

# *Royal Palm Beach High School*

*IB World School*

10600 Okeechobee Blvd.

Royal Palm Beach, Florida 33411



# RPBHS

# Application Policy



Updated June 1, 2021

*Living the Wildcat Best is the key to our success!*

## **Table of Contents**

**RPBHS Mission/Vision3**

**Committee Members3**

**School Profile4**

**Goals4**

Mission 4

Recruitment and Enrollment 5

Retention6

Marketing6

Policy Evaluation7

**Application Requirements & Procedures7**

Application Directions 8

Program Availability 8

Open Enrollment9

Lottery9

**Eligibility10**

**Transportation10**

**Admission Timeline11**

**Documents11**

**Roles and Responsibilities12**

RPBHS/DP Coordinator12

Prospective Students12

Parents/Guardians13

# SDPBC Non-Discrimination Statement15

## References16

## Mission Statement

Living the Wildcat Best is the key to our success!

## Vision

Royal Palm Beach Community High School is dedicated to meeting the holistic needs of all students. This will be achieved by ensuring:

- ☒ *a safe, respectful, socially just environment*
- ☒ *rigorous academics with personalized learning*
- ☒ *a variety of extracurricular activities*

This will all be accomplished while building parent and community involvement and maintaining open communication among all stakeholders.

Students will graduate with pride and confidence, prepared to succeed in their post-secondary endeavors and become inquiring, lifelong learners and productive, global citizens.

## Application Committee

Dr. Jesús Armas, Principal

Lisa Jones, Assistant Principal, Curriculum

Donique Blake, Academies Coordinator

Dan DiCurcio, IB DP Coordinator

Allyson Duncan, Business Instructor - Marketing

Brandon Gilbert, Social Justice Faculty Coach

Novice Johnson, Social Justice Coordinator

Robert Krasnicki, STEM Instructor - Engineering

Nikki Lanier, Certified School Counselor/AICE Coordinator

Kathryn Murphy, Certified School Counselor

Angelique Nelson, Medical Instructor - Health Sciences

## School Profile

Constructed in 1997, Royal Palm Beach Community High School is one of twenty-four public comprehensive high schools in the School District of Palm Beach County. Located in Palm Beach County's "Western Communities," RPBHS is co-educational and serves over 2300 students (March 2021) enrolled in Grades 9-12. The school mascot is the "wildcat," and the school colors are teal, black, and silver. Royal Palm Beach High School is designated as a Title 1 school with a 75% economically disadvantaged (FRL) rate. The School Public Accountability Report ([SPAR](#) to 2016) and Florida [Report Card](#) (since 2017) for RPBHS is available at the Florida Department of Education. Our school addresses and incorporates academic and career planning. RPBHS offers the AVID (Advancement Via Individual Determination) program to promote student self-management and personal responsibility for academic success. Students at RPBHS are encouraged to engage in accelerated coursework through the International Baccalaureate (IB), Advanced Placement® (College Board), AICE (Cambridge University), industry certifications and dual enrollment (Palm Beach State College). There are six (6) SDPBC CHOICE academies at RPBHS for which students must apply and meet eligibility criteria: International Baccalaureate (IB), Science, Technology, Engineering, & Mathematics (STEM), Medical & Health Sciences, Global Business: Marketing, Navy Junior Reserve Officers Training Corps (NJROTC) and Heating, Ventilation, Air-Conditioning, & Refrigeration (HVAC-R). Applied and integrated coursework helps students understand the relevant relationships between academics and career and technical subjects and their future endeavors. The RPBHS community embraces culturally relevant pedagogy and the School-wide Positive Behavior Support (SwPBS), a collection of effective practices for creating a positive learning and teaching environment to maximize academic and social success for all students.

## Goals

### 1. Mission

The School District of Palm Beach County is a national leader in providing innovative learning opportunities that enable students to reach their highest potential. Royal Palm Beach High School aims to promote the high quality of educational opportunity aligned

*Living the Wildcat Best is the key to our success!*

with the guiding principles and key results of the School Board of Palm Beach County. The Department of Choice and Career Options provides administrative support and avenues for accessibility to all School District of Palm Beach County K-12 programs, the four International Baccalaureate programmes inclusive. The Department of Choice and Career Options manages the choice lottery application process at the district level for the following programs offered at Royal Palm Beach High School.

- Medical and Health Sciences ([Pre-Med](#))
- Science, Technology, Engineering & Mathematics: Engineering, Computer Game Design ([STEM](#))
- Global Business: [Marketing](#)
- Heating, Ventilation, Air-conditioning, & Refrigeration ([HVAC-R](#))
- Naval Junior Reserve Officers Training Corps ([NJROTC](#))
- International Baccalaureate Diploma Programme ([IB](#))

## 2. Recruitment and Enrollment

To ensure that all students have equitable educational opportunities and to promote diversity of school enrollment, the Superintendent of Palm Beach County Schools and designated staff ensure that each school develops recruitment strategies for the Choice programs offered on campus. RPBHS submits a marketing and recruitment plan (by September 30) annually to the Regional Superintendent and to the Director of Choice and Career Options.

The Department of Choice and Career Options makes program information available at the Fulton-Holland Educational Services Center and in every public school throughout the School District of Palm Beach County. Choice and Career Options coordinates outreach programs for developing and monitoring applicant pools for each choice school or program. RPBHS faculty provide information and assistance to parents/legal guardians during the school year by displaying a booth at the Showcase of Schools and hosting an “Academies Open House” during the first semester.

District personnel and RPBHS faculty use the following resources to career academies and the International Baccalaureate Diploma Programme.

- District-wide Choice Showcase of Schools
- RPBHS Academies Open House (on campus)
- Google Meet™ virtual meeting(s)
- Newsletters and flyers
- Middle school student and parent presentations
- Newspaper articles
- Radio advertisements

- Civic organizations
- the Internet
- The Education Network (T.E.N.)
- Promotional, and publicity recruitment via Social Media
- Choice program application

### 3. Retention

Once a student is admitted to a Choice school or program, the SDPBC 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. 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 program. Students do not have to reapply for admission into the same program once they have been accepted.

RPBHS faculty members take pride in challenging students with rigorous curriculum while simultaneously respecting student autonomy. Emphasis on challenge and support and has helped retain students in the academy cohorts. At RPBHS we believe in a “fit” between a student and a program. Accordingly, our role is to assist families in making informed decisions and to monitor student progress. High school students in Palm Beach County have access to [SAT®](#)/[ACT®](#) preparation tools via [UWorld](#) which provides support with research-based preparation strategies that improve engagement, retention, and critical thinking skills. DP instructors provide an effective and efficient support service that directly addresses the issues related to academic underperformance that significantly improves the retention and achievement of DP candidates.

- If a student voluntarily/involuntarily exits a Choice program he/she/they must return to his/her/their assigned home school, regardless of the grade level.
- The parent/legal guardian has the right to withdraw a student at any time but removal at the end of the semester or school year is highly recommended.
- If the student is voluntarily/involuntarily exited he/she/they may not apply in any future lottery cycle to any program at the school he/she/they exited.
- Students who are exited from a Choice program are not eligible to remain at the Choice program or school via [Reassignment](#) or [Controlled Open Enrollment](#).
- Students may not apply to a Choice program at the same school where they are currently on probation.
- Students who wish to participate in college [dual enrollment](#)/early admit must exit their Choice school/program and return to their zoned school if their ability to complete required coursework in the Choice program is impacted.

- ☒ Students may continue to participate in the Choice program with principal approval if they are able to complete the requirements of their Choice program.

#### 4. Marketing

Marketing is a matter of perception as opposed to products or services. The administration, faculty and staff at Royal Palm Beach High School understand that potential students are likely to choose schools- rather than programs- with the best reputation. We actively strive to bring new students onto our campus by highlighting the relevant, innovative, and substantive academy programs at Royal Palm Beach High School so that the school is coveted as a top choice for prospective students. RPBHS looks at previous enrollment data to discern common denominators between current and prospective students that will help craft an engaging recruitment campaign. Strategies include the following.

- ☒ Identify where (SAC school, middle school program, etc.) the majority of current academy students come from.
- ☒ Conduct an enrollment survey to learn reasons students selected the school/program.
- ☒ Determine which marketing channel tends to generate the most enquiries from potential students.

Administration shares press releases that promote student achievement and events at Royal Palm Beach High School via the SDPBC Public Affairs office, RPBHS [website](#), Choice & Career Options Newsletter, WPTV Channel 5, local newspapers including *The Palm Beach Post*, *Sun Sentinel*, and *Town-Crier*; via social network sites such as Facebook®, Twitter®, Instagram®; via [SIS](#) Parent Gateway, [Remind](#)®, and Internet calendars.

#### 5. Policy Evaluation

The RPBHS application policy is a living document used by teachers and administrators to improve practice. Application to all CHOICE programs, including the IB Diploma Programme, is guided by School Board Policy 5.016 and is reviewed annually by the Department of Choice and Career Options. The corresponding RPBHS Application Policy will be reviewed annually in conjunction with the RPBHS Marketing and Recruitment Plan to align with SDPBC policy.

## Application Requirements and Procedures

In the SDPBC, parents apply to high school Choice programs during their child's 8<sup>th</sup> grade year. Parents of current first-time 9<sup>th</sup> grade students have the option to apply to programs as entering 10<sup>th</sup> graders. The Choice admission procedure is rigorous and should be taken seriously by students and their families. RPBHS administration and faculty are cognizant of the fact that selecting a high school program can be intimidating, especially for parents and students who have never gone through the process or who do not know what to expect from it.

Families interested in a seat for any of the Choice programs at RPBHS must complete an online application via the Application Management System ([AMS](#)) found on the SDPBC website in order to be entered into the lottery for admission.

Directions regarding how to complete and submit a Choice application are located at the Department of Choice and Career Options on the district [website](#). Parents- not students- submit an online application via the Application Management System. When submitting the completed [online](#) application, the parent/legal guardian is verifying, under penalty of perjury, that his/her/their electronic submitted application is authentic, the information provided is true and correct, and that he/she/they are the parent/legal guardian authorized to submit the application.

- One (1) application may be submitted per student.
- Two (2) ranked program choices (Choice #1/Choice #2) are selected in the application.
- One (1) program selection change will be permitted after the application is submitted as long as the change is requested prior to the application deadline.

If the student is applying for a Choice/Career program that is offered at his/her/their zoned school, the zoned school program must be listed on the application as the first choice. The application system does not allow a student to apply first choice to a program that is currently available at the SAC school. Another school with the same program may be entered as the second choice on the application. Paper copy applications not following these guidelines will not be processed. Exceptions:

- All Palm Beach County students can have a parent apply first choice to any full Choice school 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.
- If a parent is applying to a program at a school that is currently at 95% capacity or above, an application to another high school offering a like program will be accepted as the first choice. Note: The list of schools currently at 95% capacity or



above will be published by The Department of Planning and Intergovernmental Relations to the Department of Choice and Careers [website](#).

Parents should ensure the accuracy of their information as they follow prompts to create application in the AMS parent dashboard.

- Accurate spelling of email address is essential.
- Even if a family resides in the RPBHS SAC zone, they must apply for a choice program online at the district.
- Home address of parent and student must match the address in SIS. Address updates are handled by the data processor at the current school.

Email confirmation will follow once an application has been submitted. Parent can access their dashboard at any time to check on the application status.

The online application will be visible on the SDPBC website between November and January for placement the following school year. Applications are not entered on a first come, first served basis. This is an **open enrollment window**.

All applications submitted by the published deadline dates on behalf of students who meet the 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.

- Seats available for each program are determined by the SDPBC Department of Planning and Intergovernmental Relations.
- Consideration will be given to Florida Inventory of School Houses (FISH) capacity and the class size reduction Amendment.
- Seats will be allotted for students who reside within the Study Area Codes (the SAC zone for the school) and for students who reside outside the designated school boundary (OOB).
- If there are fewer applicants than available seats, the SDPBC will admit all eligible applicants to the Choice school or program.
- When there are more eligible on-time applicants than available seats for a program, a computerized random selection lottery process will be used to ensure equity in the assignment of eligible students to programs.

Specific submission deadline dates can be found annually in the Choice booklet and on the Department of Choice and Career Options/RPBHS websites no later than November 1.

The Choice programs application will be available for [download](#) in English, Spanish, Portuguese and Creole. The Department of Choice and Career Options will assist families in need of additional language support.

Families without computer access can submit a [paper](#) application in person at the district office. No Choice applications are accepted at Royal Palm beach High School.

Department of Choice and Career Options  
 Fulton Holland Educational Services Center  
 3300 Forest Hill Blvd., Suite C-124  
 West Palm Beach, Florida 33406

## Eligibility

Eligibility requirements depend on the specific program and are standard district wide. The Royal Palm Beach High School community encourages academically motivated students to explore all program offerings at the school.

Eligibility by Program at RPBHS	
Academy/Program	Eligibility Criteria
IB+	GPA 3.0*
Medical Sciences	GPA 3.0*
STEM - Engineering/ Computer Game Design	GPA 3.0*
Global Business - Marketing	GPA 2.5
HVAC-R	none
NJROTC	none
*Successful completion of Algebra 1 by Grade 8 is recommended. +A second world language is recommended.	

Access high school eligibility for each program offered district-wide [here](#).

- GPA calculations for entering Grade 9 applicants are computed using the average of all classes for the fourth quarter of Grade 7 and the first semester of Grade 8.
- GPA calculations for Grade 10-12 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 SDPBC Student Information System (SIS).
- Parents of students not enrolled in the SDPBC at the time of application are responsible for uploading transcripts from the middle school. The parent must

contact their child's current school for that information. Failure to provide official records to the high school before the application deadline will affect eligibility.

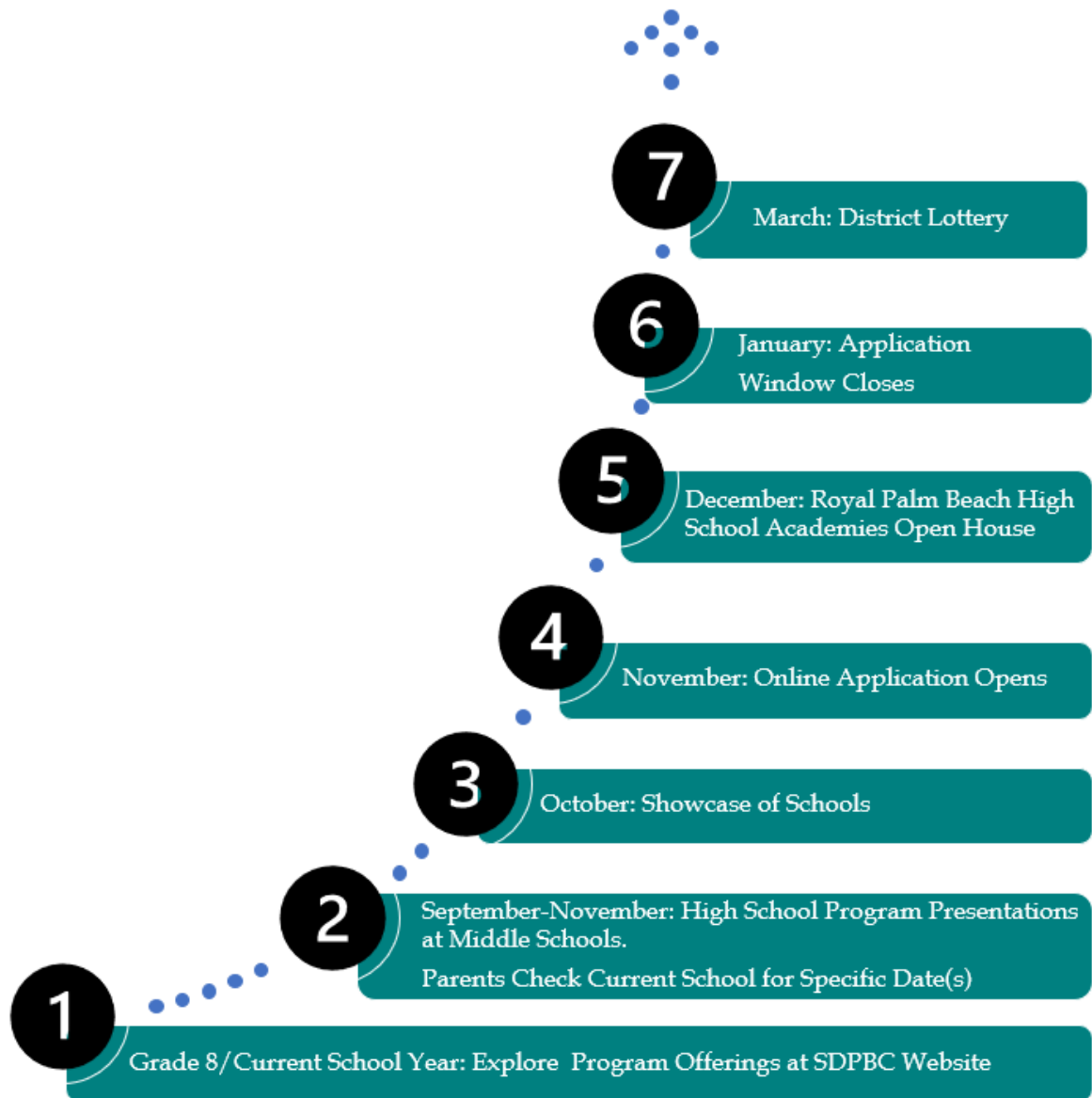
## Transportation

Information and registration for bus transportation for Choice students will be available by the start of each school year on the SDPBC [website](#).

- Choice Program students may receive transportation regardless of their proximity to the Choice school.
- Parents must provide transportation to the closest bus stop in order to be eligible.
- Bus stops will only be available within the Choice Transportation Zone ([CTZ](#)). Additional stops will not be created.
- The Transportation Call Center phone number is (561) 357-1110.

## Admissions Timeline

## April: Notification of Placement/ Acceptance Documents due at the Program School



## Documents

Refer to the following documents for CHOICE program information, application procedures, important dates and deadlines.

Access the Royal Palm Beach High School Academies Guide [here](#).

Access the SDPBC Choice Booklet [here](#).

Access the Choice Procedures Manual [here](#).

## Roles and Responsibilities

## RPBHS/ DP Coordinator

- Update the school promotional video to include newest IB content and to highlight campus life, activities, clubs, volunteerism, etc. among DP candidates at RPBHS.
- In conjunction with the Academies Coordinator ensure that the DP at Royal Palm Beach High School is represented at all invitation-only middle school recruitment events.
- Present IB information to eligible RPBHS students not currently enrolled in a Choice academy students as potential DP candidates.
- Send paper copies of IB and RPBHS information to middle school guidance offices.
- Complete eligibility requirements in the Application Management System including but not limited to securing official transcripts, manual calculation of GPA, and follow-up calls to applicants and parents.
- Communicate with families as needed in the AMS via the parent dashboard.
- Monitor applicant numbers and report to the principal during the open enrollment window.
- Create a distribution list for welcome mailing. Send acceptance welcome via email after the district information is posted in AMS.
- Mail paper copies of principal's welcome letter, Academy Contract, Accept/Decline forms, course selection, and school information to parents with no email contact.
- Collect all contracts and Accept/Decline forms with student and parent signatures.
- Submit student schedule requests to AP Curriculum and school counselor.
- Assist the data processor in coding academy students in SIS Gateway.

## Prospective Students

- As you start exploring your high school options, consider what matters most to you. This might be location, language offerings, a particular interest area, a sports team, or accessibility.
- Explore the Diploma Programme at the IB [website](#) to learn what is expected of an IB Diploma candidate.
- Talk to high school students currently enrolled in the DP.
- Attend to your grades! Maintain a minimum 3.0 GPA.
- Discuss your options with your parent(s)/guardian(s). Save a list programs of interest.

- Make an appointment with your school counselor to talk about and review your application choices before you apply.
- Create your own questions to learn more about RPBHS.
- Engage in the RPBHS presentation when high school coordinators visit your school.
- Attend the Showcase of Schools in October at the South Florida Fairgrounds Expo Center with your parents. Introduce yourself and discuss your interests to RPBHS instructors!
- Attend the Academies Open House at RPBHS in November/December with your parents. Watch for the published event date at [www.rpbhs.org](http://www.rpbhs.org).

### Parents/Guardians

- Before the start of the school year, consider which high school programs are of interest to your child.
- Frequently discuss assignments and assessments with your child to show support and encourage student achievement.
- Explore the Diploma Programme at the IB [website](#) to learn what is expected of an IB Diploma candidate.
- Explore the Choice Application information at the SDPBC [website](#).
- Keep a list of everything required for the application.
- Ask questions! Reach out directly to the school to learn more. For RPBHS dial the main office at (561) 753-4000, the IB Office at (561) 753-4014, and the Academies Office at (561) 792-8659.
- Attend school and IB parent meetings, including the Showcase of Schools at the Expo Center and RPBHS Academy Open House.
- Consider transportation options and any potential impact on attending a school/program.
- Call RPBHS to schedule a campus visit with your child during the school day.
- Apply online at the district to a program- not a school- by the deadline.
- Tips:
  - Be sure your child's grades are eligible for admission to a particular program before you put it on your choice list. If a program requires the school to screen for students with a minimum 3.0 GPA and your child has a 2.5 GPA, your chances of getting accepted in that program are eliminated.
  - Do not select a program in which your child has no interest merely to attend a specific school.

- Do not select a program at a school you are not willing to attend. If your child is assigned a seat in a program at a school you do not wish to attend, but was listed as a choice on your application, it will be difficult to secure placed elsewhere.

- Craft an application calendar or chart for keeping CHOICE information organized. Include dates for Showcase of Schools, the Open House date(s) for individual schools, virtual events, and application deadlines.
- At the end of the first semester/December, request official transcripts for the current and previous school year if your child is not currently enrolled in a SDPBC school. You will need to make these documents available to the school where you are applying by uploading them in your online application.
- Review the Accept/Decline contract carefully. Return enrollment documentation to the school by the date requested.
- Read and acknowledge receipt of the RPBHS Parent/School [compact](#).
- Refer habitually to the school website [www.rpbhs.org](http://www.rpbhs.org).
- Download the RPBHS app.
- Register for RPBHS community text alerts. Text @RPBHSinfo to 8-1010.
- Download the [FortifyFL](#) app that enables any student, educator, parent or member of the public can report school safety concerns directly to law enforcement and school administrators anonymously. Note: [FortifyFL](#) is on the SDPBC mobile [app](#).
- Follow RPBHS via social media. @royalpalmbeachhighschool (Facebook©) @RPBHSEOfficial (Twitter©) and rpbhs\_official (Instagram©).

# SDPBC Non-Discrimination Statement

## Non-Discrimination Statement

The School Board of Palm Beach County, Florida, prohibits discrimination in admission to or access to, or employment in its programs and activities, on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups.

## Comunicado sobre la No-Discriminación

El Distrito Escolar del Condado de Palm Beach prohíbe la discriminación en la admisión, acceso o empleo en sus programas y actividades basándose en la raza, color, nacionalidad, sexo u orientación sexual, estado civil, edad, religión, discapacidad, información genética, identidad o expresión del género o cualquier otra característica prohibida por la ley. La Junta Escolar también provee acceso equitativo a Boy Scouts ya otros grupos juveniles designados.

## Deklarasyon Kant Diskriminasyon

Komite Dirijan Distri Lekol Rejyon Palm Beach, Florid, entedi diskriminasyon pandan admision oswa pou gen akse, oswa travay nan pwogram ak aktivite li yo, sou baz ras, koule, nasyonalitye, seks oswa a oryantasyon seksyèl, kondisyon matrimonyal, laj, relijyon, andikap, enfòmasyon jenetik, ekspresyon preferans oswa idantite seksyèl, oswa nenpot lot karakteristik lalwa entedi. Komite Dirijan Distri Lekol la bay akse legal tou ak oganizasyon Eskout pou ti gason yo ak lot kalite gwoup jen yo idantifye.



## References

Choice Schools and Programs Procedures Manual, SDPBC, [2020](#).

[Choice Booklet](#) 2020-2021.

*Diploma Programme: General Regulations*. International Baccalaureate Organization, 2016, 2019.

[Florida Statutes](#). Title XLVII K-20 Education Code §[1003.493](#).

Knaggs, Christine M., Toni A. Sondergeld, and Becky Schardt. "Overcoming Barriers to College Enrollment, Persistence, and Perceptions for Urban High School Students in a College Preparatory Program." *Journal of Mixed Methods Research* 9, no. 1 (January 2015): 7-30.

Nugent, Stephanie A., and Frances A. Karnes. "The Advanced Placement Program and the International Baccalaureate Programme: A History and Update." *Gifted Child Today* 25, no. 1 (January 2002): 30-39.

*Program Standards and Practices*. "Culture 1," p. [10](#). International Baccalaureate Organization, 2018, 2020.

Ries, Al and Jack Trout. *The 22 Immutable Laws of Marketing Violate Them at Your Own Risk!* New York, NY: HarperBusiness, 1994.

School Board of Palm Beach County Policy [5.016](#)

SDPBC 2020-2021 [Student Progression Plan](#) p. 45.

"10 Reasons Why the IB Diploma Programme (DP) is Ideal Preparation for University." [Poster](#), International Baccalaureate Organization, 2014.

Tinto, V. (1997). "Classrooms as Communities: Exploring the Educational Character of Student Persistence," *Journal of Higher Education* 68,6 (November/December): 599-623.