

**Complaint Procedures for Federal Programs**  
**Echols County Elementary/Middle School**  
**Echols County High School**  
2016-2017

Programs from which Echols County receives federal funds and for which stakeholders may file complaints include the following:

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies.
- Title I, Part B, Subpart 3: Even Start Family Literacy.
- Title I, Part C: Education of Migrant Children.
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk.
- Title II, Part A: Teacher and Principal Training and Recruiting Fund.
- Title II, Part D: Enhancing Education Through Technology.
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement.
- Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers.
- Title VI, Part A, Subpart 1, Section 6111: State Assessment Program.
- Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program.
- Title VI, Part B, Subpart 2: Rural and Low-Income Schools.
- Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children.
- Title X, Part C – McKinney-Vento Homeless Assistance Act
- The Individuals with Disabilities Education Act (IDEA)

### **Grounds for a Complaint**

Any individual, organization or agency (stakeholder) may file a complaint with Echols County School (ECS) if that individual, organization or agency believes and alleges that the ECS is violating a Federal Statute or regulation that applies to a program under 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 that the complaint is received, unless a longer period is reasonable because the violation is considered ongoing.

### **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 PCSD 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:

**Rebecca Hill  
Federal Programs Director  
Echols County Schools  
P. O. Box 40  
Statenville, GA 31636**

**Investigation of the 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 Echols County Board of Education in writing.
- 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.

Revised November 11, 2016