

**Wa-Nee Community School's Complaint Form**  
**Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)**

Wa-Nee Community Schools is committed to open communication between staff and parents at the districts' Title I, Part A schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Director of Curriculum and Instruction as described below.

**Filing a Complaint (person with complaint does the following)**

1. Gather all information related to the complaint.
2. Fill out the complaint form. Please be as specific as possible when filling out the form.
3. Send the complaint form to the administration building (address listed below).

**Response to Complaint (central office staff does the following)**

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originator(s) of the complaint in order to resolve the complaint. The Director of Curriculum and Instruction will attempt to schedule this meeting within five (5) working days after receipt of the complaint.

**Additional Steps (if required)**

6. If the complaint cannot be resolved by the Director of Curriculum and Instruction, a meeting will be set up with the Superintendent, the Director of Curriculum and Instruction, and the concerned parties.
7. The Superintendent will work with the Director of Curriculum and Instruction and the concerned parties to resolve the complaint.
8. If the issue is still unresolved, the Director of Curriculum and Instruction will contact the state department of education's Title I, Part A office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

***Contact for Complaints***

Director of Curriculum & Instruction  
Wa-Nee Community Schools  
1300 N. Main Street  
Nappanee, IN 46550  
Phone: 574-773-3131  
Fax: 574-773-5593

