

Policy: Title Complaint Procedure and Hearing Process Policy
Date of Approval: November 20, 2008



The purpose of the following WPA complaint procedure is to meet the Federal and State requirement that LEA's adopt a written complaint procedure to address concerns, complaints and alleged discrimination or violations of federal regulations concerning Title I programs. All other WPA grievance procedures and policies still apply.

Complaint Procedure:

This would be used when a stakeholder of WPA feels WPA has violated a specific law or regulation.

A. Filing a Complaint

1. Any individual or organization may file a written, signed complaint with WPA and or USOE (Utah State Office of Education). Stakeholders are encouraged to begin the complaint process at the school level. The complaint must be addressed to the WPA Director/Principal and or USOE program director. If the complaint is filed only with USOE procedures outlined by USOE will be followed.
2. The complaint must include a statement that WPA has violated a requirement of a federal statute or regulation or a state statute or administrative rule that applies to the state or federal grant program.
3. The statement must identify:
 - a. The specific section of the law, regulation or administrative rule that has been violated; and
 - b. The facts upon which the statement is based.

B. WPA Receipt and Review of Complaint

4. WPA will review and act on any complaint within 45 school days of the date the complaint was received.
5. WPA may take one or more of these actions to review and resolve the complaint:
 - a. Resolve the complaint based on facts presented;
 - b. Request additional data to be used in resolving the complaint; or
 - c. Conduct an on-site review to collect data to resolve the complaint.
6. WPA will issue the complainant a written notice of resolution.

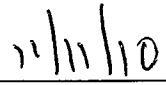
Hearing Process:

Used in cases when the stakeholder disagrees with WPA Director/Principal notice of resolution to resolve the complaint.

A hearing will be held by two appointed WPA Board of Directors if there is not resolution to the complaint by the WPA Director/Principal. The WPA Board of Directors has 45 school days to hold a hearing. Within 10 days after the hearing the WPA Board of Directors will issue a written ruling. The WPA Board of Directors and/or the Director/Principal may at any time throughout the complaint process involve the USOE in conflict resolution.



Dan Rip, Board President



Date