



“**Corruption**” includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

**Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)**

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

**Statement of Administrative Regulations:**

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Richmond County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

**Confidentiality**

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

**B. Programs for Which Complaints Can Be Filed**

A Complaint may be filed regarding any alleged incident of fraud, waste, mismanagement and misuse of funds designated for any program operated by the School System, including, but not limited to, all programs operated or supported by Federal or State funds: **Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(a) and 1003(g) (SIG); and IDEA.**

**C. Filing a Complaint**

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

The complaint must include the following:

1. A statement that the LEA has violated a requirement of a Federal or State 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 or State statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Copies of all
6. The name, address and contact information of the complainant.
7. The formal complaint shall be sent to:

**Richmond County School System  
Superintendent of Schools  
864 Broad Street  
Augusta, GA 30901-1215**

**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
2. How the complainant made the complaint

completion will be included. Either the 30-day or the 60- day timelines outlined above may be extended, in the sole discretion of the Superintendent or his designee, 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 Super  
appeal.







