

Descriptor Term:

KNA

TITLE 1 – PUBLIC COMPLAINT

ISSUE DATE: **9-7-95**

To meet the requirements of Hawkins/Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297), the following procedures will be used in the Jackson County School District for receiving and resolving complaints concerning violations of Title I policies and for conducting on-site investigations for such complaints. For the purpose of this policy, a complaint is a signed written statement which includes an allegation that a requirement applicable to the Title I LEA program has been violated and information that supports this allegation.

1. The complainant will meet with the principal of the school involved in the complaint, the Title I Coordinator, and the School Parent Advisory Council to discuss the complaint. Every effort will be made to resolve the complaint without further proceedings.
2. Failure to resolve the complaint will necessitate the following procedure:
 - a. Within three (3) days of the receipt of written complaint, the Superintendent and Title I Coordinator will acknowledge receipt of the complaint in writing.
 - b. Within five (5) working days of the acknowledgement of the complaint, the complainant will be afforded an opportunity for an informal hearing with school representatives, at which time oral and written testimony may be taken.
 - c. Failure to resolve the complaint in an informal setting will necessitate a formal hearing on the matter. The complainant will have ten (10) days from the date of the informal hearing to make a written request for a formal hearing. The Superintendent's office shall make, where feasible, an on-site investigation of the complaint.
 - d. A formal hearing will be conducted by a committee composed of three (3) Parent Advisory Council members; representatives from the Superintendent's office, two (2) or more school board members, and a principal of a district school (not involved in the complaint). The hearing will provide opportunity for the complainant or complainant's representative, or both, and the school system involved to submit evidence and to question parties to the dispute and any of their witnesses. (It is recommended that both parties use tape recorders and that the school district provide the services of a court reporter.) Only allegations listed in the complaint will be discussed.
 - e. The entire procedure, from the time of receipt of the complaint to a satisfactory resolution, shall be completed within a period not to exceed thirty (30) days.

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- f. The complainant has the right to appeal the final resolution of the committee of the school system to the Title I Office of the State Education Agency within thirty (30) days after the receipt of the written decision. The State Title I Office may visit the site as is deemed necessary.

- g. The local school system shall disseminate, free of charge, information concerning these procedures to interested parties, including District and School Parent Advisory Councils, within ten (10) working days after the resolution of the complaint.