

**COLUMBIA BOROUGH SCHOOL DISTRICT  
TITLE I COMPLAINT PROCEDURE**

A complaint is a signed, written statement to the Principal of the Title I school based on an allegation that a requirement applicable to the Columbia Borough School Districts administration of Title I funds has been violated. The complaint must include:

A statement that the school has violated a requirement of a Title requirement.

The facts on which the statement is based.

Any parent/guardian, teacher, or other concerned individual or organization may file a complaint concerning the Title I program.

**Procedures for Complaint**

Step One:

A written complaint is submitted to the Principal of the Title I school. The complaint should be dated and signed. The Principal will forward a copy of the complaint to the Federal Programs Coordinator.

Step Two:

The Principal will conduct a meeting with the complainant to discuss the complaint and determine if a satisfactory resolution can be reached. Written documentation will be made of the proceedings of the meeting and a copy of this documentation will be sent to the Federal Programs Coordinator

Step Three:

If a resolution has been reached, a formal letter outlining the resolution will be sent to the complainant and to the Federal Programs Coordinator. If a resolution has not been reached, the Principal will notify the Federal Programs Coordinator. The Federal Programs Coordinator and Superintendent will determine whether a formal hearing will be conducted.

The investigation by the Federal Programs Coordinator could include, but not be limited to:

- \*An on-site visit to the building that is the subject of the complaint.
- \*An opportunity to present evidence by all individuals and/or organizations involved.
- \*An opportunity for each side to question parties of the other side and witnesses

When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Coordinator will submit the report to the Superintendent.

Step Five:

The Superintendent will determine whether further investigation is required and/or the district's final response. All parties involved in the complaint will be notified of the resolution of the complaint. The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.

Step Six:

Either party may appeal the final resolution to:

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