



Turner County Schools

423 N. CLEVELAND STREET
P.O. BOX 609
ASHBURN, GEORGIA 31714
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38.2: Complaints Procedure for Federal Programs

Title I, Title IIA, Title III, Title VIB, the McKinney-Vento Act, School Improvement 1003(a), School Improvement 1003(g),ARRA

Dispute Resolution

- Complaint forms are available at each school, the system website or at the Board of Education offices.
- Parents, guardians, or unaccompanied youth who initiate a complaint, may do so in writing.
- Written notice should be complete, as brief as possible, and simply stated.
- The Federal Programs Director will provide a written response to the dispute within 5 school days.
 - The response will include a notice of the right to appeal, to the Superintendent of Schools, the decision of the Federal Programs Director.
- If the parent, guardian, or unaccompanied youth do not agree with the decision of the Federal Programs Director, an appeal may be filed with the Superintendent of Schools.
- The Superintendent will provide a written response to the appeal within 5 school days.
 - The Superintendent's response will include a notice of the right to appeal his/her decision to the Local Board of Education.
- If the parent, guardian, or unaccompanied youth do not agree with the decision of the Superintendent, an appeal may be filed with the Local Board of Education.
- Within thirty working days of receipt of the appeal of the Superintendent's decision, the Superintendent will present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board will review the original complaint, the response of the Federal Programs Director, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- The Board of Education will either uphold the recommendation of the Superintendent or require the District to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement that will include the right to appeal to the Georgia Department of Education. The Board will be the final reviewing authority within the system.

If the parent, guardian, or unaccompanied youth is dissatisfied with the decision of the Local Board of Education, an appeal may be filed with the Deputy Superintendent of Teacher and Student Support at the Georgia Department of Education, 1854 Twin Towers East, Atlanta, GA 30334.

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Complaint Form for Federal Programs

Please Print

Name of (Complainant):	
Mailing Address:	
Phone Number (home):	Phone Number (work):
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the Turner 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: Turner County Schools Superintendent Turner County Schools P.O. Box 609 Ashburn, Georgia 31714	
Date Received:	
Date of Response to Claimant:	