



ADMINISTRATIVE PROCEDURE

CATEGORY: **Students, Socio-Economically Disadvantaged**

SUBJECT: **Comparability of Services, Title I Programs**

A. PURPOSE AND SCOPE

1. To outline procedures for the improvement of academic achievement of students from economically disadvantaged families, and the use of federal Title I funds to provide supplementary services that reinforce curriculum and assist students in attaining proficiency on state academic standards and assessments.
2. **Related Procedures:**
Meaningful Consultation of Parents in Chapter 1 and Chapter 2 Programs 9062

B. LEGAL AND POLICY BASIS

1. **Reference:** 20 USC §5318, 6312, 6316, 6321

C. GENERAL

1. **Originating Office.** Questions or concerns regarding this procedure should be submitted to the Financial Planning, Monitoring and Accountability Department.

D. IMPLEMENTATION

1. Superintendent or his/her designee:
 - a. Shall provide technical assistance and support to any school participating in the Title I program, including consultation in the development and implementation of school plans and activities. (20 USC 6312)
 - b. Consult with teachers, principals, administrators, other appropriate school personnel, and parents/guardians of participating students in the development, periodic review, and as necessary, the revision of a local educational agency (LEA) plan. (20 USC 6312)
 - (1) The plan and any revisions shall be submitted to the Board of Education for approval.
 - (2) The plan shall address the components specified in 20 USC 6312, which describe the assessments, strategies, and services the district will use to help low achieving students meet challenging academic standards.
 - (3) The initial plan shall be submitted to the California Department of Education (CDE) and approved by the State Board of Education.
2. The district and each school receiving Title I funds shall develop a written parent involvement policy in accordance with 20 USC 5318.
3. **Comparability of Services.** Schools receiving Title I funds that also receive state and local funds shall provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds, or if all district schools are receiving Title I funds, that are substantially comparable in each school. Comparability may be determined on a school-by-school basis or grade span. (20 USC 6321)

- a. To demonstrate comparability of services among district schools:
 - (1) The Board shall adopt and implement a district-wide salary schedule.
 - (2) The ratio of students to teachers, administrators, and other staff at each Title I school shall not exceed 110 percent of the average ratio across non-Title I schools.
 - (3) Salary expenditures at each Title I school shall be no less than 90 percent of the average salary expenditure across non-Title I schools.
 - (4) All district schools shall be provided with the same level of base funding per student for curriculum and instructional materials.
 - (5) The Superintendent or his/her designee shall maintain records of the quantity and quality of instructional materials and equipment at each school.
 - (6) At the beginning of each school year, the Superintendent or designee shall measure comparability in accordance with the above criteria, make adjustments as needed to ensure comparability, and maintain records documenting the district's compliance.

- 4. **Program Evaluation.** The district shall review state assessment results and other available measures or indicators annually to determine whether each participating school is making adequate yearly progress toward ensuring that all students meet the state's proficient level of achievement on state assessments.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

- 1. LEA Plan

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff