

Standard Complaint Resolution Procedures for No Child Left Behind Act Programs

This complaint resolution procedure applies to all programs administered by the 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 Hickman Mills Board of Education policy 8060. The Board of Education policy can be located in Section 8000, Privacy of Parents and Student Policies Section, Policy Number 8060 Complaint Procedures at www.hickmanmills.org or by contacting Adrienne Johnson, Secretary for the Board of Education by calling (816) 316-7043 or adriennef@hickmanmills.org.

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 Deidre Anderson, Director of At-Risk Programs and Grants at (816) 316-8521 or deidrea@hickmanmills.org or by contacting the Missouri Department of Education, Jefferson State Office Building, Title IX Coordinator, 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-751-4212.