

Camden County Schools
 Federal Programs Complaint Procedures
 In compliance with Every Student Succeeds Act (ESSA) of 2015

A. Grounds for a Complaint

A formal complaint may be filed when an organization or individual believes that a recipient of funding has violated a requirement of a federal statute or regulation related to the administration of the program. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered system or ongoing. The federal ESSA and ESSER programs for which formal complaints may be filed and investigated are as follows:

B. Federal Programs for Which Complaints Can Be Filed (Marked x)

<ul style="list-style-type: none"> • Title I, Part A: Improving Basic Programs Operated by LEA
<ul style="list-style-type: none"> • Title I, Part C: Education of Migratory Children
<ul style="list-style-type: none"> • Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
<ul style="list-style-type: none"> • Title II, Part A: Teacher and Principal Training and Recruiting Fund
<ul style="list-style-type: none"> • Title II, Part D: Enhancing Education Through Technology
<ul style="list-style-type: none"> • Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
<ul style="list-style-type: none"> • Title IV, Part A, Student Support and Academic Enrichment
<ul style="list-style-type: none"> • Title VIII, Part E, Subpart 1, Section 8501 and 8503: Complaint Process for Participation of Private School Children
<ul style="list-style-type: none"> • Title IX, Part C: McKinney-Vento Homeless Assistance Act
<ul style="list-style-type: none"> • Emergency Relief Funds - CARES Act, CRRSA Act, ARP Act

C. Filing a Complaint

Complaints from private schools, Camden County Schools’ employees, parents, and community stakeholders must be filed in writing to the site-based administrator or his/her designee. All information in the Camden County Complaint form should be documented in the written complaint (see below).

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In the event the complaint cannot be resolved at the site level, a formal complaint must be filed in writing to the Camden County School Superintendent or his/her designee.

The complaint must include the following:

1. A statement that the LEA 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. Copies of all applicable documents supporting the complainant's position; and
6. The address of the complainant.

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

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

If additional information or an investigation is necessary, the Superintendent or designee will have sixty (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.

E. Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. 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
Atlanta, GA 30334

CAMDEN COUNTY SCHOOLS
COMPLAINT FORM FOR FEDERAL PROGRAMS
UNDER THE ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)
AS AMENDED BY EVERY STUDENT SUCCEEDS ACT (ESSA)

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Please Print

Name of (Complainant):	
Mailing Address:	
Phone Number (home):	(work):
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the Camden County School System 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 individuals 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: Camden County School Superintendent, Dr. Tracolya Green Camden County Schools 311 S. East Street Kingsland, GA 31548	
Date Received:	
Date of Response to Claimant:	