

LIVINGSTON PARISH NCLB, TITLE I

Complaint Resolution Procedure

1. Within seven days after receiving a written complaint concerning violations of Title I requirements the principal will investigate and determine if a violation exists. If a violation does exist he has seven days to resolve the complaint. A report of the investigation will be forwarded to the Title I Director and Superintendent.
2. Parties involved may appeal in writing the decision of the principal to the Title I Director. The Title I Director has seven days to resolve the complaint. A report will be forwarded to the Superintendent.
3. Parties involved may appeal in writing the decision of the Title I Director to the Superintendent who has seven days to resolve the complaint.
4. Parties involved may appeal in writing the decision of the Superintendent to the School Board. The School Board has seven days to resolve the complaint.
5. Parties involved may appeal in writing the decision of the School Board to the State Department of Education for final disposition.

The complainant and local education agency will be notified of the date, time and location of all hearings concerning written complaints.

An opportunity will be provided for complainant and the local education agency to present evidence, including the opportunity to question parties involved with the dispute.

The complaint resolution procedure will be given to employees in Title I. Information concerning these procedures is available upon request, free of charge, to interested parties.