



CORRY AREA SCHOOL DISTRICT

CENTRAL ADMINISTRATION

540 East Pleasant Street, Corry, PA 16407-2246

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Sheri L. Yetzer
Superintendent

Daniel L. Daum
Director of Elementary Education

William P. West
Director of Secondary Education

Brenda L. Clabbatz
Business Manager

Title I Complaint Process

Complaint Resolution Process

Introduction

ESSA requires Local Educational 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 Corry Area School District has adopted the following procedures.

Definition

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

1. A statement that the PA Dept. of Education (PDE) or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs.
2. The facts on which the statement is based.
3. Information on any discussions, meetings or correspondence with PDE or the LEA regarding the complaint.

Local Complaint Procedures

- 1) Referral: Complaints against the Corry Area School District will be received in writing by the Title I Administrator (Assistant Elementary Principal).
- 2) Acknowledgement: The Title I Administrator (Assistant Elementary Principal) will acknowledge receipt of the complaint in writing.
- 3) Investigation: The Title I Administrator (Assistant Elementary Principal) will thoroughly 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 by the District is required. If the problem cannot be informally resolved, it will be referred to the Director of Elementary Education.
- 4) Opportunity to Present Evidence: The Director of Elementary Education may, in his or 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 Director of Elementary Education has finished further investigation and taking of evidence, he or 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 Director of Elementary Education will issue the report to the complainant, complainant's representative, Superintendent, and the Title I Administrator (Assistant Elementary Principal).
- 6) Appeal to the Superintendent of Schools: The complainant may appeal to the Superintendent of the Corry Area School District after the recommended resolution is made, and before an appeal is forwarded to the Secretary of Education of the Commonwealth.
- 7) Right to Appeal: In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
- 8) Follow-Up: The Director of Elementary Education will insure that the resolution of the complaint is implemented.
- 9) Time Limit: The period between Corry Area 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:

Mrs. Melissa Nuhfer
Assistant Elementary Principal
Corry Area School District
423 Wayne St.
Corry, PA 16407

Mr. Daniel L. Daum
Director of Elementary Education
Corry Area School District
540 E Pleasant Street
Corry, PA 16407

Mrs. Sheri L. Yetzer
Superintendent
Corry Area School District
540 E. Pleasant St.
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Susan McCrone
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