**Palmyra Area School District**

**Complaint Process for Nonpublic School Officials**

Under Title I, a local education agency (LEA) is required to provide to eligible nonpublic school

children, their teachers, and their families Title I services or other benefits that are equitable to

those provided to eligible public school children, their teachers, and their families. Nonpublic

school officials have recourse through the complaint process if they do not believe their eligible

children, teachers, or families are receiving equitable services.

Aspects of the complaint process that a nonpublic school should know:

**STATEMENT OF PROCEDURE**

**PROCEDURE: Complaint Procedure for Title I Services in Non-Public Schools**  
  
Purpose: To outline a standard complaint resolution procedure for Title I programs  
  
Scope: Title I Non-Public School Programs  
  
Responsibilities: Title I Coordinator, Palmyra Area School District  
  
References: Sec. 9503 public Law 107-110  
  
Detailed Procedure:  
  
When discussion is needed to resolve allegations of violations of Title I requirements, building administrators and/or the federal programs coordinator would initially address the concerns with the appropriate Lancaster/Lebanon Intermediate Unit #13, Capital Area Intermediate Unit #15, or other service provider’s Coordinator of the program.  
  
If this discussion does not result in resolution of the concern, the next step would involve discussion between the administrator and the Palmyra Area School District (PASD) Title I Coordinator.  
  
If the complaint is not resolved through these steps the complainant would be requested to place his/her statement in writing to the Superintendent of PASD. The statement would include:  
A statement that the PASD has violated a requirement of a federal statue or regulations which apply to programs under Title I.  
  
The facts upon which the statement is based.  
  
The information on any discussions, meetings, or correspondence regarding the complaint.  
  
Additional meetings would take place as needed with the Superintendent until the resolution of a complaint is completed.  
  
Complainant would be informed of his/her right to appeal the PASD resolution of the complaint to PDE addressed as follows:  
  
Susan McCrone, Chief  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333