

COATESVILLE AREA SCHOOL DISTRICT

3030 C.G. Zinn Road
Thorndale PA 19372

"Excellence in Education"

STATEMENT OF PROCEDURE

PROCEDURE: Complaint Procedure for Title I Services in Non-Public Schools

Purpose: To outline a standard complaint resolution procedure for Title I programs

Scope: Title I Non-Public School Programs

Responsibilities: Title I Coordinator, Coatesville Area School District

References: Sec. 9503 public Law 107-110

Detailed Procedure:

When discussion is needed to resolve allegations of violations of Title I requirements, building administrators would initially address the concerns with the appropriate Chester County Intermediate Unit #24 (CCIU) Coordinator of the program.

If this discussion does not result in resolution of the concern, the next step would involve discussion between the administrator and the Coatesville Area School District Title I coordinator.

If the complaint is not resolved through these steps the complainant would be requested to place his/her statement in writing to the Superintendent of CASD. The statement would include:

A statement that the CASD has violated a requirement of a federal statute or regulations which apply to programs under Title I.

The facts upon which the statement is based.

The information on any discussions, meetings, or correspondence regarding the complaint.

Additional meetings would take place as needed with the Superintendent until the resolution of a complaint is completed.

Complainant would be informed of his/her right to appeal the CASD resolution of the complaint to PDE addressed as follows:

Susan McCrone, Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333