

Brevard Public Schools 2022-2023 Controlled Open Enrollment Plan

As of July 2022, SB 2425 <https://www.flsenate.gov/Session/Bill/2022/2524/BillText/er/HTML> added new requirements for school districts related to Controlled Open Enrollment, ss. 1002.33, including expanding the open enrollment waitlist period and allowing for parents to enroll students throughout the school year. Additionally, the new statute requires school districts to post enrollment capacity by grade level by school at least every 12 weeks on the district website.

These changes to F.S. 1002.33 have resulted in new processes for Brevard Public Schools and this Controlled Open Enrollment Plan. New this year is an ongoing waitlist process.

1. Zoned School

Each student is assigned to a neighborhood school within the boundaries set forth by the district based on their residential address. The School Board of Brevard County's "Open Enrollment" plan affords all students in the state of Florida the opportunity to attend a public school other than their zoned school. There are 2 pathways for school choice and enrollment in schools other than student's zoned school.

- **Educational Location Option**

Educational Location Option (ELO) is the option to apply to attend a school, other than the zoned school of attendance, through a location only change, not for a specific program. Attendance to another school is contingent upon the student enrollment capacity of the requested school. Every 9 weeks, Brevard Public Schools will post on the Parental Choice/Open Enrollment web page a list of all Brevard Public Schools and open available seats by grade level for each of the schools. Pursuant to Board Policy 5121, and in accordance with the adopted 2022-23 Student Accommodation Plan, schools with student enrollment greater than 95% of permanent capacity may not accept students wanting to participate in controlled open enrollment. Additionally, student seat availability is contingent on enrollment capacity at each particular school.

- **Educational Program Opportunity**

Educational Program Opportunity (EPO) is the opportunity to apply to attend a school for a specific program or theme of study. This may or may not be outside of your zoned school of attendance. The Educational Program Opportunities included as a component of controlled open enrollment consist of programs that may or may not have entrance criteria. These programs do not have transportation, and enrollment in Choice Program require a commitment from parents to transport students to and from these schools. The two Choice Jr./Sr. High Schools and the four Choice elementary schools do have parent volunteer requirements as well.

Educational Program Opportunity	School or Program	Entrance Criteria
<p><i>Choice Schools</i></p> <p>Choice Schools offer a thematic program of study or unique instructional design to eligible students. These schools have no residential boundaries.</p>	<p>Elementary Schools</p> <p>Freedom 7 School of International Studies Elementary in Cocoa Beach—<i>IB School</i></p> <p>South Lake Elementary School in Titusville—<i>STEAM School</i></p> <p>Stevenson School of the Arts Elementary School in Merritt Island—<i>Arts Integration School</i></p> <p>West Melbourne School for Science in West Melbourne—<i>STEAM School</i></p>	<p>No entrance criteria</p>
	<p>Secondary Schools</p> <p>Edgewood Jr. /Sr. High School in Merritt Island—<i>Academically Rigorous School</i></p> <p>West Shore Jr./Sr. High School in Melbourne—<i>Academically Rigorous School</i></p>	<p>Entrance Criteria Include:</p> <ul style="list-style-type: none"> • Student must have been academically promoted each year beginning in 3rd grade (never had promotion requirements waived or received a 'Good Cause Exemption') • Final 2022-2023 report card grades must reflect a 'C' or higher in English/Reading, Math, Science, and Social Studies (core courses) • Level 3 or higher on FSA ELA and FSA Mathematics for 2022 • Pass appropriate 2021-2022 EOCs (as applicable) • For students who do not have an FSA 2022 score must attain a minimum 45th percentile score in ELA/Math Composite on a 2021-2022 nationally normed test (i.e. the Iowa Basic Test of Skills) that is administered by a third-

		party and proctored. These scores must be obtained by June 1, 2023 and verified by a licensed proctor/administrator.
<p><i>International Baccalaureate (IB)</i></p> <p>A rigorous pre-university course of study, leading to internationally standardized examinations.</p>	<p>Secondary Schools</p> <ul style="list-style-type: none"> • Cocoa Beach Jr./Sr. • Melbourne 	<ul style="list-style-type: none"> • Letters of recommendations from core academic teachers: • Middle School Applicants require two (2) 'reading/math' teacher recommendations • High School Applicants require three (3) 'core subject' teacher recommendations • Most recent report card • 2022 FSA ELA and Math Scores • 2022 End of Course Exams (if applicable) • Essay
<p><i>Cambridge International (AICE)</i></p> <p>An Advanced International Certificate of Education (AICE) to eligible secondary students in advanced program of studies.</p>	<p>Secondary Schools</p> <p>Middle Schools Jackson Johnson Kennedy</p> <p>High Schools Eau Gallie Heritage Rockledge</p>	<ul style="list-style-type: none"> • Letters of recommendations from core academic teachers: • Middle school applicants require two (2) 'reading/math' teacher recommendations • High school applicants require four (4) 'core subject' teacher recommendations • Most recent report card • 2022 FSA ELA and Math Scores • 2022 End of Course Exams (if applicable) • Essay
<p><i>Magnet Schools</i></p> <p>These schools have a focused theme aligned to curriculum that</p>	<p>McNair Magnet Middle School Stone Magnet Middle School Palm Bay Magnet High School</p>	No entrance criteria

<p>also serves its residential zoned students.</p>		
<p><i>Career Academy Programs</i></p> <p>Small, personalized communities within a secondary school that select a subset of students and teachers with a focused interest of learning and coursework.</p>	<p>Secondary Schools</p> <p>High School Programs Business and Finance Engineering Environmental Water & Reclamation Technology Exercise Science Fine Arts Health and Wellness Health Science HEAT (Hospitality, Entrepreneurship and Tourism) Teaching Professions</p>	<p>Some academies require interest essay.</p> <p>High school requires a three (3) or four (4) year commitment which is dependent on entrance in freshman or sophomore year.</p>
<p><i>Career & Technical Education (CTE) Programs</i></p> <p>Programs of study within a secondary school that involves a multi-year sequence of courses that integrate core academic knowledge with technical and occupational knowledge.</p>	<p>All Secondary Schools</p>	<p>No entrance criteria</p>
<p><i>Collegiate High School</i></p> <p>An opportunity to take college courses to earn both high school and college credits and potentially lead to an Associates of Arts (AA) degree.</p>	<p>Secondary Schools</p> <ul style="list-style-type: none"> • Astronaut • Bayside • Cocoa • Cocoa Beach Jr./Sr. • Eau Gallie • Heritage • Melbourne • Merritt Island • Palm Bay Magnet • Rockledge • Satellite • Space Coast Jr./Sr. • Titusville • Viera 	<p>Articulation agreements between Brevard Public Schools and the college.</p>

<i>Dual Enrollment/PSAV</i>	All Secondary Schools	Articulation agreement between Brevard Public Schools and the college.
An opportunity to take college level courses to earn both high school and college credits.		

3. Online Application Process

Parents interested in their children attending a school other than the assigned school must complete an Open Enrollment (ELO or EPO) online application. This application, which must be completed annually, is available on the Open Enrollment – Parental Choice website openenrollment.brevardschools.org. Each application must be approved or denied by the requested school during the application window or at every nine weeks when seats become available. Parents are to complete the online application, whether new or a renewal, during the appropriate application window.

New to the 2022-23 school year, BPS will have a continual waitlist option for families.

Parents are notified of the BPS Open Enrollment processes via district mobile app, Blackboard Connect voice messages, social media, district, and school websites as well as school newsletters. It is important for parents to closely monitor deadlines throughout the year.

Key Points:

1. Students who wish to attend a school other than their zoned school of attendance must submit an online application and a \$30 **non-refundable** application fee. This is termed a **Educational Location Option (ELO)**
2. ELO applications are not required for students who wish to attend a program (academy, choice, CTE, magnet or international).
3. Approval of ELO applications subsequent to the established deadline will be granted for unique hardship situations (legal or medical) and will be determined on an individual basis by the Director of Open Enrollment, Elementary Leading and Learning.
4. A “Just Moved” application will continue to be open for current BPS students who have moved during the summer or school year and wish to remain at their school of origin.
5. Ongoing waitlists and open waitlist applications will be available throughout the school year. Seats at available schools will be offered at the end of each nine weeks.
6. Waitlist applications will only apply to ELO schools who are not frozen at 95% capacity.
7. Waitlist applications will not apply to CTE or EPO options at secondary schools after the start of the school year.
8. All information is available to parents and schools via the Open Enrollment – Parental Choice website at openenrollment.brevardschools.org .

4. Lottery

The lottery is a random selection process for all new Open Enrollment applications. The lottery is conducted by grade level, beginning with the highest-grade level, and working down through the lowest grade level. The Open Enrollment lotteries are required to follow preferential treatment as authorized by Florida Statute 1002.31 and School Board Policies 5121. All seat assignments are based on capacity and are subject to the parameters identified by Florida Laws, School Board Policies, and the Terms and Conditions for each of the district's Open Enrollment processes. A list of available seats by grade level for each school will be posted on the Parental Choice/Open Enrollment website. The lottery preferences for Brevard Public Schools are tiered as follows:

- i. **TIER 1: Site-Based Employee Preference**
 - District employees working at a school are site-based employees of that school and qualify for the site-based employee preference. Capacity restrictions do not apply to site-based employees. Children of site-based employees working at a School of Choice must meet the criteria for entrance.
- ii. **TIER 2: Sibling Preference**
 - Legal family member(s) of a current student who is residing in the same residence as their sibling, who will also begin his/her attendance at the same school and year as the current student. Siblings who do not begin their attendance at the school do not qualify.
- iii. **TIER 3: Family Preference**
 - Sibling(s) of a lottery-selected student(s) may receive preferential consideration to be placed in the same school.
- iv. **TIER 4: District Students**
 - Children who reside in the district are entitled to apply but are not entitled to preferential treatment under state law. Accordingly, there is no district preference for these students.
- v. **TIER 5: Out-of-District Students**
 - Students who reside in another county within the state are not entitled to preferential treatment under state law. Accordingly, there is no district preference for these students.

5. Preferential Treatment: Active Duty Military Dependents on Transfer or Installation, Foster Care, Court-Ordered Custody

1. A Dependent child(ren), whose parent is transferred, or is pending transfer, to a military installation within the District while on active duty pursuant to an official military order, may receive preferential treatment. The parent must submit the official military order to the Patrick Space Force Base liaison who will complete the "Transitioning Active Duty Military Verification Form" to qualify for preferential treatment.

2. Children who have been relocated due to foster care placement in a different boundary zone; and/or
3. Children who move due to court-ordered change in custody or, due to separation or divorce or serious illness or death of a custodial parent/legal guardian.

6. Class Size Amendment

The district strives to honor ELO requests submitted in a timely manner in accordance with Board Policy 5121. Choice Programs have set enrollment capacity as well and follow class size amendment. However, the Constitutional Class Size Amendment often confines the number of student seats available as well as permanent capacity at respective schools. Each 9 weeks, the District will post a list of schools' capacity by grade level indicating the number of available seats at each school.

7. Sibling Placement

Every effort is made by Brevard Public Schools to accommodate the placement of the sibling of any student already enrolled in a school if space is available and if the student meets criteria for entrance, where applicable.

8. Appeal Process

Parents who wish to appeal an Open Enrollment decision may file an appeal with Elementary Leading and Learning, Director of Open Enrollment. The dates for submitting letters of appeal and supporting documentation are communicated to parents via the application timeline which is posted on the Open Enrollment-Parental Choice website.

Elementary Leading and Learning – Open Enrollment is responsible for coordinating the Open Enrollment Appeal Team meeting to review submitted appeal packets. The Appeal Team may consist of Director(s), School Administrator(s), and other key district personnel. Parents are notified via e-mail of the outcome of the Appeal Team's decision.

9. Availability of Transportation

Parents are responsible for providing transportation for their children if they choose to attend a school outside their district assigned school through Open Enrollment.

10. New Resident to Brevard

BPS Open Enrollment options have published annual application deadlines. Families, who relocate to Brevard, from outside the county/state, are permitted to apply during the Open Enrollment timelines. However, if the relocation occurs during the school year, families will be permitted to apply for an **ELO (Educational Location Option)** or **EPO** provided the following required stipulations are met:

- Schools/Programs **must** have capacity to accept new students; in compliance with class size amendment (FL Stat. §1003.03) and BPS policy 5121
- Schools/Programs may NOT have an existing “waitlist” of previous students who applied. Student must NOT be enrolled in a Brevard County traditional school, charter school, home educational program, virtual school, or private school
- Parent/Guardian **must** provide two (2) recent proofs of residency, one from each tier, with an address from **out** of county/state AND two (2) proofs of residency from Brevard
- This process will follow the continual open enrollment waitlist process for 2022-23

11. Waitlist and Continual Open Enrollment

Starting in the 2022-23 school year, districts are required to post a list of schools and their capacity by grade level with available seats. Two (2) weeks prior to the end of the 9 week marking period, Brevard Public Schools will post the list of schools and available seats by grade level on the Parental Choice and Open Enrollment website.

All students who were on the waitlist for the 2022-23 school year will remain active and on the waitlist.

Additionally, parents who choose to complete a waitlist application for ELO or EPO may do so by completing a family dashboard and application process. All required residency and application fees will apply.

Students who qualify for Military Preference, Foster Care Preference, and Court-Ordered Custody may apply to the waitlist during the school year and will be given the appropriate preference.

After the start of the school year, beginning in the fall of 2022 and continuing the following year, the waitlist application will be opened for all programs and opportunities.

Every nine (9) weeks, a list of schools with capacity by grade level will be posted on the Parental Choice Open Enrollment website. For the 2022-23 school year only, there will be adjusted timelines for the waitlist. The first posting of available capacity will be posted by December 1, 2022.

Depending on the number of available seats, the Office of Parental Choice/Open Enrollment will contact families of students who will be offered seats two weeks prior to the end of the 9 weeks.

The dates for 2022-23 will be:

Two weeks prior to the end of the second 9 weeks – December 5, 2022

Two weeks prior to the end of the third 9 weeks – February 20, 2022

The District will not enroll students after the start of the fourth 9 weeks due to instructional continuity.

The cutoff date for applying to a waitlist will be February 13, 2023. No waitlist applications for the 2022-23 school year will occur after this date.

In the following year, 2023-24, the waitlist will be continually open, and all three 9 week intervals will allow for controlled open enrollment waitlist entry. These dates will be published in the 2023-24 Controlled Open Enrollment Plan and on the website.

Two (2) weeks prior to the end of the 9 weeks, the Office of Parental Choice/Open Enrollment will contact families of students who are being offered seats. Parents will then utilize the Family Dashboard to complete their process, including accepting or rejecting their seat.

All parental notification will be via email from the family dashboard. Be sure to check spam settings and junk folders.

Parents will have five (5) working days to accept or reject the seat.

Parents must accept the or reject the seat in this timeframe. If the seat is not accepted or rejected, the seat will be forfeited. It is the responsibility of the parent to complete this process after notification.

Once the seat is accepted, it is the parents' responsibility to enroll their student at the ELO or EPO school.

If the parent accepts the seat, they must follow all aspects of enrollment and their student must be in attendance at the ELO or EPO school on the first day of the 9 weeks. This is to keep grade reporting, curricular focus, continuity of instruction, and adequate progress for students. Parents who fail to bring their student to school on the appropriate first day of the 9 weeks will be reverted to their zoned school.

Note: Traditional timelines for Controlled Open Enrollment will remain in place and can be found on the Parental Choice – Open Enrollment website. This process above is for waitlist options. No guarantee that there will be an opening at any given school, nor guarantee that students will be offered a seat throughout the year.

Each waitlist application will require the appropriate and associated application fee.

12. Family Empowerment Scholarship and Home Education

Information regarding Home Education is located on the Student Services webpage (<https://www.brevardschools.org/Domain/3231>).

Information regarding the Family Empowerment Scholarship is located on the Exceptional

Student Education webpage
(http://ese2.brevardschools.org/_layouts/15/start.aspx#/SitePages/Home.aspx).

13. Non-Traditional Students and Athletics

In accordance with FHSAA, parents/legal guardians of a non-traditional student who wishes to participate in a sport at a school for which the student is not zoned must follow the procedures in this policy and apply through the **Educational Location Option (ELO)** process within the determined deadlines.

Students who wish to participate in a sport at a school for which the student is not in zoned attendance boundaries must complete the (ELO) process in the appropriate timelines. The waitlist process for continual open enrollment will not apply to families seeking sport participation. Parents who do not follow these posted timelines will not be granted a special consideration.

Non-Traditional students may **NOT** apply to participate in sports only through an **Educational Location Option (LO)** application. An Open Enrollment application and an [EL-14 Form](#) must be complete and approved/signed by the Director of Open Enrollment **BEFORE** eligibility to participate is determined. Enrolled school with over 250 students, member of FHSAA & the sport is offered, will render a student ineligible.

14. Policies Related to Open Enrollment

Florida Statute 1002.31, Controlled Open Enrollment; Public School Parent Choice, guides all policies. Current Board Policy 5121 Controlled Open Enrollment are referenced in this plan.