

# BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street Towson, MD 21204-3711

August 12, 2011

Dear Parent/Guardian:

For the 2011-2012 school year, your child is scheduled to attend Baltimore Highlands Elementary School, a Title I school that has been identified as a Developing Comprehensive Needs school as identified by Differentiated Accountability. This determination is based on Maryland State Assessment (MSA) data by the Maryland State Department of Education. Because of this identification, Baltimore Highlands Elementary School must offer *Public School Choice: Title I Transfer Option*. In an effort to assist you in making an informed decision regarding this option, the following questions and answers are provided:

## **Why has Baltimore Highlands Elementary School been identified as a Developing Comprehensive Needs school?**

Under the *No Child Left Behind Act of 2001 (NCLB)*, schools must meet specific achievement targets in attendance, reading, and math. These annual improvement targets demonstrate if a school has made "Adequate Yearly Progress" (AYP). MSA data indicate that Baltimore Highlands Elementary School did not make AYP for three or more consecutive years in the same subject area.

## **What is *Public School Choice: Title I Transfer Option*?**

*Public School Choice: Title I Transfer Option* allows families of students registered to attend Baltimore Highlands Elementary School (Grades PreK-5) for 2011-2012 to transfer to a Baltimore County public school determined as eligible to receive students.

## **Which schools are eligible to receive students who access *Public School Choice: Title I Transfer Option*?**

The receiving schools for the 2011-2012 school year are Dogwood Elementary School and Woodmoor Elementary School. Annually, the system reviews its resources to make a determination as to which schools will be eligible to receive students. The receiving schools were chosen based on variables such as academic performance, bus ride time, and capacity.

## **Will your child have to transfer schools?**

No. The decision to transfer or to remain at the home school is entirely up to each parent/guardian. Parents/guardians should base their decision on what they think is best for their child. Many factors should be considered, including the school academic program, availability of extended-day activities, availability of extracurricular activities, etc.

## **How does Baltimore Highlands Elementary School compare to the receiving schools?**

MSA data indicate that Baltimore Highlands Elementary School did not meet AYP in the areas of reading and mathematics on the Maryland State Assessments (MSA). The chart below compares the percentage of students who scored advanced, proficient, and basic on the 2011 MSA for Baltimore Highlands Elementary School, the receiving schools, the Baltimore County Public Schools system, and state.

## 2011 MSA READING

GRADES	BALTIMORE HIGHLANDS		DOGWOOD		WOODMOOR		BCPS		MARYLAND	
	% Prof/Adv	% Basic	% Prof/Adv	% Basic	% Prof/Adv	% Basic	% Prof/Adv	% Basic	% Prof/Adv	% Basic
3	66.2	33.8	94.4	5.6	76.2	23.8	87.9	12.1	85.1	14.9
4	82.1	17.9	95*	5**	75.0	25.0	91.0	9.0	88.7	11.3
5	78.3	21.7	88.0	12.0	84.5	15.5	92.1	7.9	90.2	9.8

\* indicates percentage listed is greater than or equal to 95 percent

\*\* indicates percentage listed is less than or equal to 5 percent

## 2011 MSA MATHEMATICS

GRADES	BALTIMORE HIGHLANDS		DOGWOOD		WOODMOOR		BCPS		MARYLAND	
	% Prof/Adv	% Basic	% Prof/Adv	% Basic	% Prof/Adv	% Basic	% Prof/Adv	% Basic	% Prof/Adv	% Basic
3	71.4	28.6	95*	5**	77.8	22.2	89.0	11.0	86.3	13.7
4	88.2	11.8	95*	5**	89.1	10.9	93.0	7.0	90.3	9.7
5	76.8	23.2	85.5	14.5	67.2	32.8	84.4	15.6	82.3	17.7

\* indicates percentage listed is greater than or equal to 95 percent

\*\* indicates percentage listed is less than or equal to 5 percent

### **What is the Baltimore Highlands Elementary School staff doing to improve student achievement?**

The School Improvement Team at Baltimore Highlands Elementary School is continuously analyzing school data to determine how to improve performance in reading and mathematics. Baltimore Highlands Elementary School staff continuously monitors and evaluates student performance in order to improve the school's academic program.

During the 2011-2012 school year, Baltimore Highlands Elementary School will be implementing the following strategies to further improve student achievement:

- Use of instructional resources that provide effective instructional strategies such as Comprehension Toolkit;
- Implementation of a school wide vocabulary initiative;
- Small group instruction provided by classroom teachers and resource staff;
- Co-teaching Model;
- Professional development facilitated by the math and reading curriculum offices to increase teacher instructional capacity;
- Teacher mentor to support teachers with instruction;
- Implement Calendar Math school wide to help target number sense concepts;
- Extended mathematics block; and
- Math Fact Program to work on learning basic math facts.

### **What is Baltimore County Public Schools doing to increase student achievement?**

The *Blueprint for Progress* provides clear direction for everyone involved in education in Baltimore County. The *Blueprint for Progress* is built on a foundation of clear standards, quality instruction, and individual accountability and is the basis for the Master Plan of the Baltimore County Public Schools. The Master Plan defines the actions the school system will take for continued improvement of achievement for all students. In addition, all students in BCPS receive instruction based on concepts in the State Curriculum. The Department of Professional Development and curriculum offices in collaboration with the Office of Title I provide professional development to assist teachers in developing the talents of students and provide each

student access to a rigorous educational experience. Additionally, Baltimore Highlands Elementary School receives technical assistance from the assistant superintendents' office in the development and implementation of its School Improvement Plan.

**What can parents/guardians do to help Baltimore Highlands Elementary School increase student achievement?**

Parents/guardians can assist the efforts of the school by making sure that their children come to school on time every day, ready to learn. In addition, parents can check that all homework assignments and school projects are completed on time. Parents are encouraged to participate in parent education activities, attend all parent-teacher conferences, and learn more about how to help their children at home and at school. Parents should tell teachers they want to hear from them as soon as problems occur so that they can work together to find solutions. A list of parent support services is available on the district's Web site: <http://www.bcps.org/parents/>.

**How can parents/guardians find out more information?**

Baltimore County Public Schools will be holding a meeting for parents/guardians at Baltimore Highlands Elementary School on **Thursday, August 25, 2011 from 6:30 to 7:30pm**. During this meeting, school administrators and central office staff will discuss:

- What identification as Developing Comprehensive Needs means;
- The reason that MSDE identified Baltimore Highlands Elementary School as Developing Comprehensive Needs;
- What Baltimore Highlands Elementary School staff are doing to address student needs;
- What parents/guardians can do to help address the academic issues that led to identification;
- The two decisions families have to either remain at Baltimore Highlands Elementary School or request a transfer and;
- Information about the *Public School Choice: Title I Transfer Option* process and timeline.

**What is the due date for *Public School Choice: Title I Transfer Option* applications?**

*Public School Choice: Title I Transfer Option* applications **ARE DUE ON September 16, 2011**.

**How can parents/guardians obtain additional information if they cannot attend this meeting?**

A *Public School Choice: Title I Transfer Option* application is included with this letter and will be made available at Baltimore Highlands Elementary School. A Baltimore Highlands Elementary School staff member will be available to explain these documents. For more information about programs and services being offered at the school, you can contact Brian Williams, Principal, at (410) 887-0919.

Additional information regarding the *Public School Choice: Title I Transfer Option* is available on the Baltimore County Public Schools' Web site at <http://www.bcps.org/offices/titleone/> or you may contact the Office of Title I at (410) 887-3487.

Sincerely,

Angela Euculano-Leigh, Supervisor  
Office of Title I

- C: Karen Blannard, Assistant Superintendent  
Brian Williams, Principal, Baltimore Highlands Elementary School  
Betty Pettiford, Principal, Dogwood Elementary School  
Edith Howard, Principal Woodmoor Elementary School

**Baltimore County Public Schools**  
*Public School Choice: Title I Transfer Option*  
**APPLICATION FOR SCHOOL TRANSFER REQUEST**

Please submit a  
separate application  
for each child in your  
family

**Baltimore Highlands Elementary School - 2011 – 2012 School Year (Window 2)**  
**Students scheduled to attend Grades PreK through 5**

*Completed applications should be submitted no later than September 16, 2011 to:*

Office of Title I  
Baltimore County Public Schools  
6901 Charles Street, Building B  
Towson, MD 21204

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**PART I: School Transfer Request (To be completed by parent/guardian – please print)**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Name Last Name*

School Attended 2010 – 2011 School Year: \_\_\_\_\_

Zoned School 2011-2012 School Year: \_\_\_\_\_

2011-2012 Grade: \_\_\_\_\_ Does the student receive special education services? Yes \_\_\_\_\_ No \_\_\_\_\_

Address: \_\_\_\_\_  
*Number Street Name City Zip Code*

Parent/Guardian's Name:

Mr. Mrs. Ms. \_\_\_\_\_  
*(circle one) First name Last Name*

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PART II: Decision (To be completed by the Office of Title I)**

\_\_\_\_\_ Approved

Denied for reason(s) of:

\_\_\_\_\_ Student not enrolled in sending school

\_\_\_\_\_ Application incomplete (see attached document)

\_\_\_\_\_ Application late

\_\_\_\_\_ Request/reason inconsistent with procedures

Signature of Title I Representative \_\_\_\_\_ Date \_\_\_\_\_

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**Appeals: Must be submitted in writing within 10 calendar days of the date of this decision to:**

Sonja Karwacki, Executive Director  
Baltimore County Public Schools  
6901 Charles Street, Building B  
Towson, MD 21204

\_\_\_\_\_  
*Student Name*

***Public School Choice: Title I Transfer Option***  
***APPLICATION FOR SCHOOL TRANSFER REQUEST***

**Baltimore Highlands Elementary School - 2011 – 2012 School Year (Window 2)**  
**Students scheduled to attend Grades PreK through 5**

**INSTRUCTIONS:** The two approved Baltimore County elementary schools designated as eligible to accept students under *Public School Choice: Title I Transfer Options* are identified below.

Transfer requests are approved or denied based on Board Policy 5140 and Superintendent’s Rule 5140R and in accordance with the federal *No Child Left Behind Act of 2001*.

Parents/Guardians are asked to indicate, the schools they desire their child to attend in order of preference. Please place a “1” next to your first choice and a “2” next to your second choice. If your child is receiving special education services, please indicate that information on page 1.

**2011-2012 Available transfer receiving schools:**

<b>Receiving School</b>	<b>Choice</b>	<b>Receiving School</b>	<b>Choice</b>
Dogwood Elementary	_____	Woodmoor Elementary	_____

\_\_\_\_\_  
*Student Name*