

Collaborative Title I Review Findings

Title I

Finding 1:

BelovED did not provide evidence that it convened an annual, Title I meeting for parents and families of participating children. Pursuant to ESEA legislation, a Title I-funded school must convene an annual meeting at the beginning of the school year, to inform parents and families of BelovED's Title I, Part A program(s), the Title I legislative requirements, and the ways in which parents and families can be engaged actively in helping their children succeed academically.

Citation(s):

ESEA §1116(c) Parent and Family Engagement – Policy Involvement

Required Action(s):

For FY 2023, BelovED must ensure it holds an annual, Title I meeting at the beginning of the school year. To document this annual meeting, BelovED must maintain the following documentation on file:

1. invitational letter/flyer;
2. meeting agenda;
3. meeting minutes; and
4. sign-in sheets or a list of the names of staff and parents who attend the meeting.

Each piece of documentation must include the exact date on which the annual, Title I, Part A meeting was held.

Finding 2:

BelovED did not provide evidence to show how it actively engaged parents and families in the development of the school-level parent and family engagement policy. Pursuant to ESEA legislation, parents and families must be involved in the development of the written school-level parent and family engagement policy, as well as be informed of the ways in which they can further participate in the academic performance and achievement of their children.

Citation(s):

ESEA §1116(b)(1) Parent and Family Engagement – School Parent and Family Engagement Policy

Required Action(s):

For FY 2023, BelovED must establish policies and procedures to ensure it actively engages parents and families in the development and review of the school-level parent and family engagement policy, as well as ensure this policy is widely distributed to parents and families on an annual basis. In this way, parents and families are afforded opportunities to become effective partners in BelovED's ongoing parent and family engagement process. As part of the submission of its corrective action plan (CAP), BelovED must submit a copy of these policies and procedures for review by staff in the Office of Supplemental Educational Programs (OSEP).

Finding 3:

BelovED provided evidence of its school-level parent and family engagement policy; however, it was outdated and contained references to the incorrect section number in the ESEA legislation (Section 1118 rather than 1116). Under the Elementary and Secondary Education Act (ESEA), as reauthorized by ESSA, Section 1118 now relates to Fiscal Requirements and Section 1116 relates to Parent and Family Engagement.

Citation(s):

ESEA §1116 (a)(2) Parent and Family Engagement: Local Educational Agency Policy – Written Policy

Required Action(s):

Annually, BelovED must actively engage parents and families, along with charter school representatives, in the ongoing monitoring, implementation, and revision of its school-level parent and family engagement policy. BelovED must ensure the school-level parent and family engagement policy contains the date on which the policy was approved by the board of trustees (board), as well as maintain records to show the date on which the policy was widely distributed to parents and families. In addition, BelovED must institute policies and procedures for the method(s) by which the policy will be widely distributed through various venues to parents and families (e.g., posted to school's website, contained in student handbook, etc.). As part of the submission of its CAP, BelovED must submit a copy of its policies and procedures regarding the school-level parent and family engagement policy.

Recommended Action(s):

To further enhance knowledge regarding the language and content of meaningful and timely parent and family engagement, it is recommended BelovED's administrators and staff review the parent and family engagement resources available on the NJDOE website at [Title I, Part A Parent Family Engagement](#). For additional assistance, please contact OSEP at titleone@doe.nj.gov.

Finding 4:

BelovED provided evidence of a board approved school-parent compact; however, it was outdated and contained references to the incorrect section number in ESEA legislation (Section 1118 rather than 1116). Pursuant to ESEA legislation, the school-parent compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the challenging, State academic standards.

Citation(s):

ESEA §1116(d) Parent and Family Engagement: Shared responsibilities for High Student Academic Achievement

Required Action(s):

The charter should update its school-parent compact and submit a board approved copy as part of the submission of the CAP, for review by staff in OSEP.

Finding 5:

BelovED did not provide documented evidence of its notification to parents and adult students (18 of age or older) concerning information disclosed to military recruiters, postsecondary institutions, or prospective employers, when requested. Pursuant to ESEA legislation, parents must be notified that schools routinely disclose names, addresses and telephone numbers to military recruiters, postsecondary institutions, or prospective employers, subject to a parent's request not to disclose such information without prior written consent. The notification must advise parents of how to opt-out of the public, nonconsensual disclosure, of this information and the method and timeline within which to do so.

Citation(s):

ESEA §8528(a)(2)(A)(B) Armed Forces Recruiter Access to Students and Student Recruiting Information – Consent

Required Action(s):

BelovED must establish policies and procedures to ensure the military notification is developed and distributed, annually. For FY 2023, BelovED must distribute the required notification regarding the disclosure of students' names, addresses, and telephone numbers, upon request, to military recruiters, postsecondary institutions, or prospective employers. The notification must include information on how parents may opt-out of this public, nonconsensual disclosure of information, as well as the method and timeline within which to do so. BelovED must maintain on file a record of parents and students who request to "opt-out" from the nonconsensual disclosure of information.

As part of the submission of its CAP, BelovED must include a copy of the policies and procedures related to the development and distribution of this letter, for review by staff in OSEP.

Finding 6:

BelovED did not provide evidence of policies and procedures for Educational Stability for Children in Foster Care. Local educational agencies (LEAs) must implement the Title I educational stability requirements for children in foster care, which address how the LEA will do the following:

- Promptly provide, arrange, and fund transportation for the duration of time a student is in foster care;
- Ensure the processing of tuition reimbursement is conducted in such a way as to avoid any barriers to enrollment;
- Ensure immediate enrolment upon receipt of a school notification letter from the Department of Children and Families; and
- Ensure immediate records transfers for children in foster care.

Citation(s):

ESEA §1112(c) Local Educational Agency Plans – Assurances

Required Action(s):

BelovED must create and adopt policies and procedures for the Educational Stability for Children in Foster Care. A copy of these policies and procedures must be submitted along with the CAP, for review by staff in OSEP. In addition, BelovED must post these policies on its website.

Recommended Actions(s):

To further enhance knowledge regarding Educational Stability for Children in Foster Care, it is recommended the charter's administrators and staff review the resources available on the NJDOE website at [Educational Stability for Children in Foster Care](#). For additional assistance, please contact OSEP at titleone@doe.nj.gov.

Finding 7:

BelovED did not provide evidence that the Title I, Part A *Parents Right-to-Know* letter was distributed at the beginning of the 2021-2022 school year. In accordance with ESEA, all LEAs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of their children's classroom Teachers and Paraprofessionals. Pursuant to ESEA requirements, parents may request, and the LEA will provide information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the student's teacher:
 - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. is teaching in the field of discipline of the certification of the teacher; and

2. Whether the child is provided services by Paraprofessionals and, if so, their qualifications.

Citation(s):

ESEA §1112(e)(1)(A) Parents Right to Know – Information for Parents

Required Action(s):

For FY 2023, BelovED must develop and distribute its Title I, Part A Parents Right-to-Know letter, on school letterhead, to include a date of issuance (DD/MM/YYYY) and inform parents of their right to request information about the qualifications of their children's teachers. The Parents Right-to-Know letter must meet the following requirements, be issued in:

1. English and other languages that represent the school community;
2. an understandable format; and
3. a timely manner.

Moving forward, at the beginning of each year, this letter must be distributed to the parents of all students identified for Title I, Part A services.

Recommended Actions:

To further enhance knowledge regarding meaningful and timely parent and family engagement, it is recommended the charter's administrators and staff review the parent and family engagement resources available on the NJDOE website at [Title I, Part A Parent Family Engagement](#). For additional assistance, please contact the OSEP at titleone@doe.nj.gov.