

In accordance with all applicable federal and state requirements, the school system will provide equitable services to eligible children who reside within the administrative unit but attend private schools. School system officials shall provide timely and meaningful consultation with appropriate private school officials before any decisions are made affecting opportunities for participation in Title I programs by eligible private school students, their families, or their teachers. The goal of consultation is to reach agreement on how to provide equitable and effective programs for eligible private school children.

**I. INITIATING CONSULTATION**

The Title I director shall compile a list of all the private schools that enroll students who reside within the administrative unit, regardless of where the private school is located. A current list of conventional private schools in North Carolina by county is available on the N.C. Division of Non-Public Schools website.

The Title I director shall send each of the listed private schools an informative invitation by certified mail for the first meeting regarding the Title I program for the following school year. The initial invitation by certified mail will occur no later than May 1<sup>st</sup>. The invitation will include the meeting date, programs offered, contact information, and an opportunity to respond or choose not to participate. The invitations should be mailed at least two weeks before the date of the initial meeting in order to provide adequate notice to private school officials.

If a private school states on the response form that it does not wish to participate in the Title I program, the Title I director shall maintain a copy of the response form but no further notifications to the school are required. If, however, a private school does not respond to the consultation meeting invitation, the Title I director shall make and document at least three direct attempts (certified mail or similar documented communications) to invite the private school to the meeting. Once the Title I director has made three direct attempts with no response, the director may assume the private school does not wish to participate in the Title I program and no further attempts are required.

**II. CONSULTATION MEETINGS**

The Title I director and the school system's Title I instructional specialists, as well as other experts as needed, will consult with private school administrators, teachers, and parent representatives at the initial meeting and throughout the year. The Title I director is responsible for ensuring that well-considered meeting agendas are created to guide each meeting. Officials from the school system as well as private school officials shall be afforded the opportunity to provide input regarding agenda items and timelines.

The consultation process must provide for discussion on all of the following topics:

- How the children’s needs will be identified;
- What services will be offered;
- How, where, and by whom the services will be provided;
- How the services will be academically assessed and how the results of such assessment will be used to improve services;
- The size and scope of the equitable services to be provided to the eligible private school children, the proportion of funds that is allocated for such services, and how that proportion of funds is determined;
- The methods or sources of data that are used to determine the number of children from low-income families in participating school attendance areas who attend private schools;
- How and when the school system will make decisions about the delivery of services to such children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers;
- How, if the school system disagrees with the views of the private school officials on the provision of services through a contract, the school system will provide in writing to such private school officials an analysis of the reasons why the school system has chosen not to use a contractor;
- Whether the school system shall provide services directly or through a separate government agency, consortium, entity, or third party contractor;
- Whether to provide equitable services to eligible private school children by creating a pool or pools of funds with all of the allocated funds based on all the children from low-income families in a participating school attendance area who attend private schools; or in the LEA’s participating school attendance area who attend private schools with the proportion of allocated funds based on the number of children from low-income families who attend private schools;
- When, including the approximate time of day, services will be provided; and
- Whether the LEA elects to consolidate and use Title I funds provided in coordination with eligible funds available for services to private school children under applicable programs, as defined in Section 8501(b)(1) to provide services to eligible private school children participating in programs.

### **III. DOCUMENTATION**

The Title I director must complete an Affirmation of Consultation and Agreement with Private School Officials form for each private school. For private schools that do not respond to the consultation meeting invitations, the notification attempts and lack of response from the private school shall be indicated on the Affirmation of Consultation and Agreement with Private School Officials form. The Title I director shall maintain the original forms and upload a copy of the forms into the Consolidated Related Documents section of CCIP. The forms may be scanned and uploaded in CCIP as one document.

Issued by the Superintendent: July 23, 2019