

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries: Policy IP**

**Responsible Office: ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES**

### **MAGNET, CONSORTIA, AND SIGNATURE PROGRAMS**

#### **A. PURPOSE**

To establish clear procedures governing the development, application, assignment, transportation, and enrollment processes for all magnet, consortia, and signature programs in Anne Arundel County Public Schools.

#### **B. PROCESS**

The Superintendent shall develop Magnet, Signature, and Consortia programming options for consideration and approval of the Board of Education. The programming options shall reflect the following:

1. A balanced assignment and programming approach throughout the school system;
2. Where applicable, a multi-year program implementation timeline;
3. A county-wide plan and timeline for the enrollment of students into magnet, or signature programs
4. Applicable data in support of the programming option(s); and
5. All associated staffing, professional development, transportation, materials of instruction, and facility needs/costs.

#### **C. MAGNET CRITERIA**

The Superintendent or designee will identify the responsible administrative office to develop and publish procedures for the establishment and operation of each magnet program. The procedures will include the following:

1. The timeline for application;
2. The designated feeder school(s);

3. The eligibility criteria for admission into and continued enrollment in the Program and the establishment of procedures for student selection in the event that the number of eligible applicants exceeds the number of seats available;
4. Appeal procedures regarding student placement and withdrawal;
5. Establishment of transportation services and service areas; and
6. Establishment of any fees, materials, or program charges and criteria for fee waivers.

**D. SIGNATURE CRITERIA**

The Superintendent or designee will identify the responsible administrative office to develop and publish procedures for the establishment and operation of each signature program. The procedures will include the following:

1. The timeline for application;
2. Where applicable, the eligibility criteria for admission into and continued enrollment in the program;
3. Appeal procedures for student placement and withdrawal; and
4. Establishment of any fees, materials, or program charges and criteria for fee waivers.

**E. CONSORTIA CRITERIA**

The Superintendent or designee will identify the responsible administrative office to develop and publish procedures for the establishment and operation of each consortia program. The procedures will include the following:

1. Where applicable, the timeline for application;
2. The designated feeder school(s);
3. Where applicable, the eligibility criteria for admission into and continued enrollment in the program;
4. Where applicable, appeal procedures regarding student placement and withdrawal;
5. Establishment of transportation services and service areas; and
6. Establishment of any fees, materials, or program charges and criteria for fee waivers.

**F. STUDENT APPEALS PROCESS REGARDING STUDENT PLACEMENT AND WITHDRAWAL**

1. Parents wishing to appeal a decision denying enrollment in or withdrawal from a magnet program or consortium must do so in writing within ten (10) work days of the decision to the school principal. The written appeal must be received by the school principal within the required timeframe. A response will be issue within ten (10) work days.
2. If the parent remains dissatisfied with the decision of the administrative office staff person designated to respond to the appeal, the decision may be appealed in writing within ten (10) work days to the Assistant Superintendent for Instructional Services or designee. The written appeal must be received in the office within the required timeframe. A response will be issued within ten (10) work days.
3. If the parent remains dissatisfied with the decision of the Assistant Superintendent for Instructional Services or designee, the decision may be appealed in writing within ten (10) work days to the Superintendent of Schools or designee. The written appeal must be received in the office within the required timeframe. A response will be issued within ten (10) work days.
4. If the parent remains dissatisfied with the decision of the Superintendent of Schools or designee, the decision may be appealed to the Board of Education in writing within thirty calendar days. The written appeal must be received in the office within the required timeframe and must be addressed to the President, Board of Education of Anne Arundel County, 2644 Riva Road, Annapolis, MD 21401. At its sole discretion, the Board shall determine how the appeal shall continue.

*Regulation History:*                      *Developed by Superintendent 2/7/2007*  
   *Reviewed by Board of Education 4/4/2007*  
   *Issued 4/4/2007*

*Note previous regulation History: None.*