



Complaint Procedures for Federal Programs
Treutlen County School District
Revised February 23, 2017



Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with the Treutlen County School District (TCS) if that individual, organization, or agency believes and alleges that TCS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). 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.

Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Improving the Academic Achievement of the Disadvantaged
- Title I, Part C: Education of Migrant Children
- Title I, Part D: Programs for Neglected or Delinquent Children
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: Language Instruction for LEP & Immigrant
- Title VI, Part B, Rural Education Achievement Program
- McKinney-Vento Act: Homeless Children & Youth
- School Improvement 1003(a) and 1003 (g) (SIG)
- IDEA: The Individuals with Disabilities Education Act

Filing a Complaint

Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures:

- A complaint must be made in writing and signed by the complainant. The complaint must include the following:
 - A statement that the TCSD 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;
 - 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:

Regina Harris
Federal Programs Director
Treutlen County Board of Education
5040 South Third Street
Soperton, GA 30457

Investigation of Complaint

- *Any complaints or grievances shall be addressed to the Federal Programs Director. The Coordinator or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:*
 - *The date the complaint was received;*
 - *How the complainant may provide additional information;*
 - *A statement of the ways in which the Federal Programs Coordinator may investigate or address the complaint; and*
 - *Any other pertinent information.*

- *The decision of the Federal Program Director may be appealed to the Superintendent in writing.*
- *The decision of the Superintendent may be appealed to the Treutlen County Board of Education in writing. If needed, referral may be made to the Professional Standards Commission for final resolution.*
- *All decisions and appeals shall be submitted in writing.*
- *Complaints will be tracked by the Federal Programs Director by maintaining documentation of written complaints and other supporting information.*
- *Reports will be maintained with letters of complaint and the final resolutions.*

Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of Treutlen County School District, 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 Treutlen County School District's decision and include a complete statement of the reasons supporting the appeal.

Treutlen County School District

Complaint Form for Federal Programs under the Elementary and Secondary Education Act

Please Print

Name of (Complainant):	Mailing Address:
Phone Number (Home):	Phone Number (Work):
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the Treutlen County School District has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute 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):	
List the names and telephone numbers of individual who can provide additional information.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail or deliver this form to: Regina B. Harris Treutlen County School District 5040 South 3 rd Street Soperton, GA 30457	
Date Received:	Date of Response to Claimant: