

Policies

Section: 1000 Community Relations

Title: Parental Involvement, Title Complaint Process

Code: 1900

Status: Active

(X) Required

() Local

() Notice

The Lansing School District is committed to educating, engaging and empowering every child in this district by providing quality education that strengthens student academic achievement. We believe everyone gains when schools, communities, and home work together to promote achievement by our children. Lansing Central School District receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the Lead Educational Authority (LEA) expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the New York State Department of Education.

The Lansing Central School District agrees to implement the following requirements as outlined by Section 1116:

The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.

Consistent with Section 1116, our school district will work to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.

In carrying out the Title I, Part A, our district will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.

The school district will be governed by the definition of parental involvement in accordance with Section 8101 of the ESSA and all schools will carry out parent programs, activities, and procedures.

The Lansing Central School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

This policy and all school policies are posted on our school websites where they are available for parent comments and suggestions. This policy is a working document subject to review and revision deemed necessary by the Lansing Central School District.

The Lansing Central School District may engage in meaningful consultation with employers, community leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

The Superintendent or designee will provide guidance appropriate use of parent involvement funds and review school Parental Involvement Policies, School Improvement/School-wide Plans, and School-Parent collaborations to ensure compliance on:

ANNUAL EVALUATION

The Lansing Central School District will conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include:

- identifying barriers in order to increase participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family partnerships.

The school district will use evaluation data collected about its parent and family engagement policy to generate evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

Parents will be surveyed annually to determine whether parent engagement needs are being met effectively appropriately through the implementation of the parent and family engagement programs. The results and comments from parents are also used in planning future parent workshops, meetings, events and other educational opportunities.

RESERVATION/ DISTRIBUTION OF FUNDS

The Lansing Central School District will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

This offers each parent the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting, the school will share the budget for parent and family engagement activities.

COORDINATION OF SERVICES

The Lansing Central School District will coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as the Lansing Town Recreation and Lansing Library Programs.

BUILDING CAPACITY OF PARENTS

The Lansing Central School District will build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology to help parents work with their children to improve their children's academic achievement.

Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards;

- State and local academic assessments including alternate assessments;
- requirements of Title I, Part A;
- How to monitor their child's progress;
- How to collaborate, build and maintain partnerships with educators; and
- How to support growth and development at home.

BUILDING CAPACITY OF SCHOOL STAFF

The Lansing Central School District will educate its teachers, specialized instructional support personnel, principals, and other school leaders in the contributions of parent outreach. This will include communication and collaboration with parents as equal partners and may also include many of the following:

- Sending home newsletters;
- Sending home graded paper/report cards;
- Conducting home visits;
- Scheduling parent/teacher conferences;
- Making phone calls; sending home homework and notes as needed in agendas;
- Encouraging parents to serve as volunteers/tutors/serve on committees;
- Encouraging parents ideas/cultural perspectives; and
- Attending conferences, seminars, workshops, and meetings with parents.

In order to build capacity for parent involved, the LCSD will:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. Training parents to enhance the involvement of other parents.
- Maximize parental involvement and participation in their children's education by arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Adopt and implement model approaches to improve parental involvement

TITLE I COMPLAINT PROCEDURES

Any public or non-public school parent/caregiver, teacher, or other interested person or agency may file a complaint pertaining to services received through Title I.

As a first step, interested persons are encouraged to work with teachers and/or building principals. If the issue is not resolved, interested persons have the right and option to file formal complaints.

A formal complaint must:

- Be in written form and addressed to the Superintendent or designee;
- Be signed by the person or agency representative filing the complaint;
- Specify the requirement of law or regulation being violated and the related issue, problem, and/or concern;
- Provide information and/or evidence supporting the complaint; and
- State the nature of the corrective action desired.

The District will issue a letter acknowledgement that contains the following information upon receipt of the complaint:

- The date the District received the complaint;
- How the complainant may provide additional information; and
- A statement of the ways in which the District expects to investigate the complaint and work to resolve the issue(s).

The Superintendent or designee will:

- Carry out an independent onsite investigation of the complaint;
- Review all relevant information and make an independent determination as to whether the District has complied with the federal program(s) in question; and
- Issue a complaint investigation report, entitled Letter of Findings, to the complainant that addresses each allegation in the complaint and contains Findings of Fact, Conclusions and, when warranted, Corrective Actions with a specified timeline. This report will also include the reasons for the District's final decision.

If the investigator determines that a violation has occurred, corrective action will be taken to return to compliance per the Letter of Findings.

If the investigator concludes that no violation of law or regulation has occurred, attempts will be made to resolve or negotiate the programmatic concern per the Letter of Findings.

All complaints and responses will be kept on file in the office of the Superintendent or designee.

Complainants not satisfied with the findings/remedy of the District may elect to appeal to the New York State Education Department.

In order to file an appeal to the New York State Department of Education, appeals should be sent to:

New York State Education Department
Title I School & Community Services Office Room 320 EBA
[89 Washington Avenue](#)
[Albany, NY 12234](#)

Those dissatisfied with the State Education Department's complaint resolution may file an appeal to the United States Department of Education:

United States Department of Education
Compensatory Education Programs
[400 Maryland Avenue, S.W.](#)
Room 3W230, FOB #6
Washington, D.C. 20202-6132

ADOPTION

This Title I Parental Involvement and Complaint Procedure Policy has been shared with parents and caregivers of children participating in Title I, Part A programs.

Legal

§1118 of the Elementary and Secondary Education Act

8 NYCRR §§100.3(b)(3); 100.4(f); 100.5(d)(4); 149.3(16)

U.S. Department of Education, Parental Involvement, Title I, Part A, NonRegulatory Guidance, April 23, 2004