

Clayton County Public Schools
Complaint Procedures under the Elementary and Secondary Education Act (ESEA) of 1965

A. Grounds for a Complaint

Any individual, organization, or agency (“complainant”) may file a complaint with Clayton County Public Schools (CCPS) if that individual, organization, or agency believes and alleges that CCPS is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act (ESEA). 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

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. School Improvement Grants 1003(a) and 1003(g)
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 II, Part A: Supporting Effective Instruction
6. Title III, Part A: Language Instruction for English Learners and Immigrant Students
7. Title IV, Part A: Student Support Academic Enrichment
8. Title IV, Part B: 21st Century Community Learning Centers
9. Title V, Part B, Subpart 2: Rural and Low-Income Schools
10. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
11. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
12. Title IX, Part A: McKinney-Vento Homeless Assistance Act
13. 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 the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the ESEA, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Department until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Department with written proof of his/her attempt to resolve the issue at the local level.

D. Filing a Complaint (from Receipt to Resolution)

A complaint must be made in writing or submitted via the online Web complaint form and signed by the complainant. The complaint must include the following:

1. A statement that the Clayton County Public Schools 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:

Dr. Morcease Beasley, Superintendent
Clayton County Public Schools
1058 Fifth Avenue
Jonesboro, Georgia 30236

Once the complaint is received by Clayton County Public Schools it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, Clayton County Public Schools (CCPS) will issue a letter of acknowledgement to the complainant that contains the following information:

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

If additional information or an investigation is necessary, CCPS 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.

The (sixty) 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.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of Clayton County Public Schools, 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 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 Clayton County Public Schools' decision 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 Clayton County Public Schools' decision and include a complete statement of the reasons supporting the appeal.

Clayton County Public Schools
COMPLAINT FORM FOR FEDERAL PROGRAMS UNDER THE
THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965 (ESEA)

Please Print

Name (Complainant):	
Mailing Address:	
Phone Number (home): Phone Number (work):	
Agency/agencies complaint is being filed against:	
Date on which violation occurred:	
Statement that the Georgia Department of Education, local school district, other agency or consortium of agencies 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.	
Has a complaint has been filed with any other government agency? If so, provide the name of the agency.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail this form to: Clayton County Public Schools Superintendent 1058 Fifth Avenue Jonesboro, GA 30236	

