

Policy KN: Complaints - Title I

Status: ADOPTED

Original Adopted Date: 07/13/2009 | **Last Revised Date:** 01/05/2026 | **Last Reviewed Date:** 01/05/2026

TITLE I, ECIA PROCEDURE FOR COMPLAINT RESOLUTION

The following procedures will be followed if a complaint concerning TITLE I, ECIA is received by the school district:

1. Record initiated - Within five (5) days of receipt of a written complaint, or an appeal from a person or persons against the operation of TITLE I, ECIA at the local level, the local TITLE I, ECIA office will acknowledge receipt of the complaint in writing. All written complaints must include signature and address of the complainant.
2. Within ten (10) working days of the acknowledgment of the complaint, the complainant will be afforded an opportunity for an informal hearing with representatives of the Local TITLE I, ECIA office at which time oral and written testimony may be taken.
3. Failure to resolve the complaint in an informal sitting will necessitate a formal hearing on the matter. The complainant will be advised on the right to request in writing a formal hearing. The complainant will have fifteen (15) days from the date of the informal hearing to make a written request for formal hearing. Upon receipt of the request for a formal hearing the LEA shall make, when necessary, an on-site investigation of the complaint.
4. The formal hearing will be conducted by the local superintendent and school board. The local hearing panel will provide opportunity for the complainant or the complainant's representative, or both, and the local educational agency involved to submit evidence, including the opportunity to question parties to the dispute and any of their witnesses.
5. The entire procedure, from receipt of the complaint to a satisfactory resolution, shall be completed within a period of not more than sixty (60) days.
6. The complainant has the right to appeal the final resolution of the Local Educational Agency to the Commissioner of Education within thirty (30) days after receipt of the written decision.

Review History [01/01/1999][07/13/2009][01/05/2026]
