

UNIONVILLE-CHADDS FORD SCHOOL DISTRICT

Unionville Elementary School

Title I Complaint Resolution Process for ESSA

Introduction

The Every Student Succeeds Act (ESSA) legislation requires Local Education 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 Unionville-Chadds Ford School District has adopted the following procedures.

Definition

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

- a. A statement that PDE or a Local Education Agency has violated a requirement of federal statute or regulations that 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 PDE or the LEA regarding the complaint.

Local Complaint Procedures

- 1 **Referral** – The Title I Building Principal (Unionville Elementary School) will receive complaints against the Unionville-Chadds Ford School District in writing.
- 2 **Acknowledgement** – The Title I Building Principal will acknowledge receipt of the complaint in writing.
- 3 **Investigation** – The Title I Building Principal 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. If the problem cannot be informally resolved, it will be referred to the Federal Programs coordinator.
- 4 **Opportunity to Present Evidence** – The Federal Programs Coordinator may, at his/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.
- 5 **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

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of the party bringing the complaint, the nature of the complaint, a summary of 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 Title I Building Principal.

- 6 **Right to Appeal** – The complainant may appeal the recommended resolution to the district Superintendent or, in appropriate cases, to the Secretary of Education of the Commonwealth.
- 7 **Follow-Up** – the Federal Programs Coordinator will ensure that the resolution of complaint is implemented.
- 8 **Time Limit** – The period between Unionville-Chadds Ford School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing A Complaint

Complaints should be addressed as follows:

Dr. Michelle Lafferty, *Principal*
Unionville Elementary School
1775 West Doe Run Road
Kennett Square, PA 19348

Mr. Tim Hoffman, *Federal Programs Coordinator/Assistant Superintendent*
Unionville-Chadds Ford School District
740 Unionville Road
Kennett Square, PA 19348

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