



COLUMBIA COUNTY SCHOOL DISTRICT

4781 Hereford Farm Road

Evans, Georgia 30809

(706) 541-0650

www.ccboe.net

An Equal Opportunity System

Complaint Procedures under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Section 9304 – General Applicability of State Educational Agency Assurances

Section 9503 – Complaint Process for participation of Private School Children

A. Grounds for a Complaint

Any individual, organization or agency (complainant) may file a complaint with the Columbia County School District if that individual, organization or agency believes and alleges that a school or school district 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 year prior to the date that 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

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies.
2. Title I, Part C: Education of Migrant Children.
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk.
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund.
5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement.
6. Title IV, Part B: 21st Century Community Learning Centers.
7. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program.
8. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program.
9. Title VI, Part B, Subpart 2: Rural and Low-Income Schools.
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children.
11. Title X, Part C – McKinney-Vento Homeless Assistance Act

C. Filing a Complaint at the District Level

A complaint must be made in writing or submitted via online web complaint form located on the Columbia County School District Web Site and signed by the complainant. The complaint must include the following:

Click here for complaint form:

http://www.ccboe.net/pages/Columbia_County/Curriculum/Title_I/Complaint_Form_under_Titl_e_I

1. A statement that the School System has violated a requirement of a federal statute or regulation that applies to an applicable program.
2. The date on which the violation occurred.
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the federal statute or regulation).
4. A list of the names and telephone numbers of individuals who can provide additional information.
5. Whether a complaint has been filed with any other government agency, and if so, which agency.
6. Copies of all applicable documents supporting the complainant's position.
7. The address of the complainant.

The complaint must be addressed to:

Columbia County School District
Office of the Superintendent
4781 Hereford Farm Rd.
Evans, GA 30809

D. Investigation of Complaint

Within ten days of receipt of the complaint, the Superintendent or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the School District received the complaint.
2. How the complainant may provide additional information.
3. A statement of the ways in which the School District may investigate or address the complaint.
4. Any other pertinent information.

If the complaint involves a school, the Superintendent or his or her designee will also send a copy of the Letter of Acknowledgement to the school principal, along with a copy of the complaint. The Superintendent will contact the principal to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the Superintendent will invite the principal to submit a written response to him/her, and to provide a copy of the response to the complainant.

The Superintendent will review the information and determine whether:

1. Additional information is needed.
2. An on-site investigation must be conducted.
3. Other measures must be taken to resolve the issues raised in the complaint.
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the Superintendent will have 60 days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included.

Either the 30 day or the 60 day timelines outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

E. Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the Superintendent, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education. The review is at the Georgia Department of Education's discretion.

For complaints filed pursuant to Title IX, Part E, Subpart 1, Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Superintendent's decision to the Georgia Department of Education no later than 30 days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive, SE
2052 Twin Tower East
Atlanta, GA 30334