

Greenwood Community School Corporation

Title I Complaint Procedure

In the Greenwood Community School Corporation, 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/grantsmgt>
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