

North Dakota Department of Public Instruction
Kirsten Baesler, State Superintendent
600 E. Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

Responsibilities of the School District

Communication with Parents

- The school will determine which students should receive services, if not all students can be served (contact the state Title I office or check the program improvement website for more information on how this determination must be made).
- The school will give parents notification of the services that are available to their children.
 - ❑ Timelines and deadlines will be set for parents to respond in writing whether or not they want to receive supplemental services for their children.
 - ❑ Notification must be sent and completed annually and must include the following:
 - Availability of supplemental services
 - The list of state-approved providers
 - ❑ Help parents choose a provider, if requested.
- The school formulates procedures and processes for provider meetings, parent meetings, parent education, provider reporting, goal-setting sessions, and other components of the program.
- Ensure that eligible students with disabilities and LEP students receive appropriate services.
- Prominently display on its website: (a) beginning with data from the 2007-2008 school year and for each subsequent year, the number of students who were eligible for and the number of students who participated in SES; and (b) for the current school year, the list of providers approved by the SEA to serve in the LEA and the locations where services are provided.

Formal Agreement

- Schools must have an official written agreement with every provider selected by parents of eligible students. (A template is included under the "Contracts/Agreements with Providers" tab that meets these requirements and may be used as an agreement.) The agreement must include the following:
 - ❑ A statement of specific achievement goals for each student based upon their specific educational needs, developed in consultation with the student's parents.
 - ❑ A description of how the student's progress will be measured and how the student's parents and teachers will be regularly informed of that progress.
 - ❑ A timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's IEP.
 - ❑ The amount of instructional time to be provided.
 - ❑ The location where services will be provided.
 - ❑ The means of transporting students to the place of instruction if the services will be provided in a location other than the student's school.
 - ❑ A description of how the student's parents, teacher(s), and school district will be regularly informed of the student's progress in the supplemental services program.
 - ❑ Provisions for the termination of the agreement if the provider fails to meet student progress goals and timetables.
 - ❑ Provisions with respect to the making of payments to the provider by the school district, which may include provisions addressing missed sessions.
 - ❑ An assurance from the provider that the identity of any student eligible for or receiving supplemental educational services will not be disclosed without the written permission of the parents of the student.
 - ❑ An assurance that supplemental educational services will be provided consistent with applicable health, safety, and civil rights laws.

Background Checks

- The school ensures that all staff members employed by providers have been processed through a criminal background check.

Facility Use

- The school arranges with providers for district facility use, dependent upon school policy.

Billing Requirements

- The school works with the district business office who will disburse payments to the providers upon receipt of required participation documentation.
- The law establishes a joint funding mechanism for choice-related transportation (year one and beyond of program improvement identification) and supplemental educational services. Unless a lesser amount is needed to meet demand for choice-related transportation and to satisfy all requests for supplemental educational services, an LEA must spend an amount equal to 20 percent of its Title I, Part A allocation, before any reservations, on: (1) choice-related transportation; (2) supplemental educational services; or (3) a combination of (1) and (2). A district is permitted to count of a portion of its costs for parent outreach and assistance (up to an amount equal to 0.2 percent of its Title I, Part A allocation) toward meeting its 20 percent obligation.
- All school districts with schools identified for program improvement must make funds available for supplemental services for each child who is identified as eligible for services. Eligible students are all students from low income families who attend Title I schools that are in their second year of program improvement, in corrective action, or in restructuring.
- To calculate the amount that may be spent per student for supplemental services, the LEA must divide the total Title I allocation for the district by the number of high poverty children in the district. This amount is the per student limit for supplemental services. Note that if the actual cost of the supplemental services is lower than this amount, then the district may spend only the actual cost.
- Each year the Department of Public Instruction will determine the per-pupil funding cap and approximate number of students that can receive supplemental services using the following formulas:

Total Funds Available for Supplemental Services	
Total District Title I, Part A Allocation =	\$
X 20%	X .20
Total funds available for supplemental services =	\$

Per-Pupil Funding Cap for Supplemental Services	
Total District Title I, Part A Allocation =	\$
÷ Number of free and reduced students or census poverty students:	÷
Per-pupil funding cap for supplemental services =	\$

Number of Students That Can Be Served	
Total funds available for supplemental services =	\$
÷ Per-pupil amount:	÷
Estimated number of students the school is able to serve with supplemental services =	

The statute sets the per-pupil cost for supplemental educational services at the lesser of an LEA's per-pupil allocation under Part A of Title I (determined as described in K-17) or actual cost of the services. The per-child allocation of Title I funds to LEAs varies widely across the nation, ranging from roughly \$900 to \$2,400. The maximum per-pupil amount for supplemental educational services in each LEA in North Dakota is available at www.dpi.state.nd.us/title1/targeted/general/formulas.shtm. **Any excess costs to provide SES, including additional tutoring hours not covered in the LEA's agreement with the provider, must be absorbed by the provider. The exception would be if the LEA decides to spend a per-pupil amount higher than the per-pupil cap and includes**

this higher per-pupil amount in the provider's contract. In this case, the LEA could use Title I, Part A funds or other sources to cover the costs in excess of the per-pupil cap. LEA agreements with providers must indicate that the per-pupil cost for SES will not exceed the approved per-pupil cap or state the funding source that will cover the costs in excess of the per-pupil cap.

- Districts are NOT required to provide transportation to those services offered away from the school location. If a school chooses to fund transportation costs, it is allowable to use Title I funds to cover these costs. However, the amount spent on transportation may NOT be counted toward satisfying the district's obligation to spend up to an amount equal to 20% of its Title I, Part A allocation on choice-related transportation and supplemental services.

Evaluation

- The school defines and implements a school evaluation of program effectiveness by monitoring the program and the progress of students.

Progress Reports

- The school will determine which teacher/staff members will meet with parents and providers to set up learning goals and sign for the school on reports.

Confidentiality

- The school must ensure that the public identity of any student who is eligible for or who receives services is not disclosed without the written permission of the parents of the student.

Reporting

- The school must provide information to the state Title I office to monitor the quality and effectiveness of the services offered by providers.
- The school must submit all required reports to the North Dakota Department of Public Instruction on a timely basis.

Supplemental Services Documents That Should Be Maintained On-Site By Districts

- All communication distributed to parents related to supplemental services: posters, flyers, letters, radio announcements, etc., with dates of distribution
- All communication to and from providers related to service delivery
- A complaint log documenting all concerns related to supplemental services and resolution of those concerns
- A registration form for each student
- Signed contract(s) for each provider(s)
- A list of providers with students assigned to each
- Individualized learning goals that are measurable, unique to each student and signed by a parent, provider, and district
- Daily student attendance logs signed by parent or student and, if possible, verified by district personnel
- Progress reports for each student that demonstrate progress toward unique individualized learning goals
- All provider invoices
- Copies of checks or purchase orders rendering payment for each invoice
- Spreadsheet of expenditures for each student, by subject, by session