

Federal Programs Complaint Procedures

A. Any individual, organization or agency may file a complaint with the Odyssey Charter School if that individual, organization or agency believes and alleges that Odyssey is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act. 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

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children (Odyssey does not receive these funds)
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk (Odyssey does not receive these funds)
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund
5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement (Odyssey does not receive these funds)
6. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities (Odyssey does not receive these funds)
7. Title VI, Part B, Subpart 2: Rural and Low-Income Schools (Odyssey does not receive these funds)
8. Title X, Part C – McKinney-Vento Homeless Assistance Act (Odyssey does not receive these funds)

C. Filing a Complaint

A complaint must be made in writing to Odyssey Charter School's Principal. The federal complaint form is located on the school's Title I webpage and available in the front office.

The complaint must be addressed to:

Scot Hooper

Odyssey Charter School

14 Saint John Circle

Newnan, GA 30265

Once the complaint is received by the principal, it will be copied and forwarded to the appropriate Federal Programs Director.

D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Director of Federal Programs will issue a Letter of Acknowledgement to the complainant that contains the following information:

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

If the complaint involves other entities, the LEA will also send a copy of the Letter of Acknowledgement to the other entity, along with a copy of the complaint. The LEA will contact the other entity to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the LEA will invite the entity to submit a written response to the LEA, and to provide a copy of the response to the complainant.

Appropriate LEA staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the LEA 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. 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, as well as the other parties involved.

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 LEA'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

You may access the Complaint Form for Federal Programs under the Elementary and Secondary Education Act (ESEA) in the following ways:

- **Obtain the form from the school's Title I webpage**
- **Obtain the form from the front office of Odyssey Charter School**
- **Call the front office and request a form be mailed to you.**

ODYSSEY CHARTER SCHOOL

Complaint Form for Federal Programs under the Elementary/Secondary Education Act (ESEA)

Please Print

Name of Complainant:		
Mailing Address:		
Phone Numbers:		
(Home)	(Cell)	(Work)
Person/department complaint is being filed against:		
Date on which the violation occurred:		
Statement that Odyssey Charter School has violated a requirement of a Federal statute or regulation that applies to an applicable program (include a 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 contact information of individuals who can provide additional information.		
List any attached/enclosed copies of all applicable documents supporting your position.		
Signature of Complainant:		Date: