

Title I Grievance Procedure

The School is committed serving its students through Title I programs and services. The School is aware, however, that disagreements may arise regarding Title I programs. The following procedures have been developed to handle complaints dealing with Title I programs, services, and staff members. Unless granted an exemption by the Ohio Department of Education for extenuating circumstances, all complaints shall be resolved with thirty (30) days.

Step 1

A written complaint shall be submitted to the Head Administrator. The complaint may be submitted using Form 3130.2. Upon receipt of the written complain, the Head Administrator, in his/her role as Compliance Officer, shall investigate the allegations. If additional information is needed, such information shall be requested within ten (10) days of the receipt of the complaint. Upon completing the investigation, the Head Administrator shall attempt to resolve the issue.

Step 2

If, after fifteen (15) days of submitting the complaint to the Head Administrator, the complainant is dissatisfied with the investigation, then the complainant may appeal to the Governing Authority. The Governing Authority, upon notice of such an appeal, shall appoint a panel to hear the complaint. The panel shall consist of the Head Administrator, the President of the Governing Authority, and either another Governing Authority Member or a representative of the Managing Company, if one exists.

The complainant shall be given an opportunity to present evidence to the panel on his/her behalf and question the individuals involved. The panel is vested with the responsibility for investigating the allegations and clarifying the precise issues involved. Records shall be maintained for all formal hearings occurring throughout this process. Once the panel has reached a decision regarding the issue or its resolution, the Head Administrator shall notify the complainant, in writing, of the decision.

Step 3

If the complainant, after receipt of the panel's decision, is still dissatisfied, then the complainant may appeal the decision to the Ohio Department of Education. The appeal must be submitted within thirty (30) days of receipt of the panel's decision or resolution.

All expenses incurred by the School as a result of this process may included in the budget for Title I funds, so long as they are incurred in accordance with School Policies. Budgeted expenses must be approved by the Governing Authority.

Title I/Title IX Complaint

Name: _____

Address: _____

Phone Number: _____ Date: _____

Status: Student Parent Teacher Other: _____

Details of Incident: _____

Do Not Write Below This Line

Date Received: _____ Date Resolved: _____

Details of Resolution: _____

