HASD Title I Complaint Resolution Process for NCLB

**Introduction**

The following information provides parents or Nonpublic school entities with a written procedure for “receiving and resolving any complaint alleging violations of the law in administration of programs.”

**Definition**

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

a. A statement that a Local Educational Agency 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 the LEA regarding the complaint.

**Complaint Resolution Procedures**

1) **Referral**—Complaints against LEAs will be referred to the Title I teacher and/or the Title I Coordinator. The Title I Coordinator will consult with the building principal and/or the Superintendent. A copy of the complaint will be presented to the Title I teacher, building principal, Title I Coordinator and the Superintendent.

2) **Inquiry**—After receiving the Title I teacher’s response, the Title I Coordinator, Principal, and/or Superintendent will determine whether further investigation is necessary. If necessary, the Title I Coordinator may carry out an independent inquiry.

**Opportunity to Present Facts**—The Title I Coordinator may provide an opportunity for the complainant and the LEA to present facts regarding the complaint.

2) **Report and Recommended Resolution**—Once the Title I Coordinator has finished any inquiry and collection of facts, 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 Title I Coordinator will issue the report to all parties involved in the complaint.

3) **Follow-up**—The Title I Coordinator will insure that the resolution of the complaint is implemented.

4) **Time Limit**—The period between LEA’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

5) **Right to Appeal**—The complainant may appeal the final resolution to the Pennsylvania Department of Education, Division of Federal Programs.
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Local Complaint Procedures

1) Adoption of Procedures—Each LEA must adopt written procedures for resolving complaints filed with them.

2) Appeal to PDE—The LEA’s procedures must provide the complainant or the complainant’s representative with the right to appeal the LEA’s resolution of the complaint to PDE.

Filing a Local Complaint

Complaints should be addressed as follows:

Independence Elementary: Kathy Boranko, Title I Teacher
Margaret Ross Elementary: Patricía DelGreco, Title I Teacher
Hopewell Elementary: Denise Deceder, Title I Teacher
Hopewell Memorial Junior High School: Diana Giroski, Title I Teacher
HASD Title I Coordinator: Patricia DelGreco
Our Lady of Fatima: Diana Giroski, Title I Teacher

Filing a PDE Complaint (when a complaint cannot be resolved at the LEA level)

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

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