

## 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, 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 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:

Charlotte McGee, Title I Facilitator  
251-221-1600  
cmcgee@mcpss.com

## ROBBINS ELEMENTARY

*Together We Will Achieve Excellence*

## Parental Involvement Plan 2024 - 2025



Teronda Smith, Principal  
Robbins Elementary  
2416 West Main Street  
Prichard, Al 36610  
251-221-1600

# Parent Involvement Plan

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## Parent Involvement Plan

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

- Annual Title I Parent Meeting: During the first quarter school is in session, Robbins holds its required annual meeting to inform parents about the Title I Program. 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, Robbins Elementary 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. All parents are invited to attend.
- Parent meetings are offered at flexible times to assist in accommodating a variety of schedules.
- Parent resources are available to be checked-out through the counselor.
- 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 Robbins Elementary parenting money.
- During fall parent meetings, teachers will provide additional information on the subjects they teach and how students are individually assessed.
- Robbins Elementary 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 review this document at all parent-teacher conferences.
- Robbins Elementary'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 each spring. The results are discussed with the Parent Advisory Committee and the CIP Committee.
- Robbins Elementary 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 annual parenting days and other workshops throughout the year on various topics including, but not limited to, reading with your child, creating a home learning environment, working as a partners with your child's teacher, and using technology in learning.
- Robbins Elementary 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.
- Robbins Elementary makes every effort to accommodate parents with disabilities. Robbins Elementary offers handicapped-accessible parking, and handicapped-accessible bathrooms. Parents who are unable to attend conferences due to a disability are offered telephone conferences.
- Robbins Elementary makes every effort to work with parents in meeting their requests related to their involvement in their child's education. All staff are expected to welcome parents to the school, as appropriate, and to work with our counselor in meeting parents' needs for their children. Information related to school and parent programs, meetings and activities shall be sent to the parents via social media, school website, parent newsletters, and school messenger.