

SPRINGFIELD SCHOOL DISTRICT ADMINISTRATIVE PROCEDURES



REGARDING: Nonpublic Services Complaint Resolution Procedures

Reference: Board Policy Section: 900 Community- Addressing Comments and Concerns

Revised: May 15, 2018

Nonpublic School Complaint Resolution Procedures

ESEA, as amended by the Every Student Succeeds Act (ESSA) requires School Districts 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 Springfield School District has adopted the following procedures for resolution of complaints about the implementation of Federal programs for nonpublic schools and their students.

The Springfield School District works in concert with the Delaware County Intermediate Unit to provide services to nonpublic schools for the delivery of Title I, Title II, and Title IV services for Federal programs. We monitor these services and work with nonpublic schools through a meaningful consultation process to ensure that the needs of nonpublic school students are served effectively through the programs offered by the Delaware County Intermediate Unit, and equitable services are provided for parents/guardians and families of the nonpublic school students.

If a nonpublic school or parent/guardian has concerns about the services being offered, they should contact the Coordinator of Federal Programs for the Springfield School District in writing to work to resolve this concern. The "complaint" should be a written, signed statement which must include the following information:

- A statement that the school district has violated a requirement of Federal statute or regulations which apply to programs under the ESEA, as amended by the ESSA.
- The facts on which the statement is based.
- Information on any discussions, meetings, or correspondence with the school, intermediate unit, or school district regarding the complaint.

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The Coordinator of Federal Programs will review the complaint and respond within 30 days regarding the complaint.

If the complaint is not satisfactorily resolved through the Coordinator of Federal Programs, then it should be directed to the Superintendent and subsequently to the Board, when appropriate.

If the concern is not satisfactorily addressed at the District level, the complainant should file a formal complaint with the Pennsylvania Department of Education (PDE) through the Division of Federal Programs. The complaint should be submitted as a written, signed statement filed by an individual or an organization and must include:

- A statement that PDE or the School District has violated a requirement of Federal statute or regulations which apply to programs under the ESEA, as amended by ESSA.
- The facts on which the statement is based.
- Information on any discussions, meetings, or correspondence with PDE or the School District regarding the complaint.