

August 2023

Dear Families,

The Penn Cambria Board of Education has adopted the following Federal Complaint Resolution Procedures. Title 1 regulations require that a copy of these regulations be provided for you. In addition, the procedures are also available under the Parent Pages section of the school website. [www.pcam.org](http://www.pcam.org)

As always please feel free to contact me with any questions or concerns regarding our Title 1 program at Penn Cambria.



Sincerely,

*Jeanette L. Black*

Assistant to the Superintendent

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### Penn Cambria Complaint Resolution Procedures for Federal Programs

#### Definition

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

- a. A statement that the school district has violated a requirement of federal statute or regulations which apply to programs under the Every Student Succeeds Act.
  - b. The facts on which the statement is based.
  - c. Information on any discussions, meetings or correspondence with PDE or the school district regarding the complaint.
- 1) **Referral** - Complaints regarding the Penn Cambria Title 1 program or other federal programs should be directed to the Superintendent.
  - 2) **Acknowledgment** - The Superintendent will acknowledge receipt of the complaint in writing.
  - 3) **Investigation** - The Superintendent will investigate the complaint.
  - 4) **Opportunity to Present Evidence** - The Superintendent, at his or her discretion, may provide for the complainant to present evidence and may include the opportunity for each side to provide statements or ask questions.
  - 5) **Report and Recommended Resolution** - Once the Superintendent has finished any 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 Superintendent will issue the report to the complainant and the necessary district personnel.
  - 6) **Follow-up** - The Superintendent will insure that the resolution of the complaint is implemented.
  - 7) **Time Limit** - The period between PCSD's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.
  - 8) **Extension of Time Limit** - The Superintendent may extend the 60-day time limit if exceptional circumstances exist with respect to a particular complaint.
  - 9) **Right to Appeal** - The complainant may appeal the final resolution to the State Education Agency.