

Jefferson County Public Schools

Complaint Procedure for an Allegation of a Violation of Title I, Part A

Board Policy 08.13451 requires the District to establish written procedures for a parent, family member, or other individual to file a complaint alleging a violation of Title I, Part A.

A person alleging a violation of Title I, Part A shall follow these steps:

1. The individual shall discuss the complaint with the principal of the school at which the alleged violation occurred in an informal meeting or submit the complaint in writing to the principal.
2. The principal shall provide a written decision regarding a resolution of the complaint within ten calendar days after receiving the complaint.
3. If the complainant is dissatisfied with the principal's decision, they may submit an appeal in writing to the- Assistant Superintendent who has oversight responsibility for the school, within ten calendar days after receiving the principal's decision-. The Assistant Superintendent shall provide a written decision regarding a resolution of the complaint within ten calendar days after receiving the appeal.
4. If the complainant is dissatisfied with the Assistant Superintendent's decision, they may submit an appeal in writing to the JCPS Director of Title I within ten calendar days after receiving the Assistant Superintendent's decision-. The Director shall provide a written decision regarding a resolution within- ten calendar days after receiving the appeal. The Director's decision shall be final at the school district level. Appeals shall be submitted to:

Dr. Staci Eddleman, Director, Title I/~~Title II~~
Camp Edwards Education Complex
701 South Hancock Street
Louisville, Kentucky 40203
Staci.eddleman@jefferson.kyschools.us
502-485-3240

Kentucky Administrative Regulation 704 KAR 3:365 permits an individual to appeal a decision of a school district after a complaint has been filed and heard at the local level in accordance with local district policy. Such appeals shall be submitted in written form and registered with:

Kentucky Department of Education
c/o Title I Complaints
300 Sower Blvd.,—5th Floor
Frankfort, KY 40601