



# CUMBERLAND VALLEY SCHOOL DISTRICT

## DISTRICT ADMINISTRATIVE OFFICES

### Cumberland Valley School District Complaint Procedure for Federal Programs

Complaints alleging violations of law in the District's Administration of federally funded programs shall be processed in accordance with the following procedure.

The complainant shall submit a written, signed statement to the District's Administration office that includes:

1. Contact information of the individual or organization filing the complaint.
2. Alleged federal program violation.
3. Facts supporting the alleged violation.
4. Supporting documentation, such as information on discussions, correspondence, or meetings with District staff regarding the complaint.

District staff shall forward complaints to the District administrator responsible for federal programs, who will notify the Superintendent and acknowledge receipt of the complaint in writing. The administrator responsible for federal programs is **Gregory Milbrand, Assistant Superintendent**. **Contact information, including the address and phone number, are listed in the footer of this document.**

The District administrator responsible for federal programs shall conduct an independent investigation, which may include, but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for participants to ask questions of each other and witnesses.

When the investigation is completed, the District administrator responsible for federal programs shall prepare a written report with a recommendation for resolving the complaint. The report shall include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The District administrator responsible for federal programs shall submit the written report to the Superintendent, who will determine whether further investigation is required and/or the District's final response.

All individuals and/or organizations making the complaint or that are the subject of the complaint shall be notified of the resolution of the complaint by the Superintendent or designee.

The District administrator responsible for federal programs shall ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint shall not exceed sixty (60) calendar days, unless circumstances require additional time.

The complainant may appeal the final resolution to the Pennsylvania Department of Education:

Division Chief  
Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333