



# Fort Cherry School District

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**Mr. Tom Samosky**, Superintendent  
**Mrs. Mary Burford**, Business Manager/Board Secretary  
**Dr. Eric Lauver**, Director of Pupil Services



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## TITLE 1A COMPLAINT RESOLUTION PROCEDURES 2023-2024

### Introduction

On December 10, 2015, a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires school that receive federal Title 1A funding adopt written procedures for resolving complaints filed.

### Definition

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that a school has violated a requirement of federal statute or regulation which applies to Title 1A.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with a school regarding the complaint.

### Complaint Resolution Procedures

1) Referral — complaints against our school should be referred to the District's Federal Program Coordinator:

*Dr. Eric Lauver, Federal Programs Coordinator, 724-796-1551 x2328*

2) Notice to LEA — The Federal Program Coordinator will notify the school Superintendent and Principal that a complaint has been received, will provide a copy, and will direct the Principal to respond.

3) Investigation — after receiving the Principal's response, the Federal Program's Coordinator, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal Program Coordinator and the Superintendent do an on-site investigation at the school.

4) Opportunity to Present Evidence — The Federal Programs Coordinator may provide the complainant and the Principal to present evidence.

5) Report and Recommended Resolution — once the Federal Program Coordinator has finished any investigation and 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 Program Coordinator and the Superintendent will ensure that the resolution of the complaint is implemented.

7) Time Limit — the period between the Federal Program Coordinator's receipt of a complaint and its resolution 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, 7<sup>th</sup> Floor  
Harrisburg, PA 17126-0333*