

Charter School Administrative Services

2025-2026

Florida Statute

F.S. 1002.33 (20)

(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 shall provide training to charter schools on systems the sponsor will require the charter school to use.

3. 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](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1003/Sections/1003.01.html)(9), 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](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1002/Sections/1002.331.html).

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](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1008/Sections/1008.3415.html)(3).

4. 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. A sponsor may not charge or withhold any administrative fee against a charter school for any funds specifically allocated by the Legislature for teacher compensation.

5. 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).

6. A sponsor shall annually provide a report to its charter schools on what services are being rendered from the sponsor’s portion of the administrative fee. The report must include the listed services and be submitted to the department by September 15 of each year.

(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](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1012/Sections/1012.45.html). 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).

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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.

**Services district will provide:**

* Contract development, modification, appeals and negotiations
* Renewals/Terminations
* Review of audits
* Archives and maintains copies
* Fixed assets/inventory
* Monitor monthly finance reports
* Capital outlay monitoring
* Monitoring start-up grants
* Monitor compliance with contract, state, and federal requirements
* Site visits
* Application review
* District meetings to share new mandates
* Requests for contract modification

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 included information on the processes, procedures and trainings needed to upload additional data reports as required by state and federal guidelines.

**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

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

**Services district will provide:**

* Liaison between FLDOE Assessment and Scoring/Reporting Teams and charter schools
* Receipt, storage and provision of statewide assessment testing materials
* Delivery of bulk testing materials to charter schools
* 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

School Lunch Services

**Definition**: Those services related to eligibility and reporting duties required to ensure that school lunch services under the federal child nutrition program, consistent with the needs of the charter school, are provided by the school district at the request of the charter school.

**Services district will provide:**

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

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.

**Services district will provide:**

* Processing of district teacher certification applications and Florida Department of Education forms
* Assistance and communication for completing applications
* Provide Beginning Teacher Program support, professional development and reporting Professional Competence Program completions (if school participates in District Title II Services)
* Provide Teacher Evaluation Platform (if school participates in District Title II Services)

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.

**Services district will provide:**

* Email accounts with help-desk assistance
* Attendance Training
* Enrollment Training
* Master Schedule Training
* Student Schedule Training
* FASTER training for monitoring student transcripts
* Grading Update and History Training
* Discipline Training
* FTE projections
* FTE verification
* FTE transmission to DOE
* Student Information Corrections
* Posting of test scores
* Communication of grading timelines
* FLDOE/SSO access and support
* DOE Data Entry support

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.

**Services district will provide:**

* Store cum folder permanent records on District’s Student Information System
* Performance measures from state assessments uploaded to the sponsor’s Student Information System
* Monitoring of Pk-12 Comprehensive Evidence Based 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](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1012/Sections/1012.45.html). 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.

**Services district will provide:**

* 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

Other Services

**Services 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)
* Review and approve capital outlay plans
* Process charter school FEFP information
* Coordinate and disburse Florida A+ School Recognition monies
* Provide Inter-office mail service two times per week

**ESOL Services:**

* Provide ESOL services and resources provided with Title III funds
* Provide ESOL professional development funded through Title III funds
* Provide training to ESOL Coordinators; programmatic handbook, accommodations, strategies, grading policies, promotion/retention
* Support resolving FTE errors

**Gifted:**

* Assistance in ChildFind activities.
* Facilitation/participation of LCS district representative in Gifted staffings and EP meetings
* Assistance with development of EPs.
* Trainings specific to a given charter school regarding gifted evaluation, eligibility and/or EP development.
* Travel reimbursement to and from school site for the above activities.

**Intervention Services:**

* District community liaison services as needed
* Families in Transition services as needed
* Attendance and attendance warning letters assistance as needed

**Competitions:**

* Can participate in District math competitions
* Can participate in District Spelling Bee
* Can participate in District 4H Speech Contest
* Can participate in District Brain Bowls

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

* 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 $95.00 per fingerprint and background check. Fingerprint renewal cost will be $61.00.

Safe Schools

**Definition**: The Leon County Schools Office of Safety and Security for all public and charter schools within Leon 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 Safety and Security coordinates with the Florida Department of Education’s Office of Safe Schools.

In accordance with state law, the Leon County Schools Office of Safety and Security will:

* Conduct both announced and unannounced on-site visits to evaluate 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 Leadership Team of Leon 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 Leon 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 Leon County, including charter schools, are required by law to immediately notify the Office of Safety and Security 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 Safety and Security supervision staff may arrive at any time to implement their own unexpected drill to evaluate the school’s performance.
* The Office of Safety and Security will ensure appropriate Leon 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.

For Full Time Staff, please ensure the following is included: 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

For Technology, please ensure the following is included: 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

Title I, Part A

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 I, Part A Charter School Implementation Procedure Summary**

(3) Program Implementation

* Charter Schools are notified annually of their eligibility status for Title I, Part A.
* Training and technical assistance is provided throughout the grant cycle.
* Schools are required to develop a plan of implementation. A template is provided to outline services and budget.
* Reimbursements must be aligned the approved grant as well as federal and state Title I, Part A policies.

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 Leon 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:

**PL 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

**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

**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 Leon 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 the Federal Programs and Finance Department.

IDEA and Section 504

The LCS School Board is the local education agency (LEA) for charter schools and as such, has the responsibility for the oversight of exceptional student education programs.

In accordance with Senate Bill 1108, the LCS School Board offer charter schools within the district the option of choosing their proportionate share of Individuals with Disabilities Education Act (IDEA) grant funds or services aligned with the IDEA areas.

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. Services and reimbursements are contingent upon ESE administrative review.

**Services district provides:**

**Exceptional Student Education (ESE) under IDEA:**

* FOCUS SSS computer IEP program including all forms and documents
* All charter schools may attend and access ESE trainings that are appropriate for their student population.
* Review IEP components to ensure accuracy.
* Review Matrix of Services for alignment with IEP components to ensure accuracy.
* Review student schedules for alignment with IEP components to ensure accuracy.
* Collaborate with charter school staff to review IEPs for students with disabilities to ensure appropriate services are accessible.
* District representation in Manifestation determination meetings.
* Provide initial Child Find services. For charter schools who have elected to take IDEA funds, once initial eligibility for any ESE program is established, charter schools must contract independently for any routine re-evaluations that do not involve the suspicion of another category of eligibility. For charter schools who elect to take services, an hourly fee for these services will be deducted from the IDEA proportionate share.

**Section 504**

* FOCUS SSS 504 computer program including all forms and documents.
* Participation in districtwide 504 training for groups regarding procedures and evaluations.
* Child Find guidance related to Section 504 eligibility.

**LCS District Fee-Based Services and Equipment Available to Charter Schools**

All fee-based services and equipment provided to charter schools will be based on the average hourly pay of the appropriate, qualified LCS service providers or the actual contractor fees should LCS have to enter into a contract with a vendor to provide these services.

**Related/Support Services (i.e., OT/PT/SLP/VI/DHH/Vision):**

* Provide support to the IEP/504 team in determining appropriate interventions for an Individual Education Plan or 504 Plan.
* Related Service Provider attendance at School Based Intervention Team meetings.
* Related Service Provider attendance at in-school staffings that do not result in consent for evaluation under Child Find.
* Conducting evaluations for the purpose other than Child Find (i.e., Functional Vision Learning Media Assessments, Assistive Technology, and Equipment Trials).
* Provide access to specialized equipment, where such OT/PT/DHH/Vision equipment (i.e., audiometer, audiologist equipment, vision equipment, sound field equipment, standers, wheelchairs, etc.) was purchased using federal funds (ex: IDEA, Part B). Access is subject to inventory status and availability and such equipment would be provided on a pro-rata cost.
* Provide child/teacher specific training related to student learning or technology needs.
* Preparation of required ESE documentation and IEPs (i.e., summarizing data collected on goals, Medicaid funding reports, logs, etc.)
* Professional development and training activities provided to charter school staff at the charter school.
* Preparation of materials (i.e., Brailed materials)
* Travel reimbursement to and from school site for the above activities.

**Section 504:**

* Participation of district representation in 504 Meetings
* Facilitation of resolution meetings
* District representation in manifestation determination meetings for Section 504 students.
* District representative participation in resolution meetings/hearings.
* Assistance with development of Section 504 plans.
* Training provided specifically to a given charter school regarding section 504 processes/compliance.
* Facilitation of and/or participation in Section 504 meetings
* Travel reimbursement to and from school site for the above activities.
* District staff will be invited to participate in 504 meetings when the Sponsor determines the presence of the staff is appropriate

**Behavior Services:**

* Provide guidance to school-based FBA/BIP teams on creating Functional Behavioral Assessment and interventions for Behavior Intervention Plans
* Tier 3 services for students
* Consultation and support at Behavior Intervention meetings
* Collecting, graphing and analyzing data
* Professional development and training activities provided to charter school staff at the charter school.
* Assisting team with the IEP meeting and social emotional goals related to the FBA/BIP
* Conduct observations for the purposes of developing appropriate interventions and supports
* Travel reimbursement to and from school site for the above activities.
* District staff will be invited to participate in IEP meetings when the Sponsor determines the presence of the staff is appropriate

**Other District Support Services:**

* Participation in resolution meetings.
* Meeting with school staff in preparation for resolution meetings (such as reviewing documentation and data)
* Travel reimbursement to and from school site for the above activities.
* District staff will be invited to participate in IEP meetings when the Sponsor determines the presence of the staff is appropriate

**Assistive Technology**

* Assistive Technology devices/materials for lease.
* Child-specific/teacher training related to student learning or technology needs.
* Conducting evaluations for purposes other than Child Find (Functional Vision, Learning Media Assessment, Assistive Technology, Equipment Trials).
* Consultation services.
* District staff will be invited to participate in Individual Education Plan (IEP) meetings when the Sponsor determines the presence of its staff is appropriate.
* Preparation of materials (Assistive technology, Braille or other low vision, etc.).
* Preparation of required ESE documentation and IEPs (summarizing data collected on goals, Medicaid funding reports, logs, etc.).
* Professional development and training activities provided to charter school staff at the charter school. (Requires approval of the District Supervisor).
* Providing direct services to a student in accordance with the student’s IEP.
* Providing specialized equipment on loan from the DSBPC.
* Student observation.
* Travel reimbursement to and from school site for the above activities.

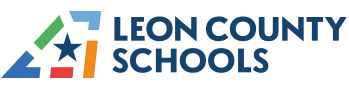
**Hospital/Homebound Services:**

* District Representation (HHB Case Facilitator, HH
* Hospital/Homebound Services (HHB)
* Recommendations from the District Representative for appropriate instructional personnel or programs to meet the needs of the HHB student (in-person, via phone call or via virtual platform)
* Assistance of the HHB Case Facilitator, HHB Compliance Resource Teacher or HHB Supervisor in a problem-solving meeting related to Hospital/Homebound (in-person, via phone call or via virtual platform)
* Provision of HHB services if the charter school cannot secure their staff to provide the required HHB services for a fee or reduction in proportionate share of funds.
* Travel reimbursement to and from school site/home for the above activities.

Health, Wellness and Student Services

Health, Wellness and Student Services

* Charter schools have the option of participating in the district’s Mental Health Allocation plan or may choose to submit their own mental health plan to FLDOE. Charter schools participating in the district plan are assigned school-based mental health providers (School Social Worker and a School Psychologist) **and Mental Health Crisis Response**.
* LCS employs **three** Licensed Mental Health Counselors that respond to charter schools **(who opt in to LCS Plan)** to address crises related to self-harm and/or harm to others.
* Charter Schools are assigned a district-employed School Social Worker and are invited to participate in all training offered to our traditional public schools.
* Mental Health Allocation Plan, a direct service provider for tier II, tier III interventions, and/or the coordination of services for students and/or families will be provided at least one day per week at each charter school.
* Charter schools receive support in the event of a crisis impacting students or staff. Schools may contact the District Student Services office to request crisis support or to consult regarding crisis situations.
* LCS employs two Licensed Mental Health Counselors that respond to charter schools to address crises related to self-harm and/or harm to others.
* Charter schools' staff are invited to participate in Youth Mental Health Awareness Training offered throughout the year.
* Charter schools are required to participate in annual Student Bullying Prevention, Investigations, and HOPE Scholarship Training
* PBIS (Positive Behavioral Interventions and Supports) training is provided for all district public and charter schools annually.
* Charter schools YMHFA certification data is maintained in the district professional development portal. 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 to meet this statute.
* Charter schools must attend training and are provided support on the threat management process throughout the year by the District Threat Management Coordinator.
* Suicide Prevention Awareness and Assessment Training is offered annually to all LCS district public and charter schools and receive support throughout the year by the Health, Wellness and Student Services Office.
* The Health, Wellness and Student Services Office inputs and manages charter school employees’ professional development related to health, wellness, and student services activities.



**Nondiscrimination Notification and Contact Information**

“No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

**Tonja Fitzgerald, Assistant Superintendent**

Equity Compliance Officer (Students)

Leon County School District

725 Calhoun Street

Tallahassee, Florida 32301

(850) 487-7309

[tonja.fitzgerald@leonschools.net](mailto:fitzgeraldt@leonschools.net)

**Wallace Knight, Director**

Equity Compliance Officer (Employees)

Title IX Compliance Officer

Leon County School District

725 Calhoun Street

Tallahassee, Florida 32301

(850) 487-7210

[wallace.knight@leonschools.net](mailto:wallace.knight@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

**Jennifer Benton, 504 Specialist**

(850) 487-7317

[jennifer.benton@leonschools.net](mailto:jennifer.benton@leonschools.net)