

# Title 1 and Learning Assistance Program

216 North G Street  
Aberdeen, WA 98520

## Aberdeen School District Title 1, Part A Complaint Process

The Elementary & Secondary Education Act (ESEA) supports equal access to education, and establishes standards for state, district and school performance and accountability. The ESEA also authorizes and funds education programs, which the states administer. Title I, Part A is one of these federal education programs. Districts and schools use this supplemental funding to serve the unique needs of children - kindergarten to grade 12 - who struggle to learn.

The Title I/LAP and Consolidated Program Review office at the Office of Superintendent of Public Instruction (OSPI) always encourages parents and school officials to work together to try to resolve disagreements that affect the services provided.

### Initial School Level Complaint Process:

Initial complaints should be discussed with:

1. your child's **Title 1/LAP teacher**
2. If the dispute is still unresolved, the next step is to meet with the **principal** of the school.

This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. When parents and school officials are not able to resolve differences through direct communication, there is a formal process available.

If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Please refer to the following steps of the complaint process:

1. Complaint to **Program Director**. If you are unable to resolve your concerns with your child's Title 1/LAP teacher or principal, contact the school district's Director of Teaching & Learning. The Director of Teaching and Learning will meet with you and may facilitate a meeting between you and school staff to reach a positive outcome.
2. Complaint to **School District Superintendent**. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and what you want the district to do. Your letter must be signed. The Superintendent will send you a written letter within 30 calendar days or their decision and describe reasonable actions the district will take.
3. Appeal to the **School Board**. If your complaint is not resolved or if no action is taken by the district, your next step is to appeal to the school board. You can file an appeal by writing a letter to the Board, and explain why you do not agree with the Superintendent's written decision, and what you want the district to do. The letter must be filed with the Secretary of your School Board by the 10<sup>th</sup> calendar day after you received the Superintendent's response letter.
4. Appeal to **OSPI**. If you do not agree with the school board's decision, you may appeal the decision to OSPI. An appeal is filed by writing a letter to the Office of Superintendent of Public Instruction. The letter must include the part of the School Board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the 20<sup>th</sup> calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

Office of Superintendent of Public Instruction  
Attn: Title I/LAP and Consolidated Program Review Office  
PO Box 47200  
Olympia, WA 98504-7200

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Receipt of a complaint activates a time limit not to exceed sixty (60) calendar days. After a complaint is received by OSPI, a copy of the complaint, along with any accompanying documentation, is sent to the school district, and the district is asked to respond to the allegations. A copy of the district's response is sent to the complainant, and he or she is given an opportunity to reply to the district's response. After review of all information, OSPI will make an independent determination as to whether the district is in violation of any federal program requirement as authorized under NCLB or WAC 392-168. OSPI will issue a written decision to the complainant that addresses each allegation and may provide technical assistance activities or negotiations and corrective measures necessary to resolve the complaint. All actions shall be instituted no later than thirty (30) calendar days following the date of the decision. The written decision by OSPI is the final decision in the matter. A complaint is considered resolved when the superintendent has issued a written decision and corrective measures, if warranted, have been completed. Appeals to OSPI decisions can be made to the United States Department of Education.