

Processes and Procedures for Title III Immigrant Education and Title III English LearnersAllowable Uses of Title III Funds

The coordinator for State and Federal Programs, Superintendent, Business Manager, and program stakeholders work in collaboration to establish the budget for Title III programming based on the district and school's academic needs. Additionally, this team monitors actual expenditures closely on a regular basis to ensure that they are properly recorded and approved by the state. It is understood that Title III funds are supplemental and are to be used over and above the district's required services and resources provided to ELLs and their families. It is also understood that required activities include high quality language instruction educational programs that demonstrate effectiveness by increase English proficiency and student academic achievement in core subjects. The district will provide high quality professional development to all staff members to increase teaching practices that are conducive to the needs of ELLs.

Title III funds will be used for the following:

1. Services during, before and afternoon school such as tutoring, academic assistance, supplementary instructional materials for English language acquisition.
2. Professional development that is planned based on student assessment data and provided in a systematic and sustained manner to improvement instruction and assessment of ELLs. Staff training could include bilingual/ESL classroom teachers, bilingual/ESL teacher coaches, paraprofessionals, regular education teachers, administrators, and other school based or community-based organizational personnel who serve ELLs.
3. Hiring bilingual/ESL coaches whose role is to acquire scientific-based research practices, provide professional development, mentor and coach teachers who are working directly with ELLs. Additionally, such funds can be used to provide stipends to teachers to assist them in completing and obtaining bilingual/ESL endorsements.
4. Parent involvement activities including family literacy (ESL) and parenting classes. Funds will also be used for speakers who conduct informative parent sessions that enhance language acquisition and mastery of content subjects. Funds will also be used to purchase supplemental instructional materials to support a child's English language learning at home.
5. Costs for educational field trips if part of high quality language instruction educational programs/activities (buses and admission.)
6. Administrative and indirect costs of III/Immigrant may NOT exceed 2% of the total allocation.

It is understood that Title III funds have non-allowable expenses which include:

1. Title III funds may not be used to pick up a cost that was previously funded by general funds.
2. Title III may not supplant any other federal, state, or local expenses.
3. All test administration costs must be paid by the general fund, including the pay for proctors, assessors, and substitute teachers.
4. Translation of documents, parent handbooks, and assessments are funded by general funds and not with Title III funds.
5. Title III funds may not be used for intake/eligibility or annual progress assessments.