

**Mooresville Consolidated School Corporation
Complaint Procedures under Title I, Part A of the Elementary
and Secondary Education Act of 1965 (ESEA)**

Mooresville Consolidated School Corporation 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 Title I 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 Title I office at the address listed on the form.

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

Casey Gibson, Director of Title I
Mooresville Consolidate School Corporation
11 W. Carlisle Street
Phone: 317-831-0950
Fax: 317-831-9202

**Mooresville Consolidated School Corporation's Complaint Form
Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)**

Name _____

Address _____

Phone Number _____ Date _____

Nature of Complaint _____

Do Not Write Below This Line (OFFICE USE ONLY)

Date Received in Title I, Part A Office _____

Date of Conference _____

Date Resolved _____

Resolution _____

