

*Farmington School District
Farmington, New Hampshire*

Policy 4251.4 Title I Parent Involvement Policy and Complaint Procedure

In accordance with current federal guidelines, the Farmington School District has developed a Title I Parent Involvement Policy to ensure parents' concerns and rights are upheld. This policy applies to any Title I school in the district whether it is schoolwide or targeted assistance. In a Title I schoolwide school, this policy applies to all parents as students are not specifically identified. In a Title I targeted assistance school, this policy specifically applies to Title I parents as specific students are identified for Title I assistance. This policy has been developed in conjunction with parents, Title I and administrative representatives. Accordingly, the following procedures are addressed:

1. Parents' Rights to Know (Section 1111(h)(6)(A-C)):
 - A. At the beginning of each school year, parents of each student attending any Title I School must be notified that parents may request information regarding the professional qualification of the student's classroom teacher including state certification and degrees held by the teacher.
 - B. In addition, notification must be given in a timely manner to all parents in a classroom where a child has been assigned to or taught for four or more consecutive weeks by a teacher who is need of completing specific requirements to be defined as a highly qualified teacher. This may refer to state certification or the degree major of the teacher.

2. Annual Meetings:
 - A. At least one annual meeting will be convened each year by the Title I Project Manager to inform Title I parents of schools participating as Title I Schools, the requirements and rights of parents to be involved.
 - B. Additional meetings will be held as deemed necessary to involve parents in the planning, review and improvement of school and Title I programs.

3. Home-School Connection:
 - A. At the "Open House" in the beginning of the school year, school and Title I staff will be available to meet parents and share program information.
 - B. Information will be provided to parents on the level of achievement the child has made on state assessments, as well as local curriculum and assessment information.
 - C. Parents of Title I students in a targeted assistance school must give written permission each year for their child to participate in the Title I program.
 - D. Opportunities for the home and the school to work together will be made available through:
 - i. Progress Reports
 - ii. Home- School Compact
 - iii. Parent Conferences
 - iv. Written or telephone conferences

- v. Parent Night Activities, workshops and or informational meetings
- vi. Family Literacy programs and resources

4. Evaluation:

- A. Parents will be involved in evaluating the program's effectiveness.
- B. Parents will be given opportunities to be involved in planning, reviewing and improving the school and Title I programs.

5. Contacts:

- A. Parents will have reasonable access to staff throughout the year.
- B. Channel of communication:
 - i. 1st contact: contact teacher/ or Title I staff teacher/tutor
 - ii. 2nd contact: contact Title I Project Manager and or school principal
 - iii. 3rd contact: contact Farmington School District Superintendent

HOW TO FILE A TITLE I COMPLAINT

Complaints must be in writing, be signed and received by Title I project manager within ten (10) days of the alleged violation. If satisfaction is not received by the complainant, the matter shall be referred to the School Superintendent. The School Superintendent shall review the matter and respond in writing with ten (10) school days. If the School Superintendent is unsuccessful in resolving the matter, the complaint shall be reviewed by the school board at their next scheduled meeting.

Complaints must be in writing, be signed and received the Department of Education within 30 days of a final decision by a local school board regarding the complaint. In the case that a parent is the complainant, the Title I Project Manager of the School District shall assist the parent in the complaint process.

The Complaint must include:

1. The Name and Contact Information of the Complainant.
2. A statement of the alleged violation of federal statute or regulation, the identity of the person or entity that is committing the violation and a description of the applicable program where the violation is occurring.
3. Steps taken at the Local Level to resolve this complaint.
4. A Copy of the Final Decision of the School Board in regards to the complaint.
5. Signature of the Complainant.

Mail Complaint to:

Lyonel B. Tracy, Commissioner
c/o Dorothy Fair, Title I Administrator
New Hampshire Department of Education
101 Pleasant Street
Concord, New Hampshire 03301

For more information regarding New Hampshire's Complaint Rules, please refer to the following link:

<http://www.gencourt.state.nh.us/rules/ed200.html>

Adopted January, 2007