

Title I Complaint and Resolution Procedures

Shelbyville Central Schools has established procedures for parents/guardians of Title I students to report a complaint regarding the Title I Program.

Definition

A “complaint” is a written statement filed by an individual or an organization.

It must include:

1. A statement that a school has violated a requirement of federal statute or regulation that applies to Title I,
2. the facts on which the statement is based,
3. information on any discussions, meetings, or correspondence with a school regarding the complaint.

Complaint and Resolution Procedures

1. The parent/guardian should contact the regular classroom teacher regarding any concern about their child’s program or school service.
2. The regular education teacher should contact a building administrator and schedule a meeting with the parent.
3. The school principal will immediately notify the Title I Director and provide a copy of the complaint to both the Coordinator and Superintendent.
3. The school principal should attend the meeting and work with the teacher to resolve the complaint.
4. If the parent/guardian is not satisfied that the complaint has been resolved, the school principal should refer the issue to the Title I Director.

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5. The Title I Director will investigate the complaint of the parent/guardian.
6. The Title I Director will do an onsite visit and may ask for additional evidence from the complainant and school principal.
7. Once the Title I Director has completed the investigation and collection of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will include
 - a. The name of the person making the complaint,
 - b. a summary of the nature of the complaint,
 - c. the recommendation resolution,

d. and the reasons for the recommendation.

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

9. The Title I Director will conduct follow up meetings to ensure the resolution is fully enforced.

10. The period between the complaint and the resolution of complaint shall not exceed sixty (60) calendar days.

11. If the parent/guardian continues to feel the issue is unresolved, the Superintendent should be informed and will assist the parent/guardian with the opportunity to speak to the Board of School Trustees.

12. Either party may appeal the final resolution to the Indiana Department of Education. Appeals should be addressed as follows:

Director of Title Grants and Support (Title I Appeal)
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204