BCPS Title I Standard Operating Procedures

OTLT/State & Federal Programs

Purpose: The purpose of this procedure is to provide clarity and guidance for Building Administrators and their teams as they complete Title I plans for their respective buildings.

Effective Date:	September 30th, 2023
Training Date(s):	TBD
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General Guidelines:
- Refer to the *BCPS Title I* shared Google Drive
- All documentation will be kept in Record Keeping folder

#	Step	Responsibility
1	**Title I Schoolwide Plan** 1. Every building Administrator must make a copy of the Title I Plan Template and update it in the Fall 2. This document should be placed in the Title I Plans folder in the *BCPS Title I* shared Google Drive	Building Administrator
2	**Title I Annual Parent Meetings (Component 8 of Title I Plans)** 1. Building Administrators must plan with their leadership teams a Title I Annual Parent Meeting 2. There must be an element of parent involvement in the planning 3. The meeting should take place within the first six weeks of the school year.	Building Administrator and Team
3	**Parent Compact** 1. This compact must be shared with every parent at Parent Teacher Conferences 2. Teachers will keep a checklist of all the parents they meet with and make phone calls to any they don't 3. This checklist along with one copy of the compact	Building Teams/Teachers

		will be uploaded into each building's folder in the *BCPS Title I* shared Google Drive	
		Letters for non-certified staff 4. Building Administrators must share this letter with any families in a class that has a non-certified staff member	Building Teams
4		**Caseloads** 1. Building Administrators will work with their identified staff members to update the list of students they serve and place it here under the Record Keeping Folder 2. All buildings should make a copy of the Caseload Documetation spreadsheet and place it in their caseload folder here. 3. Every Title-funded staff member must have a Caseload spreadsheet identifying what students they serve 4. Updates to these caseloads must be made throughout the year	Title Staff
5		**Activity Logs** 1. Every identified staff member will keep an activity log and place it in the Activity Logs folder 2. Administrators must meet with their staff members twice a year to review these logs 3. A copy of this log should be placed in this folder at the end of every month.	Title Staff
6		**Parent Logs/Communication** 1. Each Title Funded Staff member must keep a record on a spreadsheet of the communication they have with parents	Title Staff
7		**Communication Documentation** 1. Every building must provide evidence that a title Funded staff member communicates with other staff a. This could be a PDF of an email	Title Staff

8	**Schedules** 1. Every Title-funded staff member must provide their daily schedule. Building Administrators can place a copy of the schedule [here](#)	Building Administrator

	Program Evaluations
	   1. Staff are asked to complete these reflective questions in the fall to establish the program being evaluated, the criteria used to determine the need, the criteria used to determine the program effectiveness or impact on student achievement, the timeline for data collection, persons responsible for data collections, and adjustments needed to improve the program.
	   2. [Program evaluation Form](#)
		Building Teams

	Private Schools	

Change notes:

- ***Date:*** *Shared with Title Principals on 10/4/23*

Exceptional opportunities for all!