

COMPLAINT RESOLUTION PROCEDURE FOR CONSOLIDATED FEDERAL PROGRAMS

The Galena R-II School District receives funding from the following consolidated federal programs: Title I.A-Programs for Educationally Disadvantaged Students; Title II.A-Teacher and Principal Training and Recruiting and Class-Size Reduction Program; Title II.D-Enhancing Education Through Technology; Title IV-Safe and Drug-Free Schools and Communities; Title V-Innovative Education Program.

This **Complaint Resolution Procedure** applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (Public Law 107-110).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: The written complaint must be filed initially with the teacher, principal and superintendent, and every effort will be made to investigate and resolve the complaint within ten days of filing. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.