

## IV. OPERATIONS

### 1) ADMISSIONS & REGISTRATION PLAN

#### A. Describe the admissions procedures and dismissal procedures you will use.

**1. Admissions (generally).** Students will be considered for admission without regard to race, religion, national origin, gender, or physical disability. The school will be open to any student in grades (10) through twelve (12) in Okaloosa County and any student covered in an interdistrict agreement with the Sponsor.<sup>5</sup> The school will have an open admissions procedure, utilizing a “first come, first served” policy. In addition, a random lottery will be held for qualified applicants if the number of applications exceeds the capacity of a program, class, grade level, or building.

Pursuant to section 228.056(6)(a), Florida Statutes, preference may be given to siblings of students currently enrolled in the school and children of employees of the school. In addition, preference may be given to students residing within a “reasonable distance” of the school as defined in Part IV, section 3 of this proposal. Pursuant to section 228.056(6)(e), Florida Statutes, students may withdraw from the school and at any time enroll in another public school as determined by school board policy.

**2. Application Process.** The following represents a step-by-step process for submitting an application for consideration in the OWCC Charter High School (also see Attachment K):

- Submit a college application for admission, an OWCC Charter High School application for admission, and a signed (student and parents signature) Agreement of Participation form.
- Submit official high school transcripts and placement test (FCEP) scores. A home school student shall submit a portfolio of academic work.
- Student applicants whose application files are completed before March 1, 2000 will be treated as the initial set of

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<sup>5</sup> All students will be required to adhere to the Okaloosa County School District and State of Florida policy regarding student health examinations and inoculations.

applicants. On March 1, 2000, if the number of eligible applicants does not exceed capacity of the programs, class, grade level, or building all eligible applicants will be accepted. If the number of eligible applicants, however, exceeds the capacity of the programs, class, grade level, or building, eligible applicants shall have an equal chance of being admitted through a random selection process. All applicants participating in the random selection process and not admitted in the charter school will be placed on a waiting list in the order that their name was drawn from the lottery.

- If space remains after the initial acceptance period, student applicants whose application files are completed before April 1, 2000 will be treated as a second set of applicants. On April 1, 2000, if the number of eligible applicants does not exceed capacity of the programs, class, grade level, or building all eligible applicants will be accepted. If the number of eligible applicants, however, exceeds the capacity of the programs, class, grade level, or building, eligible applicants shall have an equal chance of being admitted through a random selection process. All applicants participating in the random selection process and not admitted in the charter school will be placed on a waiting list in the order that their name was drawn from the lottery.
- Student applicants whose application files are completed after April 1, 2000 will be accepted on first come, first served basis if space is still available. If the number of eligible applicants, however, exceeds the capacity of the programs, class, grade level, or building, eligible applicants shall be placed on a waiting list in the same order that the completed applications were received.
- Pursuant to section 228.056(6), Florida Statutes, the college reserves the right to limit students by program, class, grade level or building. The college also reserves the right to conduct separate lotteries, if necessary, for each program, class, grade level or building.

### **3. Dismissal.**

Any of the following student behaviors are grounds for disciplinary action, which may lead to dismissal of the student by the governing board of the OWCC Charter High School.

- The illegal use, possession, or sale of controlled substances, as defined in Chapter 893, or possession of electronic telephone pagers, by any student while the student is on school property or in attendance at a school function.
- Possession of a firearm, a knife, a weapon, or an item which may be used as a weapon by any student while the student is on school property or in attendance at a school function.
- Violence against any school personnel or another student.
- Sexual harassment.
- Vandalism (theft, defacing, misuse of school property)

Because the governing body of the Charter School has not been convened, no disciplinary policies have been formally approved. Florida State Law, Okaloosa County School District policy, and OWCC policies shall guide in the development of the school's disciplinary policies (See Attachment K for OWCC disciplinary policies.)

**B. Describe the timetable to be used for registering and admitting students, including a plan for the admission lottery if the number of applicants exceeds the program capacity.**

Students and parents will be invited to submit a complete application (as described in Section A, above) and it will be time and date stamped. In the initial year, applications will be accepted beginning the date this charter application is approved through March 1, 2000. (Primary Application Period). All student applicants whose files are complete prior to March 1, 2000 will be treated in the initial set of "eligible" applicants.

All eligible applications will be reviewed and sorted based on dual enrollment criteria established by section 224.0116, Florida Statutes. Those applicants meeting the dual enrollment criteria will be considered for the dual enrollment program. All other applicants meeting high school eligibility requirements will be considered for the pre-collegiate program. On March 1, 2000, if the number of eligible applicants does not exceed capacity of the programs, class, grade level, or building all eligible applicants will be accepted. If the number of eligible applicants exceeds the capacity of the programs, class, grade level, or building, eligible applicants shall have an equal chance of being admitted through a random selection process. (Note: a separate lottery will be conducted for each program as deemed necessary.)

Should space remain available after this date (March 1, 2000), applications will continue to be accepted and a second enrollment period will take place on April 1, 2000. All student applicants whose files are complete prior to April 1, 2000 will be treated in the second enrollment period. Similar to the first enrollment period, if the number of eligible applicants does not exceed capacity of the programs, class, grade level, or building, all eligible applicants will be accepted. If the number of eligible applicants does exceed the capacity of the programs, class, grade level, or building, eligible applicants (submitting after March 1, 2000) shall have an equal chance of being admitted through a random selection process. See ATTACHMENT L, Admission's Process Flow Chart.

Whether in the primary application period or the secondary application period, all those students not admitted because the number of eligible applicants exceeded the capacity of the programs, class, grade level, or building will be placed on a list, which will establish priority. The list will be established by (1) the order that is established by the random lottery or (2) the order that the completed applications were received (which ever is applicable). As spaces become available, the next student on the list will be notified.

- C. Describe the ways in which the school will endeavor to achieve a racial/ethnic balance reflective of the community it serves.**

The OWCC Charter High School will seek to target and distribute information to the community it serves with the intention of reflecting in its student population the diversity of Okaloosa County. This will be accomplished by distributing recruitment information throughout Okaloosa County via churches, minority organizations, minority media outlets, YMCA, Drop out Prevention Programs, and County School Guidance Counselors. (See Part III, section 3).

The school will seek to achieve a racial/ethnic balance comparable to the racial/ethnic balance of Okaloosa County. Every student who registers for enrollment in the OWCC Charter High School does so on a voluntary basis and the school will accept qualified students until a maximum capacity is reached or a random lottery determines the student population. The school's admissions procedures, alone, are not designed to influence any racial or ethnic balances. The OWCC Charter High School shall abide by anti-discrimination provisions of section 228.2001, Florida Statutes, which forbids discrimination on the basis of race, national origin, sex, handicap, or marital status against a student or an employee in a state system of public education.

- D. In the case of an existing school being converted to charter status, suggest alternative arrangements for current students who choose not to attend the charter school.**

Not applicable.

## **2) HUMAN RESOURCE INFORMATION**

- A. Describe the standards to be used in the employment process for teachers, administrators, and other school staff.**

Pursuant to sections 228.056(12) and 240.319(4)(i)(1), Florida Statutes, the governing board shall select its own employees. Employees of the OWCC Charter High School will be either employed by the school's governing board at the recommendation of the president of the college or be current employees of OWCC. The governing board shall approve compensation, including salaries and fringe benefits, and other conditions of employment based upon the recommendation of the president of the college.

The OWCC Charter High School will offer academic classes conducted by faculty who are academic specialists in their disciplines. All faculty members meet Southern Association of Colleges and Schools Academic Accreditation Standards for specialization in academic or technical disciplines. In addition, new faculty members (both full-time and part-time) attend a formal orientation program, which includes segments on professional responsibilities, ethics, classroom management, instructional policies, and related issues.

OWCC faculty and staff are experienced with high school students through the college's dual enrollment program. Approximately 650 high school students currently enroll in one or more classes on an annual basis at OWCC.

All faculty and staff members to be employed by the OWCC Charter High School must possess the personal characteristics, knowledge base, and successful experiences in the responsibilities and qualifications identified in each job description.

**B. Describe your human resource policies governing salaries, contracts, hiring and dismissal, and benefits packages.**

OWCC has existing personnel policies and procedures, which will serve as the framework for the charter school policies and procedures. As an established public employer and public education institution these policies and procedures meet appropriate legal and practical standards. A copy of these policies and procedures is available in the OWCC Personnel Office and its table of contents is included in ATTACHMENT M. The purpose of these policies is to provide guidelines for the range of personnel-related issues including employment, evaluation, discipline, dismissal, contracts, benefits, code of conduct, etc. They are set forth to ensure that all employee-related actions are taken in accordance with principles of fairness and due process and in compliance with all applicable laws and regulations.

All faculty and staff members are hired through a comprehensive recruitment and selection process, which includes supervisor/peer interviews, teaching demonstrations, review of credentials, and reference checks. Charter school instructors with full-time appointments to the OWCC college faculty may qualify for continuing contract (tenure) pursuant to Florida statute.

OWCC maintains a Staff and Program Development Plan. This plan provides the foundation from which an annual slate of professional development activities is prepared. Charter School staff members will be eligible to participate in all college-sponsored professional development activities and will be included in all professional development survey and project requests conducted by the college. Typical activities available to faculty and staff include graduate study, faculty sabbaticals, professional conferences, equity workshops, technology training, and other applicable in-service opportunities. In addition, professional development goals and the attainment of such are incorporated into the annual employee performance evaluation. See ATTACHMENT N, Staff Development Plan.

Pursuant to section 228.056 (12)(g), Florida Statutes, charter school employees shall be fingerprinted as provided in section 231.02.

**C. Describe how the qualifications of teachers will be described to parents considering the charter school for their children, as required in the charter statute**

Minimum and preferred qualifications for each instructional and student service position applicable to the charter school will be available for review in the OWCC Human Resources Office. Minimum and preferred qualifications for all faculty positions as mandated by the Southern Association of Colleges and Schools Commission on Colleges will be available for review in the Office of the Vice President for Instruction. In addition, an outline of the faculty orientation program will be available for review. Prior to receiving a classroom teaching appointment, all faculty credentials, including official transcripts, are reviewed by the Vice President for Instruction and the President of the College.

**D. What is the targeted staff size, staffing plan, and projected student-to-teacher ratio?**

The full services of the college faculty, counselors, librarians, career service, and administrators (approximately 325 individuals) will be available to the charter school students. To provide additional direct support to the OWCC Charter High School, at least four charter school staff members will be hired, providing a direct support staff to student ratio of 1:25. Anticipated staff positions dedicated to the charter school includes a director, educational advisor, counselor, and staff assistant. The full cadre of OWCC faculty will also be available for classroom instruction. Dually enrolled students will attend college classes, which offer an overall teacher to student ratio of 1:20. Students enrolled in high school only classes will also encounter an overall teacher to student ratio of 1:20.

**E. In the case of an existing school being converted to charter status, suggest alternative arrangements for current teachers who choose not to teach in the school after conversion. These suggestions may or may not be adopted by the local school board, which alone bears full responsibility for the placement of any district employee who chooses not to work in the charter school.**

This section is not applicable because the charter school will not be a conversion.

**F. Certification.**

Pursuant to section 228.056(12)(g), Florida Statutes, teachers employed by or under contract to the OWCC Charter High School will be certified as required by chapter 231, Florida Statutes, or will be skilled selected non-certified personnel as defined in chapter 231 and as provided under State Board of Education rule.

**3) TRANSPORTATION:**

- A. Discuss the plans for transporting students to and from school. What arrangements, if any, will be made with the local school district, private providers, or with parents?**

The OWCC Charter High School, in conjunction with the Okaloosa County School District, will plan the transportation of the OWCC Charter High School students (who reside within a reasonable distance as defined in section B below) consistent with the requirements of Chapter 234, Florida Statutes. As an option, the OWCC Charter High School and a private educational institution are in the final stages of negotiating an agreement to ensure that transportation is not a barrier to equal access for all students residing throughout Okaloosa County. At the discretion of the governing board, transportation will be contracted with Okaloosa County School District, and/or be provided to the students through a private educational provider who meets all applicable safety and transportation standards with funds allocated by the State for student transportation. It is also expected that many students, or parents of students, will provide individual transportation.

- B. Charter schools are responsible for providing transportation for students residing within a “reasonable distance” of the charter school. How has that reasonable distance been defined in your charter transportation plan? What factors helped for the basis for this distance determination?**

“Reasonable distance” will be calculated by reviewing the current admission zones in place in the Okaloosa County School District. It is expected that the reasonable distance will be a five (5) mile radius surrounding the school. All students within that area, but outside of a two (2) mile walking radius, shall have a right to free transportation.

- C. Describe the policies which will help ensure that transportation is not a barrier to equal access for all students.**