

## **Title I Complaint Procedure**

### **Definition of a Complaint**

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the Title I local educational agency (LEA) program has been violated; and 2) information that supports the allegation.

### **Who May Complain**

Any parent, teacher, other concerned individual(s), or organization(s) may file a complaint.

### **All complaints must:**

- Be written;
- Be signed by the person or agency representative filing the complaint and include contact information;
- Specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, and/or concern;
- Contain information/evidence supporting the complaint; and
- State the nature of the corrective action desired.

### **Complaint Procedure**

1. Receiving Complaints: Complaints should be formally registered with **Dr. Kristie Sweeney**.
2. Investigating Complaints: Upon receipt of the written complaint, the LEA will investigate the complaint within **2** business days.
3. Resolving Complaints: The LEA will resolve the complaint within **3** business days.
4. Appealing Complaints: If the LEA fails to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title Grants and Support division.

## **Title I Complaint Form**

Name:

Address:

Phone #:

School:

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

How has the school violated a requirement of federal statute or regulation that applies to Title I:

The facts on which the statement is based:

Desired corrective action:

## **Title I Parent Communication**

1. Parents will be made aware of this policy through Parent Square.
  - a. Through Parent Square, we are able to reach all of our families electronically.
2. We will also be able to add a blank copy of the above complaint form for parents to access through Parent Square.
  - a. If parents prefer a hard copy of the above complaint form, they can receive a copy of it from our Front Office during regular business hours.