

# Berlin Brothersvalley School District

## Title I Complaint Form and Procedures

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**How has the school violated a requirement of federal statute or regulation that applies to Title I?**

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**Please list the facts on which the statement above is based:**

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### Complaint Resolution Procedures

- **Referral** – Complaints against schools should be referred to the District's Federal Programs Director:

**Thomas Podpora**  
**1025 Main Street**  
**Berlin, PA 15530**  
**814 267-4621    tpodpora@bbsd.com**

2) **Notice to School** – The Federal Programs Director will notify the school Superintendent that a complaint has been received. A copy of the complaint will be given to the Superintendent with directions given for the Federal Programs Director to respond.

3) **Investigation** – After receiving the Federal Program Director’s response, the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal Programs Director and the Superintendent may do an onsite investigation at the school.

4) **Opportunity to Present Evidence** – The Federal Programs Director may provide for the complainant and the Principal/Federal Program Director to present evidence.

5) **Report and Recommended Resolution** – Once the Federal Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The 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. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

6) **Follow up** – The Federal Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.

7) **Time Limit** – The period between the Federal Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

8) **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Ms. Susan McCrone, Chief  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street, 7th Floor  
Harrisburg, PA 17126-0333**