

Title I Parent Handbook

**GWINNETT COUNTY
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**THE MISSION OF
GWINNETT COUNTY
PUBLIC SCHOOLS**

*is to pursue excellence
in academic knowledge,
skills, and behavior
for each student,
resulting in measured
improvement against
local, national, and
world-class standards.*

437 Old Peachtree Road, NW
Suwanee, GA 30024-2978
678-301-6000
www.gwinnett.k12.ga.us

It is the policy of Gwinnett County Public Schools
not to discriminate on the basis of race, sex,
religion, national origin, age, or disability in any
employment practice, educational program,
or any other program, activity, or service.

in
English/Spanish

2015-2016

2010 and 2014 Winner of



Revised July 1, 2015

**GWINNETT COUNTY PUBLIC SCHOOLS
OFFICE OF FEDERAL & SPECIAL PROGRAMS**

TITLE I PARENT HANDBOOK

The following documents are included in the Title I Parent Handbook:

Department of Federal and Special Programs

School Contact Information

District Title I Parent Involvement Policy

Notification to Parents of Students Attending Title I Schools

Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)

Annual Notice of Protection of Pupil Rights Amendment (PPRA)

Complaint Procedures

Department of Federal and Special Programs

Main Line: 678-301-7060

Fax: 678-301-7058

Director

Lynn Howard

Coordinators

Eric Blachly

Cile Tanner

Tereka Williams

Program Specialists

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Lori Tucker

Private Schools/Institutions for Neglected and Delinquent Children

Program Specialist: Wrae Croom

678-301-6834

Administrative Assistant

Kim Hedden

Accounting Specialist

Rhonda Williams

School Contact Information

SCHOOL NAME	PARENT CENTER	SCHOOL OFFICE
Alcova ES	678-226-7996	678-376-8500
Alford ES	678-245-3209	678-924-5300
Anderson-Livsey ES	678-344-3527	678-344-2082
Annistown ES	770-736-4488	770-979-2950
Baggett ES	678-518-6652	678-518-6652
Beaver Ridge ES	770-326-8093	770-447-6307
Benefield ES	678-518-6981	770-962-3771
Berkeley Lake ES	678-291-4233	770-446-0947
Berkmar HS	770-806-3719	770-921-3636
Berkmar MS	770-279-6401	770-638-2300
Bethesda ES	770-381-4213	770-921-2000
Britt ES	678-639-3884	770-972-4500
Cedar Hill ES	678-377-8997	770-962-5015
Centerville ES	678-639-3721	770-972-2220
Central Gwinnett HS	770-822-6540	770-963-8041
Chesney ES	678-542-2309	678-542-2300
Corley ES	678-245-3468	678-924-5330
Discovery HS	678-226-2282	678-226-4250
Ferguson ES	678-245-5484	678-245-5450
GIVE East	678-407-8857	770-338-4855
GIVE West	770-246-5341	770-246-5300
Grace Snell MS	770-554-7765	770-554- 7750
Graves ES	770-209-6662	770-326-8000
Harris ES	770-232-3244	770-476-2241
Hopkins ES	770-381-4274	770-564-2661
Jackson ES	770-682-4200	770-682-4200
Jenkins ES	678-407-8886	678-407-8900

Jordan MS	470-564-2851	770-822-6500
Kanoheda ES	770-682-4221	770-682-4221
Knight ES	770-806-3887	770-921-2400
Lawrenceville ES	770-513-6879	770-963-1813
Lilburn ES	678-245-5124	770-921-7707
Lilburn MS	770-638-2383	770-921-1776
Lovin ES	678-518-2956	678-518-6940
Magill ES	770-554-1042	770-554-1030
McKendree ES	678-377-8933	678-377-8933
Meadowcreek ES	770-381-4248	770-931-5701
Meadowcreek HS	770-806-2205	770-381-9680
Minor ES	770-806-2227	770-925-9543
Moore MS	678-226-7152	678-226-7100
Nesbit ES	770-414-2752	770-414-2740
Norcross ES	770-326-8006	770-448-2188
Norcross HS	770-326-8748	770-448-3674
Norton ES	770-736-2015	770-985-1933
Partee ES	678-344-4410	770-982-6920
Peachtree ES	770-417-2458	770-448-8710
Radloff MS	678-245-3417	678-245-3400
Richards MS	770-338-4815	770-995-7133
Rockbridge ES	770-326-8090	770-448-9363
Rosebud ES	678-639-3838	678-639-3800
Shiloh ES	770-736-2129	770-985-6883
Shiloh MS	770-736-4003	770-972-3224
Shiloh HS	678-344-2735	770-972-8471
Simonton ES	770-513-6683	770-513-6637
Snellville MS	770-736-4475	770-972-1530
South Gwinnett HS	678-344-2732	770-972-4840
Stripling ES	770-582-7590	770-582-7577
Summerour MS	770-582-7545	770-448-3045
Sweetwater MS	770-806-7814	770-923-4131
Sycamore ES	678-765-4861	678-714-5770
Winn Holt ES	678-376-8629	678-376-8600



TITLE I PARENT INVOLVEMENT POLICY

2015-2016

What is Parental Involvement?

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, to include ensuring that:

(A) Parents play an integral role in assisting their child's learning.

(B) Parents are encouraged to be actively involved in their child's education at school.

(C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

(D) Other activities, such as those described in Section 1118 of the ESEA are implemented.

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During the District Title I Parent Meetings in September and April, all parents were invited to participate and provide suggestions and ideas to improve the parental involvement policy for the 2015-2016 school year. The district mailed invitations to the meeting to all middle and high school parents. For elementary school parents, a flyer was sent home in weekly communication folders with all students. The District Title I Parent Meetings were also advertised on all of the local school websites as well as on the district website. Each school advertised the meeting in at least two other formats such as on school marquees or through schoolwide phone messaging systems. All parents of students attending Title I schools, including parents of homeless, migrant, neglected and delinquent children and parents whose children are served by Title I and attending private schools, are given the opportunity to provide input and to participate in the joint development of the LEA parent involvement policy at the district level by attending the District Title I Parent Meetings. During these meetings, the parents also reviewed, discussed and gave input on the Comprehensive LEA Improvement Plan (CLIP). The District Title I Parent Meeting is held in both the morning and evening during the months of September and April and is open to all parents of students participating in a Title I Program.

Parent input from the local school Title I Planning Meetings, the District Title I Parent Meetings, and the Title I Annual Parent Survey was used to revise the district parent involvement policy. Upon final revision, the district parent involvement policy was incorporated into the CLIP which was submitted to the state. Parents may submit comments and feedback regarding the policy at any time by submitting written comments to their child's school or through the district website. All feedback received was considered when revising the policy for this school year.

The district parent involvement policy is posted on the district and school websites, reviewed during the annual Title I school meetings, distributed to all parents through the Title I Parent Handbook, and made available in the school's parent resource centers.

Opportunities for parents to express concerns, ask questions or voice complaints are outlined in the LEA Complaint Procedures, located in the Title I Parent Handbook.

About the Parental Involvement Policy

In support of strengthening student academic achievement, Gwinnett County Public Schools (GCPS) has developed this parental involvement policy that establishes the district's expectations for parental involvement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe GCPS's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to reach the district's goals for increased student academic achievement.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive parental involvement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) contains the primary Title I, Part A requirements for schools and school systems to involve parents in their children's education. Consistent with Section 1118, the district will work with its Title I schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118 (b) and each include, as a component, a school-parent compact consistent with Section 1118 (d) of the ESEA.

OPPORTUNITIES FOR PARENTAL INPUT

Input and suggestions from parents are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students reach our student academic achievement goals.

District Title I Parent Meetings

September 22, 2015 & April 12, 2016
9:00-10:30 & 6:00-7:30

During these months, the district will host four meetings for parents to hear the latest Title I updates as well as review and provide input into the district parental involvement policy, Title I budget and the Comprehensive LEA Improvement Plan (CLIP) for the upcoming school year. Notices regarding these meetings will be mailed in advance to all parents of students in middle and high school and will be sent home with students in elementary school. Each school will also notify parents of the meetings in an additional format as well as on the school's website. The district will also communicate information regarding these meetings on the school district's website.

Local School Title I Meetings

Check your school calendar for dates and times

At least one meeting will be held between the months of May and August. During this time, each school will host a meeting for all parents to participate in the review of the schoolwide plan, the schools' parental involvement policy, the school-parent compact, the Title I budget, and parental involvement programs. Each school will advertise the meeting or meetings in at least two ways in an effort to notify parents and encourage participation. Information regarding the Title I Planning Meetings will also be made available on the school websites.

Parental input on the use of Title I funds to support parental involvement programs may also be provided through the annual district Title I survey. The survey will contain questions related to the parental involvement budget and the effectiveness of the parental involvement programs and include a section for parents to provide comments.

Reservation of Funds

To fund the parent involvement programs at the district and school level, the Title I Office sets aside not less than one percent (1%) of the district allocation for parent involvement. One hundred percent of this 1% is used exclusively to support parent involvement activities. The LEA ensures that this set-aside is used for parental involvement by requiring Title I schools to employ at least a half-time Parent Instructional Coordinator (PIC). The set-aside is used to pay a portion of the salary and benefits for the PIC.

In addition to the 1% set-aside, Title I schools within the LEA use Title I funds allocated to them to a) operate and maintain Title I Parent Centers, b) print parent involvement documents, c) purchase supplies and materials for parent activities, and d) conduct parent workshops and schoolwide events.

The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations.

The district will host two District Title I Parent Meetings in April for parents to provide suggestions as to how these parental involvement funds will be used in the upcoming year. Comment cards and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the parental involvement budget.

EDUCATOR

BUILDING CAPACITY

PARENT

TO STRENGTHEN OUR SCHOOLS

Gwinnett County Public Schools will build the schools' and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the Title I school, parents, and the community to improve academic achievement through districtwide activities.

GCPS supports parents in meeting their basic obligation as their child's first teacher. This is accomplished in part through Parent Centers at each Title I school, facilitated by a Parent Instructional Coordinator (PIC), where materials for check-out are available to parents. The PIC, a certified teacher, will facilitate activities for parents to become engaged in the learning process and help bridge home and school learning. Title I schools provide parents many opportunities to attend academic content workshops and schoolwide events to learn to use technology, along with other strategies to support their child's learning at home. Parent/family meeting and workshop days, times and locations vary to accommodate parents' schedules and maximize parent participation. Childcare and interpreters are provided for these events when feasible. Each Title I school will share dates and times for these opportunities by sending home invitations, posting on the website and by other means that works best for the local school. Title I schools make their local school Family Engagement Calendar of Events available in various formats and languages.

GCPS will work with district Title I staff and the Title I schools to provide assistance to parents in understanding state and district performance standards and assessments. Parents will have ongoing opportunities to learn how to monitor their child's academic progress as well as how to work with educators. Parents are informed at the Annual Parent Meeting of the guidelines, purpose, goals and resources of the Title I programs.

GCPS and local Title I schools invite and encourage all parents of children participating in Title I programs to attend local school and district level Title I meetings to receive important information and offer feedback.

Annually, parents are notified of the academic status of Title I schools. Parents of students attending Title I schools identified as Priority and Focus receive, twice annually, a written notification regarding the school's status and are advised of their parent rights under ESEA. These parents have the right to provide input regarding the development of the school's Flexible Learning Program (FLP). Additionally, each school's parents, administration and faculty, and other school district personnel assist the school in defining and attaining academic goals. Information about Flexible Learning Programs is made available on each Priority and Focus School's website and the GCPS website. Information is also available at each school's Parent Center.

The State PAC representative from Gwinnett County and at least one Title I Office employee will attend the Georgia Family Engagement Conference in February 2016.

The district Title I Staff and Parent Instructional Coordinator (PIC) will provide assistance and support to all Title I schools to ensure parental involvement requirements are being satisfied and that effective parent engagement strategies and activities are being implemented. The local schools fund a full or half-time PIC to help build the capacity of parents to provide academic support to their children. Title I schools will receive notifications and resources from the district to help them improve and strengthen family engagement. Title I Program Specialists assist the Parent Instructional Coordinators at each Title I school to ensure effective planning and implementation of the parent involvement program. In addition to frequent communication and school visits, the district will provide each PIC with monthly professional development on research-based parent involvement strategies to help parents support their children's academic success. Quarterly meetings will be held with the Assistant Principal Contacts for Title I (APTI) in each of the Title I schools to review family engagement plans and activities. Additionally, the district will host a series of meetings in the summer months and one meeting in February for principals to review their Title I program and parental involvement activities at each Title I school.

Gwinnett County Public Schools will coordinate and integrate the district's parental involvement programs with the Head Start program and Georgia PreK in addition to other state funded preschool programs in the district to support school readiness and successful kindergarten transition. The LEA heavily promotes and advertises kindergarten registration in local newspapers and media platforms. The district provides all necessary paperwork for registration in a downloadable format on the District website.

Local Title I schools coordinate with community child development centers to inform parents of the kindergarten registration process and to assist in the transition from preschool to kindergarten. All Title I schools offer a kindergarten transition meeting where they provide parents with the necessary information needed to prepare their children for the entry to elementary school. These meetings are led by the Parent Instructional Coordinator and the kindergarten team of teachers and offer parents strategies to help their children learn necessary skills to begin kindergarten in the fall. Many Title I schools offer Kinder-Camps over the summer to promote kindergarten readiness by giving students a chance to meet the kindergarten teachers and experience a few days of kindergarten activities prior to the start of the school year. During Kinder-Camp, local schools offer a parent workshop to teach parents skills and strategies to help their rising kindergartener for their first year of school.

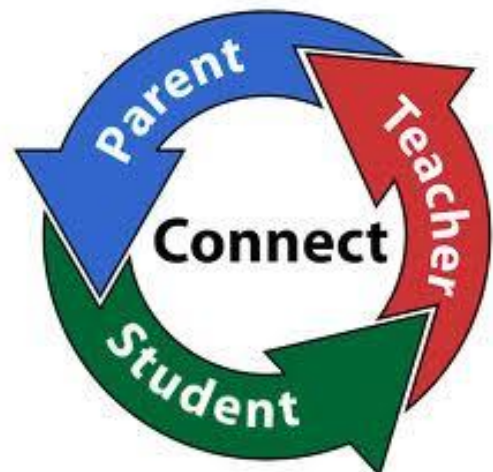
Local Title I schools invite parents who have a child enrolling into kindergarten in the fall to participate in Title I Planning Meetings. To ensure that information related to district, school, and parent programs, meetings and activities is available to all parents in an understandable and uniform format, Title I schools will send home pertinent information regarding important dates and events. All parent communications are provided in an easy-to-understand language. Translations and interpreters for Spanish, Vietnamese, Korean, and Bosnian are available through the GCPS Title III Office, local school personnel, or other contracted individuals. Translations for other languages may be provided upon request, and to the extent practicable. GCPS maintains continuous communication with parents through multiple media sources, including GCPS and local school websites, local media, community and business partners, parent-teacher conferences, parent workshops, parent

centers, newsletters, emails, signs and posters, telephone, and automated calling systems.

Throughout the school year, the district will conduct training related to increasing parent engagement, improving school-family communication, creating a welcoming environment, and building ties with parents in the community. Local schools identify staff and parental needs through formal and informal needs assessments. Schools provide training to all school faculty and staff on effective parent communication strategies. Title I schools will consider parents' input in planning the training for effective communication practices. The district will provide opportunities for visits to each Title I school to review and discuss parental involvement initiatives and to support frequent two-way communication between the parents and school. The district offers monthly opportunities for Parent Instructional Coordinators to meet with District Title I Coordinators and Program Specialists to participate in professional development. Parent Instructional Coordinators are encouraged to network with each other to share best practices.

District and school staff will participate in professional development for promoting family engagement and building parent capacity. Members of a team will receive training for the implementation of Academic Parent Teacher Teams (APTT), a research-based model approach for improving parental involvement.

The LEA will provide opportunities for parents to request additional support and offer input by utilizing a Title I Parent Survey which is offered electronically and via paper/pen each spring. Data collected from the Title I annual survey is analyzed to identify parents' needs.



Parental Involvement Evaluation

In order to measure the effectiveness of the GCPS Title I parental involvement policy and activities, an annual districtwide parent survey is administered each spring. All parents are provided access to the survey through electronic and paper copies and results are posted on district and school websites. Survey results are used to identify and remove any barriers and to increase opportunities for parent participation. Additionally, the results and conclusions from the Local School Plan for Improvement/Schoolwide Plan are shared with parents as an opportunity to provide feedback on its effectiveness.

Using the findings from these measures, the district determines which research-based strategies to implement for more effective parental involvement. This data is also used to determine the need to amend the parent involvement policy.

Each school will submit to the district Title I office any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Once the complaint is received by Gwinnett County Public Schools, it will be copied and forwarded to the appropriate Federal Program Director/Coordinator. Schools and the LEA will utilize the data from the feedback forms and meeting/workshop evaluations provided to parents at each Title I meeting and event and those collected by school personnel at the conclusion of each activity.



This LEA Title I Parent Involvement Policy was reviewed and revised with the input of GCPS staff, parents, and community members. This policy was adopted by the Gwinnett County Public School District on July 1, 2015 and will be in effect for the period of one year.

The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 23, 2015. It will also be available to the community through the Parent Centers and on the GCPS website.

Notification to Parents of Students Attending Title I Schools

The Elementary and Secondary Education Act (ESEA) requires that parents be notified that they may request information about teacher and paraprofessional qualifications.

The following information may be requested:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach;
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

In addition, parents will be notified by the school when their child has been taught for four consecutive weeks by a teacher(s) who is not highly qualified.

If you wish to request information concerning your child's teachers' qualifications, please contact the principal at your child's school.

Family Educational Rights and Privacy Act (FERPA) **Annual Notice of Student Education Record Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 1. Political affiliations or beliefs of the student or student’s parent.
 2. Mental or psychological problems of the student or student’s family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 7. Religious practices, affiliations, or beliefs of the student or parents.
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use
 1. Protected information surveys of students.
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Gwinnett County Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Gwinnett County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Gwinnett County Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Gwinnett County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Gwinnett County Public Schools
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 Gwinnett County Public Schools (GCPS) if that individual, organization, or agency believes and alleges that GCPS 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 B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title II, Part A: Teacher and Principal Training and Recruiting Fund
7. Title II, Part D: Enhancing Education Through Technology
8. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
9. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
10. Title IV, Part A, Subpart 2: Community Service Grants
11. Title IV, Part B: 21st Century Community Learning Centers
12. Title V, Part A: Innovative Programs
13. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
14. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
15. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
16. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

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 Gwinnett County Public Schools to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to resolve the issue with Gwinnett County Public Schools.

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 Gwinnett County Public Schools 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:

Mr. Jorge Gomez, Executive Director of Administration and Policy
CEO/Superintendent's Office
Gwinnett County Public Schools
437 Old Peachtree Road, NW
Suwanee, Georgia 30024-2978

Once the complaint is received by Gwinnett County Public Schools it will be copied and forwarded to the appropriate Federal Program Director/Coordinator.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, Gwinnett County Public Schools (GCPS) will issue a Letter of Acknowledgement to the complainant that contains the following information:

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

If additional information or an investigation is necessary, GCPS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included.

The sixty (60) day timeline may be extended if exceptional circumstances occur.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of Gwinnett County Public Schools, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Gwinnett County Public Schools' decision and include a complete statement of the reasons supporting the appeal.

Gwinnett County Public Schools
Complaint Form for Federal Programs
Under the Elementary and Secondary Education Act (ESEA)

Please Print Name (Complainant):	
Mailing Address:	
Phone Number (Home): Phone Number (Work/Cell):	
Date on which violation occurred:	
Statement that the Gwinnett County Public Schools (GCPS) 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.	
Has a complaint been filed with any other government agency? If so, provide the name of agency.	
Please attach/enclose copies of all applicable documents supporting your position.	
Signature of Complainant:	Date:
Mail this form to: Mr. Jorge Gomez, Executive Director of Administration and Policy CEO/Superintendent's Office Gwinnett County Public Schools 437 Old Peachtree Road, NW Suwanee, Georgia 30024-2978	