Office of Federal Programs
School-Wide Program
Evidence Overview
2023-2024

TAB 1: Enrollment/Registration Documentation

- Enrollment/Procedures of ensuring hard copy documents for:
  - Student Online Registration document
  - Home Language Surveys kept in each student cumulative/record folder
  - Student Residency Questionnaires for all grade levels collected. Any “Yes” responses to questions 1 or 2 should be separated and followed up with Homeless Liaison.
  - Employment Survey Court Form-signed
  - Principal Record of Compliance - HLS and Residency forms signed

TAB 2: Planning, Monitoring and Review

Documentation in this tab could be used for planning purposes for the current school year.

- Faculty and Staff Assignments
  - Faculty & Staff Roster
  - List of paraprofessionals
- Signed Compliance Visit Forms/Evidence Box Review
  - August Compliance Visit Notes
  - September Compliance Visit Notes
  - October Compliance Visit Notes
  - November Compliance Visit Notes
  - December Compliance Visit Notes
  - January Compliance Visit Notes
  - February Compliance Visit Notes
  - March Compliance Visit Notes
  - April Compliance Visit Notes
  - May Compliance Visit Notes
  - June/July Compliance Visit Notes
- Mid-Year Review/Feedback
  - MYR PowerPoint
  - MYR feedback
  - Walkthrough Feedback
TAB 3: Needs Assessment

- Assessment Data
  - ACAP, AAA, ACCESS, ACT/ACT Writing, ACT WorkKeys
  - AP/IB, iReady, AVID and other formative assessments

- School Perception Information/Demographics:
  - Title I Parent Engagement Spring Survey Results (Previous School Year)
  - Annual Evaluation of Parental Engagement Documentation (How survey results were shared: website, parent meetings, newsletter, etc.)
  - Student Discipline Report: End-of-Year SIR (Previous School Year)
  - Student Attendance: End-of-Year Report (Previous School Year)
  - Teacher Attendance: (Time Management, Frontline) Previous School Year
  - Student/Faculty/Staff eProve Surveys

TAB 4: English Learner Needs Assessment

- Professional Development/Curricula
  - BCS District Core EL Program – any faculty member should be able to ...
    - Explain the WIDA ELP standards
    - Where EL students receive language services
    - Explain the EL instructional program used by the LEA or individual school
    - Explain the process used to teach English acquisition
    - Process to notify of services
    - Process to waive Title III services
    - Process to EXIT services
    - Collaboration between EL teachers and paraprofessionals and all other faculty members and staff
    - How does BCS communicate with EL parents

- Process/Procedures for
  - Identifying EL students (HLS, screening diagnostic, placement for services)
  - Assessing EL students (W-APT and ACCESS must be in cum folder)
  - Monitoring Students

TAB 5: Supporting Documentation to Address ACIP Critical Initiatives

- Transition Programs
  - New students, grade to grade, school to school, Pre-K to Kindergarten, elementary to middle school, middle school to high school

- ACIP-Evidence of Key Measures for Critical Initiatives
  - Documentation should include, but is not limited to:
    - Agendas/sign-ins
    - Intervention schedules
    - Tutoring Roster
    - Observations
    - Quarterly data analysis
    - Pacing/Curriculum Guides
    - Data meetings
    - ILT meetings
    - Grade Level meetings
    - PLC meetings
    - PST meetings (PBIS/RTI)
    - WIDA standards, IELP
TAB 6 - Extended Learning Opportunities

- Tutoring
  - Before, After, Saturday Tutoring
  - Tutoring Rosters

- Summer Enrichment
  - Summer Enrichment Attendance Rosters

- Extended Learning Resources

Tab 7 – Parental Engagement *(includes samples of translated documents)*

- Monthly Parent Workshop/Training
  - Sign-in, agendas, minutes, follow-up notes
  - Detail how survey results were shared
  - Parent Advisory Council – one each semester

- Annual Title I Parent Meeting
  - School PowerPoint, sign-in sheets, flyers, pictures, agenda, and minutes

- Parents’ Right-to-Know
  - Letters sent home, note detailing how it was sent home
  - Principal Record of Compliance signed

- School Parent Compacts
  - Copy of compact
  - Documentation of parent input meeting
  - Signed copies for each student in classrooms with notes from parent conferences

- Non-certified teacher letters & logs
  - Send home letter every progress report and report card.
  - Update log when letter is sent home.

- Parent Involvement Plan
  - Print copy from current ACIP *(send home to every parent)*
  - Document how and when school Parent Plan was sent home
  - Parent Engagement Calendar

- Parent 1% Spending
  - Parental Engagement Funding Plan

- Parent Corner
- Parental Engagement Staff Training
- Title I Parent Survey
- Parent Advisory Council/Parent Focus Group

Tab 8 – Professional Learning
*(Each folder should contain sign-in, agenda, minutes, notes, handouts, etc.)*

- High Quality PD
  - Sign-in, agendas, handout and minutes

- Teacher Mentoring
  - Teachers new to school, teachers new to grade level, or novice teachers should be partnered with veteran teachers.

- Summer Planning/PD
Tab 9 – Coordination of Resources/Comprehensive Budget

- **Budget Committee Voting Process**
  Elected representatives from Budget Committee voting will meet to review local school’s budget allocation. Representatives should meet with grade level team/department before budget committee meeting to bring suggestions based off data to budget meeting.
  - Marked Voting Ballots, Budget Voting Listed on Agenda, List of elected representatives, and Sign in Sheets with Certified Staff signatures

- **Comprehensive Budget/Theory of Action**
  - Signed Budget Allocation spreadsheet
  - Coordination of Resources

- **Monthly Budget/ACIP Meetings**
  Agenda, minutes, sign-in sheets, and 4110 reports with the principal’s signature, one for each month
  - October Budget/ACIP Meeting
  - November Budget/ACIP Meeting
  - December Budget/ACIP Meeting
  - January Budget/ACIP Meeting
  - February Budget/ACIP Meeting
  - March Budget/ACIP Meeting
  - April Budget/ACIP Meeting
  - May Budget/ACIP Meeting

- **Certification of Employment**
  - Quarter 1
  - Quarter 2
  - Quarter 3
  - Quarter 4
  - Semester 1
  - Semester 2

- **Inventory**
  - Title I Inventory form, copies of PO’s, Title I Expenditures, and proper labeling on non-consumable purchases of $50 or more as: Title I FY _____)