

Laytonville Unified School District

Indian Policies and Procedures

AR 1261 (a)

Impact Aid Programs

Draft to be presented to the LUSD Board on August 9, 2018

It is the intent of the Laytonville Unified School District that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Laytonville Unified School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

Section 1. Attestations

The Laytonville Unified School District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures was attached to the FY 2018 Impact Aid application.

The Laytonville Unified School District attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY 2018 Impact Aid application.

Section 2. Indian Policies and Procedures

The following Indian policies and procedures become effective upon school board approval.

Section 3. Policy 1: The LEA will disseminate relevant applications, evaluations, program plans and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations.
[34CFR222.94(a)(1)]

Procedure 1:

The Laytonville Unified School District will disseminate information and seek timely input regarding the following programs on its educational program (including, but not limited to): Title I, Part A, Title II, Part A, Title VI, Part A, subpart 1, Title VII-Impact Aid programs.

The completed applications, evaluations, and program planning will be made available to parents of Indian children, Tribal officials, and the District Advisory Committee and a summary will be prepared and disseminated to the tribe via email and a summary will be sent home to parents of Indian children with the students ten days in advance of public hearings held in November and June to afford all interested parties the opportunity to review the documents with sufficient time to provide thoughtful input at the public meetings. These

hearings will be publically advertised by posting in public places, including the Tribal Office, and on the District Webpage to allow all interested parties to attend. In addition, representatives from the District will schedule meetings with the Cahto Tribe to seek input in October and May of each school year. Announcements will be mailed home to the parents of Indian children.

Parents of Indian children, tribal officials, the District Advisory Committee and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the district.

Minutes from the District Advisory Committee meetings will be posted on the District's website for all patrons and Tribal officials to review. This will allow for ongoing dissemination of information.

Section 4. Policy (2): The Laytonville Unified School District will provide an opportunity for the Cahto Tribe and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities.
[34CFR222 .94(a)(2)]

- (i) Notify tribes and the parents of Indian children of the opportunity to submit comments and recommendations, considering the tribe's preference for method of communication, and
- (ii) Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of tribes and parents of Indian children.

Section 5. Procedure 2:

In order to allow Indian parents and tribal officials to make commentary concerning (1) the needs of their children and the ways in which they can assist them in realizing the benefits of the education programs; (2) the overall operation of the District's education program; and (3) the degree of parental participation allowed in the same, the Board will provide questionnaires to the tribal office and tribal officials will request parent input and recommendations in the fall and will thereafter hold an annual Board meeting where such commentary may be reviewed by Indian parents, Tribal officials, and the Board. If participation in the survey results in a low return rate or the established meeting yield low participation by the parents of Indian children and tribal officials, the Laytonville Unified School District will re-evaluate its plan and consult with parents of Indian children and tribal officials on ways to improve and enhance participation in the consultation process. The Laytonville Unified School District may re-locate meetings or times to encourage participation.

The District Advisory Committee of the Laytonville Unified School District will meet monthly for the purpose of addressing comments and concerns of parents of Indian children

regarding the District's educational programs and activities. The meeting agendas are posted and all meetings are open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

A school board representative is a member of the District Advisory Committee. This representation allows for the discussion of the needs of the students and ideas to be brought forward to both the Indian Education Committee as well as the School Board.

At each of the monthly school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in November and June which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District.

The District and District Advisory Committee representatives will schedule meetings with the Cahto Tribe to discuss ongoing programming goals.

The District will consult with the Cahto Tribe to ascertain the tribe's preferred method of communication. The District will, to the extent possible, accommodate the tribe's preferred method of communication.

Section 6. POLICY (3): The Laytonville Unified School District will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

[34CFR222.94(a)(3)]

- (i) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and
- (ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3:

The Laytonville Unified School District will take the following measures to annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities.

- A. The Laytonville Unified School District will monitor Indian student participation in all academic and co-curricular activities.
- B. School district officials will review school data to assess the extent of Indian children's participation in the District's educational programs on an equal basis.
- C. The Laytonville Unified School District will share its assessment of district funding, Indian student participation, related academic achievements and other related data will be shared with the parents of Indian children and tribal officials during District Advisory Committee meetings and meetings in October and May of each year with the Tribal Council
- D. Parents of Indian children, tribal officials and other interested parties may express their views on participation through direct communication with the school district, at any school board meeting or to the District Advisory Committee.
- E. Copies of annual reports will be provided to tribal officials.

The Laytonville Unified School District shall annually analyze participation rates of Indian children compared to other children in all aspects of the educational program and school sponsored activities.

The Laytonville Unified School District's Superintendent and school staff, in conjunction with the District Advisory Committee, will review annual survey data and comments gathered from families and students.

The results of the data and its comments will be shared with all interested parties in the district. In addition comments and/or suggestions brought forth from these conversations will become part of the Committee's approved minutes.

This data will be utilized to develop appropriate supports for various programs.

During the public hearings in November and June, the school district will gather information relating to Indian children's participation in the LEA's education programs and activities. This information will also be made available to the parents of Indian children, tribal officials and the District Advisory Committee via minutes from the meetings

If it is determined that there are gaps in Indian participation in the educational program or activities, the Laytonville Unified School Board in consultation with the District Advisory Committee and tribal officials, will modify its education program in such a way as to improve Indian participation.

Section 7. POLICY (4): The Laytonville Unified School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. [34CRF222.94(a)(4)]

Procedure 4:

The Laytonville Unified School Board will establish an ad hoc committee of Indian parents and Tribal officials ("the Indian/Parent Committee") to annually review the components the Indian Policies and Procedures to ensure that they meet federal regulatory and statutory requirements.

The District Advisory Committee shall serve as a task force to review the meaningfulness of Indian input, to review the extent of opportunity for Indian input and to review the District's response to Indian commentary. The Committee will review the effectiveness of the District's methods of gathering the input of Indian parents and Tribal members; calculate the number of Indian suggestions which were actually implemented; permit Indian parents and Tribal officials to suggest more effective ways of communicating their views. If necessary, the District Advisory Committee shall make recommendations to the Board to modify its policies and procedures.

The Laytonville Unified School District will hold a Board meeting to modify policies and procedures if the Indian/Parent committee indicates such modification is necessary.

The Laytonville Unified School District School Board will determine which changes are implemented. All changes to the Indian Policies and Procedures become effective upon approval by the school board.

The Laytonville Unified School District will notify parents of Indian children, tribal officials and the general public of any changes to the Indian Policies and Procedures by posting at tribal offices and on the district Website.

Section 8. POLICY (5) : The Laytonville Unified School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA. [34CRF222.94(a)(5)]

Procedure 5:

The Laytonville Unified School District will at least annually respond in writing to comments and recommendations made by the District Advisory Committee, tribal officials, or parents of Indian children, and disseminate the responses by email to the tribe, a summary will be sent home with students to the parents of Indian children with instructions on how to obtain a full copy, and by posting at tribal offices and on the District Website prior to the submission of the IPPs by the District to the Impact Aid Program.

Section 9. POLICY (6): The Laytonville Unified School District will provide a copy of the IPPs annually to the affected tribe or tribes. [34CR F222.94 (a)(6)]

The Laytonville Unified School District will annually provide a copy of the current Indian Policies and Procedures to the Cahto tribe by email, posting at tribal offices, and on the District Website.

Section 10.

Only a tribal chairman or an authorized designee for a tribe that has children attending an LEA's schools may file a written complaint with the Assistant Secretary for Elementary and Secondary Education regarding an action pursuant to, or relevant to, Indian Policies and Procedures.

- Level 1:** Level 1 is informal and may be written or verbally expressed to the Superintendent's designee. The objective is a quick and informal resolution of the concern.
- Level 2:** If the grievance is not resolved at Level 1, the grievant may submit the complaint in writing to the Superintendent of Schools. The grievance shall state the specific nature of the grievance, the specific resolution requested and must be signed by the grievant(s).
- The Superintendent shall investigate and attempt to resolve the grievance. A written report regarding the decision of the Superintendent shall be sent to concerned parties within 30 days after receipt of the written grievance.
- If the Superintendent does not satisfactorily resolve the grievance, either party may advance the grievance to level 3.
- Level 3:** A written appeal may be presented to the Superintendent for placement on the Board's agenda. The Board of Trustees shall attempt to resolve the grievance. A written report regarding the decision of the district shall be sent to all concerned parties within 30 school days. Discussions or committee meetings on the issue may extend the resolution process for another 30 day period.
- If the Board does not satisfactorily resolve the grievance, either party may advance the grievance to Level 4.
- Level 4:** The grievant may refer the complaint to the Secretary of the Department of Education. Complaint procedures are found in the Impact Aid Program.

10. State law prohibits the Board from delegating its legal responsibility. The Trustees retain final authority for the established policies, procedures and school programs affected by this act.

Board Approval Date December 7, 2017

Revised Date: August 9, 2018