



Book	Policy Manual
Section	900 Community
Title	Complaints – ESEA/Other Federal Programs
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Last Reviewed	July 27, 2015

Purpose

The Elementary and Secondary Education Act (ESEA) legislation, previously referred to as the No Child Left Behind Act of 2001 (NCLB), requires local educational agencies (LEAs) to adopt written procedures for receiving and resolving any complaint alleging violations of the law in the administration of programs. In accordance with this legislative requirement, the district has adopted the following procedures.[\[1\]](#)

Guidelines

A person or group with a complaint shall provide the principal of the building where the ESEA or other federal program is implemented with a written, signed statement indicating the nature of the complaint. It must include:

1. A statement that the school or district has violated a requirement of federal statute or regulations which apply to programs under the ESEA.
2. The facts on which the statement is based.
3. Information on any discussions, meetings, or correspondence regarding the complaint.

The building principal will investigate the complaint and take corrective action, if needed, based on the results of the investigation. The building principal will notify the person or group issuing the complaint of the actions/resolutions undertaken based on the investigation of the complaint.

If the person or group issuing the complaint is/are not satisfied with the resolution, the person or group may schedule a meeting with the appropriate administrator. The building principal will provide the appropriate administrator with a report with the results of the investigation.

Additional meetings will take place as needed through the district's chain of command up to the Board until a resolution of a complaint is completed:

1. First Level - Teacher.
2. Second Level - Principal.
3. Third Level - Appropriate Central Office Administrator.

4. Fourth Level - Superintendent.

5. Fifth Level - Board.

The complainant(s) shall be informed of the right to appeal the district or Board resolution of the complaint to the then applicable PDE address. Current address is as follows:

Division of Federal Programs
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Legal [1. 20 U.S.C. 7844](#)