

West Washington School Corporation Title I Complaint Procedures

West Washington School Corporation is committed to open communication between staff and parents in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Title I Coordinator as described below.

Filing a Complaint (person with complaint does the following)

1. Gather all information related to the complaint.
2. Fill out the complaint form. Please be as specific as possible when filling out the form.
3. Send the complaint form to the Title I office.

Response to Complaint (central office staff does the following)

1. Investigate and prepare a response to the complaint.
2. Set an appointment with the originator(s) of the complaint in order to resolve the complaint. The Title I coordinator usually will schedule this meeting within five (5) working days after receipt of the complaint.

Additional Steps (if required)

1. If the complaint cannot be resolved by the Title I Coordinator, a meeting will be set up with the Superintendent, the Title I Coordinator, and the concerned parties.
2. The Superintendent will work with the Title I Coordinator to resolve the complaint.
3. If the issue is still unresolved, the Title I Coordinator will contact the Indiana Department of Education's Title I, Part A office for guidance.
4. Meetings with officials from the district may be scheduled in order to resolve the complaint.
5. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal Every Student Succeeds legislation.

Contact for Complaints

Title I Coordinator

West Washington School Corporation

8030 W. Batt Rd.

Campbellsburg, IN 47108

Phone: 812-755-4934

West Washington School Corporation's Complaint Form

Title I, Part A of the Every Student Succeeds Act of 2015(ESSA)

Name: _____

Address: _____

Phone #: _____

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: _____

Information on any discussions, meetings, or correspondence with the school regarding the complaint:

Do Not Write Below This Line (OFFICE USE ONLY)

Date Received in Title I, Part A Office _____

Date of Conference _____

Date Resolved _____

Resolution _____

