



## Title I Complaint Procedure

In the \_\_\_\_\_ School District, every effort is made to resolve conflict at the building level. If an issue is not resolved within the school, and the individual feels a violation of a federal statute or regulation has occurred, they may initiate the following complaint procedure:

1. The individual speaks directly with the staff person involved (*if applicable*).
  2. If not satisfied, the individual notifies the Building Level Administrator of the issues surrounding the complaint. The individual may at this time complete the *Title I Complaint Form Request for Meeting with Principal* to formally meet to discuss the concerns and issues with the Principal in an effort to come to a resolution. (*Complaint Forms are located at the Central Office and in the Main Office at the School*).
  3. If the individual continues to feel Federal Requirements are not being met, the individual may complete the *Title I Complaint Form Request for Meeting with Superintendent* to formally meet to discuss the concerns and issues with the Superintendent in an effort to come to a resolution. (*Complaint Forms are located at the Central Office and in the Main Office at the School*).
  5. Should the complaint remain unresolved after these meetings, the Title I Coordinator or Program Administrator will forward the *Title I complaint Form Notification State and Board* (Form) to their State Title I Director and their Local School Board for documentation.
  8. The Parent or Guardian may follow up with a written complaint to our Local School Board following District's Handbook procedures which are on file at the District Office. Please contact our Central Office for guidance at \_\_\_\_\_.
  9. Additionally, the individual may contact the Indiana Department of Education Grants Management Division Title I at the following link and scroll to the bottom of the page for a staff directory for further guidance. <http://www.doe.in.gov/grantsmgmt>
-