

## Charlotte County District School Board

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### NCLB Public School Choice Options - Section 1

**20% of the Total LEA Title I, Part A Allocation:** \$ 669,720.00

**NCLB Public School Choice funding option your district is using:**

Only Title I Funds

#### NCLB Public School Choice Options Funded Only by Title I Funds

Total combined funds allocated via (3), (7) and (9) must be equal to (5). Please fill in the amounts that the LEA will use to provide public school choice (PSC/SES).

	(1) 20% of Total LEA Title I Allocation	(2) Maximum Amount Available for Outreach 1% of (1)	(3) LEA Input for Outreach (n<=1%)	(4) LEA Input for Estimated Roll Forward (See DOE100A section C)	(5) <b>Total Amount used for SES/PSC (1)+(4)</b>	(6) Required Amount for PSC (5%)	(7) LEA Input for PSC	(8) Required Amount for SES (5%)	(9) LEA Input for SES
Title I Funds	669,720	6,697	<b>6,697.00</b>	<b>0.00</b>	669,720	167,430	167,430.00	167,430	495,593.00

### NCLB Public School Choice Options - Section 2

## **Notification to Parents Regarding Supplemental Educational Services (SES), Public School Choice (PSC), and the School Status**

### **Application Regarding Parent Notification**

- ☐ Early Parent Notification of NCLB School Choice Options  
(only LEAs with approved Early Notification Plan for 2011-2012)

1. Outline the specific process that the LEA will use to notify the parents of all eligible students, in an understandable language, of the availability of SES and how the LEA will ensure that the SES notification is clearly distinguishable from other information regarding school improvement. (Clearly distinguishable does not mean separate notice.)

**Response:** *The Title I office and the ICS department will collaborate to gather student information for each Title I school receiving SES services. Families received their first notification of SES in the early notification choice letter that was mailed to parents on April 21, 2011 separate from any other school district notices. Separate from any other information from the school district, families will receive the “before the start of school” letter, enrollment form, Provider Directory, and a copy of the DOE question sheet “Choosing a Provider” on July 22, 2011 via the U.S. mail. Separate from any other information from the school district, the “after the start of school” letter, enrollment form, Provider Directory and a copy of the DOE question sheet “Choosing a Provider”, will all be sent home together in a sealed envelope in the student’s backpack on August 12, 2011. All of these items will be sent again via backpack in a sealed envelope in September, October, November and December if all tutoring slots have not been filled before this time. Historically, all documents have been sent in English and Spanish. However, the district staff will translate information or contract services as necessary and practical and /or requested by the family. The school parent involvement paraprofessional will notify the school of those families needing translation.*

2. Include timelines for notifying all eligible families, in a clear and concise manner, of SES both prior to and after the start of the school year.

**Response:** *As stated in the approved LEA Plan, written notification will be sent to parents of all eligible students after AYP and the school grade results are released by the Department of Education. The timeline is as follows: 1. April 21, 2011: Parents will initially be informed of the SES option in the Public School Choice letter, sent to all SINI school families. 2. July 22, 2011: Over two weeks prior to the start of the school year, informative SES notification letters (English and Spanish versions) will be mailed to all eligible families. Included with the letter will be: • Provider Chart- listing: the state approved providers serving the district; a brief description of the services each provide; contact information; service rating; and, number of tutoring hours each provider will serve students. • FAQs - a list of questions parents may want to ask providers (English/Spanish) • SES enrollment form (English/Spanish) Parents will be notified in the letter that staff, including translators, will be available to assist them in choosing*

a provider at the Provider Informational Meeting and Provider Fair to be held Aug. 18, 2011 at the Charlotte County School Board Office. 3. Parents will have nearly four weeks to respond to the letter or they may bring it with them to the Provider Fair on August 18, 2011. 4. August 12, 2011, during the first week of school (following school opening on 8/8/11) and September 1, 2011 (following the 8/18/11 Provider Fair): Any parents who have not yet responded will receive a follow-up letter including the Provider Directory, list of questions to ask, an SES Enrollment Form, and an offer to assist in selecting a Provider. 5. Additional letters and SES information will be sent to parents in September, October, November, December, and January. Parents will be encouraged to return the enrollment form indicating either acceptance or rejection of SES services. 6. Additional parent notifications will include backpack flyers, school newsletter articles, personal phone calls, marquee message, Haitian-Creole radio station and church announcements and automated phone messages advising them of the availability of SES and encouraging them to attend parent meetings/provider fairs. 7. Continued contact will be made with eligible families encouraging them to participate in SES, until a completed enrollment form has been received by the Title I office. Historically, all documents have been sent in English and Spanish. However, the district staff will translate information or contract services as necessary and practical and /or requested by the family. The school parent involvement paraprofessional will notify the school of those families needing translation.

3. Include a clear description of the process and procedure established to enable parents to communicate their choice (at least two weeks).

**Response:** Notification on district letterhead will be mailed to parents of all eligible students during the Early notification period. Parents will be informed of the SES option in the PSC letter, including a Choice Enrollment Form sent via U.S. mail to SINI school families on April 21, 2011. On July 22, 2011, more than two weeks prior to the start of the school year, SES notification letters will be mailed to parents, including a chart listing for each state approved provider: name, service rating, a brief description of provider services, contact information, number of tutoring hours; a list of questions parents may ask providers, and an SES enrollment form. Parents will be notified in the letter and at the informational meetings and the Provider Fair that staff, including translators, will be available to help them choose a provider. Parents will have more than three weeks to notify the district of their interest in SES services. Letters, enrollment forms and list of questions to ask providers, are sent in both English and Spanish with translation available as needed for other languages. The initial letter follows the format sample provided through the DOE Choice office. Every effort will be made to place students with their first choice provider. Due to the increase in the number of Title I schools eligible to receive SES services and the allocated set-aside, students may need to be prioritized utilizing the following criteria should the demand exceed the availability of funds: Priority 1 A. all FRPL applicants in grade 2 with a Fluency score at 65 or below on the FAIR. B. all FRPL applicants in grade 3 with a Fluency score at 75 or below on the FAIR AP3 or Reading Comprehension percentile rank of 40 or lower on FAIR AP1 or AP2. C. all FRPL applicants in grade 4 at 2011 with an FCAT SSS score of 305 or below or a FAIR AP1 or AP2 Reading Comprehension percentile rank of 15 or lower. Priority 2. All FRPL applicants in grade 5 at 2011 with an FCAT SSS score of 305 or below or a FAIR AP1 or AP2 Reading Comprehension percentile

rank of 15 or lower. Priority 3. all FRPL applicants in grade 1 with a Fluency score at 25 or below on the FAIR AP3 or a Fluency score at 35 or below on the FAIR AP1 or AP2. Parents will have nearly four weeks to respond to the letter or they may bring it with them to the Provider Fair on August 18, 2011. Parents who do not respond to the initial letter will also receive a follow-up letter including the Provider Directory, list of questions to ask, an SES Enrollment Form, and an offer to assist in selecting a Provider sent after the start of school on August 12, 2011 and again following the Provider Fair on September 1, 2011. Additional parent notifications will include information at the "Back to School Fair," backpack flyers, school newsletter articles, personal phone calls, marquee message, Haitian-Creole radio station and churches announcements and automated phone messages advising them of the availability of SES and encouraging them to attend parent meetings/provider fairs. Additional letters and SES information will be sent in both English and Spanish to parents in September, October, November, December, and January. Parents will be instructed and encouraged to return the enrollment form indicating either acceptance or rejection of SES services. Parents may communicate their options by returning their enrollment forms to the school office, classroom teacher, school parent involvement/SES paraprofessional, or to the Title I district office. Continued contact will be made with eligible families encouraging them to participate in SES, until a completed enrollment form has been received by the Title I office. Enrollment forms will be available and distributed to parents and providers in a number of ways including, but not limited to Provider Informational Meetings, Parent Information Meetings, Provider Fairs, Family Center, school front office, District and school websites, and parent conferences. In addition faculty members and front office staff will receive SES training in order to answer parents' SES questions All signed enrollment forms, including those electing to receive services and those rejecting services will be housed at the Title I office. Record of the responses will be kept on the Title I Cayen System data base. To the degree possible, parents will be given the opportunity to exercise their rights to SES through ongoing enrollment. Translators and translated documents will be used as appropriate. Follow up with prioritized students, including teacher conferences, phone calls in English/Spanish made by the school personnel, and automated phone calls, as appropriate, will occur at the school level, giving all eligible students encouragement to participate. Staff will be available at anytime to answer questions. Mailing records will be kept in the form of receipts as well as teacher signatures documenting letters/notices sent home in student backpacks.

4. Describe how the LEA will streamline the parent enrollment and provider selection process for SES to enable students to begin receiving services by October 15.

**Response:** Written notification on district letterhead will be mailed to parents of all eligible students after AYP and the school grade results are released by the FLDOE. Parents were initially informed of the SES option in the PSC letter, including a Choice Enrollment Form sent to SINI school families on April 21, 2011. On July 22, 2011, more than three weeks prior to the start of the school year, SES notification letters will be mailed to parents separately from any other school district mailings, including a chart listing for each state approved provider: name; brief description of services; contact information; number of tutoring hours; list of Frequently Asked Questions; and SES enrollment form. Parents will be notified in the letter and at the informational meetings and Provider Fair that staff, including translators, will be available to help them choose a provider. Parents will have more than three

*weeks to apply for SES services. The letters, enrollment forms and list of questions to ask providers, will be sent in both English and Spanish. The initial letter follows the sample provided through the DOE Choice office. If the demand for SES exceeds the available funds, the following process will be used: The Title I staff will process the applications that have been received by August 20, 2011. If there are enough openings for all who have applied by that date, all eligible applicants will be enrolled. If there are more applications than openings, the staff will use the most current student assessment information available (FCAT, FAIR, SAT9/10) to enroll the eligible applicants according to the LEA's established priorities (detailed in response to question #7), and will enroll the students based on their academic need in reading. Providers will receive their first roster of students on August 25, 2010; students will begin receiving services in September. Parents will be notified when their child is enrolled, and provided information about when the services will begin. If openings occur in the future (if enrolled students move or withdraw), additional students will be enrolled as funds allow, based on the same process.*

5. Describe how the LEA will make SES enrollment forms/applications widely available to the parents of eligible students and providers.

**Response:** *As stated in the approved LEA Plan, written notification will be sent to parents of all eligible students after AYP and the school grade results are released by the Department of Education. The timeline is as follows: 1. April 21, 2011: Parents will initially be informed of the SES option in the Public School Choice letter, sent to all SINI school families. 2. July 22, 2011: More than two weeks prior to the start of the school year, informative SES notification letters will be mailed to all eligible families. Historically, all documents have been provided in both English and Spanish; however translation of documents in additional languages will be available as needed. Included with the letter will be: • Provider Chart- listing: the state approved providers serving the district; service rating; o a brief description of the services each provide; contact information; and, number of tutoring hours each provider will serve students. • FAQs - a list of questions parents may want to ask providers (English/Spanish) • SES enrollment form (English/Spanish) Parents will be notified in the letter that staff, including translators, will be available to assist them in choosing a provider at the Provider Fair to be held Aug. 18, 2011 at the school district office. 3. Parents will have nearly four weeks to respond to the letter or they may bring it with them to the Provider Fair on August 18, 2011. 4. August 12, 2011 (following school opening on 8/8/11) and September 1, 2011 (following the 8/18/11 Provider Fair): Any parents who have not yet responded will receive a follow-up letter including the Provider Directory, list of questions to ask, an SES Enrollment Form, and an offer to assist in selecting a Provider. 5. Additional letters and SES information will be send to parents in September, October, November, December, and January. Parents will be encouraged to return the enrollment form indicating either acceptance or rejection of SES services. 6. Additional parent notifications will include backpack flyers, school newsletter articles, personal phone calls, marquee message, Haitian-Creole radio station, churches and automated phone messages advising them of the availability of SES and encouraging them to attend parent meetings/provider fairs. The information is also available in the school office and the Family Center. 7. Continued contact will be made with eligible families encouraging them to participate in SES, until a completed enrollment form has been received by the Title I office. SES enrollment forms will be available to providers on the school and*

*district website, at Provider Meetings and at the District Provider Fair.*

6. Describe the process for notifying parents of any subsequent enrollment periods, in case funds remain after the first enrollment period.

**Response:** *The district utilizes an open enrollment policy, and continuously seeks to reach all eligible families who have not yet enrolled in SES or notified the LEA of their decision to not participate. Following the August 18, 2011 Provider Fair, initial enrollment data will be entered into the Cayen System. If the number of students accepting SES services exceeds the number available funding, prioritization will begin. Providers will receive their first student roster on August 25, 2011. If funds allow for additional students: 1. Any parents who have not yet responded will receive a follow-up letter including the Provider Directory, list of questions to ask, an SES Enrollment Form, and an offer to assist in selecting a Provider. 2. Additional letters and SES information will be sent to parents in September, October, November, December, and January via sealed backpack letters. Parents will be encouraged to return the enrollment form indicating either acceptance or rejection of SES services. 3. Additional parent notifications will include backpack flyers, school newsletter articles, personal phone calls, marquee message, Haitian-Creole radio station, churches and automated phone messages advising them of the availability of SES and encouraging them to attend parent meetings/provider fairs. The information is also available in the school office and the Family Center. 4. Continued contact will be made with eligible families encouraging them to participate in SES, until a completed enrollment form has been received by the Title I office.*

7. Provide a clear description of the process and procedure established to prioritize SES if demand exceeds funds.

**Response:** *The Title I staff will process the applications that have been received by August 20, 2011. If there are enough openings for all who have applied by that date, all eligible applicants will be enrolled. If there are more applications than openings, the staff will use the most current student assessment information available (FCAT, FAIR, SAT9/10) to prioritize the eligible applicants, and will enroll the students based on their academic need in reading according to the LEA's established priorities. Parents will be notified when their child is enrolled, and provided information about when the services will begin. If openings occur in the future, additional students will be enrolled based on the same process and the parents contacted. The LEA's priorities are as follows: Priority 1 A. all FRPL applicants in grade 2 with a Fluency score at 65 or below on the FAIR. B. all FRPL applicants in grade 3 with a Fluency score at 75 or below on the FAIR AP3 or Reading Comprehension percentile rank of 40 or lower on FAIR AP1 or AP2. C. all FRPL applicants in grade 4 at 2011 with an FCAT SSS score of 305 or below or a FAIR AP1 or AP2 Reading Comprehension percentile rank of 15 or lower. Priority 2. All FRPL applicants in grade 5 at 2011 with an FCAT SSS score of 305 or below or a FAIR AP1 or AP2 Reading Comprehension percentile rank of 15 or lower. Priority 3. all FRPL applicants in grade 1 with a Fluency score at 25 or below on the FAIR AP3 or a Fluency score at 35 or below on the FAIR AP1 or AP2.*

8. Address any additional communications to parents related to SES.

**Response:** *The district's SES open enrollment policy offers many opportunities for parent notification and enrollment. Following parent letters regarding PSC and SES sent on April 21, 2011; July 22, 2011; and August 12, 2011, additional parent notifications*

*will include backpack flyers, school newsletter articles, personal phone calls, marquee message, Haitian-Creole radio station announcement, church announcements and automated phone messages advising parents of the availability of SES and encouraging them to attend parent meetings/provider fairs. Additional letters and SES information will be sent to parents in September, October, November, December, and January. All documents are provided in both English and Spanish; translation of documents in additional languages will be available if feasible. Parents will be encouraged to return the enrollment form indicating either acceptance or rejection of SES services. Continued contact will be made with eligible families encouraging them to participate in SES, until a completed enrollment form has been received by the Title I office. Enrollment forms will be available and distributed to parents and providers in a number of ways including, but not limited to: Provider Informational Meetings, Provider Fair, Family Center, school front offices, District and school websites, and parent conferences. In addition faculty members and front office staff will receive SES training in order to answer parents' SES questions. All signed enrollment forms, including those electing to receive services and those rejecting services will be housed at the Title I office. Record of the responses will be kept on the Title I Cayen System data base. To the degree possible, parents will be given the opportunity to exercise their rights to SES through ongoing enrollment. Translators and translated documents will be used as feasible. Follow up with prioritized students, including teacher conferences, phone calls in English/Spanish made by the school personnel, as appropriate, will occur at the school level, giving all eligible students encouragement to participate. Mailing records will be kept in the form of receipts as well as teacher signatures documenting letters/notices sent home in student backpacks.*

9. Outline a specific process that the LEA will use to notify parents at an appropriate and reasonable time of their options pursuant to NCLB Public School Choice Options (Parents must be notified no later than 14 calendar days prior to the start of school).

**Response:** *The Title I office in collaboration with the ICS and Transportation departments identified all students currently enrolled at the eligible SINI school. April 21, 2011 - Written NCLB PSC early notification letter (previously provided to FLDOE) was mailed separately from any other school district information to parents in English and Spanish. Letters were available in the school and district offices from the mailing date until the deadline of May 16, 2011. During the kindergarten round-up (week of 4/25/11) school staff were directed to give the letter to every family with a student registering for kindergarten for SY11-12. Parents provided more than three weeks to return the enclosed form to notify the district of their interest in specific Choice options. Parents who express interest in transferring to another school will be entitled to that option if they respond by the stated deadline. LEA notified parents by letter sent through the US Postal Service of the result of their request. If denied, the reason was provided to parents in language clearly understandable to them (if feasible) and any other choice options that exist in LEA policy was explained and offered to them. Transportation Department will set routes and timelines, and contact parents with the information in June or July 2011.*

10. Provide a clear description of the process and procedure established to enable parents to communicate their options for public school choice (at least two weeks).

**Response:** *Once parents received the letters outlining their options for PSC, and the process to request it if they desired, the*

*following opportunities for communicating their decisions existed: Return the PSC Request form (English or Spanish) by May 16, 2011 by: US mail; personal delivery to the school or the LEA office; FAX; or, scan and e-mail the completed form. For clarification the parents had the telephone number, fax and e-mail of the Coordinator of State and Federal Programs, who facilitated the PSC process. Many parents did call with a variety of questions, which were answered in English or Spanish as necessary for full communication. There was not a need expressed for communication in any other language. When the forms were received, if there was any problem with the application, the Coordinator contacted the parents by telephone to personally discuss the issue and options for solving the problem; the Coordinator noted the calls in the file for the family. Final/official notification of approval was communicated in writing once all the issues were cleared. Official notification of denial was also communicated in writing, and included all pertinent information including options to request a transfer through the LEA's school choice options.*

11. Provide a clear description of the process and procedure established to prioritize public school choice if demand exceeds funds.

**Response:** *In the event the demand exceeds the availability of funds, students would be prioritized beginning with those with the lowest income and lowest achievement in reading/language arts based on established LEA priorities, which are: Priority 1 A. all FRPL applicants in grade 2 with a Fluency score at 65 or below on the FAIR. B. all FRPL applicants in grade 3 with a Fluency score at 75 or below on the FAIR AP3 or Reading Comprehension percentile rank of 40 or lower on FAIR AP1 or AP2. C. all FRPL applicants in grade 4 at 2011 with an FCAT SSS score of 305 or below or a FAIR AP1 or AP2 Reading Comprehension percentile rank of 15 or lower. Priority 2. A. all FRPL applicants in grade 5 at 2011 with an FCAT SSS score of 305 or below or a FAIR AP1 or AP2 Reading Comprehension percentile rank of 15 or lower. Priority 3. all FRPL applicants in grade 1 with a Fluency score at 25 or below on the FAIR AP3 or a Fluency score at 35 or below on the FAIR AP1 or AP2. Historical data indicates that this will not be problematic in SY2011-12.*

12. Provide the direct link to the LEA's website listing the number of students eligible for and participating in SES beginning with the 2007-2008 school year.

**Response:** *The link to the SES section of the LEA's Federal Programs page on the website is: <http://www.yourcharlotteschools.net/students/title1.cfm> The required documentation is posted there.*

13. Provide the direct link to the LEA's website listing the number of students eligible for and participating in PSC beginning with the 2007-2008 school year.

**Response:** *The link to the PSC section of the LEA's Federal Programs page on the website is: <http://www.yourcharlotteschools.net/students/title1.cfm> The required documentation is posted there.*

14. Provide the direct link to the LEAs website listing of the 2011-2012 SES Providers approved to serve the LEA and location where services are provided.

**Response:** *The LEA's list of State approved providers may be accessed through a link on the LEA's website, <http://www.yourcharlotteschools.net/students/title1.cfm> (scroll down to the SES section) which in turn accesses the FLDOE list of Providers Approved to Serve the LEA.*

*http://data.fldoe.org/ses/search/default.cfm?action=main&sort=&viewInfo=contact&expand=n&yearQuery=1112&subjectQuery=1&gradeQuery='K','1','2','3','4','5'&tutoring20HrQuery=&districtQuery=8#info*

15. Provide the direct link to the LEA's website listing the eligible receiver schools for the 2011-2012 school year.

**Response:** *http://www.yourcharlotteschools.net/students/title1.cfm is the link to the Title I information on the LEA's website. The eligible receiver schools are listed under the Public School Choice (PSC) segment.*

**LEAs are required to upload documents listed below**

**SINI Status (Please check all that apply):**

SINI 1 School(s) in LEA

SINI 2+ School(s) in the LEA

**LEAs are required to upload documents listed below**

**2011-2012 SES Parent Notification Letter (required)**

File 1: [SchoolChoice\\_File1.doc](#)

**2011-2012 SES Provider Directory (required)**

File 2: [SchoolChoice\\_File2.xls](#)

**2011-2012 SES Enrollment Form (required)**

File 3: [SchoolChoice\\_File3.doc](#)

**Samples of Other Communications Related to SES (optional)**

File 4: [SchoolChoice\\_File4.doc](#)

**2011-2012 Post-AYP Parent Notification Letter (required)**

File 5: [SchoolChoice\\_File5.doc](#)

**2011-2012 Choice Enrollment Form (required)**

File 6: [SchoolChoice File6.doc](#)

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## **LEA/Provider Contract and SLP - Section 3**

1. Describe the process for the development and implementation of the contract.

**Response:** *The Title I Resource staff notes any contractual issues that may arise or cause concern with the SES Contract each year. Input is received from the SES providers at monthly meetings with the Resource staff, or through other communications such as e-mail and phone conversations. In the interest of having a contract that provides for the best possible SES experience for our students, in the spring of each year the Resource staff and Coordinator of State/Federal Programs work with the LEA's attorney to address any issues or concerns, and to amend the contract accordingly. When the provider list is finalized, invitations are sent to the providers who have chosen to work in Charlotte County to attend an informational meeting in June to review the contract and procedures for providing SES services to the LEA's students. When the invitation is sent, a copy of the draft contract is included for the providers to preview. If there are contractual issues or concerns that arise at the meeting, the Coordinator of State and Federal Programs addresses them, or takes them for further consultation with the LEA's attorney. Once the providers execute the contract and provide it with all necessary information, signatures, and ancillary documentation, the final contracts are submitted to the Superintendent and then taken to the School Board for approval.*

2. Describe timelines and the process of the development and implementation of the SLP (including the development of specific and measurable goals).

**Response:** *The 10-11 Student Learning Plan (SLP) will be reviewed to ensure that it contains all required elements and timelines for 11-12. As stated in the approved LEA Plan, after Providers' contracts are approved by the Board and documentation requirements are met, the parents will select a Provider from the approved Provider list through parent meetings, Provider fairs, District website, or through written communication with the school. Parents will indicate their first, second and third choice Provider. If demand for services exceeds available funds, students will be enrolled based on the LEA's established priorities as described in Section 2 of this document. Every effort will be made to enroll*

*students with their first choice Provider. Providers will be given their initial list of students and LEA student data on August 25, 2011 with the intent of moving the tutoring start dates closer to the end of September. Student lists will also be available on the Cayen System. All students on the initial rosters must begin receiving services by October 15, 2011. Providers will receive weekly updates to their student roster and must begin serving the student within 20 days of receipt. SLPs will be developed using Cayen software. To ensure Providers meet the SLP contract requirements, including the development of a SMART goal, the District requires attendance at Provider training on use of the Cayen System and SLP goal development training. A selection of grade level appropriate goals based on the Next Generation Sunshine/Common Core State Standards, generated by the LEA, will be given to providers via the Cayen System for the development of the SLPs. The Provider may supplement the instructional plan by incorporating their own assessment information. Providers will meet with parents to select the appropriate student SLP goal based on achievement data provided by the LEA and Provider assessments. The individual instructional program and intervention will reflect the achievement data and any identified gaps. For students with disabilities, the SLP must align with the goals and support the student's IEP. This requirement is included as a written statement in the SES contract. SLPs will be rigorously reviewed by the Title I office within one week of receipt to ensure the plans are consistent with the student's needs. In the event the learning goal statement does not reflect the student's greatest area of deficiency, the provider will be contacted to revise the goal statement. In situations where it is not possible to have all three parties present, it will be the responsibility of the Provider to ensure that the SLP developed is approved by the parents and the LEA. Tutoring may not commence until the SLP has been approved by the LEA, and the Provider has been notified via the Cayen System. Providers will have a maximum of twenty days to contact parents, assess students, complete the SLP, schedule tutoring sessions and begin tutoring services. The Title I office and school contact will regularly monitor the fidelity of the provider services using observations, parent phone calls and parent surveys.*

3. Provide the LEA's timelines, due dates, and procedures for ensuring students will begin receiving SES by October 15th.

**Response:** *The process for providing parents with information in SES began in April 2011 with mention in the PSC letter, and continuing through August 2011 with additional mailings, meetings, and the Provider Fair has been extensively documented several times in this application. On August 22, 2011 the Title I staff will begin to process the applications that have been received by August 20, 2011 through the mail, delivered to the schools, or completed and submitted at the August 18, 2011 Provider Fair. If there are enough openings for all who have applied by that date, all eligible applicants will be enrolled. If there are more applications than openings, the staff will use the most current student assessment information available (FCAT, FAIR, SAT9 /10) to prioritize the eligible applicants according to the LEA's established priorities, and enroll the students based on their academic need in reading. By August 25, 2011 the SES Providers will receive their initial rosters of these students through the CAYEN Management System. The*

*contractual expectation is that the providers will have a maximum of twenty days to contact parents, assess students, complete the SLP, schedule tutoring sessions and begin tutoring services. The Title I office and school contact will monitor the implementation schedule through Cayen and personal communication with providers to ensure that the 20 day expectation is met. The students on the August 25, 2011 rosters will begin services no later than September 23, 2011.*

4. Describe the contractual requirements that ensure SES providers inform each student's parent(s) and teacher(s) of the student's progress.

**Response:** *As per contract terms, student progress will be documented at least monthly using the required Cayen Progress Report with SMART progress statements and utilizing the 'progress toward goal' graph. The district contract requires Progress Reports to be prepared and shared with families, the district and teachers by the fifth day of the next month. Invoices will not be processed until the Progress Reports have been disseminated by Providers. Providers will share Progress Reports with parents in a language they can understand, including ways they can support learning at home. Progress Reports will be given to the District Title I office, where they will be reviewed. During the required monthly Provider Informational Meetings the District will conduct ongoing training for Providers to ensure Progress Reports are written and utilized to the fullest potential.*

5. Describe the process for implementing a fair and uniform policy for prioritizing the use of school facilities, allowing SES providers access to school facilities in the same manner as other organizations, and for charging reasonable facility rental fees.

**Response:** *Contract states that school facilities are available to providers as space is available, per SB Policy 7510. Providers received the Principal's contact information and directions for requesting school space for services at the 6/16/11 Provider Meeting. Use of the school facility is available as space allows, on a first come, first serve basis. Charlotte County School Board Policy #7510 - USE OF DISTRICT FACILITIES The School Board believes that the public should have use of public school facilities when those facilities are not used for school programs or activities. Full use of these facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the Board. Facility Use Agreements for Non-Profit Organization: Non-profit organizations which make extensive use of school facilities are to enter into facility use agreements which will allow for no cost or limited cost use of school facilities depending upon the circumstances of the use. Under most circumstances, all for profit organizations will be subject to full cost. No Cost or Limited Cost Use (Level I): School-related organizations, shall, within the discretion of the Superintendent, be permitted to use school facilities without cost. (For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.) A signed use agreement shall be required, and the provisions of this policy excepting those concerning costs shall be observed. Full Cost Use (Level II): Under limited circumstances, the use of school facilities for commercial purposes may be permitted. Only persons who can demonstrate the provision of a bona fide valuable service*

*to District students will be eligible for the use of school facilities under these circumstances. The approval of the principal of the school in which the activity will be conducted is required. Required Custodial and Food Service Personnel A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested. Application for Approval: Non-school organizations shall make application for the use of school facilities at least fourteen (14) days prior to first usage. The application will be reviewed by the building principal and the Superintendent or his/her designee for final approval. All organizations using the facilities assume full responsibility for damages occurring while using the facilities. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision. Ineligible Users: Groups/persons will not be granted permits when the request is for activities that are in conflict or competition with District programs, political in nature as defined and described in Board Policy 9700, or not authorized by Board policy. Fee Schedules: The Superintendent may set rental fees for any area or facility not listed above. Supervision: All organizations under school facility agreements must be properly supervised by the sponsoring organization. The principal shall determine the adequacy of supervision. If additional supervision is required, school personnel may be employed and the cost charged to the sponsoring group. The user shall be fully responsible for all loss or damage to District property, including property of students and employees. Insurance: The user will be required by the Superintendent to provide the Board with a certificate of insurance with public liability protection of not less than \$300,000.00 combined single limit per occurrence. This coverage shall name the Board as an additional insured. The Board reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Board with due notice. All approvals are to be granted with this understanding. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property. F.S. 1013.10 Revised 7/20/10*

6. Describe how the contract will contain a provision that prohibits a provider from disclosing any student identifiable information.

**Response:** *The District does not release the names of any students to providers except those whose parents have expressed a desire to receive services from the Providers. The SLP prohibits any provider from releasing information about students. In accordance with the Jessica Lunsford Act, all employees and contractors of providers that work with District students will be fingerprinted and have a sexual predator and criminal background check conducted at the*

*district office. All Providers are required to provide copies of the identification badges issued by the district for any employees who have direct contact with students. Providers must wear their identification badge while working with any district student in any location. The Contract includes these specific components relating to ensuring confidentiality, as well as terms of Default, under which a Provider will be immediately terminated: On page 4: A. Meet all applicable federal, state, and local health, safety, and civil rights laws, and SCHOOL BOARD Rules, including but not limited to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and the provisions of SB 772 as enacted into law. B. Maintain the confidentiality of all students receiving SES and not disclose the identity of any student who is eligible for or receiving SES without the prior written permission of the student's parents/guardians, except as authorized by SCHOOL BOARD personnel; On page 15: 30. Default Failure on the part of the PROVIDER to comply with or fulfill any term, condition, or timeline as specified in this Contract, or the SLP, or any Provider state application assurances, the School Board, at its sole discretion, may terminate the Contract upon 5 days notice to the Provider. If the Contract is terminated under this Default provision, the SCHOOL BOARD shall only be liable for payment for services provided through the termination date, at the sole discretion of the SCHOOL BOARD. If it is determined that the cause of the Default will endanger the health, safety, or welfare of SCHOOL BOARD'S students receiving SES from PROVIDER, then this Contract may be terminated immediately WITHOUT notice to the Provider. 7. Describe the process for making student performance data available to providers.*

7. Describe the process for making student performance data available to providers.

**Response:** *Utilizing the Cayen system, student achievement data, including FCAT and FAIR data, is made available to providers immediately upon receiving a student on their roster. Providers may also contact the Title I office, the classroom teacher, or the school Guidance Counselor for additional achievement information.*

8. Describe the process for documenting consultation between the LEA, SES provider, and parent if all three parties can not meet face to face to develop and sign the SLPs. (Note: An LEA's requirement to obtain a parent's signature on the SLP may not delay services to eligible students.)

**Response:** *In situations where it is not possible to have all three parties present, it will be the responsibility of the Provider to ensure that the SLP developed is approved by the parents and the LEA. In the unusual situation that the Provider cannot contact the parent, the LEA uses all available tools to facilitate the communication, including, but not limited to: engaging translators if language is the barrier; verifying communication options with school staff and providing additional telephone numbers, emergency contact information, and work locations for the parents if necessary; and, the LEA will contact the parent and facilitate communication, including setting up a meeting at a site that works for the parents in order to secure time to develop and sign the SLP. Documentation is kept of all attempts made by the provider and/or the LEA to facilitate parental consultation in the SLP process. If, in spite of the best efforts of all, the parent's consultation and signature are unable to be obtained, the Provider will create the SLP based on the data*

*provided by the LEA and their own assessments, and submit it to the LEA for approval. Tutoring will commence when the SLP has been approved by the LEA, and the Provider has been notified via the Cayen System.*

**Upload the following 2011-2012 Contract and SLP requirements:**

**District/Provider Contract (required)**

File 1: [LeaContractFile1.pdf](#)

**Student Learning Plan (SLP) (required)**

File 2: [LeaContractFile2.pdf](#)

**Resources:**

See Office of Public School Options' website at: <http://www.fldoe.org/flbpso/>