

COMPLAINT PROCEDURE FOR SPEARFISH SCHOOL DISTRICT 40-2  
TITLE I PROGRAM

In accordance with statute the following procedure shall be followed at such time as any complaint or charges are made concerning services provided by the Spearfish School District 40-2 Title I program.

- I. An informal hearing will be conducted at a time and place convenient to the complainant and/or complainant's representative within seven calendar days following initiation of a complaint, either verbally or written, to any district Title I employee.
- II. After the informal hearing as described in Item I, the complaint remains unresolved, a formal hearing including the Title I director and superintendent of schools may be requested by the complainant and/or complainant's representative. The formal hearing will subsequently be conducted at a time and place convenient to the complainant and/or complainant's representative within seven calendar days upon receipt in the office of the superintendent, of written notice indicating the desire for such a hearing.
- III. If, after the formal hearing as described in Item II, the complaint remains unresolved, a formal hearing, including the Title I director, superintendent of schools and the school board may be requested by the complainant and/or complainant's representative. The formal hearing will subsequently be conducted at a time and place convenient to the complainant and/or complainant's representative within seven calendar days upon receipt, in the office of the superintendent, of written notice indicating the desire for such a hearing.
- IV. If, after a formal hearing as described in Item III, the complaint remains unresolved, the school district shall inform the complainant and/or complainant's representative of their right to appeal to the State Office of Title I and will provide the complainant and/or complainant's representative with the necessary information required to initiate such an appeal.
- V. In no instance shall the above procedures I. through IV. be extended beyond 28 calendar days.

- VI. At all levels of procedures the complainant and/or complainant's representative shall have the right to present evidence and question all parties involved in the complaint.
- VII. The above procedural steps are to be provided at no cost to the complainant and/or complainant's representative.
- VIII. This policy will be on file with the director of Title I in the office of the superintendent. The school district will provide a copy of these procedures free of charge to any interested party upon request to the director of Title I or to the superintendent of schools.
- IX. This policy will be disseminated to all Title I PAC (Parent Advisory Committee) members.

(To be coordinated with other federal, state and local grievance policies)

Approved	<u>March 3, 1980</u>
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