

# SCHOOL COMMITTEE POLICIES

## AMESBURY PUBLIC SCHOOLS

### **District Procedures for the Title I Supplement, Not Supplant Requirement**

**DDA-R**

Title I funds may not take the place of – supplant – public education services that are to be provided to all students. The procedures below will assist the Amesbury Public Schools in demonstrating that it uses Title I funds only to supplement, and to the extent practical, increase the level of funds that would, in the absence of Title I funds, be made available from non-Federal sources for the education of children participating in Title I programs.

#### **Title I Targeted Assistance Schools in the School District:**

- Amesbury Elementary
- Cashman Elementary

**Student Selection Criteria:** (applicable for targeted assistance schools)

#### **School District-Level Criteria:**

The following multiple, objective, educationally-related criteria are used by Amesbury Public Schools to select the eligible pool of Title I participants. Eligible students are those identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards. If all eligible students cannot be served, schools shall select from a rank order list those most in need from this pool to be served.

- See attached K, 1 & 2 Student Criterion Checklists (Literacy) and 3 & 4 Student Criterion Checklists (Math)

#### **Students Automatically Eligible:**

In addition to the students identified by the criteria above and any additional school selection criteria, the following students are also eligible for Title I services.

- A student who, at any time in the preceding 2 years, participated in a Head Start, Even Start, or Early Reading First program, or in Title I preschool services.
- A student who, at any time in the preceding 2 years, received services under Title I, Part C, Migrant Program.
- A student in a local institution for neglected or delinquent children and youth or attending a community day program for such children.
- A student who is homeless and attending any school in the school district.

#### **School Criteria:**

Not applicable.

## Targeted Assistance Funds:

### Program Design:

The school district will review each targeted assistance school to ensure that the Title I program supplements the regular education program and serves only those students who have been identified and selected for Title I services.

### *Evidence:*

- School supplied evidence (teacher/student schedules).
- Information demonstrating that students with disabilities and students who are limited English proficient are receiving required non-Title I services specific to their need (indicated on Rank Order List).

### Student Selection:

The school district will review each targeted assistance school to ensure that the schools have identified and selected students for Title I services based on the school district-established student selection criteria and any additional school-established student selection criteria.

### *Evidence:*

- School-developed selection criteria (if any).
- List of students identified as eligible for services.
- List of students selected for services.
- Data supporting identification and selection.
- Student exit date (for those deemed no longer in need of services).
- Documentation that LEP and special education students are selected on the same basis as other students.

### Students Served:

School district staff will visit and review schools to ensure that students being served by Title I funds are those who have been identified to be served based on the student selection criteria.

### *Evidence:*

- Title I program description.
- Student participant list.
- School schedule for Title I services.
- Notes/student attendance from Title I staff.
- Discussions with regular and Title I staff.

### Staffing:

The school district will maintain records that demonstrate that the Title I program receives staff services commensurate with the staff payment. Corroboration of records to what is actually taking place will be carried out through means such as spot-checks, reviews, interviews with staff, and interviews with students.

*Evidence:*

- For 100% Title I-funded staff, the staff daily schedule of activities.
- For split-funded staff, staff daily schedule with clear delineation of time spent on the Title I program.
- Other documentation that demonstrates accurate charges to the Title I program (e.g., detailed position descriptions for split-funded staff)

Professional Development:

The school district will maintain a description of the professional development provided at the district level that is funded with Title I funds.

*Evidence:*

- The described professional development is aligned with the needs of the Title I students.
- List of participants. (School district staff will ensure the participating staff are those who teach or provide support to Title I participants.)
- The professional development does not duplicate that which the school district provides for non-Title I purposes that, in the absence of Title I funds, would be provided to all staff. (Descriptions of all other professional development will be available.)

Schools will maintain or provide to the school district a description of the school-level professional development paid for by Title funds.

*Evidence:*

- The described professional development is aligned with the needs of the Title I students.
- List of participants. (School district staff will ensure participating staff are those who will impact Title I participants.)

Parental Involvement:

The school district will maintain a description of the school district-level parental involvement activities paid for by Title I funds.

*Evidence:*

- The described parental involvement activities are aligned with the needs of the Title I students.
- List of participants. (School district staff will review to ensure they are parents of Title I students, although others may be invited to participate.)
- The parental involvement activities do not duplicate those that the school district provides for non-Title I parents that, in the absence of Title I funds, would be provided to all parents. (Descriptions of all other parental involvement activities will be available.)

Schools will maintain a description of school-level parental involvement activities paid for by Title I funds.

*Evidence:*

- The described parental involvement activities are aligned with the needs of Title I students and parents.
- List of participants. (School district staff will review to ensure they are parents of Title I students, although others may participate.)

Adopted: 2007