



Cape Henlopen School District

Amanda Archambault
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Parents/Guardians of Elementary School Students

Dear Parent/Guardian:

Federal law requires the district to inform you of its “written complaint procedures for resolving issues of violation(s) of a federal statute or regulation that applies to Title I, Part A programs.” Each elementary school in the Cape Henlopen School District is a Title I school. The District’s Federal Programs General Complaint Procedures appear below and can also be found on the Parents & School Community page of the District web site.

Please contact me if you have any questions.

Sincerely,

Amanda Archambault
Supervisor of Elementary Education

Federal Programs General Complaint Procedures

An organization or an individual may file a written, signed complaint regarding an alleged violation by the Cape Henlopen School District of a Federal Program Statute or regulation that applies to a program in the District.

The complaint shall include a statement specifying the alleged violation by the District. Such statement shall include facts and documentation of the alleged violation. The superintendent of the District, or a designee, shall investigate the complaint and issue a written report including findings of fact and a decision to the parties involved in the complaint within sixty (60) working days of the receipt of the complaint.

An appeal of the District’s decision may be made by the complainant to the Delaware Department of Education following the procedures set forth in 14 DE Reg. 258 (<http://regulations.delaware.gov/AdminCode/title14/200/258.shtml>).

An organization or an individual may file a written, signed complaint directly to the Delaware Department of Education regarding an alleged violation by the Cape Henlopen School District of a Federal Program Statute or regulation that applies to a program in the District. Appropriate procedures are found in the above referenced regulation.