



## Shaker Regional School District

### Title I Complaint Procedure

In the Shaker Regional School District, every effort is made to resolve conflict at the building level. If an 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 Shaker Regional School District Title I Complaint Form found in each Title I School Office, at the Office of the Superintendent of Schools, or on the school district website is completed. The form is forwarded to: Mary Morrison, Title I Project Manager Canterbury Elementary School, 15 Baptist Road, Canterbury NH 03224, 603-783-9944, [mmorrison@sau80.org](mailto:mmorrison@sau80.org).
4. The individual meets with the 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:

Heather Gage, Director  
c/o Title I Administrator  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, New Hampshire 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:

[https://www.education.nh.gov/instruction/integrated/title\\_i\\_a\\_helping.htm](https://www.education.nh.gov/instruction/integrated/title_i_a_helping.htm)

## Title I Complaint Form

**Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Student Name (if applicable):** \_\_\_\_\_

**School:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Statement of Violation of Federal Requirement:**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Steps taken to resolve this complaint:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**School Board Ruling Information: Attach a copy of final decision**

Date of School Board Meeting:

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