



Complaint Procedure

In the Lake Station Community School District, every effort is made to resolve conflicts at the building level. If an issue is not resolved within the school, and the individual feels a violation of a federal statute or regulation has occurred, they may initiate the following complaint procedure:

A **complaint** for the purpose of this procedure is defined as a written and signed statement that includes:

- The nature of the allegation, the place, date, and time of the alleged violation and person(s) involved; and
 - Information that supports the allegation.
1. The individual speaks directly with the staff person involved (if applicable).
 2. If not satisfied, the individual notifies the Building Level Administrator and /or Title I Coordinator of the issues surrounding the complaint. The individual may at this time complete the Title I Complaint Form Request for Meeting with Principal and/or Title I Coordinator to formally meet to discuss the concerns and issues with the Principal and/or Title I Coordinator in an effort to come to a resolution. (Complaint Forms are located at Edison Jr. Sr. High School in the Title I Office).
 3. If the individual continues to feel Federal Requirements are not being met, the individual may complete the Title I Complaint Form Request for Meeting with Superintendent to formally meet to discuss the concerns and issues with the Superintendent in an effort to come to a resolution. (Complaint Forms are located at Edison Jr. Sr. High School in the Title I Office).
 4. Should the complaint remain unresolved after these meetings, the individual may complete the Title I Complaint Form Notification to State and Board to notify their District's State Title I Director and the District's Local School Board for documentation. (Complaint Forms are located at Edison Jr. Sr. High School in the Title I Office).
 5. The Parent or Guardian may follow up with a written complaint to our Local School Board following the District's Procedures. Please contact our Central Office at 219-962-1159.
 6. Additionally, the individual may contact the Indiana department of Education Grants Management Division Title I at the following link and scroll to the bottom of the page for a staff directory for further guidance.
<https://www.doe.in.gov/grantsmgt>