

Plum Borough School District
900 Elicker Road
Plum, Pennsylvania 15239

Federal Programs & Title I Services 2017-2018

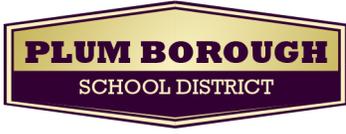
Title I is a federally funded supplemental reading program for students showing a need for reading intervention. Supplemental reading instruction from Title I teachers is available to all students in grades K through 6 who demonstrate a need for this instruction. The Title I teachers are certified reading specialists who work closely with classroom teachers to develop appropriate interventions. In the Plum Borough School District, Title I services are provided as *Targeted Assistance* in Center Elementary, Holiday Park Elementary and Pivik Elementary Schools, while Regency Park is identified as a *Schoolwide Title I Building*. This year, the district continues the granted a waiver of Title I, Section 113 (a)(2)(B) Eligible School Attendance Area of their Federal Programs Consolidated Application for Pivik Elementary School. This waiver allows the continuation of our Title I reading support program at Pivik Elementary School.

The *School Wide Program* and *Targeted Assisted School Programs* function as part of each building's Response to Instruction and Intervention Model. Support Instruction is part of the regular education program schedule and may take place in the regular classroom or in the Title I classroom. Title I instruction may be with the reading specialist individually or in the partnership with the classroom teacher.

In a *Targeted Assistance School* candidates for the program are identified through assessments, teacher observations and recommendations. Title I teachers work with classroom teachers to provide additional reading instruction and interventions during the school day. Instruction is based on the individual needs of the students, focusing on improving reading skills.

Regency Park Elementary School is identified as a *Schoolwide Title I* building. This means that all students are considered Title I students and all teachers are Title I teachers. This allows more flexibility in use of teachers' instructional time to meet the needs of students and in the use of federal funds. This status is considered based on the percentage of low-income students and the building's year- long planning and revision process on how best to improve student achievement.

The purpose of these programs is to provide additional instruction and practice in all facets of the reading process. Students in grades K – 6 are taught in educational environments that best meet their needs. Supplementary instruction may occur in small flexible groups that meet three to five times per week, one-on-one sessions, or in the whole class setting. Parents are kept informed of their children's progress through progress reports, assessment reports, and parent conferences. Parents are also informed about the Title I Program through parent workshops, take-home information, the district website, and planning meetings. Parents are also informed of their children's progress



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through the electronic parent portal, which allows monitoring of their children's grades in real time. Those who do not have Internet access can request hard copies of the information on a regular basis.

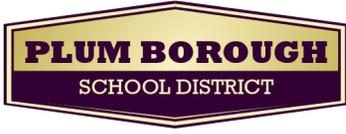
All parents of Title I students have the opportunity to be involved in federal programs planning. At the annual spring meeting, plans for the upcoming school year are discussed and parents can provide input into how federal funds will be used in the district's Title I and Title II projects. Parents are asked to review and assist in designing strategies for increasing parental involvement. Parents are also encouraged to partner with teachers by volunteering in their child's school and practicing reading with their children at home.

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

All Elementary children attend a school that receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

We are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and



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- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

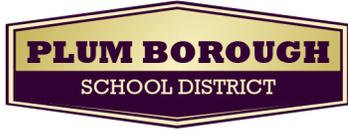
- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to the building principal. If you would like more information about Title I programs or would like to add parent input to our program, please contact Jason Knisely, Federal Programs Coordinator at 412-798-6330 or kniselyj@pbsd.k12.pa.us

Plum Borough School District
TITLE IA COMPLAINT RESOLUTION PROCEDURES
2017-2018

Introduction



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On December 10, 2015 a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive federal Title IA funding adopt written procedures for resolving complaints filed.

Definition

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a) A statement that a school has violated a requirement of federal statute or regulation that applies to Title IA.
- b) The facts on which the statement is based.
- c) Information on any discussions, meetings or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

1) **Referral** – Complaints against schools should be referred to the District’s Federal Programs Office:

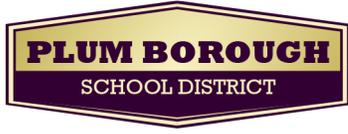
Jason Knisely
Federal Programs Coordinator
kniselyj@pbsd.k12.pa.us
412-798-6330

2) **Notice to School** – The Federal Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.

3) **Investigation** – After receiving the Principal’s response, the Federal Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal Programs Director and the Superintendent may do an onsite investigation at the school.

4) **Opportunity to Present Evidence** – The Federal Programs Director may provide for the complainant and the Principal to present evidence.

5) **Report and Recommended Resolution** – Once the Federal Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.



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6) **Follow up** – The Federal Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.

7) **Time Limit** – The period between the Federal Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

8) **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Ms. Susan McCrone, Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333**