

Richmond Middle School Title I procedure for identifying Title students

Each year, at the beginning of the year, middle of the year, and at the end of the year, the title one teacher along with the title one para-pros meet to discuss student selection. As part of the selection process the following criteria is utilized.

1. Current NWEA data is examined to identify anyone below the 30th percentile.
2. M-STEP data is examined to determine the students who are not proficient, as well as how far they are from being proficient.
3. M-STEP data is examined to determine students who are partially proficient
4. Teacher referral forms are distributed, explained, and discussed with teachers
5. Teacher's complete qualifications sheets and return to Title I teacher
6. Title I teacher gathers data, and identifies Title I students based on their qualification's sheet
7. Title I teacher organizes lists, and distributes to administrators and teachers
8. Title I teacher organizes and sends out Title I letters to parents of students who have been identified as Title students.
9. At the semester, Title I teacher analyzes NWEA data as well as district data of the title one students. Conversations with classroom teachers are also had at this time to discuss progress and growth.
10. When students are doing well in class, classroom teacher will fill out the Exit form and return to Title I teacher, who will determine if they should be exited from the program
11. Title I teacher will continuously monitor Title I student lists and update/communicate to parents and staff as necessary.
12. At the conclusion of the year, title one student data will again be analyzed to assist in the evaluation of the program.