



130 E. Central Ave.
Lake Wales FL 33853

P.O. Box 3309
Lake Wales FL 33859

PHONE 863-679-6560
FAX 863-679-6565
lwcharterschools.com

SUPERINTENDENT
Alricky Smith

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The mission of Lake Wales Charter Schools, Inc. is to bring the best of public education to our community by providing innovation and choice within a continuous pre-school through postsecondary curriculum so that each child recognizes the benefits of life-long learning, constructive citizenship and personal happiness.

The Lake Wales Charter Schools, Inc. is an equal opportunity institution for education and employment.

MEMORANDUM

TO: Lake Wales Charter Schools Stakeholders
FROM: The Desk of the Superintendent
DATE: May 24, 2022
SUBJECT: Advertisement to announce PUBLIC HEARING

Please be advised of the following public notice to the Lake Wales Charter Schools' Stakeholders on May 24, 2022.

Lake Wales Charter Schools is holding a **Public Hearing** at the Central Office, 130 East Central Avenue, on Monday, June 20, 2022, at 5:00 pm to adopt the following School System Policies:

<u>POLICY</u>	<u>TITLE</u>
LWCS BP#	Instructional Resources and Materials
LWCS BP#	Care of Students with Chronic Conditions
LWCS BP#	General Counsel Policy

Public Comments can be submitted by email to publicrecords@lwcharterschools.com or delivered in writing to the School System's Central Office at 130 East Central Avenue, Lake Wales, Florida, and must be received at least twenty-four (24) hours prior to the scheduled meeting. Public Comments may also be made in person on the day of the meeting.

Persons having questions concerning the proposed School System Policy adoptions should contact Alricky Smith, Superintendent, Lake Wales Charter Schools, Lake Wales, Florida, at (863) 679-6560. Copies of the proposed policies may be obtained, at cost, from the Office of the Superintendent of Lake Wales Charter Schools, 130 East Central Avenue, Lake Wales, Florida, 33853.

PERSONS DESIRING TO APPEAL ANY ACTION OF THE BOARD MAY BE REQUIRED BY FLORIDA STATUTES TO PROVIDE A VERBATIM TRANSCRIPT OF SAID ACTION

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INSTRUCTIONAL RESOURCES AND MATERIALS

LWCSBP#:

TITLE: Allocation of Instructional Materials

POLICY:

The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable within the schools. The allocation of these materials shall be based on student full-time equivalent membership funds, school enrollment and membership.

SPECIFIC AUTHORITY:

Sections 1002.20; 1003.02; 1006.28;
1006.40, Florida Statutes

TITLE: Instructional Materials Selection

POLICY:

It is the constitutional duty and responsibility of The Lake Wales Charter Schools(LWCS), ("Board") to adopt and provide adequate instructional materials to all students of the System, whether the materials are selected from the list of approved materials from the Florida Department of Education or through a LWCS selection program. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature. The school administrator shall coordinate the selection of instructional materials.

- (1) Selection of State-Adopted Instructional Materials. A school committee shall be appointed to review instructional materials which are being considered for state adoption.
 - (a) Committee members shall complete a training program developed by the Florida Department of Education prior to involvement with the review and selection process. The training shall develop skills to assist committee members in making valid and objective recommendations regarding the content and rigor of instructional materials.
 - (b) The composition of the committee shall be in accordance with current state provisions.
- (2) Selection of the Adopted Instructional Materials. The primary objective for school-wide adoption of instructional materials, which may include state-adopted and non-state-adopted instructional materials, is to unify the curriculum of the school's educational program. The committee composition shall follow the same provisions as the state committee. The selection process shall be in accordance with these provisions.
 - (a) Evaluation and Recommendations. The committee shall evaluate instructional materials for potential use in the school and

shall provide recommendations and concerns to the Superintendent's designee regarding the evaluation results.

- (i) Public access to student editions of recommended materials will be provided twenty (20) calendar days before the public hearing described below.
- (ii) Notice of Materials. Public notice of the materials being considered for adoption shall be posted on the school and system's websites and shall specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review.
- (iii) Public Hearing. The Board shall conduct an open, noticed public hearing to receive comment on recommended materials prior to adoption.
- (iv) Public Meeting. An open, noticed public meeting, on a date other than the date of the Board's public hearing required by Section 1006.283(8)(b), Florida Statutes, to approve an annual instructional materials plan identifying instructional materials that will be purchased.
- (v) Notice of Public Hearing and Public Meeting. Notice for the Board's public hearing and public meeting shall be posted on the school and system's websites and specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review.
- (vi) During the public hearing, the parent of a public school student or a resident of the county, shall be permitted to proffer evidence that:
 - (1) A recommended instructional material does not meet the criteria provided in Section 1006.31(2), Florida Statutes or Section 1006.40(3)(d), Florida Statutes if it was selected for use in a course or otherwise made available to students in the school district but was not subject to the public notice, review, comment, and hearing procedures under Section 1006.283(2)(b)8,9, and 1, Florida Statutes; or
 - (2) Any material used in a classroom, made available in a school library, or included on a reading list contains content that is pornographic or prohibited under Section 847.012, Florida Statutes, is not suited to student needs and their ability to comprehend the material presented, or is inappropriate for the grade level and age group for which the material is used.

- (vii) For purposes of this Policy, “resident” shall mean a person who (1) has maintained his or her residence in the State of Florida for the preceding year, (2) has purchased a home that is occupied by him or her as his or her residence, or (3) has established a domicile in this state pursuant to Section 222.17, Florida Statutes.
 - (viii) In addition to comments during the public hearing, the Board shall receive comments at the public meeting.
 - (b) Objections to Selection of Adopted Instructional Materials. Any objection to the selection of any instructional materials shall be filed and processed as follows:
 - (i) A parent of a public school student or a resident of the city may file a petition on the form available and posted on the system’s website within thirty (30) calendar days after the adoption of the materials. The petitioner must sign the form, include the required contact information, and state the objection to the instructional materials.
 - (ii) Within thirty (30) calendar days after the 30-day period has expired, the Board shall conduct a public hearing on all petitions timely received, before an unbiased and qualified hearing officer. The hearing officer may not be an employee or agent of the system. The hearing is not subject to the provisions of Chapter 120, Florida Statutes.
 - (iii) The decision of the Board after conducting the hearing is final and is not subject to appeal.
 - (iv) The Board shall maintain on its website a current list of instructional materials, by grade level, purchased by the system.
 - (c) A school-adopted list identifying all approved instructional materials shall be prepared and distributed to parents upon request.
- (3) Objections to Instructional Materials Already Adopted and in Use. With respect to instructional materials already adopted and in use, or proposed to be used in the classroom, a parent of a public school student or a resident of the City of Lake Wales shall file a petition for review with the Board. Such material shall include not only instructional materials used in the classroom, but also bonus and/or other media material that will be placed in the school’s media center and used in the classroom.
- (4) Instructional materials on the state-adopted and system-adopted lists shall remain for the period of the state adoption cycle plus two additional years.

SPECIFIC AUTHORITY:

Sections 1000.41; 1001.54; 1012.28;
1006.28; 1006.283; 1006.29; 1006.31, Florida
Statutes

TITLE: Care of Students with Chronic Health Conditions

POLICY:

The Lake Wales Charter Schools (LWCS) believes that each student, regardless of school choice, impairment, or socioeconomic status shall receive the same standard of care from a licensed health professional (i.e.,LPN or RN) for daily, intermittent, or emergency health care while on our school campuses.

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) so that they have the same access to education as students without disabilities. Such accommodations/modifications/interventions may be provided pursuant to a Section 504 Plan.

A. Chronic Health Conditions

Shall include but are not limited to:

1. "peanut" and other food allergies;
2. allergies other than food;
3. asthma;
4. diabetes; and
5. seizure disorders.

B. Confidentiality

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information.

C. Best Health Practices

The District will coordinate school health practices for the management of a chronic health condition and shall provide for:

1. identification of individuals with chronic health conditions;
2. development of individual health care action plans;

3. coordination of health care management activities by school staff;
4. communication among school staff who interact with children with chronic health conditions;
5. development of protocols to prevent exposure/episodic reactions;
6. awareness and training of school staff regarding District policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

D. School Health Practices

School health practices shall provide students with chronic health conditions the opportunity for:

1. full participation in physical activities when students are well;
2. modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education Plan (IEP);
3. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
4. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), coaches, and other appropriate staff.

E. Management

Healthcare management activities shall include:

1. procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents, for each student with a chronic health condition;
2. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;
3. established communication strategies for students to use to tell an adult they may be having a health-related problem;
4. procedures for students to have immediate access to medications that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;

5. prevention strategies to avoid causal elements;
6. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
7. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event.

F. Training

Staff will be provided training about chronic health conditions and their control in each school in which there is a student with a chronic health condition.

1. Each school is required to designate two employees to serve as clinic substitutes. These employees will be trained to fill in for clinic duties in the event the licensed health professional is unavailable.
2. Designated staff who serve as clinic substitutes must be CPR & First Aid certified. Certification classes are available through the District.
3. Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by the District RN.
4. The records of training completed by school employees shall be maintained and kept on file.

SPECIFIC AUTHORITY: F.S. 1001.43, 1006.062; HB 173; SB 340

Adopted 5/23/22

LAKE WALES CHARTER SCHOOL GENERAL COUNSEL POLICY

Qualifications of General Counsel:

- Juris Doctorate from an accredited law school; Membership in the Florida Bar.
- Minimum of five (5) years experience in the practice of law, with preference for experience in education law at the K-12 or higher education level.
- Minimum of two (2) years of administrative law preferred; practical knowledge of rulemaking and hearings under the Florida Administrative Procedures Act.
- Experience in drafting and reviewing a variety of legal documents related to the operation of a large corporation preferred.
- Experience in all facets of labor relations.
- Possess a valid Florida Driver's License.
- Ability to work harmoniously with a diverse combination of employees and members of the public in the pursuit of facilitating appropriate input and support of policy and contract content.

Purpose and Functions of General Counsel:

The purpose of the General Counsel is to protect the Board's interests as it relates to legal matters and support the Superintendent, System, and System staff in serving the educational needs of students in a legally compliant manner. The delivery of legal services provided by the General Counsel shall be coordinated through the Superintendent and the Chair. The General Counsel fulfills the following functions:

- Serves as the primary legal resource for all education, operations, labor, and employment matters.
- Delivers accurate, responsive legal advice regarding legal, compliance, and litigation matters within the System.
- Prepares and renders legal opinions and gives advice to the Board.
- Serves as Parliamentarian at Board meetings.
- Request opinions from the Attorney General as necessary.
- Keeps the Board informed of changes in statutes and relative court decisions.
- Prepares and approves as to form all contracts entered into on behalf of the Board and/or the System.
- Corresponds with the Department of Education and the Polk County School District on behalf of the Board and the System.
- Manages outside legal services provided to the System.
- Serves as a Board and System advocate to support legislative platform, Board goals, initiatives, and other matters determined by the Board.
- Acts as legal advisor to the Board at quasi-judicial hearings.
- Offers proactive, comprehensive feedback and alternatives that the Board, Superintendent, and System staff may consider to make decisions.
- Operates as a thought partner before issues arise by providing legal review of policy and practices within the ethical standards of the Florida Bar.

- Proposes risk avoidance measures through the early identification of potential legal issues and strategic planning in consultation with the Board, Superintendent, and System staff.
- Provides legal defense in dispute settlements and litigation brought against the System.
- Develops legal tools and resources for school leaders and System staff.