



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



TOP-2



Turnaround Option Plan – Step 2 (TOP-2)

Charter

[District]
[School Name]

Due: October 1 for Cycle 1 or January 31 for Cycle 2-4

Form Number TOP-2, Charter, incorporated in Rule 6A-1.099811, F.A.C., effective December 2024

**Turnaround Option Plan – Step 2 (TOP-2)
Charter**

Purpose

The purpose of this document is to guide districts to develop a plan for implementation of the Charter School Turnaround Option Plan (TOP).

Directions

Districts shall complete this Step 2 form for each school for which the district is selecting the Charter School TOP. This plan must be submitted by the district to the Regional Executive Director (RED) for review and feedback before submitting it to BSI. The local school board must approve the plan. This completed form must be signed by the superintendent or authorized representative and emailed to the RED and BSI@fldoe.org no later than October 1 if this is Cycle 1 or January 31 if this is Cycle 2-4. The subject line of the email must include the district name, school name and TOP-2 (Charter School TOP).

School

In the box below, identify the name and MSID number of the school that will be supported through the Charter School TOP.

School Name/ MSID Number

Charter School TOP Assurances

The district must agree to ALL of the following assurances by checking the boxes below.

Assurance 1: Close and Reopen School

The district shall close the school and reopen it as a charter or multiple charters.

Description of how the district will address Assurance 1: Close and Reopen School

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Assurance 2: Contracting with Charter Organization

- The district shall enter into a contract with the charter organization following established district policies and procedures for contracting with external providers.

Description of how the district will address Assurance 2: Contracting with Charter Organization

Assurance 3: Selecting a Successful Organization

- The district shall select a charter organization that has a record of school improvement in turning around schools that are low-performing with students of similar demographics or a charter school with a record of high performance.

Description of how the district will address Assurance 3: Selecting a Successful Organization

Assurance 4: Selecting Leadership

- The district shall ensure the principal or school leader has a successful record and the qualifications to support the student population being served.

Description of how the district will address Assurance 4: Leadership

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Assurance 5: Selecting Instructional Staff

- The district shall ensure that the charter school operator has a staffing plan to make certain instructional personnel with VAM ratings or district evaluations that are below effective pursuant to section 1012.34, F.S., shall not be staffed at the school.

Description of how the district will address Assurance 5: Instructional Staff

Assurance 6: Enrolling Students

- The district shall ensure the charter school operator provides enrollment preference to students who currently attend or who would have otherwise attended or been zoned for the school.
- The district shall ensure the charter school operator serves the existing grade levels served by the school at its current enrollment or higher.

Description of how the district will address Assurance 6: Enrolling Students

Assurance 7: Operating the School

- The district shall ensure it continues to operate the school with the same level of resources after selecting the Charter School TOP and executes a standard charter school turnaround contract, a standard facility lease, and a mutual management agreement for planning and preparation purposes before the charter school operator assumes full operational control of the school.

Description of how the district will address Assurance 7: Operating the School

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Assurance 8: Contracting with a Charter School

The district shall enter into a standard charter school turnaround contract, standard facility lease, and mutual management agreement with a charter school operator on May 1 of the school year in which the school district selected the Charter School TOP and must execute it no later than October 1 of the school year following the selection of the Charter School TOP.

Description of how the district will address Assurance 8: Contracting with a Charter School

Acknowledgment

Check the box that applies to the district selection of the Charter School TOP.

- For Cycle 1, the district acknowledges that the plan and the district school board-approved standard charter school turnaround contract are due to the Department by October 1.
- For Cycle 2-4, the district acknowledges that the plan and proposed standard charter school turnaround contract are due to the Department by January 31 and the district school board-approved standard charter school turnaround contract, standard facility lease and mutual management agreement are due to the Department by May 1, prior to the plan’s implementation.
- For Cycle 2-4, the district acknowledges that it must execute the district school board-approved and State Board of Education-approved standard charter school turnaround contract, standard facility lease and mutual management agreement no later than October 1 of the school year following the selection of the Charter School TOP.
- For Cycle 2-4, the district acknowledges that it must temporarily continue to operate the school for the remainder of the school year after selecting the Charter School TOP and the following school year until the charter school operator assumes full operational control of the school by July 1.

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Name and title of person responsible for completing and submitting the TOP-2
Contact information: email, phone number
Date submitted to the RED and the Bureau of School Improvement
Superintendent Signature (or authorized representative)
Local School Board Chair Signature (or authorized representative)
Date local school board approved