

# 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 :	Patricia 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)

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