

**TITLE I ADMINISTRATION
MIAMI-DADE COUNTY PUBLIC SCHOOLS
CONSULTATION AND COMPLAINT PROCEDURES**

Miami-Dade County Public Schools Title I Administration seeks to provide high quality services to the students, parents and communities of all eligible public schools participating in the Title I Program. Additionally, this mission extends to neglected and delinquent centers as well as eligible non-public schools. The goal is to serve the needs of children and deliver services with the highest integrity and professionalism, providing them with a fair, equal, and significant opportunity to obtain a high-quality education.

In implementing the components, services, and activities of the Title I Program, Title I Administration strives to comply with all provisions of applicable federal and state laws, in particular the *No Child Left Behind Act* (NCLB) of 2001, and non-regulatory guidance that set the parameters and standards for the implementation of the program. To this end, the following procedures for providing input, comments, suggestions or filing a complaint, are available to parties who in good faith believe that services are not being delivered in compliance with federal and state laws and regulatory guidance relative to Title I.

Parent Advisory Councils

The District provides several forums for parents to provide feedback and input regarding the Title I Program implementation. In addition to the annual and ongoing parent meetings at each participating Title I school, Parent Advisory Councils (PAC) have been established representing each of the four Region Centers that comprise the District. Parents in each individual school elect at the annual meeting at the beginning of school, a representative for the school to serve on the PAC. A District Advisory Council (DAC) comprised of representatives of each PAC has also been established to consult with the District in the planning and implementation of the Title I Program. The DAC promotes awareness of the Program with parents and communities of Title I schools within the District and holds monthly meetings during the school year. Individuals seeking to provide input, comments or suggestions can utilize the PAC as a vehicle. The DAC leadership holds regular meetings with Title I Administration staff to discuss program implementation issues that are brought up by its constituents.

Other Opportunities for Input

The District also facilitates other opportunities for parents to voice concerns through yearly school climate surveys administered by the District and parental involvement surveys conducted by the Office of Program Evaluation, and funded through Title I Administration. Data gathered from these sources assist the District in developing a Local Educational Agency Plan that addresses the needs and concerns of parents and provides opportunities for parents to formulate suggestions and to participate in the decision-making process relative to the education of their children.

Complaint Procedures

A student, parent or employee that in good faith believes that the District has violated federal law and state regulatory guidance pertaining to the delivery of Title I services and programs, and the allegations cannot be resolved with the school site administrators and Regional Center administrators, may file a formal complaint, as follows:

1. A formal allegation regarding a violation of federal law and state regulatory guidance pertaining to the delivery of Title I services and programs may be filed in writing within 30 days of the incident and should specifically state the facts about the alleged incident(s) and the provision of law or rule being violated. Such a complaint must be forwarded to:

Dr. Eduardo M. Barreiro, Executive Director
Title I Administration
Miami-Dade County Public Schools
28205 SW 124 Court, Bldg F-Room F014
Homestead, Florida 33033
Tel. 305 258-4115

2. The Executive Director should hold a meeting with the Complainant within 10 business days. The Executive Director shall make every effort to review the allegation(s) and resolve the matter to the satisfaction of the Complainant. A written notice of the resolution or non-resolution of the matter shall be forwarded to the Complainant.

3. If no satisfaction can be reached, the complainant can appeal the determination with the Associate Superintendent, Office of Curriculum and Support.

4. If the Complainant feels that his complaint with the District has not been resolved to his/her satisfaction, he/she may file a complaint with the Florida Department of Education, providing the basis for the complaint.

Complaint Procedures for Non-public Schools

The District complies with the NCLB Section 1120, Participation of Children Enrolled in Private Schools. In compliance with the provisions of the NCLB, the District consults in a timely and meaningful manner on the design and development of the non-public program with appropriate private school officials of eligible schools that have opted to receive services provided by Title I Administration.

A private school official that in good faith believes that there is non-compliance on the part of the District with the provisions of the law regarding the meaningful and timely consultation or the due consideration of the views of the official or a dispute relative to the low income data for private school students, may follow the following complaint procedures:

1. A formal allegation regarding a violation of federal law and state regulatory guidance pertaining to the District's delivery of Title I services and programs to non-public schools may be filed in writing within 30 days of the incident and should specifically state the facts about the

alleged action(s) and the provision of law or rule being violated. Such a complaint must be forwarded to:

Dr. Eduardo M. Barreiro, Executive Director
Title I Administration
Miami-Dade County Public Schools
28205 SW 124 Court, Bldg F-Room F014
Homestead, Florida 33033
Tel. 305 258-4115

2. The Executive Director should hold a meeting with the Complainant within 10 business days. The Executive Director shall make every effort to review the allegations and resolve the matter to the satisfaction of the Complainant. A written notice of the resolution or non-resolution of the matter shall be forwarded to the Complainant.
4. If no satisfaction can be reached, the Complainant can appeal in writing the determination with the Associate Superintendent, Office of Curriculum and Support.
5. If the Complainant feels that his complaint with the District has not been resolved to his/her satisfaction, the individual may file a complaint with the Florida Department of Education, providing the basis for the complaint. Also, pursuant to the NCLB, non-public schools officials may appeal to the Secretary of Education no later than 30 days after the State Educational Agency resolves or fails to resolve the complaint within a reasonable period of time. A copy of the State's resolution and a complete statement of the reasons supporting the appeal shall accompany the appeal. The Secretary shall investigate and resolve the appeal no later than 120 days after receipt of the appeal.

Title I Grant Funds Auditing

All schools implementing the Title I Program will be required to meet the requirements of the No Child Left Behind Act of 2001. In a continuing effort to ensure schoolwide determination of compliance with Federal, State and District regulations and guidelines; and ensure that appropriate evidence sources document compliance, the M-DCPS, Office of Management and Compliance Audits review includes the Title I Program.

This school audit will require a review of Title I criteria statements and appropriate evidence sources that document the following areas:

- Title I Fiscal Requirements
- Title I Property
- Title I Needs Assessment, School Improvement and Parental Choice
- Title I Parental Involvement
- Title I Professional Development

The Supervising Administrator at the school site is asked to ensure that all reports and pertinent program documentation are available and in order for review. Additionally, a space for the auditor to conduct the audit in an expeditious manner will be appreciated. Please review the four pages that follow to support audit compliance.

Title I Accountability and Technical Assistance Team (A-TAT)

In an effort to further assist schools in the Title I Program meet the requirements of the No Child Left Behind Act of 2001, the Title I Accountability and Technical Assistance Team (A-TAT) will schedule meetings with the principals of all Title I schools. Meetings will initially be scheduled with Principals of schools that are new to the Title I Program and meetings with continuing schools in the Title I Program will follow.

The A-TAT's objective is to provide technical assistance with the successful completion of the Title I Administration Schoolsite Compliance Reference Document and filing system. This system has been developed to guide the schoolsite identification of appropriate evidence sources and compliance documentation that should be used to support any District, State or Federal audit of our district or the school.