

TITLE I SUPPLEMENT, NOT SUPPLANT PROCEDURES

Title I Targeted Assistance School: West Street School

Student Selection Criteria:

School district and school criteria for student selection:

The following multiple, objective, educationally-related criteria are used 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, the school shall select those most in need from this pool to be served. The school may augment the examples of criteria listed below with additional objectives and/or educationally related criteria. West Street School will collect and maintain records of the supplemental criteria.

Evidence of one or more of the following:

- Students performing at the warning level on MCAS:
- Students falling in the at risk area of the DIBELS
- Additional criterion-referenced tests in a particular subject
- Teacher developed tests
- Teacher input

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.

Targeted Assistance Funds:

Program Design:

The school district will review the Title I program at the West Street 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: (One or more of the following)

- Written school design plans.
- School district review notes.
- School supplied evidence.
- Information demonstrating that students with disabilities and students who are limited English proficient are receiving required non-Title I services specific to their needs.

Student Selection:

The school district will review the Title I program at the West Street School to ensure that the School has 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 data (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 the Title I program at the West Street School 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 West Street School will maintain or provide to the school district a description of the school-level professional development paid for by 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 participating staff are those who will impact Title I participants)

Parental Involvement:

The West Street School 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.)

Guidance and Counseling:

The school district and the West Street School will demonstrate that guidance or counseling services, if paid for by Title I funds, are provided to Title I participants and are supplemental to other available guidance and counseling services.

Evidence:

- List of participants. (School district staff will review to ensure they are Title I students.)
- Description of services that demonstrates they meet the needs of Title I students and parents.
- The guidance and counseling services do not duplicate those that, in the absence of Title I funds would be provided to all students and parents.

Adopted February 7, 2005

Granby Public Schools – 2005

4 of 4