

**ROCK CREEK COMMUNITY ACADEMY
TITLE 1 COMPLAINT PROCEDURE**

Definition of a Complaint

A complaint is a signed written statement that includes:

1. an allegation that a requirement applicable to the Title I local educational agency (LEA) program has been violated; and
2. information that supports the allegation.

Who May Complain

Any parent, teacher, other concerned individual(s), or organization(s) may file a complaint.

All complaints must:

- Be written;
- Be signed by the person or agency representative filing the complaint and include contact information;
- Specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, and/or concern;
- Contain information/evidence supporting the complaint; and
- State the nature of the corrective action desired.

Complaint Procedure

1. Receiving Complaints:

Complaints should be formally registered with the Rock Creek Community Academy Title I administrator, Lisa Cundiff, by using the form below.

2. Investigating Complaints:

Upon receipt of the written complaint, the LEA will investigate the complaint within 30 business days.

3. Resolving Complaints:

The LEA will resolve the complaint within 30 business days.

4. Appealing Complaints:

If the LEA fails to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to:

Indiana Department of Education's Title Grants and Support Division

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Title I Complaint Form

Please fill out the form below and submit to Rock Creek Community Academy Title I Administrator Lisa Cundiff. You will be contacted regarding your complaint as quickly as possible.

Complainant's full name: _____

Street address of your home:

Mailing address (if same as above, just write SAME):

Phone: _____

Email: _____

School this complaint is regarding: _____

Explain how this school violated a requirement of federal statute or regulation that applies to Title I:

Please include facts on which your complaint is based (use back of form if necessary):

Desired corrective action:

