

**GROTON CENTRAL SCHOOL DISTRICT  
TITLE I COMPLAINT PROCEDURE**

**Responsibility:**

The following individuals are responsible for this procedure:

- Building Principals
- Superintendent

**Procedure:**

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

All complaints must:

- Be in writing (accommodations will be made, if requested)
- 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 the concern
- Contain information/evidence supporting the complaint
- State the nature of the corrective action desired

**Filing a Complaint:**

1. Submit the complaint in writing to the respective Groton Central School Principal in charge of the program to which the complaint is being filed. Descriptive or supportive information must accompany any complaint. This information should include:
  - a. An explanation of the requirement of law or regulation being violated and the related issue, problem, and/or concern
  - b. Information/evidence supporting the complaint
  - c. The nature of the corrective action desired.

(It is recommended that a copy of the complaint and any attachments are kept for the complainant's records.)

2. When the written complaint is received, the Principal or designee for the respective program will review the complaint and contact the parent(s)/guardian(s) within ten (10) business days to schedule a meeting for review of the specific concerns within the complaint. Meetings to discuss complaints are typically scheduled within twenty (20) days following the receipt of the complaint. Within ten (10) business days following the meeting, the Principal or designee for the respective program will provide a written response to the complainant.

### Filing an Appeal:

1. Individuals not satisfied with the written response/decision of the Principal, or who have not received a reply to their formal complaint within the designated time period, may appeal the complaint, in writing, to the Superintendent. The appeal must be filed in writing and received with fifteen (15) calendar days of the Principal's decision or the date when a response was to have been made.
2. The Superintendent will respond to the appeal using a timeline and procedures similar to the procedures followed by the Principal including: (a) the option of arranging a hearing within ten (10) business days of receipt of the appeal; and (b) providing a written decision within ten (10) business days following the appeal hearing, if held. When the issue appealed is unusually complicated, an additional twenty (20) days may be taken by the Superintendent in order to fully investigate the matter. Upon reaching a decision, the Superintendent will provide a written response 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.
3. Individuals not satisfied with the *Letter of Findings* from the Superintendent may further appeal the complaint to the Groton Central School Board of Education. The appeal must be filed in writing and received within thirty (30) calendar days of the Superintendent's decision.

### Filing a Complaint with the New York State Educational Department:

1. If complainant is not satisfied with the resolution from the Board of Education, the complainant can send their complaint to the Title I School and Community Services Offices, New York State Education Department, Room 465 EBA, Albany, NY 12234.

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