



Western Wayne School District

2132 Easton Turnpike PO BOX 220 South Canaan, Pennsylvania 18459

Telephone: 570-937-4270

www.westernwayne.org

Fax: 570-937-4105

Clayton S. LaCoe III, Ed.D.
Assistant Superintendent

Andrew Falonk
Superintendent of Schools

Rose E. Emmett
Business Manager

The Western Wayne School District will work for excellence... for everyone... in all things...always.

RESOLUTION

THE BOARD OF EDUCATION OF THE WESTERN WAYNE SCHOOL DISTRICT ON THIS DATE, MONDAY, APRIL 6, 2009, AT A REGULAR MEETING OF THE BOARD OF EDUCATION RESOLVE THAT THE ATTACHED COMPLAINT RESOLUTION PROCESS FOR NO CHILD LEFT BEHIND PROGRAMS FOR THE WESTERN WAYNE SCHOOL DISTRICT WAS ADOPTED.

BOARD OF EDUCATION

Cindy Brink, President Donald McDonough, Vice President Gary Podunajec, Secretary Frank Ward, Treasurer
William Gershey, Alvin Hollister, Donald Olsommer Jr., Doris Pliss, James Salak

The Western Wayne School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

Questions or concerns, please contact the District Office at (570)-937-4270.

Complaint Resolution Process for NCLB Programs
Western Wayne School District
2132 Easton Turnpike
Box 220
South Canaan, Pa 18459

Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation 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 Western Wayne 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:

- a. A statement that PDE or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs under the NO Child Left Behind Act.
- 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 Procedures

- 1) **Referral** — Complaint against the Western Wayne School District will be received in writing by the Title I Coordinator.
- 2) **Acknowledgement** - The Title I Coordinator will acknowledge receipt of the complaint in writing.
- 3) **Investigation** - The Title I Coordinator 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 Assistant Superintendent.
- 4) **Opportunity to Present Evidence**— The Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent will issue the report to the complainant, complainant's representative, elementary principal, Superintendent, and the Title I Coordinator.
- 6) **Right to Appeal** - In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of Education of the Commonwealth.
- 7) **Follow-Up** - The Assistant Superintendent will insure that the resolution of the complaint is implemented.
- 8) **Time Limit** - The period between Western Wayne School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint

Complaint should be addressed as follows:

Miss Ellen Faliskie
Title I Coordinator
Hamlin / Lake Elementary Principal
543 Easton Turnpike, Box 55
Hamlin, Pa 18427

Dr. Clay LaCoe
Assistant Superintendent
Western Wayne School District Office
2132 Easton Turnpike, Box 220
South Canaan, Pa 18459

Renee Palakovic
Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, Pa 17126-0333