

# **Title I Complaint Procedure**

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**Alexandria Monroe Elementary School has established a procedure for parents/guardians of Title students to report a complaint regarding the Title Program.**

- 1. The parent/guardian should contact the regular classroom teacher regarding any concern about their child's program or school service.**
- 2. The regular education teacher should contact the Title teacher and schedule a meeting with the parent.**
- 3. The school principal should attend the meeting and work with the teacher to resolve the complaint.**
- 4. If the parent/guardian is not satisfied that the complaint has been resolved, the school principal should refer the issue to the Federal Programs Coordinator.**
- 5. The Federal Programs Coordinator should review the complaint with the parent/guardian and the Superintendent.**
- 6. If the parent/guardian continues to feel the issue is unresolved, the Superintendent should inform and assist the parent/guardian with the opportunity to speak to the Board of Education.**