

Kankakee Valley School Corporation
Federal Programs Complaint Policy and Procedure

Introduction

The No Child Left Behind Act of 2001 legislation requires Local Education Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of program.” In accordance with this legislative requirement, Kankakee Valley School Corp. will follow the following procedures: Please note that every effort will be made to resolve the conflict at the building level.

Scope

Title I, Part A; Title I, Part D; Title II; Title III; and any other federal program requiring such policy

Definition

An allegation that a requirement applicable to the district’s federal program has been violated and information supporting that allegation constitutes a complaint as defined by the policies of the program. A complaint must be a signed written statement that denotes the allegation and the supporting information. The following guidelines are established for the presentation of complaints concerning the program.

1. Parents, guardians shall schedule a conference with the involved teacher to discuss the nature of the complaint to attempt to resolve the problem. The program staff may attend this conference.

2. If the problem is not resolved to the satisfaction of the student and/or parent/guardians, the building principal will schedule a conference to attempt to resolve the problem. The program staff may attend this conference if requested to do so. The scheduling of this conference will take place within two weeks from the date of the parent request for a meeting with the principal.

3. If the problem continues to be unresolved, a request may be submitted for a conference with the Superintendent or his/her designee. The Superintendent or his/her designee shall arrange a conference to consider the problem and inform the participants of the action that will be taken. This conference will take place within 20 calendar days of receipt of the parent request to meet with the Superintendent or his/her designee. The request to meet with the Superintendent or his/her designee and the complaint must be in writing.

4. If the student and/or parents/guardians are not satisfied with the action of the Superintendent or his/her designee, they may submit a written request to appear before the Kankakee Valley School Corporation Board of Education. This written request must be submitted within 30 calendar days of the final conference with the Superintendent or his/her designee.