

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

**A. Grounds for a Complaint**

Any individual, organization or agency (Complainant) may file a complaint with the Camden County Board of Education if that individual, organization or agency believes and alleges that a local school or district representative is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965. 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 systemic or ongoing.

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

- 1. Title I, Part A: Improving Basic Programs Operated by LEA
- 2. Title I, Part B, Subpart 3: Even Start Literacy
- 3. Title I, Part C: Education of Migratory Children
- 4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- 5. Title I, Part F: Comprehensive School Reform
- 6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
- 7. Title II, Part D: Enhancing Education Through Technology
- 8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
- 9. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
- 10. Title IV, Part A, Subpart 2: Community Service Grants
- 11. Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers
- 12. Title V, Part A: Innovative Programs
- 13. Title VI, Part A, Subpart 1: Section 6111: State Assessment Program
- 14. Title VI, Part A, Subpart 1: Section 6112: Enhanced Assessment Instruments Competitive Grant Program
- 15. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
- 16. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
- 17. Title X, Part C: McKinney-Vento Homeless Assistance 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).

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:

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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  
2052 Twin Tower East  
Atlanta, GA 30334

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

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, Will Hardin Camden County Schools 311 S. East Street Kingsland, GA 31548	
Date Received:	
Date of Response to Claimant:	

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