



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

CHOICE AND CAREER OPTIONS
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Information Only

TO: All Principals

FROM: Cheryl C. Alligood, Chief Academic Officer *cca*

SUBJECT: STUDENT EXIT PROCEDURES FOR PARENTAL CHOICE PROGRAMS

Exit procedures from Choice Programs, Reassignments, NCLB Public-School Choice Transfer, and Opportunity Scholarships differ from program to program. Below are the details describing the procedures schools should follow when exiting students from these programs. Please note that Area Superintendents must first be notified before any exit procedures can be initiated. If you need further clarification of any of the procedures, contact Peter B. Licata at PX 45829.

Choice Programs:

- All Choice schools require that parents/guardians sign a contract agreeing to the school's student requirements including acceptable attendance and conduct, maintaining grade point average, full participation in the program, or abiding by a specified dress code where such requirements are part of the Choice theme.
- A student who fails to meet the standards established in the contract will be placed on probation. If the student does not continue to meet the standards, a diverse committee of school representatives must meet to discuss and recommend appropriate action, as per school requirements.
- Schools may only exit students at the end of a semester or the school year unless a serious offense (Discipline Level 3 or 4) warrants a recommendation of removal during a semester by the School Review Committee. The exited student returns to their "boundary" school. The student may not be re-admitted and is no longer eligible to apply for the program or school in any future application cycle.
- If a student exits a choice school or program voluntarily, that student will forfeit the seat in the choice school or program and is not eligible to reapply in any future application cycle. The parent/guardian has the right to withdraw the student at any time but should be encouraged to do so at the end of the semester or trimester.
- Students who are exited from a choice program are not eligible to remain at the choice school through reassignment.
- Students attending classes via Hospital Homebound Services must complete their program required coursework by the end of the school year or they may be subject to possible program exit.

Reassignment:


- Students are permitted to return voluntarily to their home school at any time. It is strongly recommended the return be at the end of a semester or trimester unless there are extenuating circumstances.
- Students are required to return to their home school (after three calendar days) if the receiving school principal reports any of the following (**school must notify the parent of this decision**):
 - ✓ The student becomes a discipline problem at the school by committing a Level 3 or 4 infraction as categorized in Policies 5.1811 and 5.1812 (for elementary students) or 5.1813 (for secondary students). The return of the student is subject to the provisions of IDEA or Section 504 of the Rehabilitation Act as reflected in the provisions of the student's IEP or 504 Plan, if any.
 - ✓ The student demonstrates a substantial attendance problem at the receiving school by accumulating four unexcused absences (or absences for which the reasons are unknown) within a 90-calendar-day period. The return of the student is subject to the provisions of IDEA or Section 504 of the Rehabilitation Act as reflected in the provisions of the student's IEP or 504 Plan, if any.
 - ✓ The student's parent/guardian is unable or unwilling to work cooperatively within the policies and procedures of the reassigned school and that lack of cooperation appears to affect the student's cooperation or conduct.
 - ✓ The reasons for the reassignment are no longer valid (e.g., the parent no longer has a supervision hardship within the scope of eForm PBSO 0879, which is incorporated herein by reference and may be found in the District's Website at: www.palmbeachschools.org/forms)
 - ✓ The school finds out that the reassignment or registration request was fraudulent (i.e., was intended to circumvent athletic eligibility rules or was supported by false documentation, in which case any further reassignments will be precluded for the remainder of the year).
 - ✓ The school's utilization has increased to exceed 100% of capacity under the Florida Inventory of School Houses or the school is unable to meet class size reduction requirements.

No Child Left Behind (NCLB)/ Opportunity Scholarship Program (OSP):

- Students who elected to transfer to another school under the NCLB Program or OSP may not be exited from the receiving school for any reason including, but not limited to, discipline and/or attendance.
- Student may remain at the receiving school until he/she completes the highest grade offered.
- Although parents are asked to commit to each year started at the receiving school, students may return voluntarily to the home school at any time. It is strongly recommended the return be at the end of a semester or trimester unless there are extenuating circumstances.
- Once a student completes the highest grade or voluntarily withdraws from the receiving school, he/she is permanently exited from the program, unless notified otherwise.

EWG/CCA/JML/PBL:pap/kkb/cy
Attachments

Approved: _____


E. Wayne Gent, Superintendent