

## **Commerce City Schools Complaint Procedures**

### **Procedures for Filing Complaints/Appeals with a LEA:**

#### **Who may submit a complaint?**

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

#### **What must a complaint contain?**

All complaints must:

- be written;
- 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; and
- state the nature of the corrective action desired.

#### **What must an appeal from a LEA's response contain?**

An appeal must contain:

- a copy of the original signed complaint
- a copy of the LEA's response to the original complaint or a statement that the LEA failed to respond in 30 business days.

#### **Where should a complaint/appeal to the LEA be sent?**

Complaints/appeals regarding the LEA's administration and implementation of its ESEA Title I Grant should be sent first to the Title I Director of the LEA against whom the complaint is made. The LEA has a 30 business day period in which to resolve a complaint.

#### **How long does a public or nonpublic teacher, parent, or agency have to file an appeal from a decision of a LEA?**

An appeal must be requested and postmarked within 20 business days of receipt of the LEA's response to the original complaint.

**TITLE I COMPLAINT PROCEDURES**  
**Commerce City Schools**

One of the local school system requirements, as we provide services to eligible Title I children, is a "Complaint Procedure." Commerce City Schools has established the following avenues for managing complaints. Every effort is made to resolve issues and to answer inquires at the most direct and immediate level. This resolution is facilitated through regular contact between district staff and participating school representatives. If an issue cannot be satisfactorily resolved in this manner, a formal complaint procedure may be implemented. The first point of contact for Title I services at public or private schools is Dr. Joy R. Tolbert, Assistant Superintendent 706-335-5500. The second point of contact for Title I services at public or private schools is Dr. James McCoy, Superintendent 706-335-5500.

**Appeal for Resolution**

**School:**

**Date:**

**Representative:**

**Briefly describe the situation or condition that has resulted in this appeal.**

**What outcome or resolution do you propose?**