

FRANKLIN TOWNE CHARTER HIGH SCHOOL NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE

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Joseph Michael Venditti, Esq.
Chief Executive Officer



TITLE I, PART A – 2017-2018 PARENT NOTIFICATION

FTCHS receives federal funding through Title I, Part A – Improving Basic Programs. This federal program provides financial assistance to schools with high percentages of economically disadvantaged students to ensure that children meet challenging state academic standards.

Since more than 40 percent of the FTCHS student body are classified as economically disadvantaged (as determined by participation in the National School Lunch Program), FTCHS uses Title I funding to operate a schoolwide program to upgrade the instructional program for the whole school. Our schoolwide Title I program is based on effective means of improving student achievement and includes strategies to support parental involvement.

More than 50,000 public schools across the country use Title I funds to provide additional academic support and learning opportunities to help low-achieving children master challenging curricula and meet state standards in core academic subjects. For example, funds support extra instruction in reading and mathematics, as well as special preschool, after-school, and summer programs to extend and reinforce the regular school curriculum.

In 2017-2018, FTCHS will use our Title I funds to:

- Provide high-quality professional development and training to our teachers to ensure that our staff members have the skills necessary to raise student achievement and implement our curriculum.
- Support the salaries and benefits of Highly Qualified Teachers teaching in FTCHS' schoolwide project.
- Retain the positions that have allowed us to reduce class sizes and provide more course offerings in math, English, and science.
- Provide opportunities for increased parent involvement, including providing electronic access to student grades, attendance, homework, etc. through programs such as eChalk and IC.
- Coordinate the strategic integration of technology into all aspects of the school program.
- Hire/retain specialized staff to reduce student behavioral and social barriers to learning (i.e. Dean of Students and School Psychologist), coordinate student access to technology

Franklin Towne Charter High School is a college preparation program willing to do whatever it takes to provide a warm and encouraging family-like atmosphere for all of our students.

(i.e. Technology Coordinator), and conduct curriculum development activities and staff development (i.e. Assistant Principal).

- Continue implementation of Infinite Campus, our integrated school management software system.
- Offset the costs of independent audit, specifically with regard to federal programs and the expenses associated with managing our federal programs.

Annual Title I Meeting:

FTCHS invites parents to attend our annual Title I information meeting, which will be held October 5, 2017 from 5:00 p.m. – 7:00 p.m. at the school. At this meeting we will describe our participation in Title I, Part A programs, explain the requirement of Title I, and explain parents' right to be involved (including developing our Title I Parent Involvement Policy and Parent Compact).

Parent Rights Under Title I:

Under Title I, Part A, FTCHS parents have the right to:

- **Be involved in our Title I, Part A programs** – FTCHS, with the help of its parents, will develop and implement a Title I Parent Involvement Policy and a School-Parent Compact.
- **Request regular meetings** – Requests for meetings to discuss Title I programs should be put in writing and submitted to the Federal Programs Coordinator in the Main Office.
- **Know teacher and paraprofessional qualifications** – Parents may request, and FTCHS then will provide, certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to their children. Requests should be put in writing and submitted to the Principal in the Main Office.
- **Know non-highly qualified teachers** – FTCHS will provide to each individual parent timely notice that the parent's child has been assigned, or taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by No Child Left Behind guidelines.

Title I Complaint Procedures

A parent who feels that the school is not meeting its Title I or other responsibilities as outlined in this policy, should first discuss the problem with the school CEO, Principal, or Federal Programs Coordinator. Examples of violations would be such things as:

- An annual meeting was not convened by the principal to explain Title I offerings to parents.
- Parents were refused information on the professional qualifications of their child's classroom teacher.

If the concern was not resolved at the school level, a parent should begin a formal Pennsylvania Department of Education (PDE) complaint procedure as outlined below. A complaint is defined by the FTCHS as a written, signed statement. It must include the following:

- a. A statement that PDE or FTCHS has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with PDE or FTCHS regarding the complaint.

PDE Complaint Resolution Procedures

1) Filing a Complaint – Complaints should be addressed as follows:

Renee Palakovic
Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

- 2) **Referral**—Complaints against FTCHS or appeals from FTCHS decisions regarding complaints will be referred to the Regional Coordinator for FTCHS.
- 3) **Notice to FTCHS**—The Regional Coordinator will notify FTCHS’ CEO that a complaint or appeal has been received, will provide a copy, and will direct FTCHS to respond.
- 4) **Investigation**—After receiving FTCHS’ response, the Regional Coordinator will determine whether further investigation is necessary. If necessary, the Regional Coordinator may carry out an independent investigation on-site at FTCHS.
- 5) **Opportunity to Present Evidence**—The Regional Coordinator may, in his or her discretion, provide for the complainant, the complainant’s representative, or both, and FTCHS to present evidence. Such presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- 6) **Report and Recommended Resolution**—Once the Regional Coordinator has finished any investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint or appeal. The final report will give the name of the party bringing the complaint or appeal, the nature of the complaint or appeal, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The regional Coordinator will issue the report to all parties to the complaint or appeal. The recommended resolution will become effective upon issuance of the final report.
- 7) **Follow-up**—The Regional Coordinator will insure that the resolution of the complaint or appeal is implemented.
- 8) **Time Limit**—The period between PDE’s receipt of a complaint or appeal and its resolution shall not exceed sixty (60) calendar days.
- 9) **Extension of Time Limit**—The Chief of the Division of Federal Programs may extend the 60 day time limit if exceptional circumstances exist with respect to a particular complaint or appeal.
- 10) **Right to Appeal**—Either party may appeal the final resolution to the United States Secretary of Education.

Procedures for Resolving Complaints Against PDE

- 1) Filing a Complaint -- Complaints should be addressed as follows:
Renee Palakovic
Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333
- 2) **Referral**—Complaints against PDE will be referred to the Chief of the Division of Federal Programs.
- 3) **Acknowledgment**—The Division Chief will acknowledge receipt of the complaint in writing.
- 4) **Investigation**—The Division Chief will investigate the complaint.
- 5) **Opportunity to Present Evidence**—The Division Chief may, in his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- 6) **Report and Recommended Resolution**—Once the Division Chief has finished any investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final 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. The Division Chief will issue the report to the complainant and the complainant’s representative, if any.
- 7) **Appeal to Secretary of Education**—In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of Education of the Commonwealth. In all other cases, the recommended resolution will become effective upon issuance of the final report.
- 8) **Follow-up**—The Division Chief will insure that the resolution of the complaint is implemented.
- 9) **Time Limit**—The period between PDE’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.
- 10) **Extension of Time Limit**--The Division Chief may extend the 60 day time limit if exceptional circumstances exist with respect to a particular complaint.
- 11) **Right to Appeal**—Either party may appeal the final resolution to the United States Secretary of Education.

Contact Us:

FTCHS’ Federal Programs Coordinator is Mrs. Abigail Simons. She can be reached at ASimons@omninvestllc.com