

RAPID CITY AREA SCHOOLS COMPLAINT POLICY FOR FEDERAL PROGRAMS

I. Purpose

The purpose of this policy is to provide parents, guardians, students, teachers, and community members an expeditious and reasonable handling of complaints and disputes alleging violations of the use of funds concerning Federal Title Programs.

II. Applicability

This policy applies to complaints regarding the implementation of and use of funds concerning Federal Title Programs including No Child Left Behind (NCLB). This policy also applies to disputes under the McKinney-Vento Homeless Children & Youth Education Grant concerning the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness.

III. Definitions

When used throughout this policy, the terms set forth below shall be defined as follows:

1. Day: All days Monday through Friday, inclusive, except when the day is a legal or school holiday.
2. Principal/Administrator: "Principal/Administrator" also includes any person designated by the principal/administrator (designee).
3. Superintendent: "Superintendent" also includes any person designated by the superintendent (designee).
4. District Official: "District Official" includes principal/administrator, superintendent, and any member of the Rapid City Area Schools Board of Education.

IV. Complaints

A parent, guardian, student, employee, or district stakeholder may file a complaint regarding the use of federal program funds. Complaints should be filed in writing at the appropriate school. Complaints must be a signed written statement including an allegation that a requirement applicable to a Federal Title Program has been violated and a statement of facts that support the allegation.

V. Disputes

A parent, guardian, or unaccompanied youth may file a dispute regarding homelessness. Disputes may be filed directly with the school, or with the district or the district's homeless liaison's office. Disputes concerning homelessness need not be in writing, however, the dispute must contain the name of the student involved, the school the student is attending or attempting to enroll, and the nature of the dispute.

VI. Rights of Parents, Guardians, and Students

Concerning homelessness, students shall be provided with all services for which they are eligible while disputes are resolved.

VII. Record Initiated

Upon receipt of a complaint or dispute, a written record containing information pertinent to both the source and nature of the complaint or dispute shall be initiated by the person receiving the complaint.

Adopted 12/04/08