

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

A complaint is a signed, written statement to the Title I Director 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 part/parties within ten school days from the date of their appointment.

The complaining parties may call witnessed, 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 Title I Director. 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.