

## Mobile County Public Schools

### Title I Complaint Procedure

- ⇒ On December 10, 2015, a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive federal Title IA funding adopt written procedures for resolving complaints filed.
- ⇒ A “complaint” is a signed, written statement filed by an individual or an organization.
  - a. A statement that a school has violated a requirement of federal statute or regulation that applied to Title IA.
  - b. The facts on which the statement is based.
  - c. Information on any discussions, meetings or correspondence with a school regarding the complaint.
- ⇒ 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

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

**Mrs. Jacinda Y. Hollins**  
**Executive Director**  
**Division of Federal Programs**  
1 Magnum Pass  
Mobile AL 36608  
Phone: 251-221-5202

- ⇒ **Notice to School:** The Federal Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
- ⇒ **Investigation:** After receiving the Principal's response, the Federal Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal Programs Executive director and the Superintendent may do an onsite investigation at the school.
- ⇒ **Opportunity to Present Evidence:** The Federal Programs Executive Director may provide for the complainant and the Principal to present evidence.
- ⇒ **Report and Recommended Resolution:** Once the Federal Programs Executive has completed the investigation and collection of evidence, a report will be prepared with the recommendation for resolving the complaint. Copies of the report will be issued to all parties involved. The recommended solution will become effective upon issuance of the report.
- ⇒ **Follow Up:** The Federal Programs Executive Director and the Superintendent will ensure that the resolution of the complaint is implemented.
- ⇒ **Time Limit:** The period between Federal Programs Executive Director receiving the complaint shall not exceed sixty (60) calendar days.

**Right to Appeal:** Either party may appeal the final resolution to the Department of Education.

For any questions or information about the Title I program please contact:  
Ashley Roe, Title I Facilitator  
aroe@mcpss.com

## Mobile County Public School System

### Mary B. Austin Elementary School

2024-2025



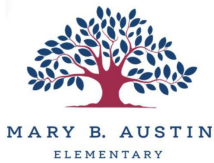
MARY B. AUSTIN  
ELEMENTARY

Our ROOTS teach us to...  
Respect ourselves and others  
Own our learning  
Own our actions  
Treasure our talents  
Serve our community  
These are the “Roots to Success”

150 Provident Ln.  
Mobile, AL 36608  
251-221-1510

WWW.MARYBAUSTIN.COM

**#AUSTININNOVATORS**



The faculty and staff of Mary B. Austin have a strong belief in the value of parental involvement. Mary B. Austin will strive to create effective, strong and lasting relationships with parents and the community. Below are ways that the faculty, staff and administration will ensure involvement for parents.

- ⇒ Mary B. Austin will hold an Annual Title I Meeting to inform parents of the schools participation in the Title I Program. Parents will be informed of this meeting in a variety of communication methods, via school newsletter, school website, school Facebook page, and school phone messenger. The parent meeting will cover important topics such as parental and family engagement—1% set aside, Title I Plan, Parent and Family Engagement Policy, the Continuous Improvement Plan, School-Parent Compact, Parents Right to Know, Teacher Qualifications, Annual Evaluation of the Parent and Family Engagement Policy, Parent Advisory Committee, and PTA Contacts. All parents are encouraged to attend.
- ⇒ Parent meetings will be offered at flexible times and Mary B. Austin will make every effort to accommodate all parents and variety of schedules. Parents are invited to join the Parent Advisory Committee to assist in planning, reviewing and improving the Title I Plan.
- ⇒ The Continuous Improvement Committee, Title I Director, Parent Advisory Committee and administration will work together to decide how the Title I parenting funds will be spent. Total funds : \$2,978.95

- ⇒ In partnership with MCPSS, Mary B. Austin will make every effort to provide effective communication and a variety of participation opportunities to the parents with limited English proficiency and disabilities. Handicapped accessible parking, ramps, elevators and handicapped accessible restrooms are available to parents with disabilities. Parents with disabilities that are unable to attend parent– teacher conferences will have the opportunity to participate in a phone conference.
- ⇒ Parent-teacher conferences will be held first semester to provide parents with class and school expectations, grade level curricula and the variety of assessments used to evaluate student progress. Mary B. Austin will make the necessary arrangements to accommodate parents with limited English language proficiency able to effectively communicate with their child’s teacher regarding their participation in their child’s education.
- ⇒ Parents will be provided with a School Parent Compact that will outline the responsibilities of the school, parents, and students. This compact was reviewed by the Parent Advisory and Continuous Improvement Committee and should be reviewed at parent teacher conferences and signed by parents. A copy of the compact will be left with the school and one copy sent home for parent reference.
- ⇒ Mary B. Austin will allocate Title I parenting funds for parenting resources that will inform parents on effective strategies to help their child with reading and math skills at home. Additional parenting funds will be used on postage for mailing information home to parents.

- ⇒ Mary B. Austin will continue to work with teachers and staff through in-services, faculty meetings and grade level meetings to ensure they understand the extreme importance of parent being our educational partners.
- ⇒ Mary B. Austin makes every effort to encourage parents to become equal partners in their child’s education. We offer these opportunities through informational parent meetings and parent– teacher conferences which provide parents with strategies to enhance their child’s education at home. When possible we will offer meetings in the parents native language through translation.
- ⇒ It is the responsibility of the Title I facilitator to facilitate and schedule a meeting with the administrator, Parent Advisory Committee, and Continuous Improvement Committee to develop the School Compact, discussed how it is used, reviewed and updated.

