| TITLE I NARRATIVE  Technical Assistance Guide | **SPRING 2020** |
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| **DESIGNING YOUR TITLE I PART A NARRATIVE PLAN** | |

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| Offer extended learning opportunities for students | * Dates of extended learning * Number of teachers * Number of students * Rate of Pay * Focus for learning (determined by…) * If it is a new program * If transportation be provided and if it was provided in the past | * Extended School Day, Extended School Year, Summer Camps |
| Plan academic field trips  (Please refer to the [K-12 ESEA Common Federal Program Guidance](mailto:https://livepascok12fl.sharepoint.com/:b:/s/SSPS_Resources/EazHv5ASbVpDgQuS57thM6sBJ5DKSK6N3PvXL87vILll9g%3Fe=BxKT8x) document in the Title I Resources Folder) | * Location of field trip including an academic connection * Who will attend (including number of students) * When the trip to take place * If transportation be provided and if it was provided in the past * Field Trips to entertainment facilities, including any theme parks, are not allowable | Records of connection to student learning outcomes must be maintained and uploaded to Title I Crate. |
| Purchase student supplies | * What type of supplies will be purchased * Which students will be using the supplies and how will they be used? |  |
| Purchase books and/or supplemental curriculum materials | * Quote * Purpose/use for the book * How/when these books will be accessed by students? * How these books are supplemental to the core curriculum? | * Please keep in mind the list of approved instructional resources that can be used to supplement Core Materials for instruction. Materials not on the instructional resource list will require [OLL approval](https://livepascok12fl.sharepoint.com/:w:/r/sites/OLL_Resources/_layouts/15/Doc.aspx?sourcedoc=%7B50ad8108-f5b7-44f4-9c2e-0e4f68648fc5%7D&action=default&cid=01651ac5-1f7d-4539-bf48-c239cf2ae9a1).   [Elementary School Instructional Resources](https://livepascok12fl.sharepoint.com/:x:/s/OLL_Resources/EWBZlkkKQlJFnsl8QVokHe0Bm3s0QVdqPMJkIe9nFJhv6w?e=VXaoUf)  [Middle School Instructional Resources](https://livepascok12fl.sharepoint.com/:x:/s/OLL_Resources/EQV3SGZuOHhCqqaSl1RUm30BNUcCTpuw-wVh9y6eksOl-A?e=8EnfOa)  [High School Instructional Resources](https://livepascok12fl.sharepoint.com/:x:/s/OLL_Resources/EWRbkXXv3SVJuEsHg7Q8k4ABM5PTgX-q_tQ1MNCtIHQthg?e=jDdjKW)  \*Please note that Title I Part A funds cannot purchase Core Resources. |
| Purchase additionally technology devices (i.e. Laptops, iPad) | * How will these devices be used to supplement the digital classroom allocation and offer services above and beyond what is currently available? (How is the focus for use of these devices different than the devices already in your school?) | Capitalized purchases, including all technology and device purchases are only allowable during the first semester. No technology, including devices will be allowed during the second semester. |
| Contract printing services | * Quote * How printing will be used to impact student achievement? * Why printing services are required beyond what is capable at the school. |  |
| Pay teachers for after-hours work  (ie. planning, PD, parent events) | * Type and description of event * Rationale for need * Number of participants * Dates/hours * Rate of pay * Will someone facilitate, if so who? |  |
| Purchase technology subscriptions | * Quote * How this subscription will be utilized including a rationale for need | * Please keep in mind the list of approved digital resources. Materials not on the approved digital resource list will require [OLL approval.](https://livepascok12fl.sharepoint.com/:w:/r/sites/OLL_Resources/_layouts/15/Doc.aspx?sourcedoc=%7B50ad8108-f5b7-44f4-9c2e-0e4f68648fc5%7D&action=default&cid=01651ac5-1f7d-4539-bf48-c239cf2ae9a1)   [Digital Resource Approval List](https://livepascok12fl.sharepoint.com/:x:/r/sites/OTIS_Resources/_layouts/15/Doc.aspx?sourcedoc=%7Ba072ed50-aab3-4552-a2f1-53e2e10231ef%7D&action=default&uid=%7BA072ED50-AAB3-4552-A2F1-53E2E10231EF%7D&ListItemId=26515&ListId=%7B8225141C-3ED1-4B03-93EC-035AD6BC468C%7D&odsp=1&env=prod&cid=ccc48863-e633-4bf8-99a4-4516b9d437fa) |
| Purchase parent event supplies | * Provide number of parent events/dates/months of services * Expected number of participants |  |
| Contract services  CANNOT EXCEED $3000 PER DAY INCLUDING TRAVEL.  MATERIALS CAN BE AT AN ADDITIONAL COST | * Quote to include the start and end date, the number of days/hours, and the proposed services with a detailed cost breakdown of each service. * Dates/number of hours * Academic connection of program (How it will impact student achievement) * Participants (Who and how many) |  |
| Send participants to a conference  (Out of state travel requires pre approval from the Department of Education) | * Provide the dates and location. * Number of participants * What costs are being covered? (registration, hotel, per diem, mileage) * Overview of the conference content with connection to SIP * How the learning will be shared with the staff after the population |  |
| Add additional staff to support student achievement | Job Description/Qualifications – This will be downloaded from the website   * How the focus for the position will impact student achievement? * What is the nature of the work the position will be doing |  |