



POLK COUNTY PUBLIC SCHOOLS

CHARTER SCHOOL ADMINISTRATIVE SERVICES GUIDE

2023-2024

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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.

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 trainings 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 trainings 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 AAE Warehouse
- 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
- Entrance assessments for application to applicable programs and schools

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 and PERT), 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.
- As long as the district uses Reading Portfolio Assessment as an alternative demonstration of proficiency in traditional public schools, Charter Schools may contract with the district for portfolio assessments and scoring. This contracted service cost will be based on the actual cost of tests and scoring. Payment must be received within 30 days of invoice.
- Charter Schools may contract with the District for World Languages End-of-Course Assessments and scoring. This contracted service cost will be based on the actual cost of tests and scoring, including necessary accommodations for access to electronic and/or pencil/paper versions. 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:

- Access to bulk purchasing
- Access to the Free Reduced Lunch Application, when available
- Title I eligibility determination

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

- The Sponsor may contract the provision of food services. Each charter school must cover all the costs of the food service program.

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:

- Processing of district teacher certification applications and Florida Department of Education 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.
 - Focus Gradebook
 - Unify
 - WAN services
 - WAN Equipment Maintenance
 - WAN Anti-Virus, per machine
 - WAN Internet Access, per school
 - 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,
- Monitoring of K-12 Comprehensive Reading Plan where adopted by charter school
- 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:

- Provide planning and consultation for selection of transportation options and route development for yellow bus service option
- Provide training of FEFP data collection, and services for reporting and processing data for state funding
- Provide Supervisor Reasonable Suspicion Training upon request on a space available basis.
- Make site visits to conduct annual bus audits to insure 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
- As the district is the only entity able to report school-related bus accidents to the Department of Education, the District will assist the charter school with Accident Investigations. The charter school must also be present at the accident scene during the investigation
- Provide monitoring of fleet vehicles to ensure compliance with state and district requirements
- Provide oversight in the selection of bus stops in compliance with state mandated sexual predator legislation
- Organize periodic meetings with all Charter school representatives to share information, provide guidance, and discuss common issues
- Courier service once weekly

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

- To assure that transportation is not a barrier to student enrollment; the district will continue to contract transportation services for those students the district is currently transporting on behalf of charter schools. Provision of this service will be determined annually by the district
- The district will consider requests to contract transportation for new Start Up Charter Schools approved after August 1, 2011 but will consider contracting transportation services to Conversion Charter Schools on a case-by-case basis
- The district will consider requests to contract transportation services for new Start Up and Conversion Charter Schools on a case by cases basis
- School Bus Driver Training Program will be provided to all charter schools as a contracted service and billed on a pro-rata basis
- Florida Statutes 1012.465 and 1012.32 requires school districts to fingerprint and background check charter school personnel. Statute allows the School District to charge for the provision of this service. The cost for this service will be \$83.27 per fingerprint and background check. This does not include the annual retention fee of \$6.00 per year after the first year and the \$24.00 fifth year fee for resubmittal (retention and resubmittal fees subject to change)
- Schools may contract with the school district for drug and alcohol testing for Bus Drivers and other employees using a CDL license at the current rate charged by the provider to the district (currently \$36.00 per test). Schools will be invoiced for all tests completed, and payment must be received within 30 days of invoice. Please do not send employees with a money order at the time of testing

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).

Services the district will provide.

Business Services:

- Monitoring Federal and State Grants where the district is the LEA (Title I, Title II, IDEA)
- Calculation of federal and state grants are prorated for charters either dollars or goods and services (i.e., Title I, IDEA, Title II)
- Financial emergency plan/corrective action monitoring
- Allow charter schools to order from the warehouse and pick up items from school supplies and the surplus warehouse
- Provide the same access to surplus property in the warehouse as all public schools
- Budget advertising
- Review and approve capital outlay plans
- Provide training to collect FEFP information
- Process charter school FEFP information
- Monitor compliance of conversion charter capital outlay expenditures to ensure School contributes 100% of the 5% admin fee cut to capital outlay projects
- Provide information sessions for the Florida Educational Finance Program (FEFP)
- Coordinate and disburse Florida A+ School Recognition monies
- Coordinate and disburse Florida Teacher Lead monies
- Coordinate and disburse K-12 Reading monies
- Provide the school with information for Voluntary Student Accident Policy applications

ESOL:

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

Technology and Information Systems:

- Public records requests for those records housed at the district

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.
- If students want to participate for a public school they are not zoned for, they are required to complete a Controlled Open Enrollment for Sports Participation Only application. The application period begins the first Monday in April and concludes on the last Friday in April. All applications submitted during this period will be applied to the subsequent school year.
- 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. For questions or concerns regarding athletics, please reach out to the district

office of athletics at 863-647-4203.

Facilities:

- For conversion charter schools only, submission of facilities reports to the Department of Education
- For conversion charter schools only, submission of FISH Calculations to the Department of Education
- For conversion charter schools only, performance of safety inspections performed annually by a State certified fire marshal. Correction of identified deficiencies is required
- For conversion charter schools who contract Food Services with the school district only, inspections of kitchens and related spaces as required by the Department of Health
- For conversion charter schools only, maintenance provisions to maintain the facility in a manner similar to School Board standards utilizing Public Education Capital Outlay funds
- Conversion Charter Schools may contract with the school district for Architectural services, including Construction documents, Plans review, F.I.S.H., D.O.E./database maintenance, and Consultative Services
- Conversion Charter Schools may contract with the school district for Construction Services/In-House Construction, including Building permits, In-House construction services, Consultative services, and costs associated with stop work issuance
- Conversion Charter Schools may contract with the school district for Environmental and/or Custodial Services and Service manager's consulting
- Conversion Charter Schools may contract with the school district for Maintenance Services, including school maintenance and repairs and Service manager's consulting
- Conversion Charter Schools may contract with the school district for Bi-annual Safe Schools/Fire Inspections
- Conversion Charter Schools may contract with the school district for Irrigation, trees, and grounds services
- Conversion Charter Schools may contract with the school district for Facilities lists required by schools
- Start Up Charter Schools may contract with the school district for their annual Fire Inspection

Instructional:

- There are certain student recognition activities or competitions that are funded from sources other than local education dollars; therefore, charter school students may participate in the following activities at no charge. It will be the responsibility of the charter school to provide transportation and supervision for the students who are participating in these activities. Activities without a charge may include:
 - JROTC
 - Math Counts
 - About Face
 - State Academic Tournament

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

- Schools may contract with the School District to participate in the ITV Video Awards. The contracted rate will be determined annually and will not include transportation or supervision. Additionally, schools will not be eligible to participate as event crew or talent. The contract will, however, include one school visit by a member of the ITV staff to explain the rules of the competition
- Schools may contract with the School District to participate in Sunshine State Young Readers Book Festival activities. The contracted rate will be determined annually and will not include the provision of transportation, food, or supervision
- Schools may contract with the School District to participate in A-Team competitions. The contracted rate will be determined annually and will not include transportation or supervision
- Schools may contract with the School District to participate in History Fair. The contracted pro rata rate will be determined once anticipated expenses are finalized, which may include but not limited to staff time, rental costs, and supply costs. The contracted rate will be determined annually and will not include transportation or supervision
- Schools may contract with the School District to participate in the Elementary and Secondary Science Fair/Showcases. The contracted pro rata rate will be determined once anticipated expenses are finalized, which may include but not limited to staff time, rental costs, and supply costs. The contracted rate will be determined annually and will not include transportation or supervision
- Schools may contract with the School District to participate in Poetry Contest. This event is hosted and overseen by the district's Secondary Literacy Team, Teaching and Learning Department. The contracted pro rata rate will be determined once anticipated expenses are calculated, which may include but not limited to staff time, rental costs, print costs and supply costs. The contracted rate will be determined annually and will not include transportation or supervision
- Schools may contract with the School District to enroll students in the District's Summer Reading Camp as required by statute. The contracted rate will be determined on a per student basis and will be determined annually
- Schools may contract with the School District to enroll students in the District's Summer Learning program for secondary students. The contracted rate will be determined on per student basis and will be determined annually. Charters will be charged for students that have been dismissed from the charter school at the end of the year to ensure earned FTE for the school year provides for Summer Learning services
- The following activities may include charter school student participation for the actual cost of participation (this does not include transportation, food, or supervision). The contracted rate will be determined annually per participating student
 - Art Exhibits at the museum
 - All County Band
 - All County Chorus
 - All County Orchestra
 - All County Piano

- Elementary Music Showcase
 - Guitar All-County
 - Jazz Band All-County
 - All County Dance Gala
 - East Area Youth Symphony
 - ACTfest All-County Theatre
- Through the Polk Education Foundation, charter school seniors can apply for our scholarships. Charter school students in the 9th grade can apply to be in our Take Stock in Children program and earn a scholarship when they graduate that way. Both however are paid for by donor funds, so charter participation is contingent on donor direction where applicable.
 - Grants offered by the Polk Education Foundation are open to teachers and the schools, and charter teachers are invited to our teacher-to-Teacher Connection Idea Expo and to “shop” in our Free Teacher Market each month we are open.

Safe Schools

DEFINITION: The Office of Safe Schools ensures the safety and security of all public and charter schools within Polk 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.

In accordance with state law, the PCPS Office of Safe Schools will:

- Conduct both announced and unannounced on-site visits to evaluate school safety and to ensure full compliance with all required security measures and protocols. In addition to evaluating site security, undercover deputies will attempt to enter the campus to see if they are stopped or challenged.
- Notify the Executive Staff of Polk County Public Schools and the Florida Department of Education's Office of Safe Schools of any school safety deficiencies or any instance of noncompliance that are deemed to be an imminent threat to the health, safety or welfare of students or staff.
- Confirm that each site has a law enforcement officer or guardian on scene at all times, that is alert and active, during regular school hours.
- Verify each school complies with the terms of Alyssa's Alert, as defined in Section 1006.07(4)(c), requiring a mobile panic alert and notification system. Raptor software is what Polk County uses to comply with this mandate.
- Ensure compliance, knowledge, and active use of FortifyFL, in addition to other reporting mechanisms, to remain proactive in preventing violent incidents.
- Validate that each school has an active and properly operating threat assessment team that is utilizing the Comprehensive School Threat Assessment Guidelines (CSTAG) model to assess the behavior of persons who may pose a threat and to appropriately coordinate intervention and services.
- All schools in Polk County, including charter schools, are required by law to immediately notify the Office of Safe Schools of threats made against their campus, students, and staff.
- In accordance with Section 1006.07(4)(b), every school shall notify parents or legal guardians of threats and unlawful acts or significant emergencies that occur on school grounds, during transportation or during school-sponsored activities.
- Confirm the school conducts and documents emergency drills as required. These drills will be conducted at expected and unexpected times and under varying conditions to provoke options-based responses. The Office of Safe Schools supervision staff may arrive at any time to implement their own unexpected drill to evaluate the school's performance.
- The Office of Safe Schools will ensure appropriate Polk County public and charter school personnel have access to the Critical Incident Response Plan (CIRP). These emergency management and emergency preparedness procedures will be followed at all times.

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).

Title I

The purpose of this title is to provide all children significant opportunity to receive a fair, equitable and high-quality education, and to close the educational achievement gap:

Every Student Succeeds Act- Sec. 1001. [20U.S.C. 6031]

School-wide programs in general rule states the following:

- (1) A school may operate a school-wide program if.
 - a. 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
 - b. 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.
- (2) 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.
- a. To identify eligible school attendance areas.
 - b. To determine the ranking of each area; and
 - c. 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 and instead choose to access Title II funded professional development services through the Polk County School Board. Regardless of the service option chosen, each charter school that wishes to participate in Title II, Part A funded activities must complete and submit an annual Comprehensive Needs Assessment as required by statute. A template will be provided to each charter school along with the annual notifications each year. Schools choosing to complete a plan will be provided with a plan template to be completed and returned to the federal programs and finance 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, and Total cost; additionally, further details are required based on the type of

expenditure being requested. The categories of expenditures along with the required details are as follows:

PD Event Details

Description of event, number of teachers, type of conference, planned start date, planned end date, Vendor name, Individual Registration Fee Cost, Number of Students Impacted, Expected Student Benefit

- For Out of State: Location of Conference, Days of Travel, Hotel costs per person, Flight Cost per person, Per diem cost per person, other travel cost per person, Rational for out of state conference attendance

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, Method Used to Measure Impact, Grade Level of Students Impacted, Expected Student Benefit

Technology Details

Description, Quantity, Unit Cost, Total Cost, planned start date, planned end date, Method Used to Measure Impact, Grade Level of Students Impacted, Expected Student Benefit

CSA Details (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 CSA, Vendor Name, Length of PD, Dates for CSA, Rate Method, Rate Cost, Total Amount, Planned Start Date, Planned End date, Method used to measure impact, Grade level of students impacted, Number of students impacted, Expected student benefit

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, Planned Start Date, Planned End date, Method used to measure impact, Grade level of students impacted, Number of students impacted, Expected student benefit

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, Grade level of students impacted, Number of students impacted, Expected student benefit

Full Time Staff Detail

Staff job title, Number of staff, Annual Salary, Retirement, FICA, Health Insurance, Life Insurance, Works Compensation, Total Salary and Benefit, Percent Paid by this Grant, Total charged to grant, Method used to measure impact, Grade level of students Impacted, Number of students impacted, Expected student Benefit

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.

Once we have been notified that the plan has been approved by the Florida Department of Education the school will be notified.

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 the Federal Programs and Finance Department along with supporting backup documentation.

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 Polk County Schools Federal Programs & Finance 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.

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 completed in a timely manner and submitted to Holly Finley in the Federal Programs and Finance Department at holly.finley@polk-fl.net.

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 Exceptional Student Education (ESE) services, Section 504 eligibility and mental health supports.

Services district will provide:

ESE

- FOCUS SSS computer IEP program including all forms and documents
- Develop and monitor corrective action plans for charter schools not in compliance with the individuals with Disabilities Education Act (IDEA) requirements.
- All charter schools may attend and access ESE trainings that are appropriate for their student population.
- Review IEP components to ensure accuracy and alignment with the Matrix of Services.
- Review IEP components to ensure accuracy and alignment with the student's schedules.
- Collaborate with charter school staff to review applications for students with disabilities to ensure appropriate services are accessible.
- Provide initial Child Find services. Once initial eligibility for any ESE program is established, charter schools must contract independently for any re-evaluation services needed.
- Charter schools may refer students for Hospital/Homebound supports. The district will provide training and collaborative consultation for students being considered for eligibility. If found eligible, services would be provided by the charter school program.

504

- FOCUS SSS 504 computer program including all forms and documents.
- 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.

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. If schools participate in the district's Mental Health Allocation Plan, a mental health facilitator will be assigned by the Director of Behavior & Mental Health Supports based on student enrollment.
- Charter schools may receive crisis supports in the event of a death impacting students or staff. Schools may contact the Director of Student Services to request crisis supports or to consult regarding crisis situations.
- Charter schools may attend Basic Crisis Intervention Training offered annually.

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.

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

- Schools may contract with the School District for Deaf /Hard of Hearing and/or Vision services. At a minimum the cost of the contracted services will be based on the staff member's hourly rate of pay for services. Deaf/Hard of Hearing and/or Vision services would also include travel reimbursement to and from school site. Schools will receive an invoice at the end of the school year for services provided throughout the school year.

Plan Options:

A plan for reimbursements applicable under the provisions of IDEA must be presented to the ESE district administration annually before any reimbursement will be considered. The plan should outline services and costs for the school year. Reimbursement is contingent upon ESE administrative review.

ESOL Services

ESOL Activities	Due Date	Objectives
<p>1. At the beginning of the academic school year provide Programmatic/Instructional Training for ESOL Staff in Charter Schools</p>	<p>August</p>	<p>* 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:</p> <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
<p>2. Support, assist in management and oversee aspects of ELL DOE State program maintenance policies & procedures</p>	<p>During each FTE period and as needed during school year</p>	<ul style="list-style-type: none"> • Support resolving FTE Errors
<p>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)</p>	<p>Within GP1 (first nine weeks)</p>	<p>Development, implementation, and delivery of ESOL Training in the following areas:</p> <ul style="list-style-type: none"> • Comprehensible instruction • Use of ESOL strategies • Gradual release of information • Scaffolding of activities & assessments • ELL grading policy • Use of ESOL accommodations • Engaging Students • Research-Bases Practices for ELLs (English Language Learners) • Cognitive Coaching • Adaptive School Strategies trainings • Grading policies • Promotion/retention • Data Analysis
<p>4. ESOL TRST acts as a resource to your school regarding ESOL Instructional support and ELL related matters (grading policies, promotion/retention, instructional, data analysis, etc.)</p>	<p>Academic School Year</p>	<p>Build capacity to effectively serve ELL Students.</p>

ESOL Activities	Due Date	Objectives
5. Monitoring of school staff in need of ESOL Certification and offer ESOL endorsement course	Throughout the academic school year	Provide all school staff in need of ESOL certification the opportunity to sign up and take the ESOL certification courses.
6.. Provision of resources and services acquired under Title III	Throughout the academic school year	Maintain equitable T3 resources available to charter schools and suggest resources if needed
7. Walk-Throughs by the ESOL TRST and designated Charter school staff	Throughout the academic school year	The ESOL Teacher Resource Specialist Trainer (TRST) assigned to the schools will conduct walk-throughs 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.

The School Board of Polk County, FL prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board is committed to taking immediate action to eliminate harassment, prevent its recurrence, and address its effects. Students, parents, and district staff are encouraged to work together to prevent harassment. Any student who believes that he or she has been subjected to harassment on the basis of race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law is encouraged to report the harassment to the district. Students or employees found to have engaged in acts of such harassment will be promptly disciplined including, if circumstances warrant, suspension or expulsion for students, or suspension or termination for employees.

The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at (863) 534-0513 or P.O. Box 391 Bartow, Florida 33831.

The School Board of Polk County, Florida, Policies 1122, 2260, 3122 and 4122, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A-19.000 through 6A-19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act of 1990 as amended, Vocational Guidelines, Age Discrimination in Employment Act of 1967, Title IX and Boy Scouts of America Equal Access Act 34 C.F.R. 108.9