

PROGRAMS FOR DISADVANTAGED STUDENTS

Complaint Procedure - Title I

All complains shall be directed to the district's Superintendent.

Resolution of a complaint should not exceed 30 days. In accordance with regulations established by the commissioner, the State Education Agency may extend the 30 day limit due to exceptional circumstances.

The Superintendent shall appoint a hearing panel composed of a representative from the district Parent Advisory council, the Title I Director, and any other person so designated.

1. It shall be the responsibility of the hearing panel to clarify the issues and attempt to resolve the problem.
2. The hearing panel must keep official records of all proceedings.
3. The complainant or the complainant's representative will be given an opportunity to present evidence and question the parties involved.
4. A complaint that is not resolved to the complainant's satisfaction within 10 working days shall be referred back to the Superintendent.

Responsibilities of the district Superintendent of Schools:

1. The Superintendent must review the records, and if necessary request additional information within 10 working days.
2. The Superintendent shall clarify the issues and attempt to resolve them.
3. The Superintendent shall notify, in writing, the complainant of his resolution of the complaint.
4. The complainant has the right to appeal the resolution of the complaint to the State Educational Agency within 30 days after receipt of the written decision.
5. Actual expenses incurred, in accordance with the local school district policies, may be a part of the local budget for the Title I program, subject to review and approval by the director of the Division of Federal Assistance.

Adopted: May 30, 1979
Revised: date of manual adoption

LEGAL REF.: P.L. 95-561, Sec. 128

Columbia Schools, Columbia Station, Ohio