

Filing a Title I Complaint in the City Schools of Decatur (CSD)

All Title I paid staff will receive technical assistance from the Title I Director/Coordinator regarding the CSD Title I complaint process as indicated below.

Complaints concerning any CSD Title I program should be initiated at the local level.

Step 1: Parents should contact their Title I teacher(s) to share their concerns and to receive clarity concerning the problem. Title I teachers will document communication of the concern and/or complaint and will obtain parent signature. The Title I teacher(s) will also sign this document. One copy of the complaint will be retained at the local Title I school and another copy will be sent to the district Title I office. The Title I Director/Coordinator will track all reports for resolution of complaints when applicable.

Step 2: If parents do not feel the problem has been resolved, they should contact and make an appointment with the appropriate school level administrator. The administrator will document notes of this meeting along with resolution of complaint. Both the parents and administrator will sign the notes and resolution document. This document will be shared with the appropriate Title I teacher(s) and the Title I Director/Coordinator. A copy of this document will be retained at the local Title I school and at the district Title I office.

Step 3: If parents still feel that their concern and/or complaint has not been addressed by the local Title I school, parents will be referred to contact CSD's Title I Director/Coordinator, Willie Washington at: wwashington@csdecatur.net. The Title I Director/Coordinator will meet with parents and document notes of the meeting. Both the parents and Title I Director/Coordinator will sign this notes and resolution document. Information concerning this meeting will be shared with the Superintendent as needed.

Step 4: If parents continue to feel that their concern and/or complaint has been resolved after their meeting with the Title I Director/Coordinator, they should file a complaint with the CSD superintendent, Dr. David Dude as follows:

1. A statement that CSD has violated a requirement of a federal statute or regulation that applies to the Title I program.
2. The date on which the violation occurred.
3. The facts on which the statement is based and the specific requirement allegedly violated including citation to the federal statute or regulation.

4. A list of names and telephone numbers of individuals who can provide additional information.
5. List detailing information on previous contacts regarding this complaint.
6. Copies of all applicable documents supporting the complainant's position.
7. Address and contact information of the complainant.
8. The complaint must be addressed to:

**Dr. David Dude
125 Electric Avenue
Decatur, Georgia 30030**

Upon receipt of the complaint, the CSD superintendent, or designee, will issue a Letter of Acknowledgement to the complainant in a timely manner that contains the following information:

1. The date the Superintendent received the complaint.
2. How the complainant may provide additional information.
3. A statement of the ways in which CSD may investigate or address the complaint.
4. Any other pertinent information.

Following investigation, a Letter of Findings will be mailed to the complainant. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included.

The Letter of Findings will be sent directly to the complainant, as well as other parties involved, such as the local Title I school teacher(s) and administrator. Copies will be filed in both the superintendent's office and the Title I office.

If the complaint cannot be resolved through the local Title I complaint process, parents may file a complaint with the GaDOE. GaDOE **should not** be contacted until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint to no avail, the complainant must provide the GaDOE with written proof of their attempt to resolve the issue at the local level. The complaint must be addressed to:

Georgia Department of Education Office of Legal Services
205 Jesse Hill Jr. Drive SE 2052 Twin Towers East Atlanta, Georgia 30334
TEL: (404) 656-4689
FAX: (404) 657-8376