

Conneaut School District

219 West School Drive
Linesville, PA 16424

Introduction:

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

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, Title IIA, or Title IV.
2. The facts on which the statement is based.
3. Documentation 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, Mrs. Yvonne Teed. This complaint will immediately be communicated to the district superintendent, Dr. Adam Jardina and the building principal. The resolution process will then begin.

Mrs. Yvonne Teed-Assistant to the Superintendent/Federal Programs Director

814-683-5900

Yvonne.teed@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 the Evidence-The federal program director may provide the complainant and the principal with an opportunity to present evidence.

Report and 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, and 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 Pennsylvania Department of Education. Appeals should be addressed as follows:

Division of Federal Programs Division Chief
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120

Title I Complaint Form:

Conneaut School District

219 West School Drive

Linesville, PA 16424

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: _____