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 Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent, a meeting will be set up with the Superintendent, the Assistant Superintendent, and the parties concerned.
7. The Superintendent will work with the Assistant Superintendent and the parties concerned to resolve the complaint.
8. If the issue is still unresolved, the Assistant Superintendent 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

Assistant Superintendent
Wa-Nee Community Schools
1300 N. Main Street
Nappanee, IN 46550
Phone: 574-773-3131
Fax: 574-773-5593

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Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Name _____

Address _____

Phone Number_____ Date_____

Nature of Complaint_____

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Do Not Write Below This Line (OFFICE USE ONLY)

Date Received in Title I, Part A Office_____

Date of Conference _____

Date Resolved _____

Resolution_____

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