

Camp Hill School District

Federal Programs Complaint Procedures

2021-2022

Introduction

ESEA, as amended by the Every Student Succeeds Act (ESSA), 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, Camp Hill School District has adopted the following procedures.

Scope

Title I Part A; Title II, Part A; Title II, Part D; Title III; Title IV

Title I, Part A ESEA section 1117 and the programs under Title VIII in ESEA section 8501 (ESEA section 8501(b))

- Title I, Part C – Education of migratory children
- Title II, Part A – Supporting instruction state grants
- Title III, Part A – English language acquisition, language enhancement, and academic achievement
- Title IV, Part A – Student support and academic enrichment grants
- Title IV, Part B – 21st Century Community Learning Centers

Change to Existing Requirement: Complaint Process for Participation of Private School

Children—Time Limit

The timeframe that a State Educational Agency (SEA) has for responding to a complaint from parents, teachers, or other individuals concerning violations of Elementary and Secondary Education Act of 1965 (ESEA) section 8501 regarding the participation by private school children and teachers is 45 days. In addition, the Secretary must investigate and resolve an appeal of an SEA’s resolution of a complaint within 90 days.

Definition

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

- a. A statement that PDE or a local educational agency (LEA) has violated a requirement of federal statute or regulations which apply to programs under the ESEA, as amended by the ESSA.
- 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 Camp Hill School District will be received in writing by the Federal Programs Coordinator.
- 2) Acknowledgement- The Federal Programs Coordinator will acknowledge receipt of the complaint in writing.
- 3) Investigation-The Federal Programs Coordinator will address the concerns with the appropriate Camp Hill SD Supervisor of the ESSA program. The Federal Programs Coordinator and the CHSD 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 Camp Hill School District Director of Student Services.
- 4) Opportunity to Present Evidence – The CHSD Director of Student Services may, in 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 CHSD Director of Student Services has finished any investigation and taking of evidence, she will prepare a final report with a

recommendation or 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 Camp Hill 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:

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

- 7) Follow-Up – The Camp Hill School District Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
- 8) Time Limit – The period between the Camp Hill 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 points of contact for Title I services in the Camp Hill School District are

Suzanne Carter, Reading Specialist and Title I Coordinator
Hoover Elementary, 717-901-2550, ext. 1004 (phone); 717-901-2594 (fax);
scarter@camphillsd.k12.pa.us (email)

and

Heidi Myrick, Reading Specialist.
Eisenhower Elementary, 717-901-2600, ext. 2102 (phone); 717-901-2461 (fax);
hmyrick@camphillsd.k12.pa.us (email).

The second points of contact for Title I services in the Camp Hill School District are

Eileen Czarnecki, Hoover Elementary Principal (Grades K-2)
717-901-2550, ext. 1215 (phone); 717-901-2594 (fax);
eczarnecki@camphillsd.k12.pa.us (email)

and

Sandra Fauser, Eisenhower Elementary Principal, (Grades 3-5)
717-901-2600, ext. 2071 (phone); 717-901-2461 (fax);
sfauser@camphillsd.k12.pa.us (email).

The third point of contact for Title I services in the Camp Hill School District is

Autumn Reely, Director of Student Services.

The first point of contact for Title II, Title III, and Title IV services in the Camp Hill School District is

Autumn Reely, Director of Student Services.
717-901-2400, ext. 5935 (phone); 717-901-2421(fax);
AReely@camphillsd.k12.pa.us (email).