



Complaint Procedure for Title I

Introduction

Title I requires Local Educational Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the Riverside School District has adopted the following procedures.

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

- A statement that PDE or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs under the Every Child Succeeds Act (ESSA).
- The facts on which the statement is based.
- Information on any discussions, meetings or correspondence with PDE or the LEA regarding the complaint.

2. Local Complaint Procedure:

- Referral - Complaints against the Riverside School District will be submitted in writing to the appropriate School Principal responsible for implementing the Title I program.
- Acknowledgement – The Principal will acknowledge receipt of the complaint in writing.
- Investigation – The Principal will thoroughly investigate the complaint and attempt to resolve the complaint. If a resolution satisfactory to the complainant is reached no further investigation or action by the District is required. If the problem cannot be resolved, it will be referred to the Federal Programs Coordinator.
- Opportunity to Present Evidence – The Federal Programs Coordinator may, in his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- Report and Recommended Resolution – Once the Federal Programs Coordinator has finished further investigation and taking of evidence, 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 Federal Programs Coordinator will issue the report to the complainant, complainant’s representative, Superintendent, and Principal.
- Right to Appeal – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
- Follow-Up – The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.
- Time Limit – The period between Riverside School District’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Contacts: Complaints should be addressed as follows:

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