Gordon County Schools – Federal Programs’ Complaint Procedures Under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA)

A. Grounds for a Complaint
Any individual, organization, or agency (“complainant”) may file a complaint with the Gordon County School System if that individual, organization, or agency believes and alleges that the school system is violating a federal statute or regulation that applies to a program under Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed
Title I, Part A; Title I, Part A - School Improvement Grant 1003(a) or 1003(g); Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; Title V, Part B; Title IX, Part A - McKinney-Vento/Homeless; Striving Readers Grant Programs; Equitable Services of Private Schools for Title I and Title VIII Programs; and IDEA

C. Complaints Originating at the Local Level
As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Gordon County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to migrate the issue with the Gordon County School System.

D. Filing a Complaint
A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- a statement that the Gordon County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
- the date on which the violation occurred;
- the facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
- a list of the names and telephone numbers of individuals who can provide additional information;
- whether a complaint has been filed with any other government agency, and if so, which agency;
- copies of all applicable documents supporting the complainant’s position; and
- the address of the complainant.

The complaint must be addressed to: Gordon County Schools, Title I Director, 205 Warrior Path, Calhoun, GA 30701. Once the complaint is received by the Director of Title I, it will be copied and forwarded to the Superintendent’s office as documentation of complaint being received and investigated.

E. Investigation of Complaint
Within ten (10) days of receipt of the complaint, the Gordon County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- the date the Gordon County School System received the complaint;
- how the complainant may provide additional information;
- a statement of the ways in which the Gordon County School System may investigate or address the complaint; and
- any other pertinent information.

If additional information or an investigation is necessary, school system will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal
If an individual, organization, or agency is aggrieved by the final decision of the Gordon County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Gordon County School System’s decision and include a complete statement of the reasons supporting the appeal. The complaint must be addressed to: Georgia Department of Education, Federal Programs Director, 205 Jesse Hill Jr. Drive SE, 1854 Twin Tower East, Atlanta, Georgia 30334.
Complaint Form for Federal Programs Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA)

Please Print:

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<th>Name (Complainant):</th>
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<td>Phone Number (Work):</td>
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<td>Email Address:</td>
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Agency/Agencies Complaint is being filed against:

Date on which violation occurred: ____________

Statement that the Gordon County Schools has violated a requirement of a Federal statue or regulation that applies to an applicable program (include citation to the Federal statue or regulation): (Attach additional sheets if necessary)

The facts on which the statement is based and the specific requirement allegedly violated: (Attach additional sheets if necessary)

_______________________________  ________________
Signature of Complainant        Date

_______________________________  ________________
Signature of District Receiving Date