

Conneaut School District

219 West School Drive
Linesville, PA 16424

Title I Complaint Procedures & Form

Introduction:

The Conneaut School District receives funding from the Federal Government in the form of Title I, II, and IV. In order to fulfill our federal obligations a formal complaint procedure must be shared with our stakeholders. The following document will fulfill the need.

Definition:

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

- 1) A statement that a school 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 a school regarding the complaint.

Complaint Resolution Procedures:

Any complaint against the Conneaut School District should be referred to the District’s Federal Programs Director, Dr. Adam Jardina. This complaint will immediately be communicated to the district superintendent, Mr. Jarrin Sperry and the building principal. The resolution process will then begin.

Dr. Adam Jardina – Federal Programs Director

814-683-5900

adam.jardina@conneautsd.org

Resolution Process:

Notice to the school – the complaint is communicated to the parties discussed above and an initial response will be given to confirm that the complaint has been received.

Investigation- The principal, superintendent, and/or the federal programs director will determine if further investigation is necessary.

Opportunity to Present Evidence- The federal program director may provide the complainant and the principal with an opportunity to present evidence.

Report & Recommended Resolution- Once the federal program director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The 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. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

Follow up- The federal program director and the superintendent will ensure that the resolution of the complaint is implemented.

Time Limit- The period between the federal programs director receiving that complaint and the resolution of the complaint shall not exceed 20 school days.

Right to Appeal- Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

Ms. Susan McCrone, Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

The Title I Complaint Form Follows.

Conneaut School District

219 West School Drive
Linesville, PA 16424

Title I Complaint Form

Complainant Name: _____

Address: _____

Phone: _____

School Name: _____

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

What are the facts on which the statement above is based:

Please provide information on any discussion, meetings, or correspondence with the school regarding the complaint:

Complainant Signature _____

Date: _____