

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

COMPLAINT AND APPEAL PROCEDURES FOR FEDERAL AND STATE GRANTS

In the event an individual is dissatisfied with any decision, such as requests for modifications or application for any federal and or state grant, the individual may submit a written complaint to the Director of Educational Services.

The written complaint is a statement that the Local Education Agency or other entity receiving Federal financial assistance has violated a requirement of a Federal statute or regulation that applies to a program; the facts on which the statement is based and the specific statutory or regulatory requirement allegedly violated; and the date of the complaint and signature of the complainant must be submitted.

The complaint must be submitted within thirty (30) days of the date the individual received information about the utilization of grant funds in Churchill County School District. Upon receipt of the letter of complaint, the Director of Educational Services will review the complaint, consult with the appropriate funding agency for technical assistance and will provide written notification of action to the individual within thirty (30) days.

Upon receipt of written notification of the action of the Director of Educational Services, the individual may decide to appeal the action to the Superintendent of Churchill County School District. A written request for an appeal may be made in writing to the Superintendent, within ten (10) days of the individual's receipt of written notification of the action taken by the Director of Educational Services. The Superintendent hearing of the appeal will be conducted within thirty (30) days from the receipt of the written request. The individual will be notified of the date and time of the hearing ten (10) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the individual within fifteen (15) days after the hearing date.

Within ten (10) calendar days following the receipt of the Superintendent's written decision on the appeal, the individual may file a notice for an appeal hearing with the Churchill County School District Board of Trustees for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Superintendent. Within fifteen (15) days after the hearing date, the individual will receive the Board's written and final decision on the complaint appeal.

The complaint procedure can proceed to the State Education Agency level per the state policy.

ADOPTED:

REVIEWED: 2/2/10

REVISED: 2/23/09, 6/6/11, 2/16/16

REVIEW RESPONSIBILITY: Board of Trustees / Director of Educational Services