

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 7010.01-AR**

TITLE I COMPLAINT PROCEDURE

Section 1. Any complaint relating to disadvantaged and migrant children shall be placed in writing and sent to the Title I Coordinator. The complaint must include the name and contact information of the complainant, the nature of the complaint (the specific violation of the administration of the Title I, Part A program), and the signature of the complainant. The complaint will be responded to in writing within thirty (30) days. The Title I Coordinator will maintain a complaint log that includes the name of the complainant, the date of the complaint, the log-in number assigned to the complaint for tracking purposes, the name of the staff to whom the complaint will be referred (if necessary); and the date of the response to the complaint.

Section 2. (1) Complaints originating at the local level relative to disadvantaged and migrant children under federal Chapter I programs shall be entertained by the Department of Education only after such complaints have been filed and heard at the local level in accordance with Oldham County Board of Education policy. Such complaints shall be in written form. Persons making written complaints shall register such complaints with the Director, Division of Student Success, Kentucky Department of Education, 300 Sower Blvd., 5th Floor, Frankfort, KY 40601 Frankfort, Kentucky 40601. (2) Written complaints requiring a formal hearing shall be referred to a complaint committee. Members of this committee shall include, as a minimum, the chief state school officer (or designee); Director, Division of Student Success; Unit Director; and the program consultant serving the Oldham County schools. The committee shall conduct a hearing within thirty (30) days following the receipt of complaints requesting a formal hearing.

Section 3. Upon receipt of the request for a formal hearing, the Department of Education shall make the necessary on-site investigation of the complaint. Such on-site investigation shall:

- (1) Be made following adequate advance notice to the parties involved;
- (2) Include the gathering of information through interviews and examination of records, considering each allegation of the complaint; and
- (3) Provide appropriate opportunities for the complainant(s) and the Oldham County Board of Education to present evidence concerning the allegations.

Section 4. Opportunity shall be provided for the complainant or the complainant's representative, or both, and the Oldham County Board of Education to submit evidence, including the opportunity to question parties to the dispute or any of their witnesses. All investigations and the solutions of complaints shall be completed within sixty (60) days unless the complainant(s) is notified, in writing, to the contrary.

Section 5. An involved party may appeal the final Department of Education resolution to the United States Commissioner of Education if notice of such appeal is filed with the Commissioner within thirty (30) days of the receipt of the Department of Education's written decision.

Section 6. If the Oldham County Board of Education fails to take corrective action following a final determination of a formal complaint, the Department of Education shall use one or more of the following methods to assure such action:

- (1) Follow-up visits by Department of Education staff to determine whether the agency is taking the required corrective action;
- (2) Compliance agreement; and
- (3) Withholding of funds.

Section 7. Dissemination, free of charge, of information concerning these procedures shall be made to all interested parties including district and school advisory councils.

Adopted: July 12, 1989
Revised: August 4, 1998
Revised: July 24, 2006

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