

**Bibb County School District**  
**Complaint Procedures under the**  
**Elementary and Secondary Education Act (ESEA)**

**A. Grounds for a Complaint**

Any individual, organization, or agency (“complainant”) may file a complaint with Bibb County School District (BCSD) if that individual, organization, or agency believes and alleges that BCSD 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. Title I, Part C: Education of Migrant 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: Teacher and Principal Training and Recruiting Fund
5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
6. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
7. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
8. McKinney-Vento Act
9. School Improvement 1003(a)
10. School Improvement 1003(g) (SIG)
11. RT3 and Lowest Achieving Schools

**C. Complaints Originating at the Local Level**

As part of its Assurances within ESEA program grant applications and pursuant to Section 9306 of ESEA, an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with Bibb County School District to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Bibb County School District.

**D. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that Bibb County School District 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; and the address of the complainant.
7. The complaint must be addressed to:  
Bibb County School District  
The Office of Superintendent  
484 Mulberry Street  
Macon, GA 31201

Once the complaint is received by Bibb County School District it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

