

Wyoming County Schools

Federal Programs Complaint Procedure

Wyoming County Schools is committed to ensuring that all federal education programs are administered in accordance with applicable federal and state laws, regulations, and program requirements. Parents, students, employees, and community members have the right to file a complaint if they believe the requirements of a federal education program have not been met.

Programs Covered

This complaint procedure applies to federal education programs administered by Wyoming County Schools, including, but not limited to:

- Title I, Part A – Improving the Academic Achievement of the Disadvantaged
- Title II – Supporting Effective Instruction
- Title III – English Learners
- Title IV – Student Support and Academic Enrichment
- McKinney-Vento Homeless Education
- Other federally funded education programs administered by the district

Filing a Complaint

Complaints should be submitted in writing and include:

- The name, address, telephone number, and email address (if available) of the person filing the complaint.
- A description of the alleged violation, including the federal program involved.
- The facts supporting the complaint, including relevant dates, individuals involved, and any available documentation.
- A description of the requested resolution or corrective action.
- The signature of the complainant and the date submitted.

Written complaints should be submitted to:

Brian Dillon
Director of Federal Programs and Learning Enrichment
Wyoming County Schools
155 Park Street
Pineville, WV 24874

Complaint Review Process

Upon receipt of a written complaint:

1. The complaint will be acknowledged within **five (5) business days**, when practical.
2. The district will review the complaint, gather relevant information, and conduct an impartial investigation as appropriate.
3. The complainant may be contacted for additional information or clarification.
4. A written decision will generally be issued within **thirty (30) calendar days** of receiving the complaint. If additional time is necessary due to the complexity of the investigation, the complainant will be notified.

Appeals

If the complainant is dissatisfied with the district's final decision, they may submit a written appeal to the West Virginia Department of Education in accordance with applicable state and federal complaint procedures.

Appeals should include:

- A copy of the original complaint.
- A copy of the district's written decision, if available.
- A statement explaining why the complainant believes the decision should be reconsidered.

Confidentiality

Wyoming County Schools will make every reasonable effort to protect the confidentiality of individuals involved in the complaint process while conducting a thorough investigation and complying with applicable laws.

Non-Retaliation

Wyoming County Schools prohibits intimidation, coercion, discrimination, or retaliation against any individual who files a complaint or participates in an investigation in good faith.