

Title I Parent Complaint Procedures 2023-2024

Introduction

On December 10, 2015 a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive federal Title IA funding adopt written procedures for resolving complaints filed.

Definition

A "complaint" is a written, signed statement filed by an individual or an organization. It must include

- a. The facts of which the statement is based.
- b. Information on any discussions, meetings or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

- 1) Referral - Complaints against schools should be referred to the district's Assistant Superintendent's Office:

Mr. Phil Misecko, Assistant Superintendent
14525 Wicker Avenue
Cedar Lake, IN 46303
pmisecko@hanover.k12.in.us
219-374-3500

- 2) **Notice to School** - The Assistant Superintendent's Office will notify the district Superintendent and school Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
- 3) **Investigation** - After receiving the Principal's response, the Assistant Superintendent's office, along with the Title I Coordinator and Superintendent, will determine whether investigation is necessary. If necessary, the Assistant Superintendent, Title I Coordinator and the Superintendent may do an onsite investigation at the school.
- 4) **Opportunity to Present Evidence** - The Assistant Superintendent may provide for the complainant and the Principal to present evidence.
- 5) **Report and Recommended Resolution** - Once the Assistant Superintendent has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report

will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

- 6) **Follow up** - The Assistant Superintendent, Title I Coordinator and the Superintendent will ensure that the resolution of the complaint is implemented.
- 7) **Time Limit** - The period between the Assistant Superintendent receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.
- 8) **Right to Appeal** - Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Title Grants and Supports division
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204**