

# **Governor Wentworth Regional School District**

## **Title I Complaint Procedure**

In the Governor Wentworth Regional School District, every effort is made to resolve conflict at the building level. If a Title I related issue is not resolved within the school, and the individual feels a violation of a federal statute or regulation has occurred, they may initiate the following complaint procedure:

1. The individual speaks directly with the staff person involved (if applicable).
2. If not satisfied, the individual notifies the building level administrator of the issues surrounding the complaint.
3. If the individual continues to feel federal requirements are not being met, a Complaint Form is completed. The Governor Wentworth Regional School District Title I Complaint Forms may be obtained in each school office, at the Office of the Superintendent of Schools, or on the school and district website. Once the form is complete it is forwarded to:

Linda Perrow, Title I Project Manager  
Crescent Lake School  
75 McManus Road  
Wolfeboro, NH 03894  
(603)569-0221

4. The individual meets with the Title I Project Manager to discuss his/her concern in an attempt to resolve the complaint.
5. If the complaint is not resolved, the Title I Project Manager forwards the written Complaint Form to the Superintendent of Schools.
6. The Superintendent, or his/her designee, investigates the complaint and contacts the individual initiating the complaint.
7. If the complaint is not mediated, the Superintendent contacts the School Board Chair to have the issue placed on the agenda of the next scheduled School Board Meeting.

8. Should the complaint remain unresolved, the School Board must forward the written complaint within 30 days of their decision to:

Melinda Pfaff  
New Hampshire Department of Education  
25 Hall Street - Granite State College  
Concord, NH 03301

9. At this point, the Complaint Procedure in place at the New Hampshire Department of Education will be implemented. To access the New Hampshire Department of Education Complaint Policy, please access the following link and scroll to the bottom of the page:

[http://www.gencourt.state.nh.us/rules/state\\_agencies/ed200.html](http://www.gencourt.state.nh.us/rules/state_agencies/ed200.html)

Governor Wentworth Regional School  
Title I Complaint Form

Individual Filing Complaint:

Address:

Daytime Phone:

Student's Name:

School:

Grade:

Statement of alleged violation of federal statute or regulation:

Sequence of Events: (include date and persons involved with each event)

Steps taken to resolve this complaint:

School Board Ruling Information

Date of Meeting: \_\_\_\_\_

Decision of School Board:

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

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