

# Chattooga County Schools

33 Middle School Road  
Summerville, Georgia 30747  
706-857-3447  
706-857-3440 fax

Jared Hosmer, Superintendent  
Jeff Martin, Asst. Superintendent/Federal Programs  
Michelle Helie, Chief Academic Officer  
Beth Hall, Special Education Director

Board Members  
Eddie Elsberry, Chairman  
Brad Hayes, Vice Chairman  
B.J. Montgomery  
Lynn Hall

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## Chattooga County Schools Complaint Procedure

Public complaints/concerns to the Chattooga County Board of Education by advisory groups, parents, teachers, or other concerned organization or individuals shall be made in the following manner:

1. The complainant shall file the complaint/concern in writing with the Chattooga County Board of Education through the Superintendent.
2. The complaint shall include the names and addresses of the person(s) or organization(s) initiating the complaint/concern as well as a complete description of any alleged violations.

At the next regularly scheduled Chattooga County Board of Education meeting, a hearing will be conducted providing an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question all parties involved. The Board will issue a decision in writing to all parties concerned within thirty (30) days of the filing of the complaint.

The complainant has the right to appeal the final decision of the Chattooga County Board of Education within thirty (30) days after receipt of the written decision. The appeal shall be addressed to the State Superintendent of Schools in writing, and shall include a copy of the original complaint/concern with the unresolved items clearly stated.

## Expect Success

Equal Opportunity Employer/Programs ~ Aids/Services available upon request to individuals with disabilities

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### Complaint Form for Federal Programs under the Every Student Succeeds Act (ESSA)

**Please Print:**

|   |              |              |
|---|--------------|--------------|
| Name of Complainant:  |              |              |
| Mailing Address:  |              |              |
| Phone Number: ( ) - (home)  | ( ) - (work) | ( ) - (cell) |
| Person/Department complaint is being filed against:   |              |              |
| Date of Violation:  |              |              |
| State that the Chattooga County Board of Education 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 of 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 you position.   |              |              |
| Signature of Complainant:   | Date:        |              |
| Mail or deliver form to:<br>Chattooga County Board of Education<br>33 Middle School Rd.<br>Summerville, GA 30747  |              |              |
| Date Received:  |              |              |
| Date of Response to Claimant:   |              |              |

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