

## ABAA-CP - COMPLAINT PROCEDURE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to any problems which may from time to time arise about the Title I Program. To facilitate this purpose, these proceedings will be kept as informal and confidential as may be appropriate. Nothing herein contained shall be construed as limiting the rights of any individual having a complaint, to discuss the matter informally with any appropriate member of the Title I staff, or supervising principal, and having the complaint adjusted without the intervention of an investigating team.

However, if the complainant is not satisfied with the informal process, that person may present a signed written complaint, supported by any written statements, to the supervising principal which states any alleged improper administration of ESEA Title I funds or programs.

Within ten days the Title I coordinator shall have arranged for a team, consisting of the Title I coordinator or designee and the Title I consultant from whose project the complaint originated, to make an investigation which will begin within twenty days from receipt of the complaint. The complainant and/or their representative shall have the opportunity to present evidence and question any points involved. A written report of the findings of the full investigation and recommendations will be submitted by the team leader within thirty days of receipt of the complaint.

The person making the complaint will be provided the right to appeal the final resolution of the local educational agency to the State Educational Agency within 30 days after receipt of the written decision.

Dissemination of information concerning this complaint procedure will be made to all members of the Title I Parent Advisory Council. Information will also be given to the official newspaper for the Highmore-Harrold School District #34-2. A copy of the complaint procedure may be obtained from any member of the Title I certified teaching staff, the elementary principal or the superintendent of the Highmore schools.

Adopted: Before 2009

Revised: July 13, 2009