

Title I Grievance Procedure

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Every Student Succeeds Act (ESSA) including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, members of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

- 1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.***

- 2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.***

- 3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.***

- 4. If dissatisfied with the District's determination, the complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.***