

COMPLAINT RESOLUTION PROCEDURES FOR NO CHILD LEFT BEHIND PROGRAMS

Annually, school districts are required to communicate complaint resolution procedures that apply to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, teacher, administrator, school board member, other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint **must be filed** and the resolution pursued in accordance with local district policy. It is the policy of the Prince George's County Public School District to review concerns or complaints in a collaboratively and timely manner. **Administrative Procedure 4171: Responding to Inquiries and Complaints from the Public**, may be found on the web at <http://www.pgcps.org/%7Egrants/COMPLAINT%20RESOLUTION.htm>.

CONTACTS FOR NO CHILD LEFT BEHIND PROGRAMS

PROGRAM	CONTACT	TELEPHONE NUMBER
Title I, Part A <i>Improving the Academic Achievement of the Disadvantaged</i>	Division of Accountability <i>Department of Federal Programs</i>	Dr. Terry Nelson 301-925-2384
Title I, Part B, Subpart 1 <i>Reading First</i> <i>Early Reading First</i> Subpart, 2	Division of Academics <i>Department of Curriculum & Instruction</i>	Dr. Gladys Whitehead 301-808-8240
Title I, Part B, Subpart 3 <i>Even Start Family Literacy Programs</i>	Division of Academics <i>Department of Alternative Education</i>	Mr. Robert Beery 301-408-5513
Title II, Part A <i>Highly Qualified Teachers and Recruitment;</i> Title II, Part B <i>Mathematics and Science Partnerships;</i>	Division of Academics <i>Department of Curriculum & Instruction</i>	Mr. Dan Clement 301-808-8240
Title II Part, D <i>Technology</i>	Division of Information Technology	Mr. Wesley Watts 301-952-6250
Title III <i>Instruction for Limited English Proficient and Immigrant Students Program</i>	Division of Academics <i>Department of Curriculum & Instruction</i> <i>Office of English Language Learners</i>	Ms. Allison Hanks 301-445-8450
Title IV: Part A <i>Safe and Drug Free Schools and Communities</i>	Division of Student Support <i>Office of Safe and Drug Free Schools</i>	Mr. Richard Moody 301-749-4379
Title V, Part A <i>Promoting Informed Parental Choice and Innovative Programs</i>	Division of Accountability <i>Department of Grants</i>	Mrs. Gwendolyn Holland 301-386-6182
Title VIII <i>Impact Aid</i>	Division of Accountability <i>Pupil Accounting, School Boundaries & Student Transfers</i>	Mr. William Greene 301-952-6300
Title X. Part C	Office of General Counsel	Shauna Battle, Esq, 301-952-6242

For additional information about the Complaint Procedures for No Child Left Behind Programs, contact the Division of Accountability, Department of Grants, 7600 Jefferson Avenue, Landover, MD 20785; Telephone (301) 386-6182, or visit our website: <http://www.pgcps.org/~grants/>.