



Office of School Improvement
Field Services Unit

Technical Assistance Packet
Working with Private Schools

Title V, Part A – Innovative Programs

Providing for Equitable Participation of Private School Students, Teachers and Other Educational Personnel

NOTE: Title V, Part A was not funded for 2008-09. There will be no new Title V, Part A funds allocated. Districts will not be able to use carryover and transferability provisions of Title V, Part A for 2009-10. Only SRSA REAP schools will be able to plan and implement Title V, Part A programs.



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Working with Private Schools

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TITLE V, Part A: Providing for Equitable Participation of Private School Students, Teachers and Other Educational Personnel

Services

Innovative Programs support education reform and innovative school improvement programs to improve school, student and teacher performance. Private school students, teachers and other education personnel may receive professional development, library materials, educational equipment, and repair and minor remodeling or construction of school facilities. Other activities may include community service programs; consumer education; purchase of computer hardware and software; programs to hire and support school nurses; school-based mental health services; programs for cardiopulmonary resuscitation training in schools; and parent and community involvement. The program has its own provisions for the equitable participation of private school students, teachers and other education personnel (section 5142).

Consultation* (as per Title V, Part A Guidance August 2002)

The Local Educational Agency (LEA) must provide Title V, Part A services to children enrolled in a private, nonprofit school within the LEA if, after consultation with private school officials, the officials of the private school indicate that they wish the children in that school to participate. The LEA must contact the private schools within the LEA annually to determine which schools wish their children to participate.

The LEA must consult with the officials of interested private schools in a timely and meaningful manner to determine the needs of the children, the types of Title V, Part A services that will be provided, and how those services will be provided. The LEA provides those services on an equitable basis to those children whether or not the services are the same Title V, Part A services the LEA provides to the public school children. The expenditures for such services, however, shall be equal (consistent with the number of children served) to Title V, Part A services provided to public school children. LEAs pay the cost of administering Title V, Part A services for public and private school students "off the top" of their allocations, before calculating how much of the Title V, Part A funds are to be made available for services for public and private school students [Section 5142(a) and (b)].

* NOTE: For the purposes of consultation, in Michigan, the LEA may be the Intermediate School District (ISD) or Regional Educational Service Agency (RESA).

Documentation

Each LEA shall maintain a written affirmation signed by officials of each participating private school that the consultation required by this section has occurred.

- Document the meeting, discussion, process and the final plan which should include:

Required Documentation

Letter of invitation to plan
Documentation of private school consultation

Suggested Documentation

Minutes of meetings
Needs assessments used by private schools
Plan for delivery of service
Program evaluation process

- LEAs may request documentation, as needed, from private school officials that can help the LEA identify services that may be appropriate to the needs of private school teachers. However, requiring a formal application may, depending upon its form and content, constitute an administrative barrier that is inconsistent with the LEA's responsibility to ensure equitable participation of private school teachers.
- To meet its general record-keeping responsibility, an LEA should document that: (a) representatives of private schools were informed of the availability of Title V, Part A services; (b) the needs of private and public school students were identified as part of a district-wide needs assessment; (c) private school officials were consulted and provided an opportunity for input into the planning of the LEA's program activities; and (d) the LEA designed program activities that would permit their equitable participation.

Allocation

- For purposes of determining the amount of Title V, Part A funds that an LEA must make available for equitable services to private school students, the LEA must calculate the total enrollment of the public school and the private school. This total is divided into the LEAs Title V, Part A allocation to generate a per pupil amount (see Title V, Part A Calculation Worksheet in appendix).
- To ensure that it is providing equitable educational services to private school students the LEA should consider ways to:
 1. Assess, address, and evaluate the needs and progress of both public and private school students;
 2. Spend an equal amount of funds per student to serve the needs of public and private school students;
 3. Offer educational services to private school students that are secular, neutral, and non-ideological [Section 5142(a)(1)(A)(i)].

Resources

- Refer to Title V General Provisions and Guidance for further information.



Office of School Improvement
Field Services Unit

Technical Assistance Packet
Working with Private Schools

Title V, Part A

Appendix



GENERAL INFORMATION

Working with Private Schools

Complete packets are available for the following funding sources:

- Title I, Part A Improving the Academic Achievement of the Disadvantaged
- Title I, Part C Migrant Education
- Title II, Part A Teacher and Principal Training and Recruiting
- Title II, Part D Enhancing Education Through Technology (ARRA Recovery Funds only)
- Title III, Part A Language Instruction for Limited English Proficient and Immigrant Students
- Title V, Part A Innovative Programs (REAP-Flex Authority for SRSA REAP districts only)

Each packet contains the following sections:

1. Overview: Services, Consultation, Documentation, Allocation and Resources
2. Appendix: (Worksheets)
3. Resources: (Legislation, Regulations, Provisions and Guidance)

**THE NO CHILD LEFT BEHIND ACT OF 2001
BENEFITS TO PRIVATE SCHOOL STUDENTS AND TEACHERS**

**U.S. Department of Education
Office of Non-Public Education
August 2002**

The No Child Left Behind Act of 2001

The Elementary and Secondary Education Act (ESEA), as reauthorized by the *No Child Left Behind Act of 2001*, provides benefits to private school students, teachers and other education personnel, including those in religiously affiliated schools. These services are considered to be assistance to students and teachers and not to private schools. The reauthorized ESEA requires the equitable participation of private school students, teachers and other education personnel in some of its major programs. Following are explanations of some of the law's provisions and brief summaries of relevant ESEA programs.

What does *equitable participation* by private school students and teachers mean?

The participation of private school students, teachers and other education personnel in the ESEA programs providing services to this population is governed by the Uniform Provisions in Title IX of ESEA, sections 9501-9504. Three of these programs contain their own provisions for the equitable participation of private school students and teachers, which differ, in some respects, from the Uniform Provisions. These are: Title I, Part A, Improving the Academic Achievement of the Disadvantaged; Title V, Part A, Innovative Programs (available for SRSA REAP schools only); and Title V, Part D, Subpart 6, Gifted and Talented Students.

Under the Uniform Provisions, local education agencies (LEAs) or other entities receiving federal financial assistance are required to provide services to eligible private school children, teachers and other personnel consistent with the number of eligible children enrolled in private elementary and secondary schools in the LEA, or in the geographic area served by another entity receiving federal financial assistance. These services and other benefits must be comparable to the services and other benefits provided to public school children and teachers participating in the program and they must be provided in a timely manner.

To ensure equitable participation, the LEA or other entity receiving federal financial assistance must assess, address and evaluate the needs of private school students and teachers; spend an equal amount of funds per student to provide services; provide private school students and teachers with an opportunity to participate in activities equivalent to the opportunity provided public school students and teachers; and offer services that are secular, neutral and non-ideological.

What *consultation* is required under the equitable participation provision?

The Uniform Provisions contain requirements for timely and meaningful consultation between appropriate public and private school officials. The goal of the consultation process is to design and implement a program that will provide equitable services and meet the needs of eligible private school students and/or teachers and other education personnel. Consultation between the entity receiving federal financial assistance and private school officials must occur before any decision is made that could affect the ability of private school students, teachers and other education personnel to receive benefits under ESEA and must continue throughout the implementation and assessment of activities. Consultation generally must include discussion on such issues as: how children's needs will be identified; what services will be offered; how and where the services will be provided; who will provide the services; how the services will be assessed and how the results of assessment will be used to improve those services; the amount of funds available for services; the size and scope of the services to be provided; and how and when decisions about the delivery of services will be made.

In addition, a thorough consideration of the views of private school officials on the provision of contract services through potential third-party providers must take place, and, where the entity receiving assistance disagrees with the views of the private school officials on the provision of services through a contract, the entity must provide a written explanation of the reasons why the entity has chosen not to use a contractor.

What *programs in the No Child Left Behind Act* require equitable participation by private school students and teachers?

Title I—Improving the Academic Achievement of the Disadvantaged

- ***Title I, Part A—Improving Basic Programs Operated by LEAs***

Title I, Part A, provides supplementary instruction by public school teachers or through a third-party contractor to students who are educationally disadvantaged and failing or most at risk of failing to meet high academic standards, and who live in areas of high poverty. Instruction may take place during the school day, before or after school, or in the summer. Title I services may be provided on site at the private school, including religiously affiliated schools, or at other locations. (See Guidance on the Supreme Court's Decision in *Agostini v. Felton* and Title I (Part A) of ESEA at www.ed.gov/legislation/ESEA/feltguid.html.) Funds are generated on the basis of the number of children from low-income families who reside in participating public school attendance areas and attend private schools. Private school students who reside within a Title I attendance area and who are failing or most at risk of failing to meet high academic standards are eligible for services.

Services may include a targeted, assisted pullout model, supplementary instruction, direct instruction, computer-assisted instruction, tutoring, counseling, family literacy and early childhood programs. Push –in model is not allowed.

In addition, the law requires equitable participation of private school teachers of Title I students in professional development activities and of parents of Title I students in parent involvement activities. Title I is not governed by the Uniform Provisions; it has its own requirements. Under Title I, LEAs are required to maintain a written affirmation signed by an official for each participating private school that the required consultation has occurred for each funding source.

- ***Title I, Part B, Subpart 3—Even Start Family Literacy***

Even Start Family Literacy provides funding to partnerships of LEAs and other public and private entities to support family literacy programs that integrate early childhood education, adult education, parenting education, and literacy activities for low-income families and their children from birth through age seven. The Even Start Family Literacy program is governed by the Uniform Provisions, and grant applicants are required to consult in a timely and meaningful manner with private schools in designing and implementing a program for school-aged students.

- ***Title I, Part C—Migrant Education***

Migrant Education provides financial assistance to improve the education for migrant children. State education agencies (SEAs) provide services and activities either directly or through subgrants to local operating agencies (LOAs), which can be either an LEA or a public or nonprofit private agency. The Migrant Education program is governed by the Uniform Provisions and requires the equitable participation of private school migrant students and their teachers, and other education personnel in schools located in targeted areas.

Title II—Preparing, Training, and Recruiting High Quality Teachers and Principals

- ***Title II, Part A—Teacher and Principal Training and Recruiting Fund***

The Teacher and Principal Training and Recruiting Fund provides assistance for preparing, training, recruiting and retaining high-quality teachers. This program is governed by the Uniform Provisions, but the amount of funding available for services to private school personnel is governed by Section 9501 (b) (3), which requires equitable participation of private school teachers and other education personnel to the extent that the LEA uses its funds for professional development. For the purposes of determining the amount of

program funds to be made available for services to private school teachers, the law "imputes" a minimum amount of program funds devoted to professional development as the total amount spent in fiscal year 2001 for professional development under the predecessor Eisenhower Professional Development Program and the Class Size Reduction Program. Activities may include improving teachers' knowledge in the core academic subjects and effective instructional teaching strategies; technology integration training; teaching students with different learning styles; using assessments to improve instruction and student outcomes; involving parents more effectively; and educational leadership development.

- ***Title II, Part B—Mathematics and Science Partnerships***

The Mathematics and Science Partnerships program provides funds to improve mathematics and science teaching through a variety of activities. At the current appropriations level, partnerships must include an SEA; an engineering, math or science department of an institution of higher education (IHE); and a high-need LEA. Private schools may be members of these partnerships. Activities include professional development; stipends and scholarships for advanced coursework in mathematics, science or engineering; and programs to bring math and science teachers into contact with working scientists, mathematicians and engineers. This program is administered jointly with the National Science Foundation. The Mathematics and Science Partnerships program is governed by the Uniform Provisions and requires the equitable participation of teachers who teach in private schools located in school districts where grants are awarded.

- ***Title II, Part D—Enhancing Education Through Technology (ARRA Recovery funds only)***

The Enhancing Education Through Technology program provides funds for innovative initiatives to support the integration of educational technology into classrooms to improve teaching and learning. Activities include professional development in technology integration and the use of the Internet; distance learning initiatives; acquiring educational technology; and using technology to enhance parental involvement. This program is governed by the Uniform Provisions and requires the equitable participation of students and teachers in private schools located in school districts where grants are awarded.

Title III—Language Instruction for Limited English Proficient and Immigrant Students

- ***Title III, Part A—English Language Acquisition, Language Enhancement and Academic Achievement***

The English Language Acquisition, Language Enhancement and Academic Achievement program provides funds for helping limited English proficient (LEP) children attain English proficiency and meet the same challenging state

academic standards as all children are expected to meet. Funds must be used for increasing the English proficiency of LEP children by providing high-quality language instruction and high-quality professional development. Private school students and teachers whose schools are located within an LEA that receives a subgrant from the state are eligible to participate in this program, as required by the Uniform Provisions.

Title IV—21st Century Schools

- ***Title IV, Part A—Safe and Drug-Free Schools and Communities***

The Safe and Drug-Free Schools and Communities Act supports programs that foster a safe and drug-free learning environment. Authorized activities include drug, violence and suicide prevention programs; professional development and training; developing school security plans; conflict resolution, community service and character education programs; family involvement activities; counseling; mentoring; and emergency intervention services. The Uniform Provisions for the equitable participation of private school students apply to the Safe and Drug-Free Schools program, including the competitive grant programs awarded directly by the Department (National Coordinator program, Community Service Grant, Grants to Reduce Alcohol Abuse, and Mentoring programs).

- ***Title IV, Part B—21st Century Community Learning Centers***

The 21st Century Community Learning Centers (21st CCLC) program provides before-and after-school (including summer) services to children and their families that include academic enrichment activities, particularly for students who attend low-performing schools, to help them meet state and local student performance standards in core academic subjects. Activities may include remedial education, academic enrichment, art, music, tutoring, mentoring, recreation, technology, drug and violence prevention, counseling, character education and family literacy. The Uniform Provisions apply to the 21st CCLC program and require the equitable participation of private school students, teachers and other education personnel who are part of the target population.

Title V—Promoting Informed Parental Choice and Innovative Programs (REAP-Flex authority for SRSA-REAP districts only)

- ***Title V, Part A—Innovative Programs***

Innovative Programs support education reform and innovative school improvement programs to improve school, student and teacher performance. Private school students, teachers and other education personnel may receive professional development, library materials, educational equipment, and repair and minor remodeling or construction of school facilities. Other activities may include community service programs; consumer education; purchase of computer hardware and software; programs to hire and support school nurses;

school-based mental health services; programs for cardiopulmonary resuscitation training in schools; and parent and community involvement. The program has its own provisions for the equitable participation of private school students, teachers and other education personnel (section 5142).

Note:

For several programs discussed above and a few other programs, community and faith-based organizations, including private schools, may apply directly for a grant. For information on those programs, please visit the Faith-Based and Community Initiatives Web site at www.ed.gov/about/inits/list/fbci/index.html.

Further Information

For additional information on the *No Child Left Behind Act of 2001*, other federal programs affecting private schools, private school statistics, publications, Internet links to the private school community and other resources, visit the Office of Non-Public Education Web site at <http://www.ed.gov/print/about/offices/list/oii/nonpublic/index.html>.

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**General Information for Districts to Establish Private School Programs
Under the Provisions of: Title I, Part A; Title I, Part C; Title II, Part A;
Title II, Part D; Title III (LEP) and Title V, Part A of the
*No Child Left Behind Act of 2001***

The *No Child Left Behind Act of 2001* (NCLB), signed into law by President Bush in January 2001, reauthorized the Elementary and Secondary Education Act (ESEA) passed by Congress in 1965. The purpose of the reauthorized ESEA is to improve teaching and learning for all children to enable them to meet challenging academic content and student performance standards. Since the passage of ESEA in 1965, local educational agencies (LEAs) have been required to provide equitable educational services to eligible private school students, teachers, parents and other personnel. Equitable services applies to all Federal programs not just Title I. Private schools receive no direct funds from these programs. Program funds are granted to the public authorities, usually a local education agency, that is in turn responsible for serving eligible students, teachers, parents, and other personnel, whether they attend public or private school. The formula, requirements, and procedures vary by program, but the principle of the public authority's responsibility for all eligible students within its jurisdiction remain constant.

General Requirements

NCLB defines private schools to be only private **nonprofit** schools. In previous reauthorizations, these schools were referred to as "non-public" schools or "private nonprofit" schools.

Annually notify, in writing, all private schools of available services

- Specify criteria for participation, needed demographic information and due date.

Joint Planning/Consultation

- Consultation involves the initial contact with enough flexible scheduling opportunities to ensure participation by representatives of the private schools.
- Private school administrators and other persons are provided adequate opportunity to participate in the planning of the services to be provided.
- The ultimate decision rests with the public school, based on the most effective use of funds.

Equity

- Educational services or other benefits for private school children shall be equitable in comparison to services and other benefits for public school children participating under this part, and shall be provided in a timely manner.

Suggested Time Line*

Consultation shall include meetings of the district and private school officials and shall occur before the Local Educational Agency (LEA) makes any decision that affects the opportunities of eligible private school children to participate in programs under this part. Such meetings shall continue throughout implementation and assessment of services provided under this section.

- NOTE: Title I, Part C Summer Migrant Program has a separate timeline, Refer to Title I, Part C Packet.
- NOTE: Title V, Part Program Packet is now used only by Title VI REAP-SRSA schools who authorize REAP FLEX authority for Title V. REAP-SRSA districts should refer to the packet to embed Title V consultation into the suggested timeline.
- NOTE: Districts that receive Title III should refer to the Title III Packet and embed appropriate consultation into the suggested timeline.

Example of a Timeline for LEA Consultation With Private School Officials*

Month	LEA Activity
<p>November/December in preparation for the next school year</p>	<p>For All Funding Sources: Title I, Part C; Title II, Part A; Title II, Part D; Title III, Part A</p> <p>The Uniform Provisions (Section 9501(c)) contains requirements for timely and meaningful consultation between appropriate public and private school officials. These provisions apply for Title I, Part C; Title II, Part A and D and Title III. Title I, Part A has its own requirements as noted below under “Title I, Part A”.</p> <p>General Information:</p> <p>Each year, for all applicable Federal funds requiring equitable access to these funds by private non-profit (PNP) schools, LEA must <i>send a formal letter of invitation to appropriate officials of PNPs that are located within the district’s geographical boundaries and all PNPs outside the district’s geographical boundaries within reasonable driving distance for parents to meet in early November for the purpose of planning for the use of applicable Federal funds. Follow up with telephone calls and document all communications.</i></p> <p><i>If at any time prior to or during the consultation process the PNP decides NOT to participate in the LEA’s applicable Federal program(s), the LEA should request that decision in writing from the appropriate official of the PNP.</i></p> <p>Meet with private school officials to review and explain <i>all applicable Federal rules, compliance regulations and guidance for the funding source(s). Establish a timeline and consultation process. Establish a consultation calendar and</i></p>

procedures for collecting *necessary applicable fund-related data, i.e., list of students who reside within the geographical boundaries of the district (names not required) student along with the home address, poverty data (i.e., data on low-income families); student migrant and Limited English Proficient (LEP) data; teacher professional development needs assessment data, etc.* Explain the consultation requirements to document and affirm in writing for each applicable Federal funding source. Begin the process to document all consultation meetings by individual funding sources (i.e., sign in sheets and minutes.)

Title II, Part A and D: Planning Preparation – Prior to Meeting with PNP:

- LEA must administer and retain control over the funds
- No funds may be provided directly to the PNP
- Funds may not be used for substitute teachers for PNP teachers or to pay for any portion of a PNP teacher's salary or benefits; nor are administrative costs allowed to be charged by third party contractor
- Any materials purchased for the PNP are the property of the LEA and must be marked as such, locked up and returned to the LEA at the end of the service.

Title II, Part A:

LEAs are required to provide equitable services for private school teachers and other educational personnel only to the extent that they use the funds for professional development.

Allocation:

Title II, Part A and D: to determine specific amount to be allocated to the PNP see worksheets in each specific fund technical assistance packet.

If the LEA is planning on participating in the Title II, Part A and/or D program in the subsequent year, the LEA should consider ways to address the following at the beginning of each planning cycle:

- Assess, address, and evaluate the needs and progress of both the public and private school teachers
- Spend an equal amount of funds per student to serve the needs of public and private school teachers and their students
- Provide PNP teachers with an opportunity to participate in Title II, Part A and D activities equivalent to the opportunity provided to public school teachers
- Offer educational services to PNP teachers that are secular, neutral and non-ideological

Title III, Part A: to determine allocation amount to PNP, see Title III, Part A calculation worksheet in Title III, Part A technical assistance packet appendix.

Participation is considered equitable if the LEA:

- *Assesses, addresses and evaluates the needs and progress of public and private school students and educational personnel on a comparable basis*
- *Provides, in aggregate, approximately the same amount of services to students and educational personnel with similar needs*
- *Spends an equal amount of funds to serve similar public and private school students and educational personnel*
- *Provides both groups of students and educational personnel equal opportunities to participate in program activities*

The Meeting(s):

Title II, Part A and D: For the next school year the LEA must, in consultation with the PNP, discuss the following:

- *How the needs of the staff will be identified*
- *What services will be offered*
- *How, where and by whom the services will be provided*
- *How the services will be assessed and how the results of the assessment will be used to improve those services*
- *The size and scope of the equitable services*
- *The amount of funds available for those services*
- *How and when the LEA will make the decisions about the delivery of services*
- *Consultation on the delivery of services must also include a thorough consideration and analysis of the views of the private school officials on the provision of contract services through potential third-party providers*

Title II, Part A - The LEA must also:

- *Determine if the PNP will participate in part or in all of the LEA professional development offerings or request in consultation with the LEA, a different program and **For the Current School Year, the LEA Must:***
- *Devote a portion of the meeting to the evaluation of any previous professional development offerings*

Title III, Part A:

The LEA must consult with the PNP, during the design and development of the program on issues such as:

- *How the LEP children will be identified*
- *what services will be offered*
- *How, where and by whom the services will be provided*
- *How the services will be assessed and how the results of the assessment will be used to improve those services*
- *The size and scope of the equitable services*
- *The amount of funds available for those services*
- *How and when the LEA will make the decisions about the delivery of services*

Consultation on the delivery of services must also include a thorough consideration and analysis of the views of the

	<p><i>private school officials on the provision of contract services through potential third-party providers</i></p> <p><i>Minutes should be taken at each meeting.</i></p>
<p>December through February in preparation for the next school year</p>	<p>Title I, Part A:</p> <p>Obtain from principals or a central office serving a group of private schools the following poverty data (as appropriate) on private school students:</p> <ul style="list-style-type: none"> • Same poverty measure used to count public school students, which is usually free and reduced-priced lunch; • Survey of private school parents asking for income data, address, and grade level of children from which the LEA must extrapolate these data; <See Federal Register (34 CFR Part 200, Section 200.64)> • Alternative poverty data such as scholarships, Temporary Aid to Needy Families, Medicaid, etc.; <p>~or~</p> <ul style="list-style-type: none"> • Decide through consultation to use proportionality. <p>For Title I, Part C; Title II, Part A and D and Title III – as appropriate, begin to gather data to:</p> <ul style="list-style-type: none"> • <i>Support method of calculating the minimum amount of funding required for equitable services to the PNP</i> • <i>LEA gathers program-specific count data</i> • <i>LEA gathers professional development evaluation data from previous offerings at LEA and PNP to inform future decisions.</i> <p><i>Continue discussion/consultation of any items remaining from the November/December meeting.</i></p>
<p>February/March in preparation for the next school year</p>	<p>Title I, Part A:</p> <p>Match addresses of private school students from low-income families to participating public school attendance areas.</p> <p>Estimate the amount of funds generated for instruction using the same estimated per-pupil amount as that used for public school students in participating public school attendance areas. <i>Estimate the additional amount generated from LEA reservations for professional development, parent involvement, and additional instructional programs from district instructional programs reservation as well as salary and benefit differential reservations, if applicable.</i></p> <p>Meet with private school officials to discuss poverty data collected, amount of estimated instructional funds generated, and determine if funds will be pooled, not pooled, or a combination of both options.</p> <p>Title II, Part A and D (as applicable):</p> <p>LEA and PNP discussions/consultations continue. Gathered</p>

	<p>data from needs assessment from LEA and PNP is shared.</p> <ul style="list-style-type: none"> • LEA completes the Professional Development Plan • LEA begins to finalize professional development calendar LEA/PNP • LEA begins to finalize contracts with known third-party professional development providers • LEA gathers evaluation input/data from professional development which is already occurred. <p>Title III, Part A: Based upon required criteria – Federal legislation and regulations, determine the instructional program based on the educational program of the PNP school. LEA, with PNP, generates lists of program eligible students, and with suggestions from the PNP, begins to develop the program.</p>
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* In this example, multiple meetings will be required to cover each LEA activity.

** This column references Title I, Sec. 1120 and 34 CFR 200.

Month	LEA Activity
<p>March/April in preparation for the next school year</p>	<p>Title I, Part A: Determine the multiple, educationally-related, objective criteria <i>based on the instructional program of the PNP school</i> to be used to select eligible students (educationally needy students who reside in Title I attendance areas) in consultation with private school officials. <i>Student eligibility including teacher judgment as a criterion must be documented in writing and must be consistent not only across the academic subject areas of reading and mathematics by also by grade level. Eligibility criteria must include the factors that will determine which students with greatest need will be served. LEAs must also contact PNP schools outside its geographical boundaries that are within a reasonable driving distance for parents (i.e., 25-30 mile radius). If an LEA borders another State, the LEA must contact neighboring State's PNP schools that are within a reasonable driving distance for parents.</i></p> <p>Obtain from private school officials lists of names, addresses, and grades of private school students who meet the criteria.</p> <p>From these lists, select for Title I services those students most at-risk of failing, as decided in consultation.</p> <p>Discuss with private school officials the needs of selected students, appropriate Title I services to serve those needs, and location of services. <i>The services must benefit the child, not the PNP schools over all instructional programs. Push-in instruction is not allowable. The pull-out instruction must follow the private school's curriculum.</i></p>

Design services that meet participants' needs based on consultation, using the estimated amount of funds generated by private school students from low-income families, and the equitable share of funds reserved for district-wide instructional activities and reservations from salary/benefit differentials.

The PNP school's role in the consultation process is to offer program suggestions. It is the LEA that makes the final decisions regarding program services and budget decisions.

Determine with private school officials the standards and annual assessments for measuring progress of the Title I program. *The effectiveness of the Title I program is measured against the overall PNP school's instructional program. Pre- and post-tests as the sole evaluation criteria for program effectiveness are discouraged.*

Define annual progress. Smart goal/objectives must be established and assessments results must be reviewed against the smart goal. Determine criteria for making program modifications when annual progress is not achieved.

Assess the achievement of **current year's** program using the standards previously agreed upon last year. Assessment results must indicate the area in need of improvement. Does the Title I program need revision or is the classroom teacher in need of professional development?

After appropriate consultation, make modifications to next year's Title I program, if annual progress has not been met.

Title II, Part A (and Title II, Part D, as applicable):

Title I, Part A*:

- *LEA continues to finalize all professional development decisions and communicates decisions to PNPs both face-to-face and in writing (this meeting may occur as late as the end of April, but no later)*
- *LEA gathers evaluation data from LEA and PNP for professional development which has occurred in the previous months*

Title III, Part A:

LEA moves to finalize the program development based upon the shared suggestions from the PNP, the applicable Federal guidance and the criteria discussed above, and inform the PNP of the tentative program, number of students, delivery model, etc. Discuss parent involvement and professional development requirements with PNP and initiate planning.

**April/June
in preparation for the
next school year**

Title I, part A:

Determine in consultation with private school officials (including the private school principal) the professional development and parent involvement needs of private school teachers and families of private school participants.

* Title I funds used for professional development come from district reservations for professional development only

Design activities that LEA will implement the next school year (independently or in conjunction with LEA activities) for teachers and families of participants.

Parent involvement must be clearly documented.

Inform private school officials of tentative program designs, service delivery models, number of Title I participants, allocations, location of services, and estimated costs. Provide opportunities for private school officials to comment.

Update private school officials if there are any changes. Generate a list of students who will receive Title I services beginning in September of the next school year.

Obtain written affirmation from private school officials or their representatives that timely and meaningful consultation has occurred for each applicable Federal funding source. Consultation must be ongoing, however, and should continue throughout the school year.

Complete all necessary reports, contract negotiations, ordering of materials, hiring of teachers, etc. Consultation should be completed for the next school year prior to LEA submitting its Title I application to the State Educational Agency (SEA).

Title II, Part A and D: in May and June, LEA will:

- *Share evaluation data from professional development which has occurred throughout the year*
- *Ongoing Title II, Part A and D professional development, with appropriate evaluation component, as predetermined*

Title III, Part A:

Complete planning for required parent involvement and any professional development

For all funds:

- Complete all necessary reports, contract negotiations, ordering of materials, hiring of teachers, etc.
- *Share necessary reports with appropriate school groups. School Improvement Team, and invite input from staff, parents and PNP*

<p>August in preparation for the beginning of school year</p>	<p>Report on readiness of Title I program for private school participants to private school officials.</p> <p>For Title I, Part C; Title II, Part A and D and Title III: Report on readiness of Title I, Part C; Title II, Part A and D and Title III programs to Board and to private school officials.</p> <p>Ongoing Title II, Part A professional development with appropriate evaluation component, as predetermined.</p>
<p>September of school year</p>	<p>Title I, Part A; Title I, Part C and Title III, Part A: LEA begins Title I, Part A; Title I, Part C and Title III, Part A services for students identified the previous spring as participants and provides private school officials with their names, services to be provided, and names of Title teachers.</p> <p>Obtain a list of newly-enrolled students who meet eligibility criteria. Consult with private school officials on how new students might be accommodated in the program.</p> <p>Initiate fund specific related professional development and parent involvement activities based on previous spring's consultation.</p> <p>Title II, Part A: <i>Ongoing Title II, Part A professional development with appropriate evaluation component, as predetermined.</i></p>
<p>October of school year</p>	<p>LEA provides information about possible adjustments and program changes to private school officials.</p> <p>Start planning for the next school year's consultation cycle.</p> <p><i>Ongoing Title II, Part A professional development with appropriate evaluation component, as predetermined.</i></p>

NOTE: SUGGESTED LETTER TO BE SENT TO PRIVATE SCHOOLS LOCATED WITHIN PUBLIC SCHOOL DISTRICT'S BOUNDARIES

[Date, usually spring of the year]

[Administrator]

[Private Nonprofit School]

[School Address]

[School City], [State], [Zip]

Dear [Administrator]:

Community Public Schools invite you to participate in the following Federal programs during the 2009-2010 school year: [list those programs that apply to your district's situation; Title I, Part A services should be offered to all private nonprofit schools with resident children enrolled; services for all other grant sources should be offered only to private nonprofit schools located within district boundaries; note that some private nonprofit schools receive their Title V services through the Intermediate School District].

Title I, Part A, Improving Basic Programs, to provide supplementary instruction to students who are failing or most at risk of failing to meet your school's core academic curriculum.

Title I, Part C, Migrant Education, to provide supplementary educational and support services to migrant students through both regular school year and summer programs.

Title II, Part A, Teacher and Principal Training and Recruiting, to help support sustained and intensive professional development.

Title II, Part D, Enhancing Education Through Technology, to support the integration of educational technology into classrooms to improve teaching and learning. (ARRA Recovery Funds Only)

Title III, Limited English Proficient, to provide instruction and professional development that help limited English proficient students in the speedy acquisition of English language proficiency to achieve in the core academic subjects. It also provides immigrant students with high quality instruction to meet challenging State standards, and assists the transition of immigrant children and youth into American society.

Title V, Innovative Programs, to support local educational reform efforts consistent with statewide reform or provide a source for continuing innovation and educational improvement, including support for library services and instructional media materials. (Innovative programs are only for Small, Rural School Achievement Program (SRSA) Districts).

The level of services available to your school under Title I and Title III programs is based upon your documentation of student eligibility. The level of services available to your school under Title II and Title V programs is based on your school's total enrollment.

We encourage you to participate in this planning of these federal programs for the benefit of your students and staff. Please complete the attached form indicating your school's interest in participating in these federal programs in 2009-10. Upon receipt of this form, I will contact you to set up a planning meeting and discuss the purposes of each program and the policies that guide program implementation.

Sincerely,

Director of Federal Programs

Name of Private Nonprofit School: _____

Name of School Contact Person: _____

Title: _____

Phone Number: _____

_____ Yes, our school plans to participate in the federally-funded program services during 2009-2010

_____ No, our school does not wish to participate at this time

Signature: _____

Please return this completed form no later than _____ to:

Director of Federal Programs
Community Public Schools
123 Learning Avenue
Schooltime, MI 48899

**DOCUMENTATION AND ASSURANCE OF PRIVATE SCHOOL
CONSULTATION FOR THE EQUITABLE DISTRIBUTION OF
TITLE V, PART A FUNDS**

P.L. 107-110 – The No Child Left Behind Act of 2001 (NCLB) requires that timely and meaningful consultation shall occur between the local education agency (LEA) and private school officials prior to any decision being made that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this ACT, and that the consultation shall continue throughout the implementation and assessment of activities under this section.

The following topics must be discussed during that consultation:

- Method/source of data used to determine the number of children from low income families in participating attendance areas who attend private school
- How the specific needs of eligible children will be identified
- Types of services that will be offered to meet those needs
- How, where and by whom services will be provided
- How and how often services will be provided
- How services will be academically assessed
- How results from the assessments will improve services
- The proportion of funds that will be allocated to provide such services
- If the private school wants services provided through a contractor and the local agency chooses not to use that contractor, the local education agency has provided the private school a written analysis of the reasons
- Under Title I, the LEA must discuss the equitable services the LEA will provide to teachers and families of private school participating children

We agree that timely and meaningful consultation occurred before the local education agency made decisions that affected the participation of eligible private school children in the following Title V, Part A program services for the next school year.

Public School Official Date

Private School Official Date

School District

Private School Name

The LEA and the Private School must keep a copy of this document on file.

Sample Agendas for Consultation Meetings Throughout the School Year

Agenda for early winter meetings (typically in December or January) in preparation for the next school year

1. Welcome and introduction.
2. Overview of Title I program.
3. Options for service providers: the LEA or a third-party.
4. Discussion on the collection of poverty data: What is available from private schools? Is the survey with extrapolation a possibility? Should the LEA consider proportionality?
5. Discussion on possible program designs: Should it be a pullout program or a before or after school program? Which grade levels and what academic subjects should the Title I program encompass? Do private school officials have space in their schools for the LEA to provide Title I services?

Agenda for late winter or early spring meetings (typically in February or March)

1. Review of poverty data collected and the estimated amount of funds available for services. Decide if pooling option will be used.
2. Determination of the multiple, educationally related and objective criteria used to select eligible children who reside in Title I public school attendance areas.
3. Review of options for service providers.
4. Plan a program design workshop for private school principals and LEA instructional specialists.
5. Discuss how the Title I program will be evaluated: What standards and assessments will be used? What will be annual progress and what percentage of participants must meet that progress in order for the program to be effective?
6. Establish the date that Title I services will start.
7. Discuss the professional development needs of the private school teachers of Title I participants based on the most recent student assessment data.
8. Discuss the needs of parents of participants: How can parents better support their children's instruction?

Agenda for late spring meetings (typically in April or May)

1. Finalize the designs of the Title I programs—ensure materials have been ordered, LEA personnel who are providing services are in place, and service start date is firm.
2. Finalize professional development programs and activities for private school teachers. Establish a calendar for the next year's activities.
3. Finalize parent involvement programs and activities for parents of participants. Establish a calendar for next year.
4. Review current year's assessment data for current year participants to determine if any adjustments to instruction should be made.
5. Provide affirmation forms for signature.

Agenda for meeting one month after program has begun (typically in the month of October)

1. Review the implementation of the program for the first month.
2. Discuss changes in roster of eligible children and the possibility of adding children to the program, as needed, depending on space and time.
3. Review process for coordinating Title I program with classroom teachers.
4. Review implementation of the professional development program.
5. Review implementation of the parental involvement program.

Determining Private School Participation—Student Numbers

<p>Private School Students Residing Within District Boundaries (who attend a private school within or outside of district boundaries)</p>	<p>Students Attending Private School Within District Boundaries (regardless of their residency)</p>
<p>Title I, Part A</p> <p><u>Funding Generated By:</u></p> <ul style="list-style-type: none"> • Low-income students who reside in a Title I school attendance area • Would attend a Title I school? <p><u>Students Eligible to be Served:</u></p> <ul style="list-style-type: none"> • Identified by a Needs Assessment for achievement below standard and reside in a Title I school attendance area* 	<p>Title I, Part C</p> <ul style="list-style-type: none"> • Meet criteria for migrant? • Meet priority for services? <p>Title II, Part A</p> <p>Title II, Part D</p> <p>Title III, Part A</p> <ul style="list-style-type: none"> • Meet criteria for LEP/Immigrant? • Completes Home Language Survey? <p>Title V, Part A</p>

- Eligible student not required to be low-income

Title V, Part A Calculation of Private Schools' "Equitable Participation"

Worksheet for School Year _____

STEP 1: Determine if you are the fiscal agent for Title V services in your geographical area(s) (either the Local Educational Agency (LEA) or the Regional Educational Service Agency (RESA) service as the fiscal agent).

STEP 2: List the Private Schools located within your district's boundaries along with the enrollment of each school:

Private School	Enrollment
	Total

STEP 3: Determine the amount of the district's Title V, Part A allocation. This is the BASE.

STEP 4: Divide this BASE by the total of students enrolled in the Public School and the Private Schools to produce the "Per-Pupil" amount:

$$\frac{\text{Title V, Part A Allocation (BASE)}}{(\text{Total Private Student Enrollment} + \text{Total Public School Student Enrollment})} = \text{Per-Pupil amount}$$

- The Public School's "share" = Per-Pupil amount X Public School's Enrollment
- Each Private School's "share" = Per-Pupil amount X Private School's Enrollment

Allowable District Uses of Funds for Services to Private Schools

	Title I Part A	Title I Part C	Title II Part A	Title II Part D	Title V Part A
Salaries for private school staff	No	No	No	No	No
Salaries of district staff who service private school	Yes	Yes	Yes, if providing professional development	Yes, if providing professional development	Yes
Substitutes for ANY reason	No	No	No	No	No
Stipends for private school staff * Professional Development in core academic areas – secular content only * Reasonable & necessary * Outside of school day * Paid directly to teacher by district	Yes	Yes	Yes	Yes	Yes
Purchase of Computers	Yes, if exclusively for use by Title I students	Yes, if exclusively for use by Migrant students	No	Yes	Yes
Supplies	Yes, for Title I students	Yes, for Migrant students	Yes, for professional development	Yes, for technical support and professional development	Yes for Title V student programs
Class Size Reduction	No	No	No	No	No
Professional Development	Yes, for assisting Title I students	Yes, for assisting Migrant students	Yes	Yes	Yes

Sample: LEA Procedures for Using Title V, Part A Assessment Information to Develop a Program Evaluation Plan and Subsequent Program Modifications

Title V, Part A Program Assessment

- After the assessment and analysis of the appropriate data, priorities will be established that meet the needs of students.
- A program model and schedule will be aligned with the established priorities.
- A professional development program will be designed to **supplement** the private school's core curriculum.

Evaluation Plan

LEA officials must assess annually the progress of the Title V, Part A program towards enabling private school participants to meet the agreed-upon standards. Student performance results will be reviewed annually. When the standardized test information is available, the Title I teacher and the private school official(s) will meet to analyze the assessment results for the participating students. Their goal is to determine whether or not the level of student performance, as measured by the standardized test, has met or exceeded the desired outcomes agreed to in consultation.

Based on consultation, the effectiveness of the Title V, Part A professional development program at each private school will be measured through comparing the targeted percentage of students reaching the established performance-level standard and the agreed-upon year-end percentage of students achieving the performance level.

In the event the Title V, Part A program fails to meet the annual progress target, consultation will occur to examine the student performance data to determine if modifications to the professional development program are required.

Worksheet
Determining Professional Development Activities
For Private School Teachers Based on Needs Assessments

Local Educational Agencies (LEAs) and private school officials can use this worksheet to develop effective professional development programs for private school teachers of Title I children. Using the worksheet during consultation, LEAs and private school officials can identify: the needs of the private school participants and their teacher; the teacher's strengths; the most appropriate professional development to meet the identified needs; and the estimated cost of the professional development activity. To follow is a sample completed worksheet.

Grade	Student Needs	Teacher Strengths	Teacher Areas of Need	Proposal for Professional Development	Estimated Cost
Grade 3	Reading for comprehension; Increasing time on task	Excellent classroom management; creative approach to learning	Reading in the content area for at-risk students	Local university course, "Applying New Reading Research to Instruction in Content Areas for Low-achieving Students"	\$1,150
Grade 2	Reading fluency	Reading in the content areas	Analysis of and correction of reading problems	Quarterly in-service training with LEA reading specialist to develop skills to analyze reading problems	\$800 per person (when there is a class of 10 individuals)
Grade 1	Letter recognition; Lack of phonic skills	Reading in the content areas	Phonics-based instruction	Quarterly in-service training with LEA reading specialist or 3-credit course at the local teachers college	\$800 \$900 for 3 credits

Title V, Part A Program for Eligible Private School Students

Certification of Technology Equipment

Private School Name: _____

Title V, Part A Teacher: _____

By the signature below, the Title V, Part A teacher assigned to the program at this private school certifies that the technology equipment provided by the LEA (list attached) is located at this school site.

Beginning of
School Year: _____

Teacher's Signature

Date

Midyear: _____

Teacher's Signature

Date

End of
School Year: _____

Teacher's Signature

Date

In the event an inventory update is needed, please check the box below indicating the month when you signed and submitted this form with the updated list.

Attached is a list of the updated inventory of equipment, materials and property with Title V, Part A funds for the month of _____ for the LEA files. I have kept a copy for my files.

Title V, Part A Program for Eligible Private School Students

Certification of Instructional Materials

Private School Name: _____

Title V, Part A Teacher: _____

By the signature below, the Title V, Part A teacher assigned to the program at this private school certifies that the instructional materials are located at the school site as listed on the attached inventory form.

Instructional Materials

Books (name of each book is on attached list)

Software

Math Manipulatives

Computers

Other (please list):

Beginning of
School Year:

Teacher's Signature

Date

Midyear:

Teacher's Signature

Date

End of
School Year:

Teacher's Signature

Date



Office of School Improvement
Field Services Unit

Technical Assistance Packet
Working with Private Schools

Title V, Part A

Resources



From Title V, Subpart 4 — General Provisions

SEC. 5142. PARTICIPATION OF CHILDREN ENROLLED IN PRIVATE SCHOOLS.

(a) PARTICIPATION ON EQUITABLE BASIS-

(1) IN GENERAL- To the extent consistent with the number of children in the school district of a local educational agency that is eligible to receive funds under this part, or that serves the area in which a program assisted under this part is located, who are enrolled in private nonprofit elementary schools and secondary schools, or, with respect to instructional or personnel training programs funded by the State educational agency from funds made available for State educational agency use, the local educational agency, after consultation with appropriate private school officials —

(A) shall provide, as may be necessary, for the benefit of such children in such schools —

(i) secular, neutral, and nonideological services, materials, and equipment, including the participation of the teachers of such children (and other educational personnel serving such children) in training programs; and

(ii) the repair, minor remodeling, or construction of public facilities (consistent with subsection (c)); or

(B) if such services, materials, and equipment are not feasible or necessary in one or more such private schools, as determined by the local educational agency after consultation with the appropriate private school officials, shall provide such other arrangements as will assure equitable participation of such children in the purposes and benefits of this part.

(2) OTHER PROVISIONS FOR SERVICES- If no program is carried out under paragraph (1) in the school district of a local educational agency, the State educational agency shall make arrangements, such as through contracts with nonprofit agencies or organizations, under which children in private schools in the district are provided with services and materials to the same extent as would have occurred if the local educational agency had received funds under this part.

(3) APPLICATION OF REQUIREMENTS- The requirements of this section relating to the participation of children, teachers, and other personnel serving such children shall apply to programs carried out under this part by a State educational agency or local educational agency, whether directly or through grants to, or contracts with, other public or private agencies, institutions, or organizations.

(b) EQUAL EXPENDITURES-

(1) IN GENERAL- Expenditures for programs under subsection (a) shall be equal (consistent with the number of children to be served) to expenditures for programs under this part for children enrolled in the public schools of the local educational agency.

(2) CONCENTRATED PROGRAMS- Taking into account the needs of the individual children and other factors that relate to the expenditures referred to in paragraph (1), and when funds available to a local educational agency under this part are used to concentrate programs on a particular group, attendance area, or grade or age level, children enrolled in private schools who are included within the group, attendance area, or grade or age level selected for such concentration shall, after consultation with the appropriate private school officials, be assured equitable participation in the purposes and benefits of such programs.

(c) ADMINISTRATIVE REQUIREMENTS-

(1) FUNDS AND PROPERTY- The control of funds provided under this part, and title to materials, equipment, and property repaired, remodeled, or constructed with such funds, shall be in a public agency for the uses and purposes provided in this part, and a public agency shall administer such funds and property.

(2) PROVISION OF SERVICES- Services provided under this part shall be provided by employees of a public agency or through contract by such a public agency with a person, association, agency, or corporation that, in the provision of such services, is independent of the private school and of any religious organizations, and such employment or contract shall be under the control and supervision of such a public agency. The funds provided under this part shall not be commingled with State or local funds.

(d) WAIVER-

(1) STATE PROHIBITION- If a State educational agency or local educational agency is prohibited, by reason of any provision of law, from providing for the participation in programs of children enrolled in private elementary schools and secondary schools as required by subsections (a) through (c), the Secretary shall waive such requirements for the agency involved and shall arrange for the provision of services to such children through arrangements that shall be subject to the requirements of this section.

(2) FAILURE TO COMPLY- If the Secretary determines that a State educational agency or a local educational agency has substantially failed, or is unwilling, to provide for the participation on an equitable basis of children enrolled in private elementary schools and secondary schools as required by subsections (a) through (c), the Secretary may waive such requirements and shall arrange for the provision of services to such children through arrangements that shall be subject to the requirements of this section.

(e) WITHHOLDING OF ALLOTMENT OR ALLOCATION- Pending final resolution of any investigation or complaint that could result in a waiver under subsection (d)(1) or (d)(2), the Secretary may withhold from the allotment or allocation of the affected State educational agency or local educational agency the amount estimated by the Secretary to be necessary to pay the cost of services to be provided by the Secretary under such subsection.

(f) DURATION OF DETERMINATION- Any determination by the Secretary under this section shall continue in effect until the Secretary determines that there will no longer be any failure or inability on the part of the State educational agency or local educational agency to meet the requirements of subsections (a) through (c).

(g) PAYMENT FROM STATE ALLOTMENT- When the Secretary arranges for services under subsection (d), the Secretary shall, after consultation with the appropriate public school and private school officials, pay the cost of such services, including the administrative costs of arranging for those services, from the appropriate allotment of the State educational agency under this part.

(h) REVIEW OF DETERMINATION-

(1) WRITTEN OBJECTIONS- The Secretary shall not take any final action under this section until the State educational agency and the local educational agency affected by such action have had an opportunity, for not less than 45 days after receiving written notice thereof, to submit written objections and to appear before the Secretary or the Secretary's designee to show cause why that action should not be taken.

(2) COURT ACTION- If a State educational agency or local educational agency is dissatisfied with the Secretary's final action after a proceeding under paragraph (1), such agency may, not later than 60 days after notice of such action, file with the United States court of appeals for the circuit in which such State is located a petition for review of that action. A copy of the petition shall be transmitted by the clerk of the court to the Secretary. The Secretary thereupon shall file in the court the record of the proceedings on which the Secretary based the action, as provided in section 2112 of title 28, United States Code.

(3) REMAND TO SECRETARY- The findings of fact by the Secretary with respect to a proceeding under paragraph (1), if supported by substantial evidence, shall be conclusive. The court, for good cause shown, may remand the case to the Secretary to take further evidence and the Secretary may make new or modified findings of fact and may modify the Secretary's previous action, and shall file in the court the record of the further proceedings. Such new or modified findings of fact shall likewise be conclusive, if supported by substantial evidence.

(4) COURT REVIEW- Upon the filing of a petition under paragraph (2), the court shall have jurisdiction to affirm the action of the Secretary or to set such action aside, in whole or in part. The judgment of the court shall be subject to review by the Supreme Court upon certiorari or certification, as provided in section 1254 of title 28, United States Code.

(i) PRIOR DETERMINATION- Any bypass determination by the Secretary under title VI (as such title was in effect on the day preceding the date of enactment of the *No Child Left Behind Act of 2001*) shall, to the extent consistent with the purposes of this part, apply to programs under this part.

GUIDANCE

for

**Title V, Part A
of the
Elementary and Secondary Education Act,
as reauthorized by the
No Child Left Behind (NCLB) Act
(State Grants for Innovative Programs)**

**U.S. DEPARTMENT OF EDUCATION
WASHINGTON, DC**



August 2002

PARTICIPATION OF CHILDREN ENROLLED IN PRIVATE, NONPROFIT SCHOOLS

Q-1. How may private school children receive services under Title V-A?

A-1. An LEA must provide Title V-A services to children enrolled in a private, nonprofit school within the LEA if, after consultation with private school officials, the officials of the private school indicate that they wish the children in that school to participate. The LEA must contact the private schools within the LEA annually to determine which schools wish their children to participate. The LEA must consult with the officials of interested private schools in a timely and meaningful manner to determine the needs of the children, the types of Title V-A services that will be provided, and how those services will be provided. The LEA provides those services on an equitable basis to those children whether or not the services are the same Title V-A services the LEA provides to the public school children. The expenditures for such services, however, shall be equal (consistent with the number of children served) to Title V-A services provided to public school children. LEAs pay the cost of administering Title V-A services for public and private school students “off the top” of their allocations, before calculating how much of the Title V-A funds are to be made available for services for public and private school students. *[Section 5142(a) and (b)].*

Q-2. What administrative requirements apply regarding the provision of services to private school children?

A-2. The services, materials, and equipment that an LEA provides for the benefit of participating private school students must be secular, neutral, and nonideological. The control of Title V-A funds and the title to any equipment and materials purchased with those funds must remain in a public agency (usually the LEA). No Title V-A funds may be paid to any private school, and the title to equipment and materials may not be transferred to any private school. Title V-A services must be provided by a public agency either directly or through a contractor. Any contractor must be a person or an association, agency, or corporation who or that, in the provision of the Title V-A services, is independent of the private school and any religious organization. A public agency must supervise and have ultimate control over any contractor hired to provide Title V-A services. Finally, Title V-A services for private school students must supplement, and in no case supplant, the level of services that would be available to participating students and educational personnel in the private schools in the absence of the Title V-A funds *[Sections 5142(a)(1)(A) and (c)].*

Q-3. How may an LEA ensure that Title V-A services are provided in a proper manner for the benefit of private school students and personnel?

A-3. LEAs should implement safeguards and procedures to ensure that Title V-A funds are used properly for private school children.

First, private school officials should be fully informed of and agree to the limitations on the use of any equipment and materials located in the private school. LEAs should obtain from the appropriate private school official a written assurance that any equipment and materials placed in the private school will be used only for secular, neutral, and nonideological

purposes; that private school personnel will be informed as to these limitations; and that the equipment and materials will supplement, and in no case supplant, the equipment and materials that, in the absence of the Title V-A program, would have been made available for the participating students.

Second, the LEA is responsible for ensuring that any equipment and materials placed in the private school are used only for proper purposes. The LEA should determine that any Title V-A materials, such as library books and computer software, are secular, neutral, and nonideological. A good benchmark for this review is that the equipment and materials would be appropriate for use in public schools. The LEA should mark all equipment and materials purchased with Title V-A funds so that they are clearly identifiable as Title V-A property of the LEA. The LEA also should maintain an up-to-date inventory of all Title V-A equipment and materials provided for the benefit of private school students. It is also a helpful practice for private schools to maintain logs to document the use of Title V-A equipment and materials located in their schools. The LEA also should perform periodic on-site monitoring of the use of the equipment and materials. The monitoring could include on-the-spot checks of the use of the equipment and materials, discussions with private school officials, and a review of any logs maintained.

Third, the LEA should designate one public school official to oversee Title V-A services for private school students and ensure that services, materials and equipment provided for these students are secular, neutral, and nonideological. The designated official also should be responsible for receiving and handling any complaints or allegations that Title V-A funds are being used for improper activities for private school students.

Finally, LEAs need to ensure that if any violations occur, they are corrected at once. An LEA must remove materials and equipment from a private school immediately if removal is needed to avoid an unauthorized use.

Q-4. May private school children and personnel receive services under any Title V-A innovative program area?

A-4. If Title V-A funds are used to provide services for children enrolled in private, nonprofit schools, these services must primarily benefit the children, not the private schools. This means that the funds must be used to meet specific needs of students enrolled in the private schools, rather than the needs of the private schools themselves or the general needs of the students enrolled in the private schools. (See section 76.658 of the Education Department General Administrative Regulations (EDGAR)).

In working with private schools to decide what Title V-A programs and activities will be carried out for children and personnel in those schools, LEAs must ensure that the programs and activities are supplemental in nature and will meet the specific needs of the children enrolled in the schools. For example, LEAs may not use funds for class-size reduction purposes in a private school [*Section 5131(a)(1)*]. This use of funds, which would involve hiring teachers for private school classrooms, would meet the needs of the private schools themselves, as well as the general needs of the students enrolled in the

schools, rather than the specific needs of those students. However, LEAs may use funds to provide professional development activities for teachers in private schools [*Section 5131(a)(2)*].

There are several innovative assistance programs that, by their nature, cannot be carried out in a private school. These include (1) the planning, design, and initial implementation of charter schools [*Section 5131(a)(8)*]; (2) activities to promote, implement, or expand public school choice [*Section 5131(a)(12)*]; and (3) programs to implement the unsafe school choice policy in section 9532 [*Section 5131(a)(25)*].

For all other innovative assistance programs, particularly those involving education reform or school improvement activities, LEAs must evaluate closely whether the activities proposed to be carried out in a private school will primarily benefit the children enrolled in the school or the school itself. If the latter, then the LEA may not permit that activity or program to be implemented in the private school. In some instances, a program or activity that primarily benefits the private school's students (because it addresses specific, rather than general, needs of the students) will also incidentally benefit the school. The LEA may permit a program or activity of this type to be carried out in the private school. Again, under the regulations in EDGAR, the key in determining if particular services may be provided to students in a private school is whether those services will meet specific needs of students enrolled in the school, rather than their general needs or the needs of the school itself. This does not preclude an incidental benefit to the private school. However, LEAs must be careful in this determination and may not authorize any services whose purpose is to benefit the general needs of the private school or its students.

Q-5. How does an SEA calculate the amount of funds to be distributed to the LEAs?

A-5. The funds allocated to LEAs are based on the relative enrollments of the total of the number of children enrolled in public schools and the number of children enrolled in private, non-profit schools that participated in the program for the fiscal year preceding the fiscal year for which the determination is made. (See question Q-1.)

Q-6. What are the obligations of LEAs to private schools that did not participate in Title V-A programs in the preceding year?

A-6. The LEA has the obligation to contact, on an annual basis, appropriate officials from private, nonprofit schools within the LEA to determine whether such schools desire that their students participate in Title V-A programs. This must be done for schools that did and did not participate in the program during the previous year. Once a school agrees on behalf of its students to participate, the enrollment of those students is considered in the calculation of relative enrollment for the LEA for the following year. The method for calculating funds does not diminish the responsibilities of the LEA under section 5142.

Q-7. What happens if an LEA chooses not to participate in the Title V-A program?

A-7. If no program is carried out in the LEA, the SEA shall make arrangements, such as through contracts with nonprofit agencies or organizations, under which children in private schools in the LEA are provided with services and materials to the same extent as would have occurred if the LEA had received funds.

Q-8. Would it be beneficial for SEAs and LEAs, in working with private school officials in implementing Title V-A, to create Non-Public School Working Groups?

A-8. Some SEAs and LEAs have created *Non-Public School Working Groups*, made up of representatives from the full spectrum of private schools, and have found that such groups facilitate consultation between public and private school officials and the effective implementation of programs and services for private school students and teachers. Such groups meet on a regular basis, and smooth the progress of Federal education program implementation for private school students and teachers.