

National Center for Families Learning Free Resources

The Family Time Machine™ is fueled by a family's imagination! It turns a family's moments of togetherness into family time by learning, imagining and playing. From breakfast to bath time to bedtime, families already spend time together throughout the day. The Family Time Machine helps make the most of those moments by inspiring everyone to learn together with fun activities. Go to <http://familytimemachine.com>.

Wonderopolis® is a place where parents and teachers nurture a brighter world for children through discovery, creativity, learning and imagination, and offers families and teachers a new Wonder of the Day® every day. Each Wonder of the Day sparks curiosity and a love of learning for children and families. It connects engaging informational text to content areas across the curriculum, integrating technology and often other STEM areas. Each Wonder meets multiple Common Core State Standards, particularly for reading and language and may easily be used to support writing, speaking and listening. Go to www.wonderopolis.org.

FAMILY RESOURCES <http://familieslearning.org/activities/family-resources>

When Children Face Disaster: The Role of Literacy—How can you help your child in the face of disaster? These tips help parents and teachers engage children in language and literacy activities that allow children to express their emotions and develop coping skills.

Celebrate Literacy Calendar—This calendar provides suggestions for fun activities that parents can do with their children all through the year. Sharing language/literacy experiences with children will help support their learning and their school success.

Cultivating Readers—This parent-friendly magazine, written by NCFL with funding from Toyota Foundation, provides effective and easy strategies for promoting reading throughout a child's early years. The magazine is available in English/Spanish and includes a monthly calendar of activities to do with your child. Download a free copy at <http://archive.familieslearning.org/html/free-resources/cultivating-readers/>.

INTERACTIVE TOOLS <http://www.familieslearning.org/interactive-tools.htm>

A Day at Dollar General: Learn While Shopping Interactive Game—NCFL and the Dollar General Literacy Foundation have teamed up to educate families about money management through “A Day at Dollar General: Learn While Shopping.” The online interactive game makes it fun and educational for both children and parents to learn basic budgeting skills.

En Camino

With the support of Met Life, NCFL created comprehensive online resources that support families' aspirations for education, and help create strong transition partnerships between programs and postsecondary educational institutions. This online program, *On Our Way: Educational Toolkit for Families*, is available in English and Spanish. Additional support materials are also available online.

Foto-novelas

Parents + Schools = Successful Children/Padres + Escuelas = Niños Exitosos are bilingual products generously funded by the Dollar General Literacy Foundation. The two bilingual foto-novelas for parents –“Get Involved!” (¡Involúcrate!) /“Reading at Home” (Lectura en el hogar) – are complimented by Web-based flash movies (audio in English and Spanish) at http://familieslearning.org/interactive_tools/foto_novelas.

What Works: It Takes Just a Minute posters—These posters cover the basics of what parents can do every day to support talking and reading with their kids. Read With Your Child and Talk With Your Child are both available with Spanish on one side and English on the other. Download a free copy at http://www.familieslearning.org/interactive_tools/what_works

ACTIVITIES <http://www.familieslearning.org/family-resources.htm>

Tips— Tips to Make Learning Part of Your Daily Routine, Back to School Tips, 10 Tips for Counteracting the Effects of Budget Cuts, Valentine's Day Tips, Tips for Teaching with Technology, Summer Fun Tips

How would you feel?—Explore the civil rights movement by participating in this virtual sit-in and think about how it feels to be in someone else's shoes. Go to <http://familieslearning.org/onlineactivities/sit-in/swf/index.htm>.

Find the Flags—Can you find all the flags in this city? Search for the 25 American flags. Go to http://www.familieslearning.org/interactive_tools/find_the_flag.

Explore the Literacy House—Explore the rooms of our Literacy House, and see how simple it is to help your child learn through daily activities using everyday household items. Go to <http://familieslearning.org/onlineactivities/house/swf/index.htm>.

NCLB COMPLAINT PROCEDURES

FRANKLIN TOWNSHIP COMMUNITY SCHOOL CORPORATION

NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a) (3) (C) requires Franklin Township Community School Corporation (LEA) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint?

A complaint may be filed by parents, teachers, or other concerned individuals or organizations.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

An informal complaint would be defined as a verbal or anonymous complaint to the LEA by individuals who may ask not to be identified.

Informal Complaint Procedures

Informal complaints made to the LEA will be subject to an initial investigation by the LEA.

Precise processes for an informal complaint are as follows:

1. The complaint will be investigated by the LEA within 10 days of receipt of the complaint.
2. Findings of this investigation shall be reported to the complainant within 10 additional days.

In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in the section below.

Formal Complaint Procedures

1. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated. If the formal complaint is received by a school within the LEA, the school administrator must forward the formal complaint to the district's Title I office within 24 hours of receipt of the complaint.
2. The LEA will notify the Indiana State Department of Education within 15 days of any formal complaints.
3. The LEA will issue a letter of acknowledgement to the complainant that contains the following information:
 - a. The date the LEA received the complaint;
 - b. How the complainant may provide additional information;
 - c. A statement of the ways in which the LEA may investigate the complaint;
 - d. The LEA's commitment to issue a resolution in the form of a "Letter of Findings".
4. The LEA will investigate the complaint within 15 days of the date of the complaint.
5. The "Letter of Findings" will be sent to the complainant within 30 days of the receipt of the complaint. The LEA has an additional 30 days to issue the "Letter of Findings" if exceptional conditions exist.

Appeals

If the complainant is not satisfied with the findings of the LEA then the complainant can issue a written appeal to the Indiana Department of Education's Office of Compensatory Education. The appeal must be received by the SEA within 30 days of the LEA's "Letter of Findings".

Additional Responsibilities of the LEA's District Title I Office

1. To maintain a record of all formal complaints.
2. To make available these procedures on its Title I Website and at the central office.
3. To disseminate complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested.

Franklin Township Community School Corporation

