

TITLE: Title VI American Indian Education Program: Student Identification and the American Indian Parent Committee (AIPC)

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POLICY: The purpose of this bulletin is to outline guidelines and procedures for schools, Regions, and central office personnel regarding Title VI American Indian/Alaskan Native (AI/AN) Education Program requirements under the Every Student Succeeds Act (ESSA) of 2015. Los Angeles Unified School District (LAUSD) applies for federal government Title VI AI/AN Education Program supplemental funds to support meeting the unique academic, cultural, and linguistic needs of AI/AN students, including:

1. Meeting the unique educational and culturally related academic needs of AI/AN students, so that AI/AN students can meet the State academic standards;
2. Ensuring that students gain knowledge and understanding of native communities, languages, tribal histories, traditions, and cultures;
3. Ensuring that teachers, principals, school leaders, and other staff who serve AI/AN students have the ability to provide culturally appropriate resources and effective instruction to support students.

This bulletin includes policy requirements and procedures for the identification of AI/AN students and the establishment of the District's American Indian Parent Committee (AIPC).

MAJOR CHANGES: This is a new bulletin.

GUIDELINES: The Multilingual Multicultural Education Department (MMED) is responsible for assisting schools and regions to successfully meet the cultural, education and linguistic needs of AI/AN students. This bulletin provides guidelines for the identification of AI/AN students, formation of the District's American Indian Parent Committee and the tribal consultation process.

I. Identification of American Indian/Alaskan (AI/AN) Native Students

AI/AN students need to be officially identified for Title VI American Indian Education Program services using the [ED 506 Form, *Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program*](#). Children are eligible to receive services if they meet the definition of “American Indian” as defined in federal law and their parent(s) have completed the ED 506 Indian Student Eligibility Certification Form. American Indian is defined in section 6151 of the ESEA as an individual who is:

1. A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides;
2. A descendant of a parent or grandparent who meets the requirements described in item 1;
3. Considered by the Secretary of the Interior to be an American Indian for any purpose;
4. An Eskimo, Aleut, or other Alaska Native; or
5. A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

To determine eligibility for Title VI services, parents must complete the ED 506 form sections regarding student information, tribal membership, and attestation statement.

To ensure all AI/AN eligible students are identified, every school must implement the following AI/AN student identification procedures:

- Provide the ED 506 form to all parents during enrollment
- Support parents in completing the form as needed
- Collect and review the submitted ED 506 forms for completion
- File original completed form in the student’s CUM record
- Mail copies of ED 506 forms to MMED, Beaudry Building, 25th Floor, attention: Rafael Escamilla.

The ED 506 Form is completed once and serves as the official record of the eligibility determination for each child included in the student count for the Title VI Indian Education Program federal grant. Upon receipt of completed ED 506 forms, the MMED office staff will determine student’s eligibility and, if the student is eligible, will input eligibility information in My Integrated Student Information System (MiSiS), under the Census, American Indian tab.

With Title VI supplemental funds, the District organizes supplemental services to AI/AN students based on student outcomes, including:

1. Activities that support Native American cultural and language programs.
2. Early childhood and family programs that emphasize school readiness.
3. Enrichment programs that focus on problem solving and cognitive skills development and directly support the attainment of challenging State academic standards.
4. Integrated educational services in combination with other programs that meet the needs of AI/AN children and their families, including programs that promote parental involvement in school activities and increase student achievement.
5. Career preparation activities to enable AI/AN students to participate in programs such as career tech-prep education, mentoring, and apprenticeship.
6. Activities that promote culturally responsive teaching and learning strategies.
7. Family literacy services.
8. Activities that recognize and support the unique cultural and educational needs of AI/AN children, while collaborating with qualified tribal elders and seniors.
9. Dropout prevention strategies for AI/AN students.

The official identification of AI/AN students will ensure that the District receives supplemental federal funds to further support AI/AN students' unique cultural, linguistic and academic needs.

II. District's American Indian Parent Committee (AIPC)

In accordance with applicable federal law, all Districts that receive federal Title VI American Indian Education funds are required to establish a District-wide American Indian Parent Committee (AIPC).

A. AIPC Role and Function

The role and function of the AIPC is to assist the District in developing the Title VI American Indian education plan. It must officially meet times 3 after its establishment to assist and advise the District with the following:

1. Review and monitor the Title VI Education program throughout the academic year.
2. Assist in developing a District-wide needs assessment that will identify and address AI/AN students' linguistic, cultural, and academic needs.
3. Provide written recommendation to the District regarding programs and services for AI/AN students. Recommendations

may be centered on AI/AN student performance such as the: Dynamic Indicators of Basic Early Literacy Skills (DIBELS), California Assessment of Student Performance and Progress (CAASPP) system, California School Dashboard, attendance data, and graduation data. Any data that is shared be in will be in the aggregate and comply with the District's disclosure guidelines.

4. Determine that the program will directly enhance the educational experience of AI/AN students.
5. Receive materials and training to assist members in carrying out their required advisory responsibilities. Training will be planned in consultation with Parent Community Services (PCS), committee members and will consist of the following:
 - a. Title VI AI/AN Education Program purpose and requirements
 - b. Title VI AI/AN Education Program plan
 - c. Robert's Rules of Order: Parliamentary Procedure, the Greene Act, officer roles and responsibilities, and development of AIPC bylaws
6. Adopt bylaws for the committee by December of the academic year and abide by them when conducting AIPC meetings.
7. Abide by open meeting laws as determined by the District.
8. Post notices of meetings. Notices of the meeting shall be posted at the MMED website for the public to access at least 72 hours before the meeting start time. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
9. The AIPC may not take any action on any item of business unless the item appears on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda.
10. Maintain AIPC documents in a secure location (e.g., locked filing cabinet and secured digital folder) at the MMED office for five years.

The documents to be maintained include the following:

- a. Official meeting notifications; minutes; records of attendance, sign-in sheets; member rosters with student's AI/AN identification, Zoom usage reports.
- b. Motion forms, public comment voluntary sign-in sheets, meeting handouts, official correspondences, bylaws; written documents with advice.

- c. Training materials, orientation and election meeting documentation, and officer election materials, including election ballots for each stakeholder group.

The AIPC will abide with the operating guidelines as established within section VI of BUL-132509, *Guidelines for the Los Angeles Unified District Level Committees*, dated November 21, 2022. Once the AIPC has approved the meeting minutes, the minutes become official and must not be altered unless a quorum approves changes of the minutes at another scheduled meeting. AIPC minutes and other meeting documents must be available during federal, state, and District compliance reviews.

B. AIPC Composition

The composition of the AIPC must consist of the following members:

1. Parents and family members of American Indian children in the District’s schools.
2. Representatives of American Indian tribes on Indian lands located within 50 miles of any school with AI/AN students.
3. Teachers in the schools.
4. 9th-12th AI/NA students attending District’s secondary schools.

A majority of the members must be parents and family members of officially identified AI/AN children within the District. Eligible parent/family members have a child with an approved [ED 506 Form, Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program](#).

LAUSD may adopt any of the following AIPC composition models:

Parents/ Family	Tribal Representative (s)	Teacher	Secondary Student	Total Members
4	1	1	1	7
5	1	1	2	9
6	1	2	2	11
7	2	2	2	13

C. AIPC Elections of Members and Officers

1. The elections of AIPC members must follow the election guidelines found on the PCS website under Tools for Schools <https://achieve.lausd.net/families>.
2. All members of the AIPC have full voting rights.

3. Parents/legal guardians of AI/AN students must elect all the members of the AIPC.
4. Once the AIPC membership has been established, the AIPC shall conduct its officers' elections.
5. The AIPC has three (3) officer positions: Chairperson, Vice-Chairperson and Secretary. The officer responsibilities will be defined by the established bylaws.
6. An AIPC parent member is permitted to hold only one AIPC officer position each year.
7. The AIPC Chairperson and Vice-Chairperson must be AI/AN parents/legal guardians and must not be employed by LAUSD.

AUTHORITY: This is a policy of the Los Angeles Unified School District and the Multilingual Multicultural Education Department on the Title VI American Indian/Alaskan Native Education Program under Every Student Succeeds Act (ESSA) of 2015.

**RELATED
RESOURCES:**

[Elementary and Secondary Act of 1965 as amended by ESSA](#)

[BUL-132509, Guidelines for the Los Angeles Unified District Level Committees, dated November 21, 2022](#)

[Building Relationships with Tribes, National Indian Education Association](#)

[Consultation and Coordination with American Indian and Alaska Native Tribal Governments Policy](#), United States Department of Education

ASSISTANCE: For assistance or further information, please contact the Multilingual Multicultural Education Department at (213) 241-5582.