

Union County School System
124 Hughes Street • Blairsville, GA 30512
Phone: 706-745-2322 • Fax: 706-745-5025

Federal Programs
Complaint Procedures and Complaint Form
(NCLB - No Child Left Behind Act of 2001)

A. Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with Union 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 the No Child Left Behind Act. 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

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| 1. Title I, Part A: | Improving Basic Programs Operated by Local Educational Agencies |
| 2. Title I, Part B, Subpart 3: | Even Start Family Literacy |
| 3. Title I, Part C: | Education of Migrant 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 st 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 |

C. Complaints Originating at the Local Level

As part of its Assurances within NCLB program grant applications and pursuant to Section 9306 of the No Child Left Behind Act, a Local Education Agency (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 Union County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Union 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:

- 1. A statement that Union County 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; and*
- 7. The address of the complainant.*

The complaint needs to be addressed to:

*Mr. Ron Byers
Associate Superintendent / Federal Program Director
Union County Board of Education
124 Hughes Street
Blairsville, Georgia 30512*

E. Investigation of Complaint

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

- 1. The date Union County School System received the complaint;*
- 2. How the complainant may provide additional information;*
- 3. A statement of the ways in which Union County School System may investigate or address the complaint; and*
- 4. Any other pertinent information.*

If additional information or an investigation is necessary, Union County 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 Union 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 Union County School System's decision and include a complete statement of the reasons supporting the appeal.

List the names and telephone numbers of individuals who can provide additional information.

Has a complaint been filed with any other government agency? If so, provide the name of agency.

Please attach/enclose copies of all applicable documents supporting your position.

Signature of Complainant: _____

Date: _____

Mail this form to:

Mr. Ron Byers
Associate Superintendent / Federal Program Director
Union County Board of Education
124 Hughes Street
Blairsville, Georgia 30512