

## **NCPSCSC Title 1 Complaint Procedures**

June 17, 2021

\*Any public or non-public school parent, guardian, teacher or other interested person or agency may file a complaint.

**All complaints must be submitted to Kristin Bonomo, the NCPSCSC Title 1 Coordinator and must:**

1. Be in written form;
2. Be signed by the parent, guardian, person or agency representative filing the complaint;
3. Specify the requirement of law or regulation being violated and the related issue, problem and/or concern;
4. Contain information/evidence supporting the complaint.
5. State the nature of the corrective action required.

**Upon Receipt of the complaint:**

1. The Superintendent of NCPSCSC will issue a letter of acknowledgement to the complainant that contains the following information:
  - The date the district received the complaint;
  - How the complainant can provide additional information;
  - A statement of the ways in which the District may investigate the complaint.
  - The District's commitment to issue a resolution to the complaint.
2. The Superintendent of NCPSCSC will investigate or designate a building administrator to investigate the complaint. The complaint investigator will:
  - Carry out an independent onsite investigation of the complaint;
  - Review all relevant information and make an independent determination as to whether the District has complied with the federal program(s) in question;
  - Issue a report on findings
3. If the investigator determines that a violation has occurred:
  - There will be corrective action to return to compliance
4. If the investigator concludes that no violation of the law or regulation has occurred:
  - Attempts will be made to resolve or negotiate the programmatic concern;
  - A complaint investigation report will be issued to the complainant that addresses each allegation in the complaint and contains the findings of the investigation, corrective actions (with timelines) where warranted, as well as the districts final decision.

All complaints and responses will be kept on file at the District Office. Complainants not satisfied with the findings/remedy of the District may elect to appeal to Indiana State Department of Education.

*Adopted by the North Central Parke Board of School Trustees on, June 16 , 2021  
Revised June 1, 2022*

North Central Parke CSC  
TITLE 1 COMPLAINT FORM

Title I Complaint Form Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

School: \_\_\_\_\_

How has the school violated a requirement of federal statute or regulation that applies to Title I:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The facts on which the statement is based:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information on any discussions, meetings or correspondence with the school regarding the complaint:

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