

Title I Schoolwide Handbook 2018-2019

**Artman Elementary School
343 North Hermitage Road
Hermitage, PA 16148
www.hermitage.k12.pa.us
(724) 981-8750 ext. 5000**

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Important Documents for Parents -

- **Artman Elementary School Parent & Family Engagement Policy**
- **Artman Elementary School School/Parent/Student Compact**
- **Hermitage School District Transition Plan**
- **"Right to Know"**
- **Title I Complaint Resolution Procedure**

Welcome Letter

Dear Families,

A warm welcome is extended to all parents on behalf of our teachers, administrators and support staff at the Hermitage School District.

We hope that the information included in this handbook is useful to you as a guide and information resource. May it be a first step in building stronger communication between the Hermitage School District and its families.

This Title 1 Schoolwide Parent Involvement Handbook contains basic information about parent meetings, whom to contact if you need assistance and many of the programs that our school provides for children. More detailed information is included about Parent's Rights and District/School Policies. We also cite other programs and agencies that team with our school in a collaborative effort to support and fund social and educational needs for families.

We thank the many families who consistently support our schools with their efforts at home, as well as those who spend time working and helping at school.

Please attend Title I Family Programs throughout the year to find out more about the K-7 Schoolwide Programs and activities that are available for your children.

Sincerely for Kids,

~Hermitage School District~

Title I Schoolwide Handbook 2018-2019

Hermitage School District provides a caring and supportive learning community in which members challenge and motivate each other to become proficient, honorable citizens and productive lifelong learners.

What is Title I?

Title I is the largest federally funded program in education, signed into law in 1963 by President Lyndon Johnson. The program, Elementary Secondary Education Act (ESEA) Title I, was designed to help students having difficulties with reading and/or mathematics by providing funds for extra attention, as well as materials and teachers. Monies are appropriated to each state for management and distribution to each school district. Each school district must sign an agreement to accept the conditions of the Title I contract.

Since it began, the program has gone through numerous name changes but it continues to provide supplemental instructional help for those students needing it the most. Through the Schoolwide Plan all students at Artman Elementary Middle School are benefiting from the additional support.

What is a Title I Schoolwide Program?

Schools must meet certain requirements to be eligible for a Schoolwide Program. Only schools with poverty levels of 40% or greater can apply for a Schoolwide Title I Program. It is recommended that the school gather information and to involve parents, administration and staff in the process of writing the Schoolwide Plan. The school's strengths and weaknesses are examined to determine the best approach to meet the needs of all students within the school. With the information gathered, the planning committee decides on the grades, subjects and educational techniques and methods to be used, as well as procedures for evaluation of the entire program.

Artman Elementary School is approved to be schoolwide Title 1 program beginning the 2018-19 school year. This means we provide **all** students with support and assistance. The school wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title 1 school. The primary goal is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. Services provided may include parents participating in meetings as well as decision making and resources. The goal is to reinforce the skills taught in our curriculum and assist the student in achieving grade level proficiency in those skills.

Your child may receive services and/or support from a staff member that will be communicating with their teacher and Title I instructors. The school personnel will continue working to provide your child with the necessary skills and supports to be more successful in achieving the expected learning standards. The grouping of students and instructors responsible for additional support may vary throughout the year as your child's needs change. Your child's progress will continue to be monitored to determine the continued need of services.

Schoolwide Program Goals

- To implement a variety of effective teaching strategies to meet the varied learning styles of each student
- To increase active participation of all families in the education of their children both at home and at school
- To support a behavior plan that will elicit positive behavior and attitudes throughout the entire school community
- To improve student performance in math and reading
- To utilize and schedule staff to maximize instructional time

Family involvement is more than just returning forms to school or coming to a Parent Teacher Organization (PTO) meeting. Along with staff, families can be student advocates. Families are encouraged to make positive changes to support students through involvement in advisory councils, district task forces, schoolwide planning committees, and through many other opportunities within the school, classroom, and home.

In order to build a partnership, families and teachers need to understand each other's expectations. They must become active and open communicators beginning with elementary and continuing through the middle school and high school..

Parent and Family Engagement Policy

The Hermitage School District, in accordance with the strategic plan, is committed to providing quality education for every child. Academic success has been proven to increase significantly when schools and parents/guardians form strong partnerships and are both involved with the decisions that affect education. It is the policy of the Hermitage School District that parent involvement in the Title I schoolwide program in Artman Elementary School is an integral part of the district's success.

Information and materials will be provided to teachers to enhance the understanding of the importance of parental involvement and to build more effective communication skills.

Parents and staff members of Artman Elementary School will jointly review and revise the Title I Program. An ongoing evaluation process will be used to improve the Parent Involvement Plan and K-3, 4-5, and 6-7 Programs annually.

Compact

A compact is a document that is sent home from school stating what the school, parents, and child are willing to do during the school year. Students experience valuable and lasting success when families and teachers play supportive roles in their education. Parents are asked to give their input for the current Parent/Student/School Compacts. Each parent/guardian will receive a compact document in this handbook.

Schoolwide Assessments

The purpose of assessments in the Hermitage School District are to monitor student progress toward district and state standards. The District Framework for Curriculum, Instruction and Assessment provides for multiple forms of assessments.

The fall, winter and spring school wide assessments are part of the secured assessments component of the Hermitage School District Assessment System. Reading assessments and Math assessments are given at each assessment period (fall, winter and spring). Assessments measure cumulative grade level knowledge and skills.

Each assessment contains four levels of performance: Below Basic, Basic, Proficient, and Advanced. Students who score in the proficient range are reaching grade level expectations. For most assessments, Below Basic and Basic scores mean students are working below grade level expectations, and Advanced range students are exceeding grade level expectations. Fall, winter and spring score reports for schoolwide assessments are mailed to all parents.

All schoolwide K7 grade assessments are reviewed and revised yearly.

Curriculum and Standards

The state academic standards are benchmark measures that define what students should know and be able to do at specified grade levels. As such they must be used as the basis for curriculum and instruction in Pennsylvania's public schools. In addition to the state academic standards, the Department of Education developed and the State Board adopted Assessment Anchors for each subject and grade level assessed by the Pennsylvania System of School Assessment (PSSA). Assessment Anchors are a subset of the state academic standards. They define the academic content and skills that are assessed by the PSSA. In addition, as required by the federal No Child Left Behind Act of 2001, the Board adopted alternative learning standards for students with the most severe cognitive disabilities. For more information visit Pennsylvania's Department of Education website at <http://www.education.pa.gov>

Where can I find more information?

Common Core Standards <http://www.corestandards.org>

PA Common Core (PACC) <http://www.pdesas.org/standard/>

Contact Information

This information is subject to change without notice. To find current information and email address, please view the Hermitage School District website at www.hermitage.k12.pa.us

Dr. Daniel Bell – Superintendent	(724) 981-8750 ext. 6000
Mr. Brian Schaller - Director of Curriculum and Instruction	(724) 981-8750 ext. 6000
Mrs. Nanci Hosick - Director of Special Services	(724) 981-8750 ext. 6000
Mrs. Amy Wanchisn - Artman Elementary School Principal	(724) 981-8750 ext. 5000
Mrs. Beth Stefano – Instructional Coach	(724) 981-8750 ext. 5913
Mr. Vince D'Angelo – Instructional Coach	(724) 981-8750 ext. 5025

2018–2019 School Year

TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

Artman Elementary School

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by Artman Elementary School in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

Components

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Parent and Family Engagement Policy during the annual Title I Parent Meeting. Parents will be given an opportunity to share feedback regarding the Parent and Family Engagement Policy through verbal and/or written comments.*
2. Convene an annual meeting, at a convenient time:
 1. To which all parents and family members of participating children shall be invited, and encouraged to attend;
 2. To inform parents and family members of their school's participation as a Title I school; and
 3. To explain the requirements and the rights of parents and family members to be involved.
 - *Artman Elementary School will hold an annual Title I Parent Meeting in the fall to inform parents of the school's participation in Title I programs and to explain the requirements and the rights of parents to be involved in the Title I program.*
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.

- *Artman Elementary School will offer a flexible number of additional parent involvement meetings throughout the year and schedule them at various times, such as later in the morning or evening, so that as many parents as possible are able to attend.*
 - *Artman Elementary School will, when needed, use Title I funds to pay reasonable and necessary expenses associated with parent involvement activities to enable parents to participate in school related meeting and training sessions.*
4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:
- *Artman Elementary School will involve parents in the planning, review and improvement of the school's Title I program at the annual Title I Parent Meeting. Parents will be given a chance to provide feedback and engage in discussion about the Title I program at the meeting. A parent survey will be conducted at the beginning of the year allowing parents an opportunity to provide comments and suggestions regarding the Title I program.*
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Parent and Family Engagement Policy during the annual Title I Parent Meeting. Parents will be given an opportunity to share feedback regarding the Parent and Family Engagement Policy through verbal and/or written comments.*
5. Provide parents and family members of participating children with timely information about the Title I program:
- *Artman Elementary School will provide all parents with timely information about the Title I program. Global assessments are scheduled in both math and reading and results are sent home to parents at least three times a year (Fall, Winter and Spring).*
6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards:
- *Artman Elementary School will provide parents with a description of the curriculum, the forms of academic assessments used and the proficiency levels students are expected to meet during the annual Title I parent Meeting in the fall. There will also be information and discussion regarding the PA Core Standards, Curriculum, Assessments, and progress monitoring, including the proficiency levels expected.*
7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions:
- *Artman Elementary School will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as*

practicably possible by scheduling meetings with parents to jointly set academic goals for students and establish supports at a time that is convenient for parents.

8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]:
 - *Artman Elementary School will involve parents in the planning, review and improvement of the school's Schoolwide Plan during the annual Title I Parent Meeting. Parents will be given an opportunity to share feedback regarding the Schoolwide Plan through verbal and/or written comments.*
9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:
 - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
 - Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
 - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents and family members on their children's progress;
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
 - *Artman Elementary School will jointly develop with parents the School-Parent Compact at the annual Title I Parent Meeting. Artman Elementary School's compact outlines how parents, staff and the student will share in the responsibility for supporting the students learning and ensuring regular two-way, meaningful communication with parents and family members in a language parents and family members can understand. Parents will be given an opportunity to share feedback regarding the School-Parent Compact through verbal and/or written comments.*

10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:
 - *Artman Elementary School will provide assistance to help parents understand the State academic content standards, local assessments and how to work with their children and their teachers to improve their children's academic achievement during Parent Workshops, Parent-Teacher Conferences, and the annual Title I Parent Meeting. Also sent home to parents will be Title I progress monitoring data including benchmarks expected. Parents will also receive information explaining the Title I program as well as a list of free resources available from the Intermediate Unit IV.*
11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:
 - *Artman Elementary School provides materials and training to help parents work with their children to improve their children's achievement using Parent Workshops, websites and handouts that include strategies to promote literacy and technology, including education about the harms of copyright piracy. Materials provided during those workshops include handouts and websites that foster parent and family involvement.*
12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:
 - *Artman Elementary School will educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners by*
 - *Conducting parent surveys relating to the value of building ties between parents and schools and use that data to educate teachers and staff*
 - *Conducting teacher surveys relating to the value of building ties between parents and schools and use that data to educate teachers and staff*
 - *Parent feedback during Title I meeting, PTO meeting and Parent Advisory Council meetings*
 - *Trainings during staff meetings based on the importance of two-way communication and the value and utility of contributions of parents and family members as equal partners*
13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:

- *Artman Elementary School coordinates and integrates parent and family member involvement programs and activities with other federal, state, and local programs, including:*
 - *Success by Six*
 - *Head Start*
 - *Pre-K Counts*
 - *Little Hornets*
 - *Summer Academy learning opportunities*
 - *Hermitage Parks and Recreation activities*
 - *Mercer County Behavioral Health Commission*
 - *Artman Elementary School conducts other activities that encourage and support parents and family members in more fully participating in the education of their children, including:*
 - *Annual Title I Parent Meeting*
 - *PTO meetings*
 - *Coffee Talk*
 - *Parent Workshops*
14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:
- *Artman Elementary School will ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand by offering multiple ways parents can continue to be informed about their child's school (paper, email, website) to insure the inclusion of all parents and family members.*
15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children):
- *Artman Elementary School will ensure that opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children): by offering multiple ways parents can continue to be informed about their child's school (paper, email, website) and/or translating documents and handouts whenever necessary to insure the inclusion of all parents and family members.*
16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:
- *Artman Elementary School will ensure distribution of the policy to all parents and family members using multiple methods of communication (regular mail, email, phone calls, websites).*

Delegation of Responsibility

The Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall notify parents and family members of the existence of Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and objectives to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.

SCHOOL-PARENT COMPACT

Artman Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), and participating children agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2018-2019.

School Responsibilities

Artman Elementary will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Our curriculum is aligned to the PA standards. In addition, our curriculum is mapped vertically and aligned from kindergarten through grade 12. We utilize technology based instruction programs which are also aligned to the standards. Small group instruction is provided. All teachers and instructional assistants are highly qualified.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

The Annual Title I Parent Meeting will be held on August 30, 2018 to explain and sign the learning compacts. Parents are also asked for topic ideas about which they would like to learn more and also times that would be convenient for them. Instructional Coaches as well as classroom teachers are available for individual parent-teacher conferences.

3. Provide parents with frequent reports on their child's progress.

Parents of students receiving Title I support will receive progress monitoring updates.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Instructional Coaches and classroom teachers are available to meet individually with parents both before and after the school day. In addition, Instructional Coaches and classroom teachers are available by phone, email, and at ATP meetings.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Observations in a classroom are available at any time upon making arrangements with the office, Instructional Coaches and classroom teachers.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- *Monitor attendance.*
- *Making sure that homework is completed.*
- *Volunteering in my child’s classroom*
- *Participating, as appropriate, in decisions relating to my child’s education.*
- *Promoting positive use of my child’s extracurricular time.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

Student Responsibilities

I, as student, will share the responsibility to improve my academic achievement and achieve the State’s high standards. Specifically, I will:

- *Do my homework every day and ask for help when I need to.*
- *Read about 15 minutes of AR daily either independently or with a parent*
- *Give my parents or the adult who is responsible for me all notices and information received by me from my school every day.*

Teacher’s Signature _____ Date _____

Parent’s Signature _____ Date _____

Student’s Signature _____ Date _____

Hermitage School District

Transition Plan

2018-2019

Transition Plan- The following outlines the transitions points for K-7 students in our district and the activities that staff and parents have developed to assist students in their transition. Parent input will be sought during the Annual Title 1 Parent Meeting as to how to improve student and parent transition.

Artman Elementary School: Kindergarten -3rd grade

- **Transition point:** Pre-K to Kindergarten
 - Gearing Up for Kindergarten
 - Getting to Know Artman Day
 - Early Childhood Council
 - Kindergarten Orientation
 - Success by Six
 - Success by 3
 - Little Hornets
 - Head Start and Transition Meeting
 - Pre-K Counts Transition Meeting
 - Early Intervention Transition Meeting
- **Transition points:** K to 1, 1 to 2, 2 to 3, & 3 to 4 -Artman to Ionta
 - Current classroom teachers assist in the development of class lists for next grade
 - Move up day- Students go to their next year's teacher for a formal opportunity to meet them, visit the classroom, and hear about the year to come.
 - Parents and students attend Open House during the first 2 weeks of school and have an opportunity to see the school, meet the teacher, visit the Title 1 teachers, and learn about programs available for parents and students. A Title 1 parent meeting is held during Open House.
 - Parent Training during the Scholastic Book Fair

Ionta Elementary School: 4th & 5th Grades

- **Transition points:** Entering into 4th grade, 4 to 5, 5 to 6.
 - Parents attend a Meet & Greet before the start of school and have an opportunity to see the school, meet the teacher, visit the Title 1 teachers, and learn about programs available for parents and students. A Title 1 parent meeting is held during Meet & Greet. There will be sign-in sheets for parents.
 - Current classroom teachers assist in the development of class lists for next grade
 - Move up day- Students go to their next year's teacher for a formal opportunity to meet them, visit the classroom, and hear about the year to come.

Delahunty Middle School: 6th & 7th Grades

- **Transition points:** Entering 6th grade, 6 to 7, 7 to 8

- Parents attend a Meet & Greet before the start of school and have an opportunity to see the school, meet the teacher, visit the Title 1 teachers, and learn about programs available for parents and students. A Title 1 parent meeting is held during Meet & Greet.
- Move up day- Students go to their next year's teacher for a formal opportunity to meet them, visit the classroom, and hear about the year to come.

Parent Involvement programs and activities integrated with other programs-

Parent meetings are held as part of Meet & Greet and Open House activities

Parent training materials:

- Parent Reading Packet- Comprehension and Fluency strategies
- Access to online resources:
 - Envision Math, Go Math, Reading Street, Read Live- Intervention, AR 360, and teacher Google Classroom Pages
- Summer Slide Prevention Packet- Provides daily grade specific activities for parents to assist their students with over the summer to prevent skill regression over the summer.

Hermitage School District Artman Elementary School

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)]

September 1, 2018

Dear Parent(s)/Legal Guardian(s):

Your child attends Artman Elementary School, which 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.

At Artman Elementary School, 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
- 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 additional 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 a teacher or paraprofessional, please contact Mrs. Wanchisn at Artman Elementary School at (724) 981-8750 ext. 5000.

Sincerely,

Amy Wanchisn, Principal

**Hermitage School District
TITLE IA COMPLAINT RESOLUTION PROCEDURES
2018-2019**

Introduction

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:

Mr. Brian Schaller, Director of Curriculum & Instruction
411 N. Hermitage Road
Hermitage, PA 16148
(724) 981-8750 ext. 6105
brian_schaller@hermitage.k12.pa.us

- 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.

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 forty-five (45) 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**