



BELLE VERNON AREA SCHOOL DISTRICT DISTRICT ADMINISTRATION OFFICE

270 Crest Avenue, Belle Vernon, Pennsylvania 15012
Phone 724/808-2500 ext. 1102
Fax 724-929-5598

Title I Complaint Resolution Procedures 2018-2019

Introduction

On December 10, 2015 a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive federal Title IA funding adopt written procedures for resolving complaints filed.

Definition

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

1. A statement the Local Education Agency (LEA) has violated a requirement of federal statute or regulation that applies to Title IA
2. The facts on which the statement is based.
3. Information on any discussions, meetings, or correspondence with LEA regarding the complaint.

Local Complaint Procedures

1. **Referral**-Complaints against the Title I program will be received in writing by the Title I Coordinator.
2. **Acknowledgement**-The Title I Coordinator will acknowledge receipt of the complaint in writing.
3. **Notice**: The Title I Coordinator will notify the Superintendent, Federal Programs Coordinator and Principal of the complaint.
4. **Investigation**-The Title I Coordinator will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the District is required.
5. **Opportunity to present Evidence**-The Title I 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.
6. **Report and Recommended Resolution**-Once the Title I 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 Title I Coordinator will issue the report to the complainant, complainant’s representative, Superintendent, Federal Programs Coordinator, and Principal.

7. **Right to Appeal**-In appropriate cases, the complainant may appeal the final resolution with the Division of Federal Programs Chief.
8. **Follow Up**-The Title I Coordinator and the Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
9. **Time Limit**- The period between the Belle Vernon Area School District's receipt and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint

Complaints should be addressed as follow:

Dr. Jennifer Godzak
Title I Coordinator
Belle Vernon Area School District
270 Crest Avenue
Belle Vernon, PA 15012

Mr. James Dzurica
Federal Programs coordinator
Belle Vernon Area School District
270 Crest Avenue
Belle Vernon, PA 15012

Susan McCrone
Chief
Division of Federal Programs
Pennsylvania Dept. of Education
333 Market St, 7th Floor
Harrisburg, PA 17126-033

Best Regards,



Dr. Michele Dowell
Superintendent of Schools
Belle Vernon Area School District



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Title I Complaint Form

Name: _____

Address: _____

Phone #: _____

School: _____

How has the school violated a requirement of federal statute or regulation that applies to Title I:

The facts on which the statement is based: _____

Information on any discussions, meetings or correspondence with the school regarding the complaint: _____
