



SAU 62

Title I Complaint Procedures

Any public school parent, teacher, or other interested person or agency may file a complaint about Title IA.

All complaints must:

- Be in written form
- Be signed by the person or agency representative filing the complaint
- Specify the requirement of law or regulation being violated and the related issue, problem, and/or concern
- Contain information/evidence supporting the complaint
- State the nature of the corrective action desired

Upon receipt of the complaint:

- The District will issue a letter of acknowledgement to the complainant that contains the following information:
 - The date the District received the complaint
 - If the complainant needs to provide additional information and a date by which the information needs to be provided
 - Information on how the District plans to investigate the complaint
 - The District's timeline for the issuance of a resolution to the complaint

The Title IA Director will investigate or designate a building administrator to investigate the complaint.

1. The investigator will:

- Carry out an investigation of the complaint
- Review all relevant information and make an independent determination as to whether SAU 62 has complied with the federal program(s) in question;
- Issue a complaint investigation report, entitled *Letter of Findings*, to the complainant that addresses each allegation in the complaint and contains Findings of Fact, Conclusions and Corrective Actions (with a specified timeline) where warranted, as well as the reasons for the District's final decision.

2. If the investigator determines that a violation has occurred:

- There will be corrective action to return to compliance

3. If the investigator concludes that no violation of law or regulation has occurred:
- Attempts will be made to resolve or negotiate the programmatic concern
 - A complaint investigation report, entitled *Letter of Findings*, will be issued to the complainant that addresses each allegation in the complaint and contains Findings of Fact, Conclusions and Corrective Actions (with a specified timeline) where warranted, as well as the reasons for the District's final decision

Complainants not satisfied with the findings/remedy of the District may elect to appeal to the Mascoma School Board, and if unsatisfied with the Board response, the complaint may be appealed to the NH Department of Education

Appeals should be sent to:



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE: **DEPARTMENT OF EDUCATION**
101 Pleasant Street
Concord, N.H. 03301

TEL. (603) 271-3495

FAX (603) 271-1953

How to File a Title I Complaint

Complaints must be in writing and be signed and received by the Department of Education within 30 days of a final decision by a local school board regarding the complaint. In the case that a parent is the complainant, the Title I Project Manager of the Local Education Agency shall assist the parent in the complaint process.

The Complaint Must Include:

- The Name and Contact Information of the Complainant
- A statement of the alleged violation of federal statute or regulation, the identity of the person or entity that is committing the violation and a description of the applicable program where the violation is occurring
- Steps taken at the Local Level to resolve this complaint
- A Copy of the final decision from local School Board in regards to the complaint
- Signature of Complainant

Mail Complaint to:

Bridget Brown, Title I Administrator
New Hampshire Department of Education
Pleasant Street
Concord, NH 03301

For more information regarding New Hampshire's Complaint Rules, please refer to the following link: http://www.gencourt.state.nh.us/rules/state_agencies/ed200.html

TDD Access: Relay NH 711

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Title I Complaint Form

1. Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Student Information *(if applicable)*: _____

School/District Information *(if applicable)*: _____

2. Program Specific Information:

_____ Title I, Part A _____ Title I, Part D _____ Migrant Education

3. Statement of Violation of Federal Requirement:

4. Chronology of Events: *(Include date and persons involved for each event.)*

5. Steps taken at the Local Level to resolve this complaint:

6. School Board Ruling Information:

Date of School Board Meeting: _____

Attach a copy of final decision

7. Signature: _____ **Date:** _____

STATE OF NEW HAMPSHIRE: DEPARTMENT OF EDUCATION

101 Pleasant Street
Concord, N.H. 03301

FAX 603-271-1953

Citizens Services Line 1-800-339-9900

Title I Complaint Process Timeline



Activity

Date stamped

1. Title I Office receives copy of complaint and logs in
2. Title I Office issues a receipt of complaint to complainant in 2 working days
3. Title I Office investigates complaint going onsite if necessary 10 working days
4. If not resolved by Title I Office, a complaint is forwarded to Office of Legislation and Hearings for assignment to a Mediator
5. Mediation is scheduled within 15 working days
6. *Resolution is determined by mediator and both parties 15 working days*
7. *Written Report Issued to all parties 5 working days*
8. If parties are unable to resolve dispute complainant may, within 30 days of the mediator's report, request State Board Hearing pursuant to RSA 21-N:II,III and in accordance with Ed 200
9. A final decision by State Board may be forwarded to the Secretary of the US Department of Education for review; said review to be at yhe NH State Director of Title I, with support from other members of the NH DOE staff will oversee this process and monitor the progress of complaint resolution.

Those dissatisfied with the State Education Department's complaint resolution may file an appeal to the United States Department of Education:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB #6
Washington, D.C. 20202-6132