



Title 1 at FSMA

What is Title 1? Title I programs are federally funded instruction that is in addition to core reading and math classes for students who are struggling to meet the state standards. The federal government gives funds to Delaware through the Elementary and Secondary Education Act (ESEA) to divide among school districts based on their percentage of low-income families and participating schools. Title 1 is also focused on parent engagement and parent education.

Title 1 Funds: FSMA uses our funds to supplement the salary of one of our special education teachers. In addition to working with students, this teacher is part of a team that plans specific activities to increase parent involvement and education and is involved in a variety of parent engagement activities because Title I law requires a district to reserve a portion of its federal funds for parent involvement activities.

Parents Right to Know: Parents receive notification letters when their children receive Title I services and are taught by a non-highly certified teacher for four or more weeks consecutively.

In addition, parents have the right to learn about the credentials of teacher(s). Parents with computers can access the link on the Delaware Department of Education (DOE) website. Parents without computers can contact the building principal to ask them to share this information with you.

FSMA's Title I Parent Involvement Goal is to create programs, activities, and procedures that increase meaningful parental involvement. We will hold an annual meeting to share Title 1 plans and activities and ask for feedback. In addition, FSMA will include parents, board members and other school administrators in the decision making process around how funds for parental involvement will be spent.

FSMA will take the following actions to provide two-way, regular and meaningful home school communication in regards to Title One specifically:

- Parents will be notified of Title I services each school year at a school-wide meeting.
- Communication of all key programs, activities, and school progress will be provided in a timely manner.
- Communication sent to parents will be provided in a format and language that parents can understand, to the extent possible.
- The School's website will provide regular updated information as it relates to parenting resources.

FSMA will take the following actions to develop strong parent involvement and parent education:

- Handbook of Parent Engagement Activities will be distributed at the beginning of each school year.
- Opportunities for parents to learn about child development and parenting will be offered through a PTO sponsored Parenting Education Series.
- A variety of volunteer opportunities will be available and parents will be encouraged and welcomed to support in a way that works best for them.
- Space for parents to gather with resources and materials is available in the Lower School Workroom.
- Every other month, board meetings will include a "Montessori Moment" where teachers share classroom practices.
- Twice a year, "Watch Me Work" days will be scheduled for families to observe in the classroom.
- Twice a year, conferences will be held for all students and teachers will be accountable for communicating with a parent for each child (in person or by phone) to share academic/social progress and concerns.

Title I Complaint Procedures

Any public or non-public school parent, teacher, or other interested person or agency may file a complaint.

All complaints must:

- Be in written form;
- 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;
- Contain information/evidence supporting the complaint;
- State the nature of the corrective action desired.

Upon receipt of the complaint:

- FSMA will issue a letter of acknowledgement to the complainant that contains the following information:
 - The date the school received the complaint;
 - How the complainant may provide additional information;
 - A statement of the ways in which the school may investigate the complaint;
 - FSMA's commitment to issue a resolution to the complaint.

The Head of School will investigate or designate a building administrator to investigate the complaint. The complaint investigator 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;
- 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 Corrective Actions (with a specified timeline) where warranted, as well as the reasons for the District's final decision.

If the investigator determines that a violation has occurred:

- There will be corrective action to return to compliance.

If the investigator concludes that no violation of law or regulation has occurred:

- Attempts will be made to resolve or negotiate the programmatic concern;
- A complaint investigation report, entitled *Letter of Findings*, will be issued to the complainant that addresses each allegation in the complaint and contains Findings of Fact, Conclusions and

Corrective Actions (with a specified timeline) where warranted, as well as the reasons for the District's final decision.

All complaints and responses will be kept on file in the office of the Head of School.

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

Appeals should be sent to:

Delaware Department of Education

Title I Office

401 Federal St

Dover, DE 19901

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