assigned by means of the lottery and will attempt to honor the ranked choices of each applicant.

If a student's application indicates an intent to enroll in a program with enrollment limitations, the Superintendent shall determine whether the student's preferred School of Choice has a

program already in place in which the student wants to enroll. If there is such a program and it is not at capacity, the student will be enrolled.

If the student's preferred School of Choice does not have capacity in the program in which the student wants to enroll, the student shall not be enrolled in that school. If the student's alternate school does not have capacity in the program in which s/he wants to enroll, the student will remain at the current school/program in which s/he is enrolled. If the student is transitioning to a new level of his/her academic program (i.e. from elementary school to middle school or middle school to high school), his/her assignment shall be in accordance with Policy 5120 - Assignment Within District.

This process will continue until the choices listed on each fully completed application have been honored or until all available classroom slots have been filled.

Approved applicants will be notified in writing and shall enroll at their approved School of Choice as directed in their acceptance e-mail. If the last day for enrollment falls on a day that the school office is not open for business, the deadline shall be extended to the next day that the school office is open for business.

If, after submitting an application to participate in the District's controlled open enrollment program and before a decision is made about the application, a student is suspended or expelled, or is subject to potential suspension or expulsion, placed on an IEP, assigned to a Department of Juvenile Justice program, or subject to any alternate assignment as a result of his/her behavior, within seven (7) days the student shall notify the District by submitting documentation related to this change in the student's status. Failure to do so shall constitute grounds for revocation of approval to enroll, if given, under this policy. The information provided will be utilized to determine whether the student's School of Choice is appropriate, whether the student's needs can be met at the School of Choice, and whether the student remains eligible to transfer to the School of Choice.

Failure to enroll by the deadline identified in the written notification shall result in an automatic revocation of the District's approval of the application. Once the deadline passes for students to enroll at their School of Choice, if any capacity remains, the District will begin contacting students in order of lottery selection regarding enrollment opportunities. Applicants who have their approval revoked must submit a new application.

If capacity is reached before all applications can be reviewed and enrollment requests fulfilled, the remaining Tier 4 applications will be maintained on a waiting list in order of lottery number assigned until two (2) weeks before the first day of school.

Lottery Process and Preferential Status

After the close of the application period and the determination of capacity at each school, the District shall conduct a lottery as described below and then process the applications according to the random numbers assigned. The lottery will be conducted by two (2) or more staff members designated by the Superintendent.

The lottery involves the assignment of a random number to each applicant (siblings shall be paired when

indicated on choice application). The respective numbers will be randomly chosen through the lottery system, and available seats are in accordance with the preferential status applied during the application verification process. Verified applications shall be reviewed, and preferential treatment is applied as follows:

A. Tier 1- In District Students:

Applicants in this tier shall reside in the District and qualify for preferential treatment in at least one of the following ways:

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 in multiple session schools.
5. Homeless students as defined in Board Policy 5111.01 - Homeless Students.
6. Children of full-time District employees (this preferential status, based on full-time employment, is applicable regardless of where the employee resides and applies to feeder pattern of school where employee works).
7. School assignments that arise due to legal and administrative circumstances.
8. Continuity for children who will enter the highest grade served in their school the following year.
9. Continuity to permit students enrolled in a magnet school, program or theme to continue on to a higher grade level, including from elementary to middle and middle to high school when the specific magnet theme or program is offered at the next academic level and is not available at their home zoned school;
10. Students attending a shared campus
11. Enrollment in course offerings not available at their assigned school.
12. Siblings as defined in the District's controlled open enrollment plan

B. Tier 2 - In District Students:

Applicants included in this phase reside in the District but are entitled to no other preferential treatment.

C. Tier 3 - Out of District Students:

Applicants included in this Tier do not reside in the District but are entitled to preferential treatment in at least one of the following ways:

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 in multiple session schools.
5. Homeless students as defined in Board Policy 5111.01 - Homeless Students.
6. Children of full-time District employees, applies to feeder pattern of school where employee works
7. School assignments that arise due to legal and administrative circumstances.
8. Continuity for children who will enter the highest grade served in their school the

- following year.
9. Continuity to permit students enrolled in a magnet school, program or theme to continue on to a higher grade level, including from elementary to middle and middle to high school when the specific magnet theme or program is offered at the next academic level;
 10. Students attending a shared campus.
 11. Enrollment in course offerings not available at their assigned school.
 12. Siblings as defined in the District's controlled open enrollment plan.

D. Tier 4 – Out of District Students:

Applicants included in this tier are not entitled to preferential treatment under State law.

Notification of Acceptance into School of Choice

Notification concerning acceptance or denial of a timely application to a School of Choice under the Choice Program will occur prior to the end of the current year. All applicants will be notified of this application decision via email generated by the student system, or other reasonable means when the District has no email contact for the applicant.

Capacity of schools

Capacity to Accept Out-of-Zone Students:

A School of Choice is only open to out-of-zone students when that School of Choice has sufficient capacity to serve such students.

Schools projected to be at or above 90% of capacity, as defined above, in the five-year plan shall be deemed as frozen for the purposes of the School Choice Program, and out-of-zone students will not be enrolled in such schools.

Schools projected to be below 90% of capacity in the five-year plan shall be deemed as open to the School Choice Program for the year(s) the school has not reached 90% of capacity, as defined below.

Schools that have exceeded, or are projected to exceed their teaching allocations, and would be unable to meet Florida's Constitutional Amendment for Class Size if non-zoned students are enrolled, will be designated "frozen due to class size."

Special Programs:

Capacity as defined herein is subject to program-specific enrollment limitations. Programs with enrollment limitations may include, but are not limited to, self-contained Exceptional Student Education (ESE) programs, career-tech programs, magnet programs, international baccalaureate programs, advanced placement courses, and other academic programs that require student-teacher ratios less than the FISH capacity for that space.

Publication of Capacity:

As required in Section 1002.31, Florida Statutes, Pasco County schools posts capacity information on its website, which can be viewed at: pasco.k12.fl.us

Sibling Preference:

As set forth in the Tiered lottery application process, described above, siblings are entitled to preferential status and treatment. As such, placement of siblings within the same school or shared campus is facilitated whenever feasible during the open enrollment period if appropriate educational services are available for each sibling at the requested School of Choice, if capacity exists, and if they will attend for the same school year and if the school is not designated as a magnet school, theme or program as defined in the district's magnet plan.

The School Choice Application includes a section for the parent to indicate if they have submitted new applications for other siblings to attend the same school or if a sibling in good standing is currently attending and will continue to attend the requested School of Choice. The application includes a section for parents to provide the full name and grade level of each sibling so that blended families with different surnames can be cross-referenced.

Completion of Highest-Grade Level

Absent circumstances set forth in the "Application Process", above, a student who enrolls in the District through the District's controlled open enrollment program may remain at his/her current school until completion of the highest grade at the school

After completing the highest grade at the school, a student who resides in another school district and wants to transition to the next level of the academic program in this District must reapply for enrollment through the controlled open enrollment program.

After completing the highest grade at the school, a student who resides in the District and wants to transition to the next level of the academic program at a school other than the one to which s/he would be assigned in accordance with Policy 5120 - Assignment Within the District must reapply for enrollment at his/her preferred school, as well as (an) alternate school(s), through the controlled open enrollment program.

Interscholastic and Intrascholastic Extra-Curricular Activities (including Athletics)

Students participating in the Choice Program are eligible to try-out or participate in Interscholastic and Intra-scholastic Extra-Curricular activities, so long as the student otherwise meets the eligibility criteria set forth in School Board Policy, Procedures, and FHSAA Regulations. (See School Board Policy 2431 and 2431.01 for additional information)

An otherwise eligible student who enrolls in a School of Choice through this Choice Program, is generally, immediately eligible to try-out or participate in interscholastic and intra-scholastic extra-curricular activities. However, a student may not participate in a sport at the School of Choice if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

- A. Dependent children of active duty military personnel whose move resulted from military orders;
- B. Children who have been relocated due to a foster care placement in a different school zone;
- C. 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; or
- D. For good cause, as determined on a case by case factual review conducted by the Superintendent, or the Superintendent's designee.

For the purposes of this Choice Plan, "good cause" is defined as "any legal or factual excuse or reason that was not created, caused, or contributed to by the actions of the student or the student's parents,

which, out of fairness and reasonableness would justify permitting the student to immediately participate in the activity, and for which there is no evidence that the good cause: 1) would create an unfair advantage or gain to the student or student's parent, and 2) is not an attempt to advantageously avoid the application of the general eligibility rules.

A student who believes "good cause" exists must submit a written request to the District's Athletic Director identifying the facts and circumstances the student believes establishes "good cause". The Superintendent will consider the written request and make a recommendation to the Board during a publicly noticed meeting.

More information on the policy and/or procedures is included in School Board Policy 2431.01, the athletics' website, or gathered from school athletic directors.

Appeal Process

Parents of students who applied during Open Enrollment and were not approved for placement in a School of Choice may request an appeal review based on a documented hardship or preferences not included in the initial application within Seven (7) calendar days of receiving notice that their application was denied. If the last day for appeal falls on a day that the school office is not open for business, the deadline shall be extended to the next day that the school office is open for business. The parent(s) must submit the written appeal describing the hardship or preference via hand-delivery, facsimile, or electronically via email at PascoPathways@pasco.k12.fl.us.

The Superintendent has designated that the Educational Choice Appeal Committee (hereinafter ECAC) serves as the contact and decision maker regarding hardship appeal requests. The ECAC may be contacted at 727-774-2686- via phone or via email at PascoPathways@pasco.k12.fl.us.

The appeal, which must be submitted in writing, must be based on hardship or preference, and must include as much detail as possible regarding the hardship or preference. The hardship or preference includes, but is not limited to, the following:

- A. Military Orders
 - 1. Must include military paperwork
- B. Foster Care Placement/Adoption
- C. Medical and/or psychological matters;
 - 1. If an appeal is submitted for medical reasons, including psychiatric, the parent or guardian must submit a Medical Hardship Documentation and Release of Records form, including a physician's statement describing the medical condition of the student and specific medical reasons justifying the request.
- D. Legal or law enforcement matters;
 - 1. If an appeal is submitted for legal or law enforcement reasons, the parent or guardian must submit documentation of the legal hardship.
 - 2. Custody or parenting plan must be submitted.
- E. Sibling consideration
 - 1. Must include student name and student number
- F. Employment needs; or
- G. Any other circumstances demonstrating a hardship.
 - 1. As used herein, "hardship" can mean any legal or factual excuse or reason that was not created, caused, or contributed to by the actions of the student or the student's parents, which, out of fairness and reasonableness would justify permitting the student

to enroll in the School of Choice, and for which there is no evidence that the good cause: 1) would create an unfair advantage or gain to the student or student's parent, and 2) is not an attempt to advantageously avoid the application of the general application process. The decision by the Superintendent, or the Superintendent's designee (ECAC), regarding whether a hardship exists is final, and is not appealable.

Appeals based on course availability will not be considered unless the requested program was stated in the original application and is not available at the zoned school, and the selected school has space available in the core academic classes as well as in the requested program.

The decision of the ECAC regarding the appeal is final. Applicants will be notified of the decision via e-mail in the student system.

School Choice Hardship/Request for Reassignment outside of the controlled open enrollment window

At any time a student has a qualifying hardship outside of the published windows, as set forth below, they may utilize this School Choice Hardship Request/Request for Reassignment to seek transfer to a School of Choice. Hardships under this request process include the following:

1. New Employee or employee transfer
2. Sibling consideration
 - a. Must include student name and student number
3. Military Orders
 - a. Must include military paperwork
4. Foster Care Placement/Adoption
5. Medical and/or psychological matters;
 - a. If a hardship is submitted for medical reasons, including psychiatric, the parent or guardian must submit a Medical Hardship Documentation and Release of Records form, including a physician's statement describing the medical condition of the student and specific medical reasons justifying the request.
6. Legal or law enforcement matters;
 - a. If an appeal is submitted for legal or law enforcement reasons, the parent or guardian must submit documentation of the legal hardship.
 - b. Custody or parenting plan must be submitted.
7. Employment needs; or
8. Any other circumstances demonstrating a hardship.
 - a. As used herein, "hardship" can mean any legal or factual excuse or reason that was not created, caused, or contributed to by the actions of the student or the student's parents, which, out of fairness and reasonableness would justify permitting the student to enroll in the School of Choice, and for which there is no evidence that the good cause: 1) would create an unfair advantage or gain to the student or student's parent, and 2) is not an attempt to advantageously avoid the application of the general application process. The decision by the Superintendent, or the Superintendent's designee (ECAC), regarding whether a hardship exists is final, and is not appealable.
9. There is a change of home address, which places the student in a different county or school assignment zone, and the parents want their child to remain in the current School of Choice. The student would be able to remain at the current School of Choice for the remainder of the school year but would need to go through the application process for the upcoming year. Notification of any subsequent address change must be given to the school directly within 10

days.

10. A student, who is otherwise in good standing, withdraws from an approved School of Choice, and the parents want their child to return to the same School of Choice. Upon withdrawal from the School of Choice, the student will return to their regularly zoned school until otherwise transferred through the next upcoming Choice Program application process.
 11. A student withdraws from a program or course of study that was the underlying basis for attending the School of Choice, and the parents want their child to return to the School of Choice. Upon withdrawal from the program or course of study, the student will return to their regularly zoned school until otherwise transferred through the next upcoming Choice Program application process. Exceptions can be made at Principal or Superintendent discretion when there is capacity for the student to remain at the School of Choice, outside of the subject program or course of study.
 12. Opportunity and other State scholarship programs.
- The decision of the ECAC regarding the Hardship Request is final. Applicants will be notified of the decision via email. Submission of a timely and complete Hardship application does not guarantee that the student will be approved to transfer to the requested school. The School Choice Program is a limited, conditioned privilege, and is not a right.

Non-Discrimination and Other Components of the District's Controlled Open Enrollment Program

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, should a concern arise regarding socioeconomic, demographic, or racial balance in one or more of the District's schools, the Superintendent shall consult with legal counsel to determine the appropriate steps that should be taken, including, but not limited to, any necessary policy revisions and other actions necessary to comply with Florida and Federal law. The Superintendent shall then make the appropriate recommendations to the Board.

The District's controlled open enrollment program must be implemented in such a way that:

- A. Is applied in a non-discriminatory fashion, and otherwise complies with School Board Policy 2260;
- B. Adheres to Federal desegregation requirements;
- C. Allows parents to declare school preferences, including placement of siblings within the same school;
- D. Provides a lottery procedure to determine student assignment and establishes an appeals process for hardship cases;
- E. Affords parents of students in multiple session schools preferred access to controlled open enrollment;
- F. Maintains socioeconomic, demographic, and racial balance;
- G. Maintains existing academic eligibility criteria for public school choice programs pursuant to Florida law;
- H. Identifies schools that have not reached capacity, as determined by the District;
- I. Ensures that preferential treatment is provided to individuals as set forth in Florida law; and
- J. Ensures the District shall report the number of students participating in public school choice by type as required by the Department of Education.

Availability of transportation

The parent is responsible for the transportation of a student approved to attend a School of Choice through the Choice Program. The District does not provide transportation to students enrolling under the Choice Program unless otherwise required by State or Federal Law.

Students Residing in the District

Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

Annual Review

The Controlled Open Enrollment Plan and the process for implementing the plan shall be reviewed annually. The Superintendent shall present any recommended changes to the Choice Program or Choice Plan and any recommended changes to the School Board for consideration.

Revocation

Participation in the School Choice Program is a limited privilege, and not a right. Approval to attend a School of Choice is subject to revocation based on factors, which include, but are not limited to: unsatisfactory attendance, unsatisfactory grades, Student Code of Conduct violations, other behavior that adversely impacts the educational environment. A student's admission to a School of Choice is subject to revocation, requiring the student to return to the student's residential home zoned school.

- A. The student's pattern of behavior subsequently leads to two (2) or more level 2 violations or one (1) or more level 3 violations of the Student Code of Conduct;
- B. The student accumulates an unacceptable number of absences (5 or more in one quarter or 10% or more in the year) at the School of Choice
- C. It is determined by district and school personnel that enrollment at a School of Choice is having a negative impact on the student's educational progress (e.g., failing grades or the student fails to successfully pass coursework in the program/academy they initially received entrance)
- D. Out of district students who, after receiving appropriate disciplinary due process in accordance with School Board Policy and procedures, have been found to have committed offenses subject to disciplinary alternative placement or expulsion shall lose eligibility for controlled open enrollment. For students who have committed expellable offenses, such students will be expelled and will not be eligible to re-enroll in Pasco County Schools as an out-of-district student in the future. For students who have committed offenses that are subject to disciplinary alternative placement, such students will be assigned to a disciplinary placement for the remainder of the school year and will not be eligible to re-enroll in Pasco County Schools as an out-of-district student in the future."
- E. The student and/or parent/guardian is unable or unwilling to work cooperatively within the policies and procedures of the School of Choice;
- F. The reasons for the reassignment to the receiving school are no longer valid (i.e. no contact order)
- G. The student withdraws from a course of study that was the basis for enrollment at the requested school (i.e. Career Technical Programs, International Baccalaureate, etc.);
- H. It comes to the attention of the school that the reassignment or registration request was fraudulent, was intended to circumvent athletic or other eligibility rules, or was supported by

false or misleading documentation (i.e. false address) (in which case any further reassignments will be precluded for the remainder of the current and following school year);

- I. The student or parent’s failure to disclose information concerning a current or impending suspension, expulsion, disciplinary reassignment, assignment to a Department of Juvenile Justice program, or other disciplinary action;
- J. The student or parent’s failure to disclose information concerning the student’s need for services, accommodations, or specialized education that make the School of Choice an inappropriate placement for the student’s needs;
- K. The student is in need of services, accommodations, or specialized education that make the School of Choice an inappropriate placement for the student’s needs;
- L. The student fails to enroll in the School of Choice within the time period specified in this Choice Plan; or
- M. If the Superintendent, or the Superintendent’s designee determines that a revocation of the School of Choice assignment is appropriate. The Superintendent, or designee, may assign or reassign students on a case-by-case basis to schools or programs other than that designated by the attendance area or the School Choice Program when the Superintendent or designee determine that such a revocation is in the best educational interest of the child, or to prevent disruption of the educational environment, or otherwise promote the health, safety, or welfare of the student, other students, or staff.

Hearing Rights for Revocation of School of Choice Application of Assignment:

When a student’s admission to a School of Choice is subject to revocation, the student will have the same rights to due process rights that are afforded to students and Parents under the “Student and Parent/Guardian Appeal Rights” as contained in the Student Code of Conduct. This includes a right to both a School-level and, if needed, a District-level appeal. The decision made at the District-level appeal is final and non-appealable.

Questions? Please contact:

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STATUTORY AUTHORITY: Section 1, Art. IX, Florida Constitution, 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 1001.41, 1001.42, 1001.43, 1001.51,
1002.20, 1002.31, 1002.33, 1002.38, 1006.15, 1013.35, F.S.