

# CHOICE SCHOOLS AND PROGRAMS PROCEDURES MANUAL

## 1. History and Purpose

- a. The School Board is committed to providing quality educational opportunities for all students. It strives to provide an educational environment that enhances the student's educational success. The School Board implemented magnet schools and Choice/Career Education programs as one way to ensure that quality educational opportunities were available to all students in diverse settings. The School Board continues to use Choice/Career Education schools and programs as a strategy to provide quality educational opportunities for students in diverse settings, to the extent financial resources are available for the programmatic aspects of these schools and programs and for the related transportation. These educational opportunities will be compliant with federal and state law.
- b. Choice/Career Education programs are specialized educational programs that enable students to take advantage of additional resources and innovative teaching techniques that focus on the student's individual talents or interests. Choice schools and programs maintain the mission of:
  - i. improving achievement for all students who are participating in the Choice schools and/or programs;
  - ii. providing a unique or specialized curriculum or approach and maintaining-specific goals as stated in the approved Proposal for the Choice Program;
  - iii. promoting and maintaining the educational benefits of a diverse student body;
  - iv. engaging students and providing them with a pathway to post-secondary educational opportunities and career options as outlined in the [District's Strategic Plan](#).

2. **Types of Choice and Career Programs**-- At the Pre-K, elementary, middle, and high school levels, the Palm Beach County School District (PBCSD) may implement total-school choice programs or a choice program within a school for zoned or out-of-boundary students. In schools implementing a choice program within a school, the principal shall ensure that, for a certain portion of the day, there is interaction between those students participating in the Choice program and those who are not in the choice program. A complete listing of Choice and Career Programs, including full Choice schools, will be available on the District website at [www.palmbeachschools.org/choiceprograms](http://www.palmbeachschools.org/choiceprograms) and in the [Choice Booklet](#). The appropriate principal's supervisor or designee and the school principal or designee shall monitor implementation of this provision.

### 3. Academic or Related Eligibility Criteria

- a. **Elementary Level** -- Although elementary schools shall not generally use academic or related criteria for choice-school eligibility, elementary choice schools shall require--as a condition for admission--that parents/legal guardians sign a contract agreeing to the student requirements of the choice school. This may include required participation in school activities, acceptable attendance, acceptable conduct or abiding by a specified dress code where such requirements are part of the choice theme.
  - i. **Dual-Language Programs** -- Due to the rigor of Dual Language Programs after grade 1, Dual Language applicants must receive an eligible score on a fluency exam to determine eligibility. Students entering a Spanish Dual Language Program for the first time in grades 2-5 must pass a fluency exam to determine eligibility prior to being made eligible for the program.
- b. **Secondary Level** -- At the secondary level, the Superintendent or Superintendent's Designee may allow a school to use academic or related criteria (as outlined in the [Choice Booklet](#)) for determining whether students are eligible for a choice school or program. Secondary choice schools shall require, as a condition for admission, that parents/legal guardians sign a contract agreeing to the student requirements of the choice school or program. This may include required participation in school activities, academic criteria (if applicable), acceptable attendance, acceptable conduct or abiding by a specified dress code where such requirements are part of the choice theme. Eligibility must be determined for all students who apply to programs that have academic or related criteria. Once an application is completed, it is the parent's/legal guardian's responsibility to make sure that the choice school or program receives the required student's transcript or academic record.
  - i. By February 1, the principal shall submit any newly proposed or changed eligibility criteria for the next school year to the appropriate Regional Superintendent and to the Director of Choice and Career Options. By April 1, the Choice Programs and Director of Choice and Career Options shall review any proposed criteria for the following school year to ensure that they are educationally related to the specialized curriculum or instructional strategy. The Superintendent or Superintendent's Designee, with legal support available from the Office of General Counsel, shall review the eligibility criteria and require that they be nondiscriminatory and provide equal access. The Superintendent or Designee must approve any changes to the eligibility requirements.
  - ii. Secondary Choice schools or programs that use academic or related eligibility criteria must use a selection committee to determine which applicants are eligible for the computerized random lottery selection process that is used to promote equity and diversity in the assignment of students to Choice schools and programs. Principals shall appoint the members of selection committees at Choice schools or programs that use selection committees and shall ensure a diverse membership. The names

of the proposed members for the selection committee shall be submitted to the Regional Superintendent and the Director of Choice and Career Options no later than mid to end of January of each year.

- iii. The GPA Calculations for 9th grade applicants is calculated using the average of all classes for the 4th quarter of grade 7 and the 1st and second quarters of grade 8. The GPA calculations for 10th grade-12th grade applicants will be based on the student's earned GPA at the time of eligibility determination. PBSB student's GPA will be identified from the District's Student Information System (SIS). Non-PBSB applicants are responsible for submitting transcripts or report cards to the applicant's selected school(s).
  - iv. GPA calculations for any private school, middle school (Grades 6-8) applicant on trimester schedules will occur post-lottery but prior to the release of results. All student selections will be contingent upon the student's satisfaction of program eligibility requirements. Students who receive a seat in the initial random lottery selection who do not meet the minimum eligibility requirements will be removed from the assigned list and will be considered "ineligible." Students on a trimester schedule will follow the posted GPA calculations for their grade level with "trimester" substituting for "quarter". If a student is deemed ineligible for his/her first choice selection for any reason, the second Choice program selection does not convert to the student's first Choice program selection.
  - v. **Dual Language Programs** – Middle school Dual Language Programs will determine eligible candidates based on the completion of an elementary school Dual Language Program or receiving an eligible score on a fluency exam, or both
- c. **Auditions** -- To be considered for the random lottery selection process all students applying to an Arts program or full Choice Arts school where auditions are required, must meet the eligibility criteria set by each school through their individual audition process. All schools and/or programs requiring an audition as part of the eligibility process will be identified in the [Choice Booklet](#).
- i. ESE, ELL and 504 students must provide their ESE IEP, ELL Plan or their 504 Accommodation Plan at the time of the audition sign-up or prior to the audition in order to request allowable audition accommodations. A student or parent's failure to request or accept accommodations offered at the time of audition when accommodations are needed is NOT grounds for an appeal.
    - 1. Private school and Home Education students without a District IEP or a District 504 Accommodation Plan may also request allowable audition accommodations if the parent provides appropriate documentation of the student's disability to the school at the time of the audition sign-up or prior to the audition.
  - ii. If a student becomes ill and is unable to audition on the scheduled audition date, he/she must provide the school with written proof of illness from a doctor within three (3) school days of the date of

the student's scheduled audition. The student's audition will then be rescheduled at a time set up by the school *only if* there are more audition dates available. If a student qualifies for the program following the audition, acceptance will be based on space availability. If no space is available, the student will be placed in the wait pool with other students.

- iii. Higher audition eligibility scores are required in the Arts programs for ascending grade levels at the following schools. This list is subject to change at the discretion of the Superintendent:
  - A. Bak Middle School of the Arts
  - B. A.W. Dreyfoos School of the Arts
  - C. Boynton Beach High School
  - D. The Conservatory School @ North Palm Beach (grades 6-8)

- 3. **Recruitment** -- In order to ensure that all students have equitable educational opportunities and to promote diverse Choice school enrollment, The Superintendent and designated staff shall ensure that recruitment strategies are developed by each choice school or program and that each school submits a recruitment plan to implement these strategies to the appropriate Regional Superintendent and to the Choice Programs and the Director of Choice and Career Options no later than September 30 of each school year. Each school's recruitment plan shall be designed to achieve a diverse applicant pool to promote the PBCSD's diversity goals at each individual choice school or program. The PBCSD seeks to provide information and assistance to all parents/guardians as they make choices for their children. The PBCSD's Department of Choice and Career Options shall be responsible for making available choice schools and programs information at the Fulton-Holland Educational Services Center, on the PBCSD's website at: [www.palmbeachschools.org/choiceprograms](http://www.palmbeachschools.org/choiceprograms) and in every public school throughout the PBCSD. The Department of Choice and Career Options is also responsible for coordinating outreach programs for developing and monitoring applicant pools for each choice school or program. The PBCSD may use resources such as the following to promote these outreach programs: Choice Showcase, newsletters, Choice program applications, newspaper and radio advertisements, civic organizations, the Internet, The Education Network (T.E.N.), promotional recruitment, and publicity through other local government agencies. The Department of Choice and Career Options shall provide information about its programs in English, Spanish, Portuguese and Creole. Translation and interpretation into other languages shall be made available upon request by a parent or legal guardian.

**5. Choice Program Application Process** -- Information about how to complete and submit a Choice application can be found on the Department of Choice and Career Options website at: <https://www.palmbeachschools.org/choiceprograms>. When submitting the completed web-based form, the parent/legal guardian is verifying, under penalties of perjury, that his/her electronic submitted application is authentic,

the information provided is true and correct, and that he/she is the parent/legal guardian authorized to submit the application. Only **one (1)** application may be submitted per student, and only **one (1)** program selection change will be allowed once the application is submitted. Annual deadline dates and submission dates can be found on the Department of Choice and Career Options website at [www.palmbeachschools.org/choiceprograms](http://www.palmbeachschools.org/choiceprograms) and in the [Choice Booklet](#).

- a. **In-House Programs** -- Only students zoned for a school may apply to its In-House programs. In-House programs must be listed as the first choice on the student's Choice application. Student selections for In-House program lotteries are conducted by each school and reported to the Department of Choice and Career Options, and those students may be assigned to the program based on program availability. All questions regarding In-House lottery eligibility should be directed to the school's Choice/Academy Coordinator.
- b. **Duplicate Programs** -- If the student is applying for a Choice/Career program that is also offered at his/her zoned school, the zoned school program must be listed on the application as the first choice, as the application system does not allow a student to apply first choice to a program that at his/her zoned school. Another school with the same program may be entered as the second choice on the application. Hard copy applications not following these guidelines will not be processed.
  - i. **Exceptions** --
    - All students may apply first choice to any full Choice school as identified on the District website. Full choice schools are schools that do not have an assigned SAC area and all students are assigned through the Choice lottery.
    - ii. If a student is applying to a school that is **currently** at 95 percent capacity or above, students will be able to apply to another elementary, middle, or high school that offers the like program as their first choice. A list of schools currently at 95 percent capacity or above will be published by The Department of Planning and Intergovernmental Relations to the Department of Choice and Careers website at [www.palmbeachschools.org/choiceprograms](http://www.palmbeachschools.org/choiceprograms).
- c. The Department shall provide notice of specific Choice program application dates and deadlines no later than November 1 of each year. These dates will be posted on the Department of Choice and Career Options website at: <https://www.palmbeachschools.org/choiceprograms> and in the Choice Programs Booklet. The Choice programs application will be available no later than November 1 of each year. Applications in English, Spanish, Portuguese and Creole will be available for download on the Department of Choice and Career Options website at: <https://www.palmbeachschools.org/choiceprograms>. The Department of Choice and Career Options will assist individuals in need of additional language support.
- d. After an application is submitted, it is the responsibility of the parents/legal guardian of students enrolled in home education, virtual education programs, charter school or private school to make sure that

the Choice school they applied to receives the student's transcript, portfolio or academic record, including all information related to Virtual School classes, by the published deadline date so that eligibility can be determined.

**6. Student Residency** -- A student must be residing in Palm Beach County prior to completing an application or auditioning for a Choice school or program in the PBCSD.

- a. The address listed on the application must be the same as the address on file with the PBCSD Student Information System (SIS) at the time the application is submitted. If a current parent address is not consistent with the student's address, the student's address must be updated at the student's current school. Addresses can only be updated by the data processor at the student's current school. Once parents/legal guardians verify the address was updated, they must send an e-mail to the Department of Choice and Career Options at [choicequestions@palmbeachschools.org](mailto:choicequestions@palmbeachschools.org) to confirm the address was updated. Applications will not be processed if the address on the application and the address in SIS do not match by the application deadline date.
  - i. If students are unable to verify their address because they are awaiting placement in licensed foster care, experiencing homelessness or due to other extenuating circumstances they must indicate they have extenuating circumstances in their Choice program application. The Department of Choice and Career Options will review these applications and process them in accordance with the provisions of Board Policy 5.74 and 5.011.
  - ii. If the student does not have a SDPBC student number, proof of address document must be uploaded with the application. For a list of documents that may be accepted as proof of address, please refer to School Board Policy 5.011. The Department of Choice and Career Options reserves the right to ask for additional documentation in order to prove residency.
- b. No program changes due to relocation will be permitted after the published deadline dates.
- c. Students who are currently in a wait pool for a Choice program as an out-of-boundary applicant will not be moved to an in-boundary wait pool or in-boundary assignment list as the result of a relocation after the lottery is conducted.

**7. Reciprocity** -- Students who move into the District after the initial lottery may be considered for assignment to a program if they meet eligibility criteria, have evidence of transferring from a like-themed program (i.e. Arts, IB, Technology) that they attended for at least one full year, and, if there are available seats in a program/school for the student.

- a. If the student is requesting a Performing Arts program at one of the schools with auditions required for eligibility, placement will only be considered if an audition is completed and passed. However, there is no guarantee of time, place, or availability of auditions. In order for a

Performing Arts program student to transfer to another Arts program the student must pass an audition and/or satisfactorily complete courses identified in an Arts pathway course sequence.

**8. Random Selection Choice Lottery Process** -- All students who submit an application by the published deadline dates and meet applicable eligibility criteria will qualify for participation in the initial computerized random selection lottery. The lottery selection process is based on the choice program preference selections submitted by the student in the Choice Program application. The Director of Choice and Career Options shall implement the procedures as set forth herein for the annual lottery selection process that will take into consideration the diversity of the School District of Palm Beach County.

- a. Seats available for each program will be determined by the Palm Beach County School District Department of Planning and Intergovernmental Relations. Consideration will be given to Florida Inventory of School Houses (FISH) capacity and the Class Size Reduction Amendment. For programs housed in schools with a boundary area, seats will be allotted for students who reside within the school's Study Area Codes (SAC areas) and for students who reside outside the school's SAC areas (Out of Boundary - OOB).
  - i. If there are fewer applicants than available seats, the SDPBC shall admit all eligible applicants to the Choice school or program.
  - ii. When there are more eligible on-time applicants than available seats for programs, a computerized random selection lottery process will be used to ensure equity in the assignment of eligible students to programs.
- b. **Lottery Preference** -- The preferences used for first choice applicants do not apply to second choice applicants. Once a student has been selected for his/her first Choice program, he/she shall be immediately removed from the lottery for any second Choice program he/she applied for. A student who was not selected for his/her first choice and was selected to their second choice program will have the option of accepting the second choice seat or declining it to remain in the first choice eligible program wait pool. Preference in the lottery selection process will be given in the order as follows:
  - i. **Principal's 20% list (optional)** -- Up to 20% of the available seats may be selected by the principal of each Choice school program prior to the lottery. Principals may only select students that for students who selected that particular program as their first (1st) choice preference for each Choice school program prior to the lottery. The number of available principal's 20% seats in each school Choice program will be determined by taking the total number of out of boundary vacancies for each program and multiplying that number by 0.20. The number of 20% seats for a program cannot be transferred to another program or amongst

grade levels. The principals must submit their criteria for selection of the students in the 20% list to the Director of Choice and Career Options prior to the lottery.

- ii. **Employee** -- (parent/legal guardian works at the school site to which the student is applying) first (1st) choice applicants who meet any eligibility requirements for the specified program may be admitted if they have a parent/legal guardian who is a full time employee at the Choice school to which they apply, and if seats are available.
- iii. **Military** -- First (1st) choice applicants who meet the eligibility requirements for the specified Choice program may be admitted if they have a parent who is active military or full time Reserves. Applicant must be claimed as a dependent on the Defense Enrollment Eligibility Reporting (DEERS). Official orders showing active status and proof of dependency such as the student's military ID card is required.
- iv. **Priority SACs** -- Of the remaining seats, up to 50% for elementary students and 25% for secondary students may be filled by first (1st) choice applicants who meet the eligibility requirements for the specified program and who belong to a district-approved priority group or population, which includes neighborhood designated SAC areas for six schools as indicated in Appendix A.
- v. **Sibling** -- Of the remaining seats, 50% for elementary and 25% for secondary seats may be filled with first (1st) choice sibling applicants who meet the eligibility requirements for the specified program. Siblings are defined as a brother, sister, half-brother, half-sister, stepbrother or stepsister living in the same household as the applicant. The "sibling attending" preference is only given if the sibling is a Choice or in-house program student who is currently attending the same first choice school and will continue to attend the Choice school the next school year. Pre-K siblings are considered if they are enrolled in a full Choice school only.
- vi. **Strand** -- Of the remaining seats, 25% of the remaining seats may be filled with eligible first (1st) choice applicants who have participated in and completed\* a program in the same preparatory theme at the lower grade levels.

\*Completed is defined as participating in at least grades 7 and 8 in the middle school program or at least grades 4 and 5 in the elementary school program. The program need not be a Choice or Magnet program, but student participation must be indicated on the Student Information System (SIS) for current SDPBC students or through student transcripts for non-SDPBC students. Program



completion at both the elementary and middle school levels are confirmed by completion of specific subject disciplines identified in the FLDOE Course Code Directory. Students seeking a strand preference must indicate this on the application or a strand preference will not be applied. Students participating in private or community arts classes outside of the school day do not qualify for middle or high school arts program strand preferences.

- vii. **Strand preference IB\*/IB MYP students** -- The International Baccalaureate Middle Years Program (IB MYP) is a five-year program for students in Grades 6-10. This program prepares students for the IB Diploma Program. First choice applicants for the high school continuation of the IB\*/IB MYP who have satisfactorily completed grades 7 and 8 (MYP Levels 2 and 3) and who meet the IB eligibility requirements will be assigned to the partner high school MYP.

1. Carver MS → Atlantic HS
2. John F. Kennedy MS → Suncoast HS
3. Conniston MS → Forest Hill HS
4. Pahokee MS → Pahokee HS
5. H.L. Watkins MS → Dwyer HS\*

- viii. **Strand Preference FAU Biomedical Sciences Program** -- The Biomedical Sciences program is a continuation of the middle school Biomedical Sciences program at Lake Worth Middle and Roosevelt Middle. First (1st) choice applicants for Lake Worth High School continuation of the Biomedical Sciences, who have satisfactorily completed middle grades program and who meet the program eligibility requirements will be assigned to the partner high school.

- b. **General Seating** -- After all of the preferences indicated in (i-viii), above are considered, the remaining selections will be made from the pool of students not yet assigned and/or those without a preference listed above until all seating vacancies have been filled.
- c. **Post Lottery Assignment** -- High school students who are assigned to a program requiring a background check must submit to and pass this requirement or they will be exited from the program by the end of the first marking period.
- i. Students who are assigned as "in-boundary" students will have their placements revoked if the address at the time of application submission is "out of boundary" and was not updated at the zoned school prior to Choice application submission.

- ii. Any assignments to programs with specific Mathematics requirements are contingent upon students satisfactorily completing the entire course(s) prior to the start of the upcoming school year.
- iii. Students are obligated to accept the program that they have indicated as their first (1st) choice, if they are selected, or they must attend their zoned school.
- iv. If a student declines his/her second (2nd) choice assignment, he/she may remain in the wait pool for his/her first (1st) choice.
- v. All students who are selected and accept placement in a Choice school program must agree to participate on a full time basis.
- vi. Students attending a Choice Program are only eligible to play sports and participate in extracurricular activities at the Choice school they are attending.
- vii. If a student is not selected to attend a Choice school program in the lottery process, a new application must be submitted for the following application cycle.
- viii. All students wishing to decline their seat after accepting a lottery assignment must notify the Department of Choice and Career Options, in writing, of their intent to decline.

**9. Audition Appeal Process** -- If parents/legal guardians believe that their child was not allowed an equitable opportunity to a choice school or program during the audition or eligibility process, the parent/legal guardian may request an appeal.

- a. The request for an appeal must be sent in writing to the Director of Choice and Career Options, with a copy sent to the Choice school or program's principal. The request must state the alleged inequity or technical problem as defined in (8) (i-ii) below and should include information supporting the appeal. The following definitions apply to this appeal process:
  - i. **Technical Problem** -- Any relevant malfunction, such as defective equipment or a power failure in the building, or a mathematical error that could have a negative effect on the outcome of the student's audition or eligibility process. Technical problems caused by the student or parent's failure to ensure that the student is properly prepared or equipped for an audition will not be grounds for an appeal.
  - ii. **Inequity** -- A failure to provide appropriate accommodation(s) according to a child's documented disability or limited English proficiency during the student's audition or application process.
- b. If parents/legal guardians believe that their child was improperly denied an accommodation during an audition or eligibility process as described below, the parent/legal guardian may request an appeal within five (5) school days of the audition. Appeals are only accepted for the following reasons:

- i. A technical problem during the audition process (any relevant malfunction, such as defective equipment or a power failure in the building).
- ii. A technical problem during the eligibility process (such as a mathematical error).
- iii. An inequity (school's failure to provide appropriate accommodations according to documented disability or limited English proficiency during the student's audition or eligibility application processes). It is the parent's/legal guardian's responsibility to provide a student's IEP, ELL, or 504 Accommodation Plan at the time of the audition sign-up or prior to the audition in order to request allowable audition accommodations. Failure to accept accommodations offered at the time of audition when accommodations are needed is not grounds for an appeal.
- iv. The appeals process is governed by Policy 5.016 ([www.palmbeachschools.org/choiceprograms](http://www.palmbeachschools.org/choiceprograms)). An application for an appeal of Choice program eligibility must be submitted to the Director of Choice and Career Options within five (5) school days of the audition. At the time of audition, parents are required to sign a statement acknowledging that they have five days to appeal and no appeal will be available after the five (5) day window following a student's audition.
- v. After the written Request for Appeal is received from the parent/legal guardian, the Choice Appeals Review Committee will investigate the alleged inequity or technical problem to determine its merit. The Choice Appeals Review Committee is established annually under the direction of the Director of Choice and Career Options and consists of a diverse group of professional educators and administrators with knowledge of Choice and Career Options programs and District policies.
- vi. At the completion of the Appeals Committee review of appeals requests, one of the following actions will occur within five (5) school days:
  1. The Director of Choice and Career Options or Designee sends a letter to the parent/legal guardian approving the appeal and notifies the affected school of the need for a second audition. The school will contact the parent/legal guardian to schedule a second audition; or,
  2. The Department of Choice and Career Options Director will send a letter/email to the parent/legal guardian denying the appeal.

**10. Transportation for All Choice Program Students** -- The School Board shall provide transportation for all students who are enrolled in Choice schools and programs who reside more than two miles from the choice school or program, and who reside within a designated choice transportation zone. Bus stops to Choice schools or programs may be limited and may not be within walking distance of a student's home. Parents should check existing bus stops using the "Find My Bus Stop" link on the Transportation Department website. Bus stops are subject to change. Additional bus stops for Choice students will not be created.

**11. Student Continuation and Exit Procedures** -- Once a student is admitted to a Choice school or program, the PBCSD expects and shall allow the student to remain in that Choice school or program until the student reaches the highest grade level offered by that school unless the student fails to meet academic, attendance, or conduct expectations. Students do not have to reapply for admission into the same program once they have been accepted to a Choice school or program each year. All Choice programs require, as a condition for admission, that students and parents/legal guardians sign a Choice Contract agreeing to meet the academic, attendance and conduct expectations of the Choice program. This may include required participation in school/program activities, acceptable attendance and conduct, maintaining a designated grade point average, or abiding by a specified dress code where such requirements are part of the Choice theme.

- a. **Exit Procedures** -- Certain programs may require students to maintain a minimum GPA for continued participation. A student who fails to meet academic, attendance or conduct standards established in the contract will be placed on probation. If a student does not meet the terms of probation by the end of the designated marking period, an Exit Committee of school and District representatives including appropriate team members supporting the student (i.e. ESE, 504, ELL, SBT, etc.) will be established to review, discuss and recommend the appropriate action, including program exit. Schools may only exit students **at the end of a trimester/semester.**
- b. Students who have **level two discipline referral(s)** at any time during the school year will be required to enter into a Probation Contract. A violation of the Probation Contract may result in dismissal from the Choice program and assignment back to the student's home school.
- c. Students who **engage in a level 3 or 4 offense as described in the Student Code of Conduct** will be immediately scheduled for an Exit Committee meeting by the school. The Committee will determine whether the student will be exited immediately from the Choice Program/School/ and assigned to his/her home school or an alternative school, as appropriate.
- d. Students with an active 504 Plan or IEP may not be exited from a Choice School or program for behaviors or academic issues that

are a manifestation of disability. Therefore, a manifestation determination review (MDR) is required prior to any decision to exit a student with an active IEP or 504 plan.

- e. If a student exits a Choice school program voluntarily/involuntarily he/she must return to his/her assigned home school, regardless of their grade level. The parent/legal guardian has the right to withdraw the student at any time but removal at the end of the trimester/semester or year is highly recommended.
- f. If the student is voluntarily/involuntarily exited he/she may not apply in any future lottery cycle to any program at the Choice School he/she exited. Students who are exited from a Choice Program are not eligible to remain at the Choice Program or School through Reassignment or Controlled Open Enrollment.
- g. Students may not apply to a Choice program at the same school where they are currently on Probation.
- h. Students who wish to participate in Dual Enrollment/Early Admit must exit their Choice School/Program and return to their zoned school if it impacts their ability to complete required coursework for their Choice Program. Students may continue to participate in the Choice Program with Principal approval if they are able to complete the required coursework for their Choice Program.
- i. **Student Relocation** -- Students who relocate within the district are eligible to apply to the same program if it is located at their home school or a school in their new Choice transportation zone. There is no guarantee that students will be accepted.
  - i. **Choice Program** -- An in-boundary student who has been enrolled in a Choice program (Elementary students- at least three years; Secondary students-at least two years) may remain in the program as an Out of Boundary student (OOB) upon relocation, IF **there are available seats**, the school's principal approves, and the student continues to abide by the terms of the Choice Program contract. Proof of move date must be submitted and verified by the Department of Choice and Career Options.
  - ii. **In-House Program** -- A student who is enrolled in an In-house program is not eligible to remain in the program if he/she relocates outside of the school zone.
  - iii. **Non-Palm Beach County Residents** -- Students who relocate outside of Palm Beach County are not eligible to remain in a Choice program, regardless of the program.

**12. Appeal of Involuntary Exit Decisions** -- Parents/legal guardians on behalf of the student may appeal an involuntary exit decision from a Choice school or program, a request for an appeal must be made in writing (PBSD 2418) by the parent/legal guardians within five (5) school days from the school's written notice of its decision to exit the student. Appeals must be submitted to the Director of Choice and Career Options at: 3300 Forest Hill Boulevard, C-124, West Palm Beach, FL 33406-5869 or fax 561-434-8843. If a written request for an appeal is received within this time-frame, the Director of Choice and Career Options will assemble a fact-finding committee comprised of the school's Principal or designee; the school's Regional or Instructional Superintendent or designee; a representative from Safe Schools Department; a representative of the Department of Choice and Career Options; and appropriate team members from departments supporting the student (i.e. ESE, ELL, 504, SBT, etc.) and convene an appeal meeting at the District offices. At the appeal meeting, the student and his/her parents/legal guardians shall be granted no more than 10 minutes to present the reasons why they believe the student should not be exited from the Choice program. At the conclusion of the student and/or parent's/legal guardian's presentation, the school's Principal or designee shall have the opportunity to provide additional information or respond to any questions from the committee regarding the reasons for the student's exit from the Choice Program. The committee will then report its final decision to the Director of Choice and Career Options. A written notice of the committee's decision will be emailed within 24 hours and mailed to the parent/legal guardians within three (3) business days from the date of the meeting with the appeal committee.

**13. Creating a Choice School or Program** --Schools that wish to create a new Choice Program, modify/convert an existing Choice Program, expand grade levels at an existing school site, or close a Choice school or program must follow the Program Proposal Process below:

- a. The school principal will meet with Regional and Instructional Superintendent to discuss Choice and Career Programs.
- b. The school principal will submit recommendations for Choice and Career programs via a Principal's Survey located on the Department of Choice and Career Options website around January of each year. A minimum full school year of planning is required prior to implementation of a new program or closure process of an existing program (i.e. Principal's Survey completed January 2018 would be for program consideration in FY20). Exceptions may be made at the discretion of the Superintendent.
- c. A draft Choice 5 Year Plan will be developed by the Department of Choice and Career Options and presented to the Superintendent and other appropriate District leadership, annually.

- d. If applicable, principals will be notified by May 1 of how to move forward with the Program Proposal Process, using the Program Proposal Form (PBSD 2079).
- e. A Program Proposal Committee meeting date will be set by the Department of Choice and Career Options for Principals to review the submitted proposal with a diverse group of District personnel (i.e. Planning, Budget, Transportation, Instructional Materials, Facilities, Research and Evaluation, Curriculum, Principal Division Representative etc.) for recommendation to the Superintendent.
- f. The committee's recommendation is presented to the Superintendent and District Leadership for final approval of the program. In making this determination, the Superintendent shall consider using a number of the following factors, including:
  - i. the geographic location of a potential site in order to ensure equitable access to choice programs, including reasonable transportation time, for all students;
  - ii. any demographic changes in an attendance zone, such as declining enrollment or decreasing diversity;
  - iii. the suitability and condition of the potential site;
  - iv. the School Board's priorities;
  - v. the impact that implementing a choice school or program at a potential site might have on displacing students currently assigned to the school and on the enrollment and diversity at the surrounding schools;
  - vi. the potential for attracting a diverse enrollment to a proposed site;
  - vii. the impact on class size reduction and the capacity and utilization of a potential site;
  - viii. the achievement data that demonstrates student learning gains;
  - ix. the budgetary impact for creating a new choice school or program, or of replicating a theme at a new site. Consideration should include the available funds for existing choice schools and programs and any other needs of the PBCSD.
- g. The Superintendent, or designee, will inform the Board of new programs following the completion and approval of the Program Proposal Process. If the proposed program requires an expansion of grade levels and/or significant capital expenditures, the Board will be informed before the final approval by the Superintendent.

#### **14. Modifying/Converting/Closing a Choice School or Program**

- a. If a Choice school or program is not meeting or making satisfactory progress toward the mission and goals specified in the Program Proposal, the Director of Choice and Career Options shall obtain approval from the Superintendent or designee to convene a technical assistance planning team. The team will develop a technical assistance plan for implementation the following year at the Choice school or program.
- b. A Choice school or program may be recommended for closure or modification if it has not made satisfactory progress after at least three years of implementation and one full year of technical assistance, the Director of Choice and Career Options shall notify the principal by the end of the technical assistance year of the District's intent to discontinue or modify the Choice school or program.
- c. A Choice school or program may be recommended for closure or modification by the Regional Superintendent, Chief Academic Officer or the Superintendent or Designee for lack of student participation, lack of funding, loss of teacher allocation, or other good cause.
- d. A Program Conversion/Closure/Modification form (PBSD 2168) must be completed by the school site and signed by the regional office. It will then be added to the agenda discussion and submitted for discussion at a Program Proposal Review Committee meeting. The Committee's recommendation will be sent to the Superintendent for approval to close or modify a program.
- e. If a Choice school, Choice program, or In-House program is being recommended for closure, the Regional Superintendent and the principal shall develop a plan to be presented to the Superintendent, Chief Academic Officer or designee to ensure an orderly transition of the Choice school or program to a non-choice school program.
- f. The Superintendent, or designee, will inform the Board of any closure of programs following the completion and approval of the Program Proposal process. If the proposed program modification/conversion requires an expansion of grade levels, and/or significant capital expenditures, the Board will be informed before the final approval by the Superintendent.

#### **15. Diversity and District-Wide Maintenance of School Populations**

- a. A list will be sent to Regional Superintendent's, choice schools or programs principals, school-based coordinators, Multicultural and ESE Departments on a yearly basis prior to the recruitment season for the next application cycle of English Language Learners (ELL/LY) students and ESE students with disabilities who have applied to choice schools or programs. This information will allow schools to self-monitor their recruiting methods and utilize more effective means for attracting ELL/LY and ESE students to their programs.



- b. b. During the first week of October, the Department of Choice and Career Options staff will analyze elementary and secondary school level choice applications for diversity. The results of the analysis will be shared with the Choice school principal and appropriate Regional Superintendent. If necessary, the Director of Choice and Career Options will notify the Regional Superintendent if any action plans are required from the principals to modify the recruitment procedures to increase the diversity of the applicant pool for the current recruitment period.
- c. A Choice School or Program ELL/ESE Review Committee consisting of Choice Program, Multicultural, ESE, Regional and school-level staff will review all LY and ESE students with disabilities as to their respective classification that were deemed "ineligible" for program placement. If the committee determines that the students' records indicate that the student should be considered "eligible", the committee will confer with the choice school or program principal to discuss the student's status.
- d. If necessary, the eligible ELL/LY students may be prioritized for placement if there are a disparate number of LY students in each choice school or program.
- e. If necessary, the eligible ESE students with disabilities may be prioritized for placement if there are a disparate number of ESE students with disabilities in each choice school or program.

**16. Budgeting and Funding Implications** -- No later than September 1 of each school year, Choice school principals may submit any proposed budget items to support the unique needs of the Choice theme for the following school year. This budget proposal shall be submitted to the, Department of Choice and Career Options and shall be reviewed by the Director of Choice and Career Options prior to submission to the Director of Budgeting Services for funding consideration. This process is also followed during the Program Proposal Review Committee meetings.

**17. Monitoring and Evaluation** -- The Superintendent may submit to the School Board a report regarding the implementation of choice schools and programs. This report may include:

- a. data on the pool of eligible students for each choice school or program;
- b. the diversity of the recruitment pool (in evaluating whether a choice school or program meets or will meet the goal of diversity), the PBCSD broadly considers various types of diversity.
- c. recruitment techniques that have increased and decreased the diversity of the pool of eligible students;
- d. data on the students who were accepted into each choice school or program, including the diversity of the students who were accepted into each choice school or program;

- e. data on the eligibility committees that are used to determine student eligibility for choice schools or programs, including the diversity of these committees;
- f. identification of any perceived barriers to students being eligible for and admitted into choice schools or programs and recommendations for eliminating any barriers;
- g. data on the unique nature of the program or specialized curricular approach, and its impact on attracting a diverse population;
- h. data on how students are performing in each choice school or program, including how students from diverse populations are performing;
- i. data on the withdrawal of students from each choice school or program; and
- j. any recommendation for improving choice schools and programs, particularly as to the participation of students in choice schools or programs, and the development of outstanding choice schools or programs.

18. **Annual Review** -- The Department of Choice and Career Options shall review these procedures annually and submit any recommendations for revision to the Superintendent, who may recommend that the procedures be amended accordingly.

**APPENDIX A**  
**Choice Programs and School Choice Priority SAC Areas**

School	Program	Choice Priority SAC Areas	Note
<b>Morikami Park Elementary</b>	International Baccalaureate Primary Years	296B, 296C, 306A, 306B	Students must submit an application by the deadline
<b>Poinciana Elementary</b>	Math, Science and Technology	257, 406A, 406B	
<b>Northboro Elementary</b>	Montessori	099B, 105A, 105B, 115A, 115B, 389A, 389B	
<b>S.D. Spady Elementary</b>	Montessori	288, 290*, 294	*Former SAC 290B <b>N</b> – NW 4 <sup>th</sup> Street (only) <b>E</b> – Swinton Avenue (only) <b>S</b> – NW 2 <sup>nd</sup> Street (only) <b>W</b> – NW 4 <sup>th</sup> Avenue (only)
<b>BAK Middle School of the Arts</b>	Visual, performing, Communications Arts	102, 103, 097C	Must submit an application by the deadline and pass the audition
<b>Suncoast High</b>	Innovative Interactive Technology	081A, 081B, 081C, 081D, 081E, 081F, 081G, 081H, 081J, 082, 083, 084, 093C, 093D, 093E, 094A, 094B, 094C, 094D, 094E,	Must submit an application by the deadline