

Westran R-1 Public Schools

228 Huntsville Avenue
Huntsville, Missouri 65259
660-277-4429

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

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 Department of Education personnel.

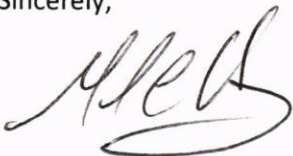
Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide 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 complaint should be addressed to the Superintendent of Schools. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation must report the matter to the Superintendent of Schools. In the event the Superintendent is the subject of a report that would otherwise be made to the Superintendent, reports should instead be directed to: Board President, Westran R-1 Public Schools, 228 Huntsville Ave., Huntsville, MO 65259-1013; Phone 660-277-4429; Fax 660-277-4420, who will assume the coordinator's duties for the purpose of that complaint.* 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 not 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.

Sincerely,



Mr. Mark L. Harvey
Superintendent of Schools



"Home of the Hornets!"