



## **Madison Consolidated Schools**

### **Title I Parent Complaint Procedure**

#### **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 I Part A 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:

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

#### **Complaint Resolution Procedures**

- 1)The parent or guardian should contact the regular classroom teacher regarding any concern about the Title I program services their child’s school is providing.
- 2) The regular classroom teacher should contact the Title I teacher and principal to schedule a meeting with the parent.
- 3) The school principal should attend the meeting and work with the teacher to resolve the complaint.
- 4) If the parent or guardian is not satisfied that the complaint has been resolved, the school principal should refer the issue to the Federal Programs Office.

5) **Referral of Unresolved Complaints** – Unresolved complaints against schools should be submitted to the District’s Federal Programs Office:

**Dr. Jeff Studebaker, Superintendent**  
**2421 Wilson Ave**  
**Madison, Indiana 47250**  
[jstudebaker@madison.k12.in.us](mailto:jstudebaker@madison.k12.in.us)  
**812-274-8000**

6) **Notice to School** – The Superintendent will notify the Title I Specialist, principal, and the involved stakeholders that a complaint has been received. A copy of the complaint will be given to the Title I Specialist and the principal.

7) **Investigation** – The complaint will be reviewed by the Superintendent and the Title I Specialist to determine whether further investigation is necessary. If necessary, The Title I Specialist and the Superintendent may complete an onsite investigation at the school.

8) **Opportunity to Present Evidence** – The Superintendent may provide for the complainant and the involved stakeholders to present evidence.

9) **Report and Recommended Resolution** – Once the superintendent and the Title I Specialist has completed the investigation, 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.

10) **Follow up** – The Superintendent and the Title I Specialist will ensure that the resolution of the complaint is implemented.

11) **Time Limit** – The period between the superintendent and the Title I Specialist receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

12) **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

Director of Title Grants and Support  
Indiana Department of Education  
South Tower, Suite 600  
115 W. Washington Street  
Indianapolis, IN 46204-3420

SY 2018-2019



**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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_