WATERLOO CENTRAL SCHOOL DISTRICT

TITLE 1 COMPLAINT FORM

NAME: _____

ADDRESS: _____

PHONE: _____

SCHOOL: _____

Please indicate how the school has violated a requirement of federal statute or regulation that applies to Title I.

Please provide the facts on which the above statement is based.

Please provide any discussions, meetings or correspondence with the school regarding the above complaint.

Please indicate what corrective action is desired.

Signature of Person or Agency filing complaint _____ Date _____

For office use only Date received_____ Resolved Internally_____ Appealed to NYSED_____ Appealed to USDOE_____

WATERLOO CENTRAL SCHOOL DISTRICT

TITLE 1 PARENT RIGHTS AND PROCEDURES

1. **Who can file a complaint**- Any public school or non public school parent or teacher, other interested person, or agency may file a complaint.

2. **Complaint**- A completed complaint form is submitted to the District's Office of Curriculum and Instruction:
   Jennifer Hayden
   Assistant Superintendent
   109 Washington Street, Waterloo, NY 13165

3. **Notice to the School** – The District's Office 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.

4. **Investigation**- After Receiving the Principal's response, the District's Office of Curriculum and Instruction, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Assistant Superintendent and the Superintendent may do an onsite investigation at the school.

5. **Opportunity to Present Evidence**- The District's Office of Curriculum and Instruction may provide for the complainant and the Principal to present evidence.

6. **Report and Recommended Resolution-** Once the District's Office of Curriculum and Instruction has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the part bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copes of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

7. **Follow up**- The Assistant Superintendent and the Superintendent will ensure that the resolution of the complaint is implemented.

8. **Time Limit**- The period between the Assistant Superintendent receiving the complaint and resolution of the complaint shall not exceed thirty (30) business days.

9. **Right to Appeal**- Either party may appeal the final resolution to the Department of Education, within 20 business days of receipt of decision.
   Appeals should be addresses to:
   New York State Education Department (NYSED)
   Title I Office
   89 Washington Street
   Albany, NY 12234

If not resolved at the NYSED level the complainant may contact:

United States Department of Education (USDOE)
Compensatory Education Programs
400 Maryland Avenue, SW
Room 3W230, FOB #6
Washington, DC 20202