



*Mississinewa Community
School District*

Complaint Procedure

Any parent/guardian of a student enrolled in Mississinewa Community Schools Title I Program, or student eighteen (18) years of age or older may file a complaint if they are dissatisfied with the Title I Program.

Any such complaint must be filed in writing within a reasonable period of time after the alleged incident explaining the complainant's dissatisfaction. The complaint must fully state the facts giving rise to the complaint, and the remedy that is being sought.

In implementing and administering this Policy, the parties' rights of confidentiality will be respected and preserved consistent with the school's legal obligations.

Step One:

The complaint shall be submitted to the Title I Director, who shall investigate the circumstances of the complaint. The Title I Director shall make a report of his/her findings of fact and conclusions within ten (10) school days and shall send a copy of the report to the complainant.

Step Two:

If the complaint has not been resolved to the satisfaction of the complainant, he/she may appeal the report of the Title I Director to the Superintendent of Mississinewa Community Schools within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the appeal, the superintendent shall affirm, reverse or modify the report of the Title I Director in writing and shall send a copy of his/her decision to the complainant and the Title I Director.

Step Three:

If the complaint has not been resolved in Step Two to the satisfaction of the complainant, he/she may appeal to the Board of School Trustees within five (5) school days of receipt of the decision in Step Two. The Board shall conduct an informal hearing to review the Complaint. The Board shall give each party at least five (5) school days notice of its meeting. The meeting shall be scheduled within fifteen (15) days of receipt of the appeal. The Board shall affirm, reverse or modify the report issued under Step Two at the next public Board meeting after the meeting at which the informal hearing takes place.