

**OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE REGULATION**

**FEDERAL PROGRAMS COMPLAINT PROCEDURE**

**7010.01AR**

*References: Elementary and Secondary Education Act of 1965, (as amended by The Every Student Succeeds Act; 20 U.S.C. §§6320, 7844, 7883;704 KAR 003:365*

*Relates to: Policy 7010*

**Section I**

Any complaint alleging violations of the Elementary and Secondary Education Act (as amended by ESSA) shall be placed in writing and sent to the Assistant Superintendent for Student Learning. Complaints may be made by parents, public agencies, and other individuals or agencies. The complaint must include the name of the complainant, the complainant's contact information, and a description of the specific alleged violations of the Federal Program. The complaint will be responded to in writing within thirty (30) business days. If a resolution is not reached with the complainant within thirty (30) days of the filing of the complaint, the complainant may appeal the complaint to the Kentucky Board of Education.

**Section II.**

The Assistant Superintendent for Student Learning will maintain a complaint log documenting the following information:

- The name of the complainant
- The receipt date of the complaint;
- The log-in number assigned to the complaint for tracking purposes (if any);
- The name of the staff to whom the complaint was referred (if applicable);
- The date of the response to the complaint.

**Section III**

Complaints originating at the local level under Elementary and Secondary Education Act programs shall be entertained by the Kentucky Department of Education only after such complaints have been filed at the local level in accordance with Oldham County Board of Education policy. If the complaint is not resolved at the local level, the complainant shall have 30 days from the date of the district's response to file an appeal with the Kentucky Department of Education. Such complaints shall be in written form. Persons making written complaints shall submit complaints to:

Kentucky Department of Education  
c/o ESEA Complaints  
300 Sower Blvd.  
Fifth Floor  
Frankfort, Kentucky 40601.

**Section IV**

Dissemination, free of charge, of information concerning these procedures shall be made to all interested parties including district and school advisory councils.