

**Mobile County Public Schools**  
**Division of Federal and Special Programs**  
**Title I**  
**Complaint Procedure**

A complaint is a signed, written statement to the Assistant Superintendent of Federal and Special Programs based on an allegation that a requirement applicable to the Mobile County Public Schools' administration of Title I funds has been violated. This allegation must be supported by appropriate information. Complaints should be addressed to Assistant Superintendent of Federal and Special Programs, Mobile County Public School System, 1 Magnum Pass, Mobile, Alabama 36618.

Any parent/guardian, teacher, or other concerned individual or organization may file a complaint concerning the Title I Program.

The complaint procedure will be made available by other means to individuals having a disability upon request to the Assistant Superintendent of Federal and Special Programs.

**Procedures for Complaint**

**Step one: Complaint Filed**

A written complaint is submitted to the Assistant Superintendent of Federal and Special Programs. The complaint should be dated and signed.

**Step two: Notification of Complaint**

Upon receipt of complaint, the School System will send to the complainant a copy of the Title I Complaint Procedure. The School System will attempt to make personal contact with the complainant to discuss the complaint procedures.

**Step three: Formal Hearing**

The Assistant Superintendent of Federal and Special Programs will appoint a committee made up of a Title I parent, a community member, a Title I principal, and/or a teacher. This shall be done within ten school days of the date which the complaint was received.

The complaint committee shall hold a hearing with the complaining party/parties within ten school days from the date of their appointment.

The complaining parties may call witnesses, cross-examine witnesses and present evidence during the hearing. They shall have the right to obtain legal counsel.

A written record of all hearing proceedings and committee findings shall be presented to the Assistant Superintendent of Federal and Special Programs.

A decision based upon committee findings and Title I law will be made by the Assistant Superintendent of Federal and Special Programs. The written decision will be sent to the complaining party within forty-five school days from the time the complaint was received.

**Step four: Appeal**

The complaining part shall have the right to appeal the Assistant Superintendent's decision to the Title I Coordinator at the Alabama State Department of Education after receipt of the local decision. This appeal shall be in writing, signed and dated.

