



PERSONAL | PASSIONATE | PROGRESSIVE

THE SCHOOL DISTRICT OF LEE COUNTY

CHARTER SCHOOL ADMINISTRATIVE SERVICES GUIDE

2023-2024

Table of Contents

Florida Statute.....	3
Contract Management Services.....	6
Full-Time Equivalent and Data Reporting.....	7
Test Administration Services.....	8
School Lunch Services.....	9
Processing of Teacher Certificate Data Services.....	10
Information Services.....	11
Student Performance Data.....	12
Support Services.....	13
Other Services.....	14
Safe Schools.....	15
Federal Grants.....	21
Learning Supports.....	28
ESOL Services.....	31

Florida Statute

F.S. 1002.33 Section (20)

SERVICES(a)1. A sponsor shall provide certain administrative and educational services to charter schools. These services shall include contract management services; full-time equivalent and data reporting services; exceptional student education administration services; services related to eligibility and reporting duties required to ensure that school lunch services under the National School Lunch Program, consistent with the needs of the charter school, are provided by the sponsor at the request of the charter school, that any funds due to the charter school under the National School Lunch Program be paid to the charter school as soon as the charter school begins serving food under the National School Lunch Program, and that the charter school is paid at the same time and in the same manner under the National School Lunch Program as other public schools serviced by the sponsor or the school district; test administration services, including payment of the costs of state-required or district-required student assessments; processing of teacher certificate data services; and information services, including equal access to the sponsor's student information systems that are used by public schools in the district in which the charter school is located or by schools in the sponsor's portfolio of charter schools if the sponsor is not a school district. Student performance data for each student in a charter school, including, but not limited to, FCAT scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the sponsor to a charter school in the same manner provided to other public schools in the district or by schools in the sponsor's portfolio of charter schools if the sponsor is not a school district.

2. A sponsor may withhold an administrative fee for the provision of such services which shall be a percentage of the available funds defined in paragraph (17)(b) calculated based on weighted full- time equivalent students. If the charter school serves 75 percent or more exceptional education students as defined in s. 1003.01(3), the percentage shall be calculated based on unweighted full- time equivalent students. The administrative fee shall be calculated as follows:

- a. Up to 5 percent for:
 - (I) Enrollment of up to and including 250 students in a charter school as defined in this section.
 - (II) Enrollment of up to and including 500 students within a charter school system which meets all of the following:
 - (A) Includes conversion charter schools and non-conversion charter schools.
 - (B) Has all of its schools located in the same county.
 - (C) Has a total enrollment exceeding the total enrollment of at least one school district in this state.
 - (D) Has the same governing board for all of its schools.
 - (E) Does not contract with a for-profit service provider for management of school operations.

- (III) Enrollment of up to and including 250 students in a virtual charter school.
- b. Up to 2 percent for enrollment of up to and including 250 students in a high-performing charter school as defined in s. 1002.331.
- c. Up to 2 percent for enrollment of up to and including 250 students in an exceptional student education center that meets the requirements of the rules adopted by the State Board of Education pursuant to s. 1008.3415(3).

3. A sponsor may not charge charter schools any additional fees or surcharges for administrative and educational services in addition to the maximum percentage of administrative fees withheld pursuant to this paragraph.

4. A sponsor shall provide to the department by September 15 of each year the total amount of funding withheld from charter schools pursuant to this subsection for the prior fiscal year. The department must include the information in the report required under sub-sub-subparagraph (5)(b)1. k. (III).

(b) If goods and services are made available to the charter school through the contract with the sponsor, they shall be provided to the charter school at a rate no greater than the sponsor's actual cost unless mutually agreed upon by the charter school and the sponsor in a contract negotiated separately from the charter. When mediation has failed to resolve disputes over contracted services or contractual matters not included in the charter, an appeal may be made to an administrative law judge appointed by the Division of Administrative Hearings. The administrative law judge has final order authority to rule on the dispute. The administrative law judge shall award the prevailing party reasonable attorney fees and costs incurred during the mediation process, administrative proceeding, and any appeals, to be paid by the party against whom the administrative law judge rules. To maximize the use of state funds, sponsors shall allow charter schools to participate in the sponsor's bulk purchasing program if applicable.

(c) Transportation of charter school students shall be provided by the charter school consistent with the requirements of subpart I.E., of chapter 1006 and s. 1012.45. The governing body of the charter school may provide transportation through an agreement or contract with the sponsor, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

(d) Each charter school shall annually complete and submit a survey, provided in a format specified by the Department of Education, to rate the timeliness and quality of services provided by the sponsor in accordance with this section. The department shall compile the results, by sponsor, and include the results in the report required under sub-sub-subparagraph (5)(b)1. k. (III).

F.S. 1002.33, Section (25)

LOCAL EDUCATIONAL AGENCY STATUS FOR CERTAIN CHARTER SCHOOL SYSTEMS.

(a) A charter school system's governing board shall be designated a local educational agency for the purpose of receiving federal funds, the same as though the charter school system were a school district, if the governing board of the charter school system has adopted and filed a resolution with its sponsor and the Department of Education in which the governing board of the charter school system accepts the full responsibility for all local education agency requirements and the charter school system meets all of the following:

1. Has all schools located in the same county;
2. Has a total enrollment exceeding the total enrollment of at least one school district in this state and
3. Has the same governing board.

(b) A charter school system's governing board may be designated a local educational agency for the purpose of receiving federal funds for all schools within a school district that are established pursuant to s. 1008.33 and are under the jurisdiction of the governing board. The governing board must adopt and file a resolution with its sponsoring district school board and the Department of Education and accept full responsibility for all local educational agency requirements.

Charter schools will comply with all federal and state laws regarding the operation of programs and compliance with complaint resolution processes as required, especially in addressing complaints of discrimination and harassment under Title II, Title VI, Title VII, Title IX, IDEA, Section 504, and the "Jeffrey Johnston Stand Up For All Students Act". See the Non-Discrimination policy 1122 of the School District of Lee County. The district will provide appropriate training for School Equity Coordinators and designated school investigators.

Contract Management Services

DEFINITION: The processes required to cover the entire contract lifecycle; including, but not limited to contract development and negotiation, monitoring of contract, renewal, nonrenewal and termination.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (25).

Services district will provide:

- Contract development, modification, appeals, and negotiations
- Renewals/terminations
- Review of audits
- Liquidation of assets after expiration/termination, such as removal of surplus property and property purchased with public funds
- Archives and maintains copies
- Fixed assets/inventory
- Monitor monthly finance reports
- Capital outlay monitoring
- Monitoring start-up grants
- Monitor corrective action plans/financial statements
- Monitor compliance with contract, state, and federal requirements
- Site visits
- Application review
- Charter School meetings to share new mandates pertinent to instruction and charter law.
- Requests for contract modification*

*After an initial opportunity to correct information and/or provide additional documentation, the agreed upon modification will be reviewed by district staff, who will make a recommendation on the request for modification submitted by the school. If the request for modification is recommended to move forward and the School Board approves the modification in its entirety, the modification will be made to the contract. If the modification is not mutually agreed upon by staff and the Charter School, it will not be brought to the School Board. If the School Board denies a modification, it may be modified and resubmitted.

Full-Time Equivalent and Data Reporting

DEFINITION: Information on the processes, procedures and training needed to ensure that charter schools can accurately and timely report their FTE to receive payment for students taught at their charter school site(s). The sponsor also must upload the information as required by DOE and the School District to assure processing at the state level. This item also includes information on the processes, procedures and training needed to upload additional data reports as required by state and federal guidelines.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (25).

Services district will provide:

- Monitor to ensure FTE is completed correctly
- Reports on student data
- Access to FTE correction window
- Access to FTE training
- Provide FTE reports
- Monitoring FTE
- Audit FTE Records
- Access to connectivity hardware/software to facilitate reporting
- Reporting SES to state
- Access to state reported data student performance
- Capture and report charter school demographic data for DOE
- Report attendance data to DOE for Driver's License Compliance
- Provide training and support for all survey reporting

Test Administration Services

Including payment of costs of state-required or district-required student assessments

DEFINITION: Ordering, receiving delivery, distribution, and payment for state-required student assessments.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (25).

Services district will provide:

- Liaison between FLDOE Assessment and Scoring/Reporting Teams and charter schools
- Receipt, storage, and provision of statewide assessment testing materials
- Charter schools will pick-up testing material at the ARA Warehouse unless there is a contract with our pony/interoffice mail services.
- In-depth training, resources, and support for implementation of state assessment policies and procedures
- Training, support, and resources for completion of membership and assessment fixes

Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- As long as the district uses non-state assessments in traditional public schools (such as SAT-10 , PERT, PSAT for concordant, ACT and SAT school day), Charter Schools may contract with the District for these tests and scoring. This contracted service cost will be based on the fee charged by the vendor for the school's tests and scoring. Payment must be received within 30 days of invoice.

School Lunch Services

DEFINITION: Those services related to eligibility and reporting duties required to ensure that school lunch services under the federal lunch program, consistent with the needs of the charter school, are provided by the school district at the request of the charter school, that any funds due to the charter under the federal lunch program be paid to the charter school as soon as the charter school begins serving food under the federal lunch program as other public school services by the sponsor.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (25).

Services district will provide:

- Assistance with application for CEP
- Access to the Free Reduced Lunch Application, when available

Processing of Teacher Certificate Data Services

DEFINITION: To take the completed teacher certification documents through the prescribed data services procedures to transmit these documents to the state department of education for the purposes of teacher certification.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (26).

Services district will provide:

- Certification guidance and support, including processing of all district educators certification applications and supporting Florida Department of Education certification forms.

Information Services

DEFINITION: Information services including equal access to student information systems that are used by public schools in the district in which the charter school is located.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (26).

Services district will provide:

- Email accounts with help desk assistance
- FASTER for monitoring student transcripts, Bright Futures transcripts, and Talented 20 transmissions
- Permanent Records Training
- Permanent Records Corrections Training
- Records Management Training
- FTE projections
- FTE verification
- FTE transmission to DOE
- Student Information Corrections
- Posting of test scores
- Next Center Assistance

Contracted Services that may be continued if agreed upon by the Sponsor and the charter school under separate contract:

- Charter Schools may contract for records destruction through the Sponsor at the hourly rate of district staff to perform this task. If the Charter School wishes to have a large amount of records destroyed, the contracted rate will be based on the Sponsor's contract with Iron Mountain and the cost charged by that company to destroy the records.
- Charter Schools may contract the following technology services from the Sponsor at the rates established annually on the Charter School Technology Services Checklist. Payment must be received within 30 days of invoice.
 - o Focus Gradebook
 - o Unify
 - o WAN services
 - o WAN Equipment Maintenance
 - o WAN Anti-Virus, per machine
 - o WAN Internet Access, per school
 - o Web Filtering, per machine

Student Performance Data

DEFINITION: For each student in a charter school, including, but not limited to state test scores, standardized test scores, previous public school student report cards, and student performance measures, shall be provided by the sponsor to a charter school in the same manner provided to other public schools in the district.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (26).

Services district will provide:

- Graduation rate calculation
- Store cum folder permanent records on District's student information system
- Performance measures from state assessments uploaded to the sponsor's Student Information System
- Guidance on submitting appeals for school grade
- School Improvement Plan support

Support Services

Florida Statutes 1002.33 (20) SERVICES. -- (c) Transportation of charter school students shall be provided by the charter school consistent with the requirements of subpart I.E. of chapter 1006 and s. 1012.45. The governing body of the charter school may provide transportation through an agreement or contract with the district school board, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (25).

Services district will provide:

- May make site visits to conduct annual bus audits to ensure drivers have required documentation on the bus along with all checklist items, and to observe loading and unloading procedures.
- Monitor for state mandated requirements in preparation for periodic DOE visits. Items include: school bus evacuation drills, school bus loading zones, school bus operator licensure and qualifications, school bus inspection records, special needs compliance, and required policies and procedures such as reduced idling, operator cell phone use, safe driver plan, and safe rider instruction
- Document collection of fleet vehicles to ensure compliance with state and district requirements
- Organize periodic meetings with all Charter school representatives to share information, provide guidance, and discuss common issues.

Other Services

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (26).

Business Services:

- Prepare worksheets for Charter bi-monthly payments.
 - This is recalculated after each FEFP Calculation and Survey periods.
- Answer Charters FTE/attendance/enrollment questions during FTE survey periods.
- Submit Cost Report information to the State in the Cost Report portal
- District contact between State Auditors and Charter Schools during FTE Audits.
 - Schedule on-site audit visit.
 - Review responses to FTE findings before submitting to the Auditor to make sure they are adequate and appropriate.
 - Answer any questions the Charter Schools may have concerning their Audit findings.
- Review Budget information in Charter applications.
- MSID contact:
 - Complete and submit application for MSID number
 - Coordinate with FLDOE on any changes on the MSID file (Principal changes, phone numbers, etc.)
- Set up budget lines for Charter school Capital outlay funds (PECO).
- Review grant and determine the proportional allocation to each charter school based off of individual grant guidelines
- Determine with Grants Department of Charter participation
- Set up Funding budget lines for each school and monitor spending
- Reporting to DOE for expenditures
- Final reporting and close out of grants
- Draw down funds from the FLAGS site as a reimbursement of expenses
- Provide information or requirements for District yearly audit and Annual Financial Report
- Charter confirmations for year end auditor at Charter Schools
- Working with charters and Reporting to DOE charter school Safe School reports
- Working with charters and Reporting to DOE Teacher Salary Increase Allocation

Athletics:

- Students that attend a charter school that doesn't offer his/her FHSAA sport of interest, the student will automatically be allowed to participate for the public school they are zoned for based on their residence.
- Students are also allowed to participate at another charter school if that particular charter school will allow it. They would need to contact that specific charter school directly for their open enrollment procedures.

Instructional:

- Communication regarding a variety of academic competitions and other opportunities are shared with charter schools.
- Offer Professional Development Opportunities
- Access to Connect with Lee: An after-hours free tutoring program
- Access to scope and sequences, curriculum maps, curriculum briefs, instructional guides, etc.

Safe Schools

DEFINITION: The Office of Safe Schools ensures the safety and security of all public and charter schools within Lee County. In accordance with 2018 and 2019 legislative requirements enacted as part of the Marjory Stoneman Douglas High School Public Safety Commission, personnel assigned to this Office are accountable for all school safety, reporting and training mandates. The Office of Safe Schools coordinates with the Florida Department of Education's Office of Safe Schools.

SDLC PRACTICES AND PROCEDURES	LOCATION OF EVIDENCE
<p>The district partners with law enforcement to conduct annual security assessments of each school in the district. A team of individuals from the school and outside law enforcement conduct the assessment of each school using a survey instrument (FSSAT) developed by the Florida Office of Safe Schools. Assessments are completed by August 1 of each year. Results are shared with the School Board by October 1 of each year as evidenced in the School Board meeting agenda.</p>	<p>FSSAT https://fldoe.haystax.com /</p>
<p>All law enforcement partners tour the schools in their jurisdiction each year as part of the FSSAT assessment. A schedule of campus tours for Fire/Rescue/EMS has been developed and shared with each agency.</p>	<p>FSSAT https://fldoe.haystax.com /</p>
<p>Radio frequency testing was conducted in each district facility during the 2023-24 school year. The district has a contract in place with Industrial Communications to make the necessary improvements as identified by the yearly testing.</p>	<p>Google Drive</p>
<p>It is the policy of the School District of Lee County that any staff member can initiate the active assailant response through activation of Centegix. This satisfies the requirements put into place by Alyssa's Law and reduce the amount of time taken to notify law enforcement in the event of an emergency.</p>	<p>Safety & Security Shared Folder</p>
<p>The district has contracted with Centegix, a vendor approved by the Office of Safe Schools, to ensure full compliance with Alyssa's Law. Centegix is fully active and available to all personnel within district operated schools.</p>	<p>Information Services</p>
<p>The district has established active threat procedures with the cooperation of law enforcement. Procedures are practiced each month in a coordinated active threat drill with law enforcement. Procedures are made available to all staff via a hardcopy at the beginning of each year and via the district's School Safety internal website.</p>	<p>Safety & Security Shared Folder</p>
<p>Each classroom door with a window should have an opaque covering for the window readily available.</p>	<p>Safety & Security Shared Folder</p>
<p>During lockdown drills, the students are guided to the safest corner of the classroom.</p>	<p>Drill Tracker</p>

SDLC PRACTICES AND PROCEDURES	LOCATION OF EVIDENCE
Each safest place is checked weekly by the SRO to ensure the space is accessible by students and free of immovable objects.	Drill Tracker
Prior to the start of the 2018-19 school year, and continuing since then, The School District of Lee County has maintained an armed presence on each school campus, including charter schools, during the entire instructional day. Beginning with the 2023-24 school year, The Guardian Program will be added as a force multiplier.	Safety & Security Shared Folder
Local law enforcement and the district's office of charter schools continually monitor charter school compliance with this statute.	MOU with each Law Enforcement Agency
The School District of Lee County and law enforcement agency contracts specify that an SRO must be present on each campus while school is in session and further specify the process by which a school or agency must provide coverage in the event of the anticipated absence of a SRO.	SRO Contracts & Policy
Beginning with the 2022-23 school year, procedures for assigning SROs to after school activities have been included in the contract.	SRO Contracts & Policy
All schools are directed to keep all exterior gates and doors closed and locked during the day. If open for active ingress or egress, the directive is that those gates be supervised by a staff member. SROs check for unlocked doors and gates daily and are required to immediately notify the school principal or designee when any violations are found.	SRO Contracts & Policy
All schools have been directed to never leave a gate or exterior door open and unattended during the school day. SROs and Zone Security Managers monitor this and report violations to their school Principal or designee.	Policy
All schools are directed to keep all classroom doors closed and locked during the day. If open for active ingress or egress, the directive is that those doors be supervised by a staff member. SROs and Zone Security Managers check for unlocked doors and gates daily and are required to immediately notify the school principal or designee when any violations are found.	School Safety Checklist & Policy
To date, the district has been working with Neola and has complied with all directives and requests from the Office of Safe Schools and enjoys a positive working relationship with the Office.	Email
The Office of Safe Schools notes deficiencies in the FSSAT after unannounced school visits. The School Safety Specialist will contact the superintendent within 24 hours, via email, of receiving notification of deficiencies as noted by the Office of Safe Schools. Verification of notification is available via archived emails.	FSSAT https://fldoe.haystax.com /

SDLC PRACTICES AND PROCEDURES	LOCATION OF EVIDENCE
<p>The district's School Safety Specialist has worked with the district's Charter Schools Office to educate charter schools on all safety and security policies and to address concerns which have been brought forth by charter schools and the district. The School Safety Specialist will report any charter school deficiencies to the superintendent and the Office of Safe Schools via email within 24 hours of being made aware of the deficiency.</p>	<p>FSSAT https://fldoe.haystax.com /</p>
<p>The district contract with charter schools states that charter schools "shall comply with those statutes that specifically apply to charter schools as set forth in section 1002.33, F.S." Furthermore, 1002.33, F.S. requires charter schools to be in compliance with 1006.07, including sections 2(n), 2(o), and 9. The district charter school office reviews charter school policies to ensure compliance with all aspects of the law and reports violations of this rule to the School Safety Specialist.</p>	<p>Code Of Conduct/Neola</p>
<p>Charter schools keep records of the required documentation on the School District of Lee County's website. The School Safety Specialist reviews the records monthly.</p>	<p>Drill Tracker</p>
<p>Dave Newlan serves as the School Safety Specialist (Administrator). His name and contact information was submitted to the Office of Safe Schools before August 1 as can be verified by the Office of Safe Schools.</p>	<p>Email</p>
<p>An annual review of safety and security policies is conducted by the School Safety Specialist and the district legal team at the end of each annual legislative session. Beginning with the 2023-24 school year The School District of Lee County partnered with Neola to establish conforming policies.</p>	<p>Email</p>
<p>The Director of Professional Development and The Director of Constituent Services or designee, maintain a joint effort to monitor and ensure that all administrators are trained on how to enter SESIR data including specific training on how to enter data using the districts' student information system, FOCUS. Student Services ensures SESIR records are entered and monthly checks of survey R and surveys 2, 3 & 5 are conducted. Additionally, Student Services monitors and tracks disciplinary incidents which take place in schools and follow up with principals to ensure incidents are addressed in a timely (monthly) manner and coded correctly in FOCUS.</p>	<p>District Website - Admin Access Only</p>
<p>The district reviews the code of student conduct annually and presents it to the Board for review and approval. Consequences for those actions specified in statute are included in the code.</p>	<p>School Website</p>

SDLC PRACTICES AND PROCEDURES	LOCATION OF EVIDENCE
These requirements are met and defined in the Student Code and Conduct and in the Interagency Agreement approved by the School Board and all partner law enforcement agencies.	Student Code of Conduct/SRO Contract
The specific procedures and processes that guide the active response plan are in written form and available via the district's safety and security website and are physically distributed to all employees prior to the first day of classes in the fall.	Website
Active threat response procedures are written and available via the district's safety and security website and are physically distributed to every employee during in person training prior to the first day of classes each fall. The training and distribution of the plan are verified by the principal on the FSSAT.	Hardcopy in classrooms FSSAT https://fldoe.haystax.com/
Requirement met through annual submission of verification form to the Office of Safe Schools	FSSAT https://fldoe.haystax.com /
Active threat drills are conducted monthly with law enforcement and are documented via a monthly school safety report which is archived with the department of Safety and Security. School emergency plans include the designation of those individuals responsible for contacting first responders.	Drill Tracker
Active threat drills are developmentally and age appropriate and have been reviewed by staff members with experience in teaching and learning and youth mental health.	FSSAT https://fldoe.haystax.com / Drill Tracker
Written procedures for active threats specifically states: "All personnel are empowered to initiate active threat procedures if you feel the loss of life or serious harm is possible" . Do this by either: •Activate Centegix • Call 911	Safety & Security Title/Policy
Principals verify that all personnel have been notified of their duty to report and verify that all reported incidents are properly handled and documented on the annual FSSAT.	FSSAT https://fldoe.haystax.com /
Requirement met through the Interagency Agreement approved by the School Board and all partner law enforcement agencies.	MOU with each Law Enforcement Agency
The Cooperative Agreement between the School Board and the Department of Juvenile Justice includes language regarding enforcement of no contact orders.	FSSAT
District leaders worked in cooperation with local law enforcement and first responders to create a family reunification plan which The school board is expected to adopt the reunification plan in the Fall of 2023.	Safety & Security Shared Folder

SDLC PRACTICES AND PROCEDURES	LOCATION OF EVIDENCE
All threat assessment policies and procedures for the use of the threat assessment instrument developed by the Office of Safe Schools are outlined in the Threat Assessment Policy developed by Neola.	Neola/Navigate 360
The statewide threat assessment database has not yet been activated.	FLDOE
School based threat assessment teams are required to submit notes regarding their regular and proactive meetings through the district threat assessment website. These notes are reviewed by the district threat assessment team to ensure compliance with regular meeting dates and compliance with the make-up of the school-based teams.	Currently Navigate 360
District policies outline that behavioral health intervention services remain intact for students who transfer schools. This policy is outlined in the threat assessment training that all school-based threat assessment team members receive.	Currently Navigate 360
Access to privileged information is granted and monitored through Law Enforcement.	Currently Navigate 360
All members of the threat assessment team are involved in the threat assessment process as decision makers. Cases are tracked using the district behavioral case management system.	Threat Management Team Training/Neola
The School District of Lee County has policies and procedures in place to prevent violence on school grounds and to assess and intervene with individuals who pose a threat. These policies are outlined in the Threat Assessment Policy and the Student Code of Conduct and are reviewed and updated annually.	District Website
The district has created a Mental Health Assistance Allocation Plan (MHAAP) in response to this requirement. The plan includes a budget of annual expenditures from the state mental health assistance allocation, in addition, The plan is reviewed and approved annually by the School Board.	School Counseling and Mental Health/FLDOE Website
The district Mental Health Assistance Allocation Plan meets all requirements as defined in statute and is available for review as an attachment to the School Board agenda item from the July 31, 2023 School Board action meeting.	School Counseling and Mental Health/FLDOE Website
The district provides a wide array of multi-tiered support for students and works with a network of community agencies to provide mental health treatment and services to students as needed.	School Counseling and Mental Health/FLDOE Website

SDLC PRACTICES AND PROCEDURES	LOCATION OF EVIDENCE
All records referenced are created and maintained through a combination of student information systems and databases commonly used by school-based and district personnel.	Focus/Navigate 360
School based threat assessment teams have been trained on the requirement and the requirement is outlined in the 2021-22 Threat Assessment Policy.	District Website
The official district registration form includes questions which parents are required to answer that address each area of a child's background listed in the statute.	Office of Student Enrollment
The official district registration form includes questions which parents are required to answer that address each area of a child's background listed in the statute.	Office of Student Enrollment
A School Board resolution regarding student crime watch programs was implemented.	District Website
FortifyFL is advertised as required as evidenced on the district website and on mobile devices and computers issued to students. FortifyFL posters are displayed on each school campus. Similar advertisements of the See Something, Say Something and Sandy Hook Promise are distributed throughout the district.	District Website/School Sites
Lori Brooks serves as the district's mental health coordinator.	School Counseling and Mental Health/FLDOE Website
SDLC and Crisis Response Teams both use the Columbia Suicide Severity Rating Scale (C-SSRS), which is the instrument approved by the Florida Department of Education. This is an assurance in the annual Mental Health Assistance Allocation Plan that is school board approved and submitted by August 1st annually to the FDOE.	School Counseling and Mental Health/FLDOE Website
SDLC offers the course Youth Mental Health First Aid to all staff. The district's mental health Director receives a monthly report detailing the staff members who have completed the training. As of June 30, 2023, 85% of the SDLC's staff has completed the training.	Safety & Security Shared Folder
The District Threat Management Coordinator compiles and maintains data for all threat assessments completed in the district. The District Threat Management Coordinator works with the district school safety administrator to ensure all required data is reported on the FSSAT each year prior to October 1.	Management System (Navigate Behavioral Case e 360)

Federal Grants

DEFINITION: Pursuant to 1002.33(17)(c), if the district school board is providing programs or services to students funded by federal funds, any eligible students enrolled in charter schools in the school district shall be provided federal funds for the same level of service provided students in the schools operated by the district school board. Pursuant to provisions of 20 U.S.C. 8061 s. 10306, all charter schools shall receive all federal funding for which the school is otherwise eligible, including Title I funding, no later than 5 months after the charter school first opens and within 5 months after any subsequent expansion of enrollment. Unless otherwise mutually agreed to by the charter school and its sponsor, and consistent with state and federal rules and regulations governing the use and disbursement of federal funds, the sponsor shall reimburse the charter school on a monthly basis for any invoices submitted by the charter school for federal funds available to the sponsor for the benefit of the charter school, the charter school's students, and the charter school's students as public school students in the school district. Such federal funds include, but are not limited to, Title I, Title II, and Individuals with Disabilities Education Act (IDEA) funds. To receive timely reimbursement for an invoice, the charter school must submit the invoice to the sponsor at least 30 days before the monthly date of reimbursement set by the sponsor. In order to be reimbursed, any expenditures made by the charter school must comply with all applicable state rules and federal regulations, including, but not limited to, the applicable federal Office of Management and Budget Circulars; the federal Education Department General Administrative Regulations; and program-specific statutes, rules, and regulations. Such funds may not be made available to the charter school until a plan is submitted to the sponsor for approval of the use of the funds in accordance with applicable federal requirements. The sponsor has 30 days to review and approve any plan submitted pursuant to this paragraph.

If a School or System has been designated its own LEA for the purposes of Federal Funding, that school or system of schools is not eligible for any services below that are funded through federal funding sources pursuant to FS 1002.33 (25).

District Budget Department Services:

- Review grant and determine the proportional allocation to each charter school based off of individual grant guidelines.
- Determine with Grants Department of Charter participation.
- Set up Funding budget lines for each school and monitor spending.
- Reporting to DOE for expenditures
- Final reporting and close out of grants
- Draw down funds from the FLAGS site as a reimbursement of expenses.
- Provide information or requirements for District yearly audit and Annual Financial Report
- Charter confirmations for year end auditor at Charter Schools

Title I, Part A: Improving the Academic Achievement of the Disadvantaged

Title I, Part A, provides resources that help children gain a high-quality education and the skills to meet state academic content and performance standards. Title I provides additional resources to schools with economically disadvantaged students. These resources provide additional teachers, professional development, extra time for teaching, parent involvement activities, and other activities designed to raise student achievement. The Title I program is a federally funded program authorized under the Elementary and Secondary Education Act (ESEA) of 1965 as reauthorized by the Every Student Succeeds Act (ESSA).

Two models are used in Title I schools to provide these services. Schoolwide reform models provide all students with access to services. Targeted assistance models provide services to select students in Title I schools.

School-wide programs in general rule states the following:

1. A school may operate a school-wide program if.
 1. The school's LEA determines that the school serves an eligible attendance area or is a participating school under section 1114 of the ESSA; and
 2. In determining the percentage of children from low-income families, the LEA may use a measure of poverty that is different from the measure or measures of poverty used by the LEA to identify and rank school attendance areas for eligibility and participation.
0. Measures-The LEA shall use the same measure of poverty, which measure shall be the number of children ages 5 through 17 in poverty counted in the most recent census data approved by the Secretary, the number of children eligible for free and reduced priced lunches under the Richard B. Russell National School Lunch Act, the number of children in families receiving assistance under the State program funded under part A of title IV of the Social Security Act, or the number of children eligible to receive medical assistance under the Medicaid program, or a composite of such indicators, with respect to all school attendance areas in the LEA.
 1. To identify eligible school attendance areas.
 2. To determine the ranking of each area; and
 3. To determine allocations; the LEA must treat its charter schools like other public schools within the LEA when determining eligibility and making within-district allocations.

Title II

Title II Funding or Services Options

- The purpose of this title is to provide grants to Stated Educational agencies and subgrants to local educational agencies to –
 1. Increase student achievement consistent with the challenging State academic standards;
 2. Improve the quality and effectiveness of teachers, principals, and other school leaders;
 3. Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and

Provide low-income and minority students greater access to effective teachers, principals, and other school leaders

Every Student Succeeds Act – Sec.2001. [20U.S.C. 6601]

Title II, Part A Charter School Procedure Summary

Charter Schools are notified annually of their option to participate in the Title II, Part A Teacher and Principal Training and Recruiting Fund. A letter is sent out to the schools in which they are asked to identify how they plan to participate in the program for the upcoming school year. They may choose to either submit a reimbursement allocation plan by the set deadline or decline to submit a plan. Schools choosing to complete a plan will be provided with a plan template to be completed and returned to the Professional Development Department by the set deadline. The completed Title II reimbursement allocation plan should include all required details regarding the planned Title II expenditures including type of expenditure, brief description of activity, functional area, breakdown of costs, total cost, and any associated contracts. Further details are required based on the type of expenditure being requested. The planned activities must align with the FLDOE Common Federal Guidelines. The categories of expenditures along with the required details are as follows:

Out of County Travel

For all out of county travel requests, the plan must include: description of event, rationale for out of county travel, number of educators attending, location, dates, registration fees, and breakdown of costs for travel, lodging, and per diem:

- Breakdown of costs must include: hotel costs per person, flights per person (if applicable), mileage per person (if applicable), per diem per person, and estimated incidental expenses per person
- Mileage and per diem rates are calculated annually by the school board and subject to change

All out of state travel requires pre-approval from the FLDOE at least 45 days in advance of requested activity. Out-of-state travel may be allowable if the services requested are reasonable, necessary, and meet the intent and purpose of the grant program. Justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

Supply Details

Description, quantity, unit cost, total cost, planned start date, planned end date, and explicit connection to professional development

Technology Details

Description, quantity, unit cost, total cost, planned start date, planned end date, explicit connection to professional development, and associated quote/contract

Contracted/Consultant Services (Copy of draft contract or quote required stating terms/scope of work required at time of plan submittal) *Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.*

Description of contracted service, vendor name, number of hours of professional development, dates, rate method, rate cost, total amount, planned dates, method to measure impact, and explicit connection to professional development.

Rental Details (Copy of quote required stating terms/scope of work required at time of plan submittal)

Description, vendor name, length of rental, rental end date, total cost, dates, method to measure impact, and explicit connection to professional development.

Stipend Details

Description of stipend, purpose of stipend (include # of teachers), length of event, rate method, rate cost, total amount, planned start date, planned end date, method used to measure impact, and explicit connection to professional development.

The Florida Department of Education may request further clarification or backup documentation related to items on the charter schools proposed Title II, Part A Allocation Plan in order for it to determine eligibility of a proposed expense and approve or deny its inclusion on the final approved plan.

When the district receives full approval of their Title II, Part A Plan an approved project plan and timeline will be shared with the respective charter schools.

Requesting Changes to an Approved Title II, Part A Plan

Should a school find the need to make changes to their approved Title II, Part A Allocation Plan due to a change in their training and or recruiting needs an amendment will need to be completed and approved by the state prior to the purchase or activity taking place. In order to request a change to their approved plan a school would need to submit a completed change request form indicating item/activity/cost being removed from the plan as well as the item/activity/cost the school would like added to the plan to Professional Development along with supporting backup documentation. These requests should be completed at least 45 days prior to the activity.

Reimbursement to Schools Under the Title II, Part A

In order to be reimbursed for items which were approved on a schools Title II, Part A Allocation Plan the school will need to submit an invoice to the Professional Development Department along with required backup documentation including but not limited to proof of payment for all requested reimbursements, applicable receipts, conference agendas, proof of attendance for training, etc.

Charter schools should submit all requests for reimbursement to Professional Development within 30

days of completed activity and no later than June 1 each year. Failure to comply with these timelines may result in denial of reimbursement requests. Items must have been purchased and or taken place between **July 1 and June 30 of the applicable funding year**. Completed reimbursement requests which should include both an invoice and all required back-up documentation should be submitted to Sylvia Davis in Professional Development at sylviadd@leeschools.net.

Additional Professional Development Offerings

Charter school educators are also able to access Title II funded professional development services through the School District of Lee County. Available professional development opportunities are advertised to charter school educators weekly through the Monday Professional Development Notifications email. Interested charter school educators are eligible to enroll in PeopleSoft Enterprise Learning Management System. Charter school educators are also able to view their in-service points and progress towards certificate renewal in PeopleSoft ELM. The Department of Professional Development in collaboration with Staffing and Talent Management process requests for certificate renewal. Examples of professional development certification programs available to charter school educators include, but are not limited to:

Program	Description
Accomplished Professional Practices for the Lee County Education System (APPLES)	The professional educator competence program includes coursework for new instructional hires and job-embedded mentoring.
Reading Endorsement Add-On Certification Program	The 300 hours add on reading endorsement program is comprised of 5, 60-hour courses focused on the science of reading.
English Speakers of Other Languages (ESOL) Add-On Certification Programs	The 300 hours add on ESOL endorsement program is comprised of 5, 60-hour courses focused on supporting English language learners.

Title IV

The Florida Department of Education’s (FDOE) Title IV Part A Program is supporting district developed services and activities geared toward providing all students an enriched educational experience. Title IV Part A partnerships are supported by strong collaborations with the US Department of Education, other Federal Programs, FDOE Bureaus and numerous external stakeholders and to develop and deliver content specific resources, materials, and statewide training opportunities.

What is Title IV, Part A

The Student Support and Academic Enrichment Project is intended to improve student academic achievement by increasing the state and local educational agencies capacity in the following areas:

- Providing all students with access to a well-rounded education
- Cultivating safe and healthy students school conditions for student learnings
- The effective use of technology and digital literacy of all students

Overview of Allowable SSAE Program Activities

Well-Rounded Education (ESEA section 4107)	Safe and Healthy Schools (ESEA section 4108)	Effective Use of Technology (ESEA section 4109)
<ul style="list-style-type: none"> ● Improving access to foreign language instruction, arts, and music education. ● Supporting college and career counseling, including providing information on opportunities for financial aid through early FAFSA. ● Providing programming to improve instruction and student engagement in science, technology, engineering, and mathematics (STEM), including access to these subjects for underrepresented groups. ● Promoting access to accelerated learning opportunities including Advanced Placement (AP) and International Baccalaureate (IB) programs, dual or concurrent enrollment programs and early college high schools. ● Strengthening instruction in American history, civics, economics, geography, government education, and environmental education. 	<ul style="list-style-type: none"> ● Promoting community and parent involvement in schools. ● Providing school-based mental health services and counseling. ● Promoting supportive school climates to reduce the use of exclusionary discipline and promoting supportive school discipline. ● Establishing or improving dropout prevention. ● Supporting the re-entry programs and transition services for justice-involved youth. ● Implementing programs that support a healthy, active, lifestyle (nutritional and physical education). ● Implementing systems and practices to prevent bullying and harassment. ● Developing relationship building to help improve safety through the recognition of coercion, violence, or abuse. ● Establishing community partnerships. 	<ul style="list-style-type: none"> ● Supporting high-quality professional development for educators, school leaders, and administrators to personalize learning and improve academic achievement. ● Carrying out innovative blended learning projects. ● Providing students in rural, remote, and under-served areas with the resources to benefit from high-quality digital learning opportunities. ● Delivering specialized or rigorous academic courses and curricula using technology, including digital learning technologies and assistive technology. ● No Computer Infrastructure Items: Examples: No Computers, Chrome-books, or Laptops No iPads or like items <p>Allowable items include - toner, printers, headsets, flash drives, and other related items.</p> <p>Please call if you have questions.</p>

ESSER

The CARES Act, CRRSA Act, and ARP Act provide vital support to States, LEAs, and schools as they work to reopen schools safely, maximize in-person instructional time, and address the impact of the COVID-19 pandemic on students, educators, and families.

These Federal emergency resources are available for a wide range of activities to address diverse needs arising from or exacerbated by the COVID-19 pandemic, or to emerge stronger post-pandemic, including responding to students' social, emotional, mental health, and academic needs and continuing to provide educational services as States, LEAs, and schools respond to and recover from the pandemic.

Learning Supports

Definition: Those services that are required to be performed at the district office as part of the central office administration processes for learning supports, including, but not limited to Exceptional Student Education (ESE) services, Section 504 eligibility, and mental health supports.

Services district will provide:

MTSS

- Technical assistance
- Platform for documentation
- Psychologist participation in Tier 3
- Professional Development
- Observation (Problem-solving support for staff)
- Monitoring and feedback regarding MTSS implementation and fidelity
- Hearing and vision screenings for evaluations

ESE (This is provided through a combination of administrative fee and IDEA funding.)

- Evaluation and eligibility for ESE and Gifted
- Reevaluations
- Professional Development
- Hearing and vision screenings for evaluations
- Technical assistance with PEER and district forms
- Develop and monitor corrective action plans for charter schools not in compliance with the Individuals with Disabilities Education Act (IDEA) requirements (when needed).
- Collaborate with charter school staff to review applications for students with disabilities to ensure appropriate services are accessible.
- Charter schools may refer students for Hospital/Homebound support. The district will provide training and collaborative consultation for students being considered for eligibility. If found eligible, services would be provided by the district.
- Support with remedies for Due Process and support with complaints or mediation (collaboration for resolution).
- Funding and support with requests for independent educational evaluations (IEEs)

Attendance

- Technical assistance for attendance enforcement and truancy
- Follow up on all W02 (in-district transfers)
- Support with W22 (whereabouts unknown) and DNEs
- Support with W15 (dropout process)
- Support with purging records in accordance with state requirements

504

- Documents created and stored in PEER
- 504 training for groups or individuals regarding procedures and evaluations
- 504 case consultation
- Child Find services related to Section 504 eligibility.
- Monitoring and feedback regarding 504 implementation and fidelity

Graduation

- Charter school leaders and academic advising staff are providing training throughout the school year regarding graduation requirements, district tools (i.e., Grad Tracker), best practices, and outcomes for on-time graduation for every student.

Nursing

- Technical support
- Policy support
- Guidance as needed
- Inclusion in district-wide events (i.e., Back to School Rush)

Equity Services

- Professional development
- Support and collaboration with complaint resolution
- Monitoring and feedback regarding campus equity services
- Technical assistance on an as-needed basis

Mental Health

- Charter schools may elect to participate in the district's Mental Health Allocation plan or may choose to submit their own mental health plan to FLDOE.
- District supports each charter school in the development of the mental health application and the annual reporting requirements.
- Consultation for grief support.
- Charter schools may attend Basic Crisis Intervention Training offered annually
- Guidance to charter schools with their entry into the involuntary examination reporting system (IERS) with Baker Acts and restraints

Pursuant to s. 1002.33(16), F.S., charter schools are not exempt from any of the youth mental health awareness training-related rules and laws. At least 80 percent of school personnel in elementary, middle, and high schools must be trained in order to meet this statute.

Discipline

- Code of Conduct for Students (Print, Digital, Spanish, and Creole Versions)
- FOCUS Discipline System
- FOCUS PBIS System
- Survey R (Monthly Discipline Data Review)
- Survey 2 (Discipline Data Review)
- Survey 3 (Discipline Data Review)
- Survey 5 (End of Year Discipline Data Review)
- FOCUS Restraint Reporting
- Alternative Reassignment process
- Alternative Reassignment review and placement
- Coordinate IEP reviews of students recommended for Alternative Placement
- Success Academy Review Committee (SARC)
- District Alternative Reassignment Committee (DARAC)
- Prevention Center Access for Identified Students
- Safety Plans
- Monthly Assistant Principal Meetings
- Quarterly Dean Meetings (This is in conjunction with Professional Development)
- Constituent Complaint response
- SESIR Training Access
- Charter Administrator and Dean support (Calls and Email)

Student Welfare

- Technical assistance and support with DCF
- Professional development for school counseling
- Support with foster care (i.e., Coordinate with DCF and Best Interest staffing, coordinating moves)
- Support with Project Access and students experiencing homelessness.
- Provision of resources (and resources that are barriers to accessing school). This is funded through donations and grants – we assist with getting materials to families in need.

ESOL Services

- Provide ESOL services or resources provided with Title III funds
- Provide ESOL professional development funded through Title III funds

ESOL Activities	Due Date	Objectives
1. At the beginning of the academic school year provide Programmatic Training for ESOL Contacts in Charter Schools	August	<ul style="list-style-type: none"> • School ESOL Composition: Review demographics and ELL (English Language Learners) enrollment. • ACCESS Performance Indicators: Review ELL data for instruction and placement. • Guidance and support the areas of: <ul style="list-style-type: none"> ○ Comprehensible instruction ○ Use of ESOL strategies ○ Gradual release of information ○ Scaffolding of activities & assessments ○ ELL grading policy ○ Effective Use of ESOL accommodations ○ Grade 12 ELL Graduation Pathways
2. Support, assist in management and oversee aspects of ELL DOE State program maintenance policies & procedures	During each FTE period and as needed during school year	<ul style="list-style-type: none"> • Support resolving FTE Errors
3. ESOL Professional Development Trainings for school instructional staff (Other sessions may be added based on specific school needs & addition of new staff at school site)	Ongoing offerings provided throughout the 23-24 school year	<p>Development, implementation, and delivery of ESOL Training in the following areas:</p> <ul style="list-style-type: none"> • Language Objectives • The 6 Principles for Exemplary Teaching of English Learners • ESOL Paraprofessional trainings in compliance and strategies • New ESOL Contact training • Supplemental resources such as Imagine Learning Literacy • Supporting ELLs through MTSS • Interpreting WIDA ACCESS for ELLs report

<p>4. ESOL Specialists acts as a resource to your school regarding ESOL Instructional support in 3 focus areas:</p> <ol style="list-style-type: none"> 1. Progress monitoring 2. Supporting PLCs 3. Professional Development 	<p>Academic School Year</p>	<p>Build capacity within the school site to effectively serve ELL Students.</p>
<p>5. Provision of resources and services acquired under Title III</p>	<p>Throughout the academic school year</p>	<p>Maintain equitable Title 3 resources available to charter schools and suggest resources if needed</p>
<p>6. Classroom visits by the ESOL Specialists and designated Charter school staff</p>	<p>Throughout the academic school year</p>	<p>The ESOL Specialist assigned to the schools will conduct classroom visits to support the implementation of ESOL best practices and maintain communication with the school administration. Note: The walk-throughs will be conducted upon request and are not evaluative.</p>