

# **Northern Lebanon School District**

## **Title I Complaint Procedures**

### **2022-2023**

#### **Introduction**

The No Child Left Behind Act of 2001 (NCLB) legislation requires Local Education Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the Northern Lebanon School District has adopted the following procedures.

#### **Scope**

Title I

#### **Definition**

- A “complaint” is a written, signed statement filed by an individual or an organization. It must include:
- a. A statement that Pennsylvania Department of Education (PDE) or LEA has violated a requirement of Federal statute or regulations which apply to programs under the No Child Left Behind Act.
  - b. The facts on which the statement is based.
  - c. Information on any discussions, meetings, or correspondence with PDE or the LEA regarding the complaint.

#### **Local Complaint Resolution Procedures**

1. Referral - Complaints against the Northern Lebanon School District will be received in writing by the Federal Programs Coordinator Secretary.
2. Acknowledgement - The Federal Programs Coordinator Secretary will acknowledge receipt of the complaint in writing.
3. Investigation - The Federal Programs Coordinator Secretary will address the concerns with the appropriate Northern Lebanon School District (NLSD) Supervisor. The Federal Programs Coordinator Secretary and the NLSD Supervisor will investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action is required. If the problem cannot be resolved informally, it will be referred to the Northern Lebanon School District Superintendent.
4. Opportunity to Present Evidence - The NLSD Supervisor may, in his/her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. Report and Recommended Resolution - Once the NLSD Supervisor has finished any investigation and taking of evidence, he/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 Northern Lebanon School District will issue the report to the complainant, complainant's representative, and the Supervisor of the program.

6. Right to Appeal - The complainant will be informed of his/her right to appeal the School District resolution of the complaint to the Pennsylvania Department of Education, addressed as follows:

NCLB Complaint Manager  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333

7. Follow Up - The Northern Lebanon School District Supervisor will ensure that the resolution of the complaint is implemented.
8. Time Limit - The period between the Northern Lebanon School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

### **Filing a Complaint**

Complaints should be addressed as follows:

The first point of contact for Title I services in the NLSD is

Mrs. Wendy Reardon  
Financial Specialist  
717-865-2117, ext. 2527 (phone)  
717-865-5835 (fax)  
[wreardon@norleb.k12.pa.us](mailto:wreardon@norleb.k12.pa.us) (email)

The second point of contact for Title I services in the NLSD is

Dr. Melissa McInerney  
Principal/Federal Program Coordinator  
717-865-2117, ext. 5016 (phone)  
717-865-7818 (fax)  
[mmcinerney@norleb.k12.pa.us](mailto:mmcinerney@norleb.k12.pa.us) (email)