

# PROCEDURES MANUAL FOR CHOICE SCHOOLS AND PROGRAMS



**Superintendent of Schools**  
Arthur C. Johnson, Ph.D.

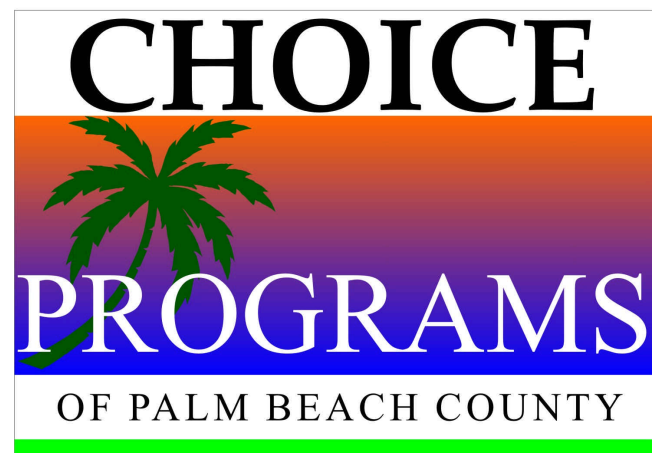
**Chief Academic Officer**  
Ann Killets

**Assistant Superintendent**  
Curriculum and Learning Support  
Brenda Magee, Ed.D.

**Director**  
Choice Programs and School Choice  
Mary R. Vreeland



The School District of Palm Beach County, Florida  
September 18, 2006



## 1. History and Purpose

- a. The School Board is committed to providing quality educational opportunities for all students regardless of background characteristics. It strives to provide an educational environment that enhances the student's educational success, such as a diverse setting that promotes understanding of tolerance and fair play, so that the tenets of a democratic society are reinforced by what students experience in schools. The School Board implemented magnet schools and 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 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.
- b. The many choice schools and programs initiated in the Palm Beach County School District (PBCSD) in the future will continue to maintain the goals 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
  - iii. promoting and maintaining the educational benefits of a diverse student body. **Diversity and/or diverse, for the purpose of this manual, are defined as students' first language, Exceptional Student Education (ESE) students with disabilities, the socioeconomic status of the students (based on free and reduced-price lunch data), gender, and race/ethnicity consistent with the state of Florida classification for reporting.**

2. **Kinds of Choice Programs** -- At the elementary, middle, and high school levels, the PBCSD may implement total-school choice programs or a program within a school. 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. For example, this interaction might occur in art, music, or physical education classes or various elective classes at the secondary levels. The appropriate area superintendent and the school principal or designee shall monitor implementation of this provision.

3. **Attendance Boundary Options** -- Where a new choice school or program is established in an existing facility that has an existing attendance boundary, the School Board may elect to:

- a. maintain the same attendance zone; or
- b. eliminate the existing attendance zone and redraw it so that the students in the existing zone are assigned to another school or other schools in the District; or

- c. redraw the attendance zone so that approximately 25% to 35% of the choice school's membership is comprised of students within walking distance of the school. All other students from the previous attendance zone would be reassigned to another school or schools in the PBCSD.
- d. In order to assure that eligible students who live outside the attendance area have access to choice programs, the following formula will be used. This process is not necessary for schools that have no specific SAC area assigned.
  - 1) A maximum enrollment number will be determined for each choice program.
  - 2) A number indicating 50% of the maximum enrollment will be determined.
  - 3) The number will be divided by 4.
  - 4) The dividend will indicate the least number of students from out of the attendance/SAC area that a program may accept at the 9<sup>th</sup> grade level unless it would bring the total school population above 100% of the school's Florida Inventory of School Housing (FISH) capacity.
  - 5) If the number of out of attendance/SAC area applicants is less than the number indicated in #4 above, or the school's population is below 100% FISH capacity, all eligible out of attendance/SAC area applicants may be accepted in order to meet the maximum enrollment for the grade level.

#### 4. **Academic or Related Eligibility Criteria**

- a. *Elementary Level* -- Although elementary schools shall not use academic or related criteria for choice-school eligibility, elementary choice schools may require--as a condition for admission--that parents/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. By February 1, the principal shall submit a proposal for any such requirements for the following school year to the appropriate Area Superintendent and to the Choice Programs and School Choice Director. The Choice Programs and School Choice Director will review the proposed criteria and make recommendations to the Chief Academic Officer. The Superintendent, Chief Academic Officer or designee, with legal support available from the Office of Chief Counsel, shall review such criteria and require that they be nondiscriminatory and provide equal access for all students.
- b. *Secondary Level* -- At the secondary level, the Superintendent and Chief Academic Officer may allow a school to use academic or related criteria for determining whether students are eligible for a choice school or program. Eligibility must be determined for all students who apply to programs that have academic or related criteria.

- i. By February 1, the principal shall submit any newly proposed or changed criteria for the next school year to the appropriate Area Superintendent and to the Choice Programs and School Choice Director. By April 1, the Choice Programs and School Choice Director 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, Chief Academic Officer or designee, with legal support available from the Office of Chief 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 Area Superintendent and the Choice Programs and School Choice Director no later than January 19.
  - iii. All students applying to the District's arts' schools must meet the eligibility criteria set by the school through their audition process in order to be allowed entrance to the school or to be part of the random lottery system.
    1. ESE, ESOL and 504 students must provide their ESE IEP, LEP Plan or their 504 Plan at the time of the audition sign-up or prior to the audition in order to request allowable audition accommodations.
    2. Private school students without a District IEP or a District 504 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.
    3. If a student becomes ill and is unable to audition on the scheduled audition date, he/she must provide the school with proof of illness from a doctor within 3 business 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. If a student qualifies for the program, acceptance will be based on space availability. If no space is available, the student will be placed in the wait pool with other students.
5. **Recruitment** -- To ensure that all students have equitable educational opportunities and to promote diverse choice-school enrollment, it is the goal of the PBCSD to provide all students with the opportunity to access choice schools and programs.

- a. To carry out this goal, the Superintendent and Chief Academic Officer 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 Area Superintendent and to the Choice Programs and School Choice Director no later than August 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.
  - b. 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 Programs and School Choice shall be responsible for making available choice schools and programs information at the Fulton-Holland Educational Services Center, on the PBCSD's Web site, and in every public school throughout the PBCSD. The Department of Choice Programs and School Choice is also responsible for coordinating outreach programs for developing and monitoring applicant pools for each choice school or program. The PBCSD will use resources such as the following to promote these outreach programs: choice school fairs, 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.
6. **Application Process** -- In order for the student-applicant to be eligible for consideration for a choice school or program, the parents/guardians of applicants must return completed applications to the Department of Choice Programs and School Choice (for fall admission to the choice school or program) no later than the District's last full attendance day of the first semester for students for elementary and secondary (middle and high school) choice schools and programs.
  - a. Between September 1 and the District's last full attendance day of the first semester for students, the District will make applications available for choice schools and programs, for the following school year, at each public school in the PBCSD and at the Fulton-Holland Educational Services Center.
  - b. 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.
  - c. Only one (1) application may be submitted per student, and no changes will be allowed once the application is submitted.
7. **Selection Process** -- Prior to the annual activation of the selection process for each choice school and program, the staff of the Department of Choice Programs and School Choice shall analyze the applicant pool for each choice school and program. For school-wide choice schools with attendance boundaries, the PBCSD shall estimate the projected enrollment of students residing in the boundary. The school's program capacity, less this projected enrollment, shall be the number of available seats for the selection process.

- a. The Choice Programs and School Choice Director shall implement the guidelines as set forth herein for the annual lottery selection process that will take into consideration the diversity of the PBCSD.
- b. If there are fewer applicants than seats available, the PBCSD shall admit all eligible applicants to the choice school or program. In that situation, applications submitted after the deadline date will be processed for consideration, as placements are needed to continue to fill available seats. Students in the wait pool enrolled in PBCSD elementary or secondary schools will not be placed in choice schools or programs after the 11<sup>th</sup> day count.
- c. If the applicant pool for a given school contains more eligible applicants than available seats, the PBCSD will use a special selection process, as follows:
  - i. First, where there are more applicants than seats available in a choice school or program, the PBCSD will give preferences as follows:
    - A. up to 20% of the available seats may be selected by the principal from the highest qualified applicants who selected that particular program as their 1<sup>st</sup> choice for each choice school or program prior to the random lottery. The names of these students will be sent to the Director of Choice Programs and School Choice immediately following the eligibility determination of all students who applied to the choice school or program;
    - B. up to 45% of the available seats in the elementary or up to 25% of the available seats in the secondary choice school or program may be filled with applicants using the number of seats remaining, after deducting the 20% who meet the eligibility requirements for the specified program and are siblings of those students who are already admitted and will be attending the choice school or program the next year;
    - C. up to 50% of available seats, after deducting the 20% of highest scoring eligible students and the 45% or 25% for siblings, may be filled with eligible applicants who have participated in and completed a program in a similar, preparatory choice theme at the lower grades. To be eligible for this preference, however, a student must meet any academic or related criteria for the choice program for which they are applying;
    - D. applicants who meet the eligibility requirement for the specified program who belong to a district-approved priority group or population, which includes neighborhood-designated SAC areas (**see Appendix A to this manual**), and/or any other specified group of students indicated in the school's informational paperwork; and
    - E. applicants who meet the eligibility requirements for the specified program will be admitted if they have a parent

who is a full-time employee at the choice school to which they apply.

- ii. Next, the PBCSD will analyze whether using a fully random lottery to fill the remaining seats (after admitting boundaried students and giving the preferences described in paragraph (i) above), would result in a student composition reasonably reflective of the diversity of the PBCSD. If the results would be appropriate, the remaining seats will be filled through a random lottery.
- iii. However, if using a fully-random lottery to fill the remaining seats (after admitting boundaried students and giving the preferences described in paragraph (i) above) would likely result in a school enrollment that is not reasonably reflective of the diversity of the PBCSD in terms of the designated variables, then a weighted random lottery selection process will be conducted according to the following procedure:
  - A. **The applicant pool shall first be weighted for students' first language. Then, that new weighted pool and existing enrollment will be analyzed for other factors listed below. If the likely school enrollment would fall within the appropriate range for all of those factors, then a lottery shall be conducted using the pool weighted only for students' first language;**
  - B. **If further weighting is needed after weighting for students' first language, the pool may then be weighted for ESE students with disabilities. Then, that new weighted pool and existing enrollment will be analyzed for other factors listed below. If the likely school enrollment would fall within the appropriate range for all of those factors, then a lottery shall be conducted using the pool weighted only for students' first language and ESE students with disabilities;**
  - C. **If further weighting is needed after weighting for students' first language and ESE students with disabilities, the pool may then be weighted for socioeconomic status of the students. Then, that new weighted pool and existing enrollment will be analyzed for other factors listed below. If the likely school enrollment would fall within the appropriate range for all of those factors, then a lottery shall be conducted using the pool weighted only for students' first language, ESE students with disabilities and socioeconomic status of the students;**
  - D. **If further weighting is needed after weighting for students' first language, ESE students with disabilities and the socioeconomic status of the students, the pool may then be weighted for gender to the extent necessary to limit the estimated variation in gender to a reasonable degree. Then, that new weighted pool and existing enrollment will be analyzed for other**

**factors listed below. If the likely school enrollment would fall within the appropriate range for all of those factors, then a lottery shall be conducted using the pool weighted only for students' first language, ESE students with disabilities, socioeconomic status of the students and gender;**

**E. If further weighting is still needed after weighting for students' first language, ESE students with disabilities, the socioeconomic status of the students, and gender, as a last resort the pool may also be weighted for race/ethnicity, and a random lottery selection process will then be held.**

d. For secondary schools with academic or related eligibility criteria, all applicants determined to have met the eligibility requirements shall have access to the choice school or program through the computerized random lottery selection process. Selection committees shall determine those students who have met the eligibility criteria. No later than the first week in February, the Choice Programs and School Choice Director shall require that principals submit a list of student applicants who do not meet the eligibility requirements, as well as a list of students who do meet the requirements and are eligible for access to the choice school or program through the random lottery selection process. There shall be no rank ordering of eligible students. Students are obligated to accept the program that they have indicated as their first choice, if they are selected, or they must return to their home school.

8. **Appeal Process** -- If parents/guardians believe that their child was not allowed an equitable opportunity for admission to a choice school or program during the selection process, the parent/guardian may request an appeal.

a. A parent may request an appeal within ten (10) school days from the date of the letter indicating his/her child's assignment, wait pool status, or determination of ineligibility. The request for an appeal must be sent in writing to the Choice Programs and School Choice Director, 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) (b) below and should include information supporting the appeal.

b. The following definitions apply to this appeal process:

1) **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 admission process.

2) **Inequity:** A failure to provide appropriate accommodation(s) according to a child's documented disability or limited English proficiency during the student's admission process.

c. After a written request for an appeal is received from a parent/guardian, the Department of Choice Programs & School Choice will investigate the alleged inequity or technical problem to



determine its merit. At the completion of the investigation, one of the following actions will occur:

- 1) The Department of Choice Programs and School Choice will send a letter to the parent/guardian denying the appeal.
  - 2) The Department of Choice Programs and School Choice will send a written notification to the parent/guardian of the time, date and location of the appeal committee hearing.
  - 3) The Choice Schools or Programs principal/designee will contact the parent/guardian regarding the information received if the appeal appeared it may have merit.
- d. If an appeal committee hearing is granted, the parent/guardian will be given ten (10) minutes to present to the appeal committee the basis of their appeal stating the inequity or technical problem that occurred in the admission process as stated in the written request for an appeal to the Director of Choice Programs & School Choice. The Choice Appeal Committee is established under the direction of the Choice Programs and School Choice Director and shall consist of professional educators and administrators with experience and knowledge of schools within the school district. At the conclusion of the parent/guardian's presentation, the committee will have an opportunity to ask questions of the parent/guardian. The parent/guardian will then leave the room. The school principal or designee of the choice school or program will be asked to enter the room and have ten (10) minutes to present information concerning the alleged inequity or technical problem previously presented by the parent. At the completion of the responsive presentation, the committee will have an opportunity to ask questions of the choice school or program principal or designee. The choice school or program principal or designee will exit the room. The committee will discuss the information and make the final decision as soon as practicable. Within ten (10) business days from the date the final decision is made, the Director of Choice Programs and School Choice will send a copy of the appeals committee decision to the parent or guardian and the choice school or program principal.

9. **Transportation** -- 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 located significantly further from the student's home. Those students not residing in the transportation zone for a specific choice school or program, but who are selected, may attend but will have to provide their own transportation to and from the school, the nearest school bus pick-up location within the transportation zone, or the nearest Tri-Rail Station location or Palm Tran bus stop. Where economically feasible, the School Board shall provide activity buses to and from secondary choice schools or programs to enable students to participate in extracurricular activities offered at the secondary choice schools or programs which they attend.

10. **Student Continuation and Exit Procedures** -- Once a student is admitted to a choice school or program, the PBCSD shall allow the student to remain in that choice school or program until the student reaches the highest grade level offered by that school. A student who fails to meet the standards established in the contract will be placed on probation. If

concerns continue, a committee will be established to review, discuss and recommend the appropriate action. If a student exits a choice school or program, voluntarily or involuntarily, that student will remain at the same school site for the remainder of the school year, and be placed if possible, in the regular programming of that school. If there is no regular programming available, that student will attend the school assigned to his residence at the end of the following semester. An exit interview will be required for any student who is withdrawn from the choice school or program for any reason other than a change in residence.

**11. Creating, Replicating, or Moving a Choice School or Program --**

- a. By January 1 of each year, the Superintendent, Chief Academic Officer and the appropriate Area Superintendent, shall determine whether there is a need to identify any potential sites for new choice schools or programs, for replication of existing choice themes at new sites, or for moving a choice program from one school to another. If the need exists for a new school or program, the Program Proposal form (PBSD 2079), incorporated herein by reference, must be submitted to the Chief Academic Officer for review by the Program Proposal Review Committee. The Chief Academic Officer, Superintendent and Cabinet will then review the committee's recommendation and approve the program, if appropriate, for implementation up to 18 months from the date of approval.
- b. In making this determination, the Superintendent, Chief Academic Officer, and Cabinet shall utilize the goals for choice schools and programs provided in Section (1)(b) above. In addition, the Superintendent shall use a number of other considerations, 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 concurrency 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.

- c. In addition to the above factors, in determining whether to replicate a choice theme at another school in the PBCSD, the Superintendent, Chief Academic Officer or designee shall consider whether there is sufficient demand for that theme by reviewing any waiting list for the theme at an existing school, including the number and diversity of the students on the list.
- d. When the Superintendent, Chief Academic Officer or designee has identified a potential site, the proposed theme will be recommended for that site. The Superintendent shall base this recommendation on whether the choice theme:
  - i. will draw a diverse enrollment to that site;
  - ii. will improve academic achievement;
  - iii. is aligned with the PBCSD's course of study and preparations for career pathway requirements; and
  - iv. should be implemented for grades K-12.
- e. Once the potential sites and themes are identified, the Superintendent, Chief Academic Officer or designee shall invite principals at those schools to submit the Program Proposal form (PBSD 2079), incorporated herein by reference, for a choice school or program at their respective schools. The Choice Programs and School Choice Director shall provide assistance, as needed, in the development of the proposals. These proposals shall include:
  - i. the development of the choice theme/program/design recommended by the Superintendent, Chief Academic Officer or designee;
  - ii. strategies for attracting a diverse population;
  - iii. strategies for improving academic achievement;
  - iv. strategies for aligning the choice theme with the PBCSD's course of study and career pathway requirements;
  - v. how students in the PBCSD shall have access to the application and transportation process for the choice school or program;
  - vi. what the budget requirements are for the choice school or program, including an explanation of why each budget item is reasonable and necessary for the choice theme or program;
  - vii. the impact on facilities and any future recommendations;
  - viii. how the choice school or program will be monitored and evaluated in addition to completed choice program evaluation results.

- f. Principals shall submit their proposals to the appropriate Area Superintendent and to the Choice Programs and School Choice Director by January 31 of each year. Choice schools or programs may be implemented up to 18 months from date of approval.
- g. The Superintendent, Chief Academic Officer or designee shall review the proposals using the goals and criteria specified in the guidelines. Based on the review, the Superintendent shall present to the School Board by May 1, which, if any of the proposals for new or revised choice schools or programs may be implemented.

## 12. **Determining Continuation of Existing Choice Schools or Programs**

- a. If a choice school or program is not meeting or making satisfactory progress toward the three goals specified in these guidelines, as set forth in paragraph (1)(b) above, the Choice Programs and School Choice Director, the Area Superintendent, and the Director of School Improvement shall initiate the activities of a technical assistance planning team. A technical assistance plan will be prepared no later than June 1 for implementation the following year in the choice school or program.
- b. If a choice school or program has not made satisfactory progress after at least three years of implementation and one full year of technical assistance, the Area Superintendent shall notify the principal by June 1 of the end of the technical assistance year regarding discontinuation of the choice school or program. If a choice school or program is discontinued, the Area 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. A Program Conversion/Closure form (PBSD 2168), incorporated herein by reference, must be completed by the school site, and then will be discussed at the monthly Program Proposal Review Committee meeting.

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

- a. A list will be sent to Area Superintendents, choice schools or programs principals, school-based coordinators, Multicultural and ESE Departments on a bi-weekly basis of Limited English Proficient (LEP/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 LEP/LY and **ESE** students to their programs.
- b. During the first week of November, the Department of Choice Programs and School Choice 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 Area Superintendent. By November 15, if necessary, the Choice Programs and School Choice Director will notify the Area 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 LEP/**ESE** Review Committee consisting of Choice Program, Multicultural, **ESE**, Area and school-level personnel representation 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 LEP/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.**
14. **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 Programs and School Choice, and shall be reviewed by the Choice Programs and School Choice Director prior to submission to the Director of Budgeting Services for funding consideration. This process is also followed during the Program Proposal Review Committee meetings.
15. **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 selection committees that are used to select students 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.
16. **Annual Review** -- The Department of Choice Programs and School Choice shall review these procedures annually and submit any recommendations for revision to the Superintendent, who may recommend that the procedures be amended accordingly.

**DUE DATE TIMELINE**

<b>Due Date</b>	<b>Item Due</b>	<b>Intended Person/Department</b>
August 30	Choice Program Recruitment Plan	Area Superintendent, Choice Program & School Choice (CPSC) Director
September 1 – District’s last day of student attendance for the first semester	Application period for elementary and secondary school students	CPSC Department
November 15	Action plan to modify recruitment procedures for elementary and secondary schools, if needed	Area Superintendent, CPSC Director
January 19	Schools submit names of eligibility selection committee, if applicable	Area Superintendent, CPSC Director
February 1	Schools submit newly proposed or changed eligibility criteria for next school year	Area Superintendent, CPSC Director
January 1	Schools submit new program proposals for next school year on PBSB 2079	Area Superintendent, CPSC Director for review by Superintendent and Chief Academic Officer (CAO)
January 31	Schools submit proposal outlining new program implementation plan	Area Superintendent, CPSC Director for review by Superintendent & CAO
April 1	Newly proposed or changed eligibility criteria request reviewed	Superintendent & CAO
May 1	New program implementation plan recommended to school board, if appropriate	Superintendent
June 1	Schools submit technical assistant plan if not making satisfactory progress	Area Superintendent, CPSC Director, School Improvement Director

STATUTORY AUTHORITY: §§ 1001.41(1), (2); 1001.42(22), Fla. Stat.

LAWS IMPLEMENTED: §§ 1001.41(1); 1002.42(4); 1002.20(6)(a); Fla. Stat.

HISTORY: New: September 18, 2006

APPENDIX A

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

<b>School</b>	<b>Program</b>	<b>Choice Priority SAC Areas</b>	<b>Note</b>
Morikami Park Elementary	International Baccalaureate Primary Years	296B, 306A, 306B	Students must submit an application by the deadline
Poinciana Elementary	Math, Science and Technology	257, 406A, 406B	
S.D. Spady Elementary	Montessori	288, 290B, 294	
BAK Middle School of the Arts	Visual, performing, Communications Arts	102, 103, 097C	Must submit an application by the deadline and pass the audition
Suncoast High	Interdisciplinary Program	082, 083, 084	Must submit an application by the deadline