

## **Millcreek Township School District Local Complaint Procedures: Federal Programs**

ESEA, as amended by the Every Student Succeeds Act (ESSA) requires Local Educational Agencies 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, Millcreek Township School District has adopted the following procedures for handling complaints addressing questions or concerns from private school officials regarding the provision of equitable services under Title I and Title VIII.

This document outlines the complaint procedure for addressing instances of noncompliance with Federal Programs, specifically Title I and Title VIII requirements within the Millcreek Township School District. If any individual or organization believes Millcreek Township School District is not in compliance with Federal Regulations as it relates to Title funding, they have the right to file a complaint.

Before filing a formal complaint, individuals are encouraged to discuss their concerns with Kathleen Zurinsky, Federal Programs Manager, to explore the possibility of an informal resolution.

If the individual is not satisfied with the resolution obtained through informal means or prefers to bypass the informal process, they may file a formal complaint.

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

- Name and contact information of the complainant
- A statement that Millcreek Township School District has violated a requirement of federal statute or regulations which apply to programs under ESEA, as amended by the ESSA
- Documented facts on the specific violation(s), including relevant information to support the claim
- Information on any discussions, meetings, or communication with Millcreek Township School District regarding the complaint

Kathleen Zurinsky, Federal Programs Manager, will acknowledge receipt of the complaint within five (5) business days. The acknowledgement will include information on the process and timeline for addressing the complaint.

John Cavanagh, Superintendent, will conduct a thorough investigation of the complaint. This may involve reviewing relevant documents, conducting interviews, and gathering additional information as necessary.

The complainant will be given the opportunity to present any relevant evidence. This may include the opportunity for each side to question parties to the dispute and any of their witnesses.

Within thirty (30) calendar days of receiving the complaint, Millcreek Township School District will issue a written decision. This decision will include:

- Findings of the investigation
- Actions taken, if any, to address the alleged noncompliance
- Notification of the complainant’s right to appeal if dissatisfied with the resolution
  - Unresolved complaints or appeals regarding decisions made by the Millcreek Township School District will be referred to the Regional Coordinator and PDE Ombudsmen.

Millcreek Township School District will maintain records of all complaints, investigations, and resolutions for a minimum of seven (7) years.

Millcreek Township School District is committed to promptly and effectively addressing any concerns related to the provision of equitable services under Titles I and Title VIII. This complaint procedure is designed to ensure a fair and transparent process for all parties involved.