W.S. HORNSBY MIDDLE SCHOOL

Dr. Carletha Doyle, Principal

320 Kentucky Avenue
Augusta, GA 30901

Phone: (706)823-6960
Fax: (706)823-6963

Ms. Sheri Calhoun, AP

Mr. Author Mitchell, AP

COMPLAINT FORM

To report Fraud, Waste, Abuse, Corruption and Mismanagement or Misuse of State or Federal Funds for Programs Operated by the School System

A. Grounds for a Complaint

Any employee individual, organization or agency ("complainant") may file a complaint with the Richmond County School System if that individual, organization or agency believes and alleges that violation of a Federal statue or regulation that applies to a program under the 2015 Every Student Succeed Act has occurred. 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

A complaint may be filled regarding any alleged incident of fraud, waste, mismanagement and misuse of funds designated for any program operated by the Richmond County School System, including, but not limited to, the following programs operated or supported by Federal or State funds:

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migratory Children
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk
4. Title II, Part A: Supporting Effective Instruction
5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
6. Title IV, Part A: Student Support and Academic Enrichment
7. Title IV, Part B: 21st Century Community Learning Centers
8. Title VI, Part A: Subpart 1, Section 6111: State Assessment
9. Title VI, Part A: Subpart, Section 6112: Enhanced Assessment Instruments
10. Title V, Part B: Rural Education
11. Title II, Part D: Enhancing Education Through Technology
12. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
13. Title X, Part C – McKinney-Vento Homeless Assistance Act

C. Filing a Complaint

A formal complaint must be made in writing to the Richmond County School superintendent or his/her designee.

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The complaint must include the following:

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.
7. If the complaint involves a homeless child, as defined in the McKinney-Vento Homeless Assistance Act, the complaint must include available contact information for the child—instead of the address of the child's residence—and the name of the school the child is attending. [§300.508(b)

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 Department received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent 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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Richmond County Schools

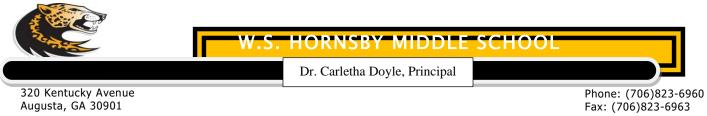|	
Name of (Complainant):	
Mailing Address:	
Phone Number (home): Phone Number (work):	
Person/department complaint is being filed against:	
Date on which violation occurred:	
Statement that the Richmond County School system has violated a requirement of a Federal statute or regulation that applies to 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 enclose copies of all applicable documents supporting your position. Signature of complainant: Date:	
Mail or deliver this form to: Richmond County School superintendent 864 Broad Street Augusta, GA, 30901	

Date Received:

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Date of Response to Claimant: