

Mobile County Public Schools 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 the Title I funds has been violated. This allegation must be supported by appropriate information. Complaints should be addressed to the Assistant Superintendent of Federal and Special Programs, Mobile County Public School System, I 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 within ten school days from the date of their appointment.

The complaining party 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 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 party 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.

For more information about the Title I Program please contact:

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FLORENCE HOWARD ELEMENTARY

"Hungry for Knowledge, Wild For Success"

Parent Involvement Plan 2022-2023



Mrs. Michelle Manzy, Principal
Florence Howard Elementary School
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Mobile, AL 36603
251-221-1406

Parent Involvement Plan

Parent and Family Engagement Plan

Florence Howard is committed to a quality education for all students. The Howard faculty and staff value and encourage parental involvement. Here are the ways Florence Howard will ensure parents have access to the education programs in which their children participate.

- Annual Title I Parent Meeting: Each fall, Howard holds its required annual meeting to inform parents about the Title I Program. We have two sessions, one virtual and one face-to-face. Parents are informed by notices sent home with students and the telephone messaging service. Topics discussed: the 1% set-aside for parent involvement, the LEA Title I plan, the CIP plan, the MCPSS Parent Involvement Plan, Florence Howard's Parent involvement Plan, School-Parent Compacts, requesting the qualifications of teachers, notifications of teachers who are not highly qualified, the annual evaluation of the Parent Involvement Plan, how parents can be involved in the Title I process, and the Parent Advisory Committee and PTO contacts. All parents are invited to attend.
- Parent meetings are offered at flexible times to assist in accommodating a variety of schedules.
- Parents are invited to be part of the Parent Advisory Committee.
- Parents are invited to be a part of the Continuous Improvement Plan (CIP) Committee.
- The members of the Parent Advisory Committee and the CIP committee work together to make decisions on how to spend Howard's parenting money.
- Open House meetings present parents with the grade-level curricula, expectations, and assessments used to evaluate students. In addition, parents learn about school procedures such as contacting teachers and scheduling conferences.
- Howard provides parents with the School-Parent-Student compact that is signed by each stakeholder. The compact is approved by the Parent Advisory Committee and the CIP Committee. Teachers and parents should review this document at all parent-teacher conferences.
- Howard's Continuous Improvement Plan is available for review at the front desk and on the school's website. Parents who are dissatisfied with the plan may submit their concerns in writing to the school. The school will then submit the concerns to the Division of Federal and Special Programs at Central Office.
- Parent surveys are conducted throughout the year. The results are discussed with the Parent Advisory Committee and the CIP Committee.
- Howard works to build the capacity for parental involvement by encouraging parents to become equal partners in their child's education. We do this by holding informational meetings to provide parents with tools to work with their children at home, increasing faculty and staff development of parenting activities through Professional Learning Teams and coordinating Title I programs with other Federal programs such as English as a Second Language, Pre-K, Migrant Services, and Homeless Services.
- Howard will provide information and meetings to parents in their native language when possible. Translators can be used for meetings. Written notices are sent home in languages other than English when possible.
- Howard makes every effort to accommodate parents with disabilities. Howard offers handicapped-accessible parking, handicapped-accessible bathrooms, and ramps. Parents who are unable to attend conferences due to a disability are offered telephone conferences.
- We will work to increase contact with parents using a variety of sources such as Class Dojo, Messenger, newsletters, Facebook, and our website.
- Howard makes every effort to work with parents in meeting their requests related to their involvement in their child's education.