



ALLEGHENY VALLEY SCHOOL DISTRICT

300 PEARL AVENUE
CHESWICK, PENNSYLVANIA 15024
www.avsdweb.org

TITLE I COMPLAINT RESOLUTION PROCEDURES 2025-2026

Introduction

The Every Student Succeeds Act (ESSA) of 2015 legislation requires State Educational Agencies (SEAs) 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 Pennsylvania Department Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

Definition

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

- A statement that a school has violated a requirement of federal statute or regulation that applies to Title I.
- The facts on which the statement is based.
- Information on any discussions, meetings, or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

1. **Referral** - Complaints against schools should be referred to the Coordinator of Curriculum and Instruction:
Jennifer L. Vecchio
300 Pearl Avenue
Cheswick, PA 15024
724-274-5300
jvecchio@avsd.school
2. **Notice to School** - The Coordinator of Curriculum and Instruction will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
3. **Investigation** - After receiving the Principal’s response, the Coordinator of Curriculum and Instruction, along with the Superintendent will determine whether further investigation is necessary. If necessary, the Coordinator of Curriculum and Instruction and the Superintendent may do an onsite investigation at the school.



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4. **Opportunity to Present Evidence** - The Coordinator of Curriculum and Instruction may provide for the complainant and the Principal to present evidence.
5. **Report and Recommend Resolution** - Once the Coordinator has completed the investigation and the taking of evidence, a report will be prepared with the recommendation for resolving the complaint. The 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. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.
6. **Follow-up** - The Coordinator of Curriculum and Instruction and the Superintendent will ensure that the resolution of the complaint is implemented.
7. **Time Limit** - The period between the Coordinator of Curriculum and Instruction receiving the complaint and the resolution of the complaint shall not exceed sixty (60) calendar days.
8. **Right to Appeal** - Either Party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:
 - Chief Division of Federal Programs
 - Pennsylvania Department of Education
 - 333 Market Street, 7th Floor
 - Harrisburg, PA 17126-0333