



Phalen Leadership Academies
Alabama Region
Title I Family/Scholar Handbook

2025-2026 School Year

Davis Elementary School
Davis Elementary School School
Davis Elementary School

Revised July 28, 2025

Phalen Leadership Academies Title I Parent and Scholar Handbook School Year 2024-2025

Dear Parent(s)/Guardian(s) and Scholars,

We welcome you to the School-wide Title I Program at **Davis Elementary School**. We are excited about providing the best educational experience for your child and we look forward to an exciting school year. Enclosed you will find several items of information concerning the Title I program:

1. A Parent's Guide to Title I
2. Phalen Leadership Academies Parent and Family Engagement Policy
3. School Parent and Family Engagement Policy
4. School-Parent Compact
5. Parent's Right to Know Letter
6. Complaint Procedures
7. Fraud, Waste, Abuse, and Corruption Policy
8. Homeless Brochure

Please sign and immediately return the following forms to your child's school.

- 1. Letter of Notification**
- 2. School-Parent Compact**

If you have questions about the Title I program, please contact the principal, **Mr. Jamie Howard** at 334-851-4866 or email at jamie.howard.pla@mps.k12.al.us

Thank you for your support of Title I program at Davis Elementary School.

Sincerely,

Mr. Jamie Howard, Principal

Please sign and return

Scholar's name

Date

Parent's Signature

Date

School-Parent Compact

Davis Elementary School Year 2025-2026

Revision Date 7/1/25

Dear Parent/Guardian,

Davis Elementary School scholars participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the scholars will share the responsibility for improved scholar academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review the attached School-Parent Compact.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

Sincerely,

Mr. Jamie Howard

Principal

Teachers Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Scholar Signature: _____ Date: _____

A PARENT'S GUIDE TO TITLE I

Welcome to our school!

We are one of Phalen Leadership Academies schools that provide instruction to scholars through a Title I Schoolwide Program. The information that follows is intended to assist parents and the community in understanding what it means for our school to have a Title I Schoolwide Program.

What is a Title I?

Title I is a part of the Federal Elementary and Secondary Education Act (ESEA). The Act provides financial assistance to state and local education agencies to meet the educational needs of children who may be at risk of failing the state's performance standards.

What is a Title I Schoolwide Program?

A School-Wide Program uses Title I funds to develop and maintain quality educational services in the core academic areas in order to raise academic achievement for all scholars at the school.

What are the benefits of a Schoolwide Program?

The benefits that our school receives by having a Title I School-Wide Program include:

- o Flexibility in having personnel provide instruction to scholars.
- o ALL scholars can have their academic needs met.
- o ALL staff can participate in professional development.

All of our energies and resources are directed toward helping every scholar in our school meet and exceed state performance standards.

Parent and Family Engagement at Our School

Our staff understands the importance of involving parents as partners in the education of their children. As a Title I school, we encourage parent support of scholar instruction through learn-at-home activities and school level volunteer opportunities. Additional focal points for parent involvement include development of parenting skills, communication styles and community collaboration. The following are ways we invite and encourage parents to be involved at your child's school:

- Increasing Parent Awareness by providing each parent a copy of the district and school parent and family engagement policies.
- Encouraging each parent to sign and fulfill the harmony of the School-Parent Compact.
- Providing a voice for parent by participating in Parent Surveys and input meetings.
- Building school and community support by hosting parent meetings and workshops.
- Providing parents with Rights to Know information concerning Teacher Certification status.



For more information, contact the following:

Mr. Jamie Howard – Principal
Jamie.howard.pla@mps.k12.al.us
334-851-4842

**Willie Jackson, III- Title I
Parent Involvement Contact**
Willie.jackson.pla@mps.k12.al.us

**3605 Rosa L. Parks Ave.
Montgomery, AL 36105**

Please visit our website to gain more information about Phalen Leadership Academies' Title I Program.

- Family-School Partnership Program
- Title I Department Personnel
- Title I, Part A-Schoolwide Programs
- Title I, Part A-Targeted Assistance Programs
- Title I, Part A-Reward Schools
- Title I, Part C-Migrant Education
- Title III-EL/Immigrant Education
- Title IX, Part A-Homeless Education Program
- Title I Resources
- Fraud Procedures
- Complaints and Procedures



Recommended websites for parents and scholars:

- <https://www.alabamaachieves.org/federal-programs/title-i-schools/> - Locate information about departments, programs and schools within the state. Learn more about the State Title I Program.
- <https://montgomeryco.powerschool.com/public/home.html> - Provides parents access to accurate, current and confidential information about scholars' school attendance, grades, class assignments, and more on the PowerSchool portal. Login information is provided by each school of attendance.

Phalen Leadership Academies Parent and Family Engagement Policy Davis Elementary

What is Family Engagement?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving scholar academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the ESSA.

About the Parent and Family Engagement Policy

In support of strengthening scholar academic achievement, the Phalen Leadership Academies (PLA) has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe PLA's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and scholar academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy

school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. Consistent with Section 1116, the PLA will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school- parent compact consistent with Section 1116(d) of the ESSA.

Jointly Developed

During each Title I School's Stakeholder Input and Development meeting, all parents are invited to participate and provide suggestions and ideas to improve the LEA's Parent and Family Engagement Policy for the 2025-2026 school year. The school sent a letter to all parents informing them about the meeting and posted an announcement on their school's website. During the meeting, parents also reviewed and discussed, the development of the School Parent and Family Engagement Policy in addition to the CLIP, the School-Parent Compact, the 1% Parent Allocation, Building Staff Capacity, and the Title I Schoolwide Plan.

Upon final revision, the district parental involvement policy was incorporated into the CLIP, which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the district's website or by submitting written comments to their child's school. All feedback received was considered when revising policy for this school year.

The district's parental involvement policy was posted on the district websites, distributed as part of the Title I Parent Involvement Handbooks at the beginning of the school year and made available in the school's resource centers.

Strengthening Our School

This year, the district Family Engagement and Compliance Specialist will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the Family Engagement and Compliance Specialist to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the Family Engagement and Compliance Specialist will hold meetings and trainings with its Title I Parent Contacts to provide technical assistance and review family engagement plans and activities.

The meetings and trainings include:

- Title I Parent Contact Orientation
- Title I Parent Contact Building Capacity Meeting
- Title I Parent Contacts Year-End Meeting

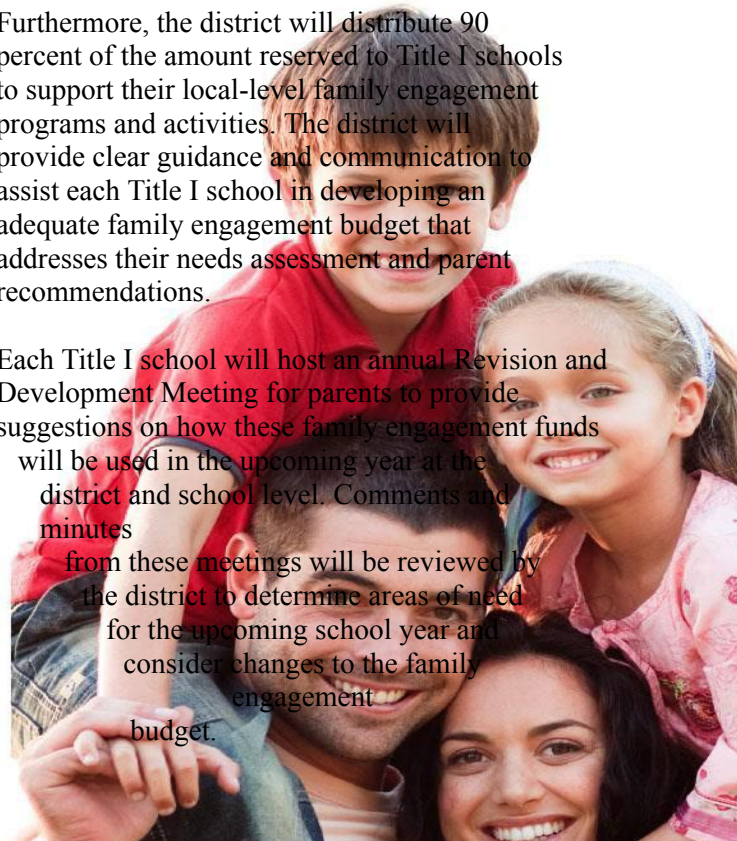
Reservation of Funds

The PLA will reserve 1% from the total amount of Title I funds it receives in 23-24 school year to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA.

Furthermore, the district will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will host an annual Revision and Development Meeting for parents to provide suggestions on how these family engagement funds will be used in the upcoming year at the district and school level. Comments and minutes

from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.





Opportunities for Meaningful Parent Consultation

Input and suggestions from parents and family members and the community are an essential component of the district and school improvement plans that are developed each year. All parents of scholars attending a Title I school are invited to share their ideas and suggestions to help the district, schools, and scholars to reach our scholar academic achievement goals.

Title I Parent and Scholar Handbooks

All Title I Parents receive a copy of the LEAs Parent and Family Engagement Policy at the beginning of each school year as part of the Parent and Scholar Title I Handbook. Parents are invited to complete the input form attached to the policy to provide input and return it to their child's school. The Title I Parent Contact at each school collects the input forms and will submit them to the District's Family Engagement and Compliance Specialist.

Comprehensive LEA Improvement Plan (CLIP)

The LEA Parent and Family Engagement Policy and the Comprehensive LEA Improvement Plan (CLIP) will be posted on the district's website so that parents and the community can provide input on the family engagement budget and family engagement programs throughout the year.

School-Level Stakeholder Input Meetings

All parents and the community are welcome to review and provide input into the district parent and family engagement policy and the CLIP for the 2025-2026 school year. Notices regarding this meeting will be sent home to all parents in advance of the meeting.

Parent input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments.



Building Capacity

The PLA @ Davis Elementary School will build the schools' and parents' capacity (Primary and Secondary Methods) for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community to improve scholar academic achievement by building the capacity for effective family-school partnerships through meaningful parent meetings and other activities that are linked to scholar learning.

PLA @ Davis Elementary School will work as a network and through its Title I schools to provide assistance to parents in understanding state and district academic information connected to their scholar's learning and progress, as well as information regarding the Title I program. The PLA will provide classes for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for Georgia scholars including alternative forms of assessment.

PLA @ Davis Elementary School will provide materials and trainings in English and Spanish and in a language that the parent can understand. Each Title I school will provide information to assist parents with understanding the online scholar information system and other digital educational resources (including education about the harms of copyright piracy) during the Annual Title I Parent Orientation. Dates and times for the orientations will be determined and announced by each individual school.

PLA's District Family Engagement and Compliance Specialist will provide tools, resources, and materials to assist each Title I school to provide meaningful quarterly trainings to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff. The trainings will assist schools to reflect on current practices to recognize strengths and opportunities for improvements and implement a parent and family engagement program that cultivates effective family-school partnerships.

PLA @ Davis Elementary School will coordinate and integrate the network's family engagement programs with the local preschool program and other federal funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, the elementary schools will host Kindergarten Round-Up days so parents may tour the schools and receive information to help prepare them and their children for kindergarten. The district will also coordinate with these programs to ensure that parents are informed about available resources. In addition, Phalen Leadership Academies works with multiple agencies to ensure efforts are coordinated on behalf of meeting the needs of migrant, homeless, immigrant, ELL, neglected and delinquent, at risk, early childhood scholars and military related families.

PLA's @ Davis Elementary School Family Engagement and Compliance Specialist will conduct a Title I Contacts Building Parent Capacity Meeting for Title I Parent Contacts to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. These trainings and/or best practices will be redelivered to the faculty and staff of Title I schools.

PLA @ Davis Elementary School ensures that information related to district, school, parent meetings, and activities is available to all parents. Each Title I school is required to send home and post online information for parents and family members in an understandable language and uniform format. Title I Parent Contacts will be trained to assist their schools on parent notifications and resources to be sent home in the parents' native language, where applicable, and providing interpreters at parent meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school phone call systems, district and school websites, local news media, and other school message systems to post information for parents.

Parent and Family Engagement Evaluation

Each year, the PLA @ Davis will conduct an evaluation of the content effectiveness of this parent and family engagement policy and the parent engagement activities to improve the academic quality of the Title I schools through an annual parent survey and Annual Parent Revision and Development Stakeholders Input Meeting.

Beginning each April, each Title I school will send home a survey flyer to inform parents of the district's online Parent Involvement Survey that starts in the spring. All parents are invited to participate in the survey made available on the district and school's website.

In addition to the online survey, a hard copy of the survey is provided to parents who have limited or no technology to access the survey. Copies of the survey are provided in Spanish. Copies of the survey will be made available in other languages upon parent request.

PLA @ Davis Elementary School will use the information from the school-level stakeholder's meetings and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district Family Engagement and Compliance Specialist will communicate and collaborate with the Office for Scholar Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.



Adoption

This network parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual school-level revision and development meetings.

This policy was adopted by the Phalen Leadership Academies on July 22, 2025, and will be in effect for the 2025-2026 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children on or before September 29, 2025.

Parent Comments

Phalen Leadership Academies encourages parent input and comments at any time regarding the parent and family engagement policy. All parent feedback will be used to revise the current policy for the next school year. The policy is posted on the district's website and paper copies are available at the Board Office. We administer an annual survey for all parents to provide feedback and make any suggestions that parents find important. Parents may also offer feedback at their child's school revision meeting held in the spring.

If you have any suggestions or if there is any part of this plan that you feel is not satisfactory, please provide us with your comments in the space provided and leave this form in the main office of your child's school:

Name (optional) _____

Phone (optional) _____

Comments: _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*"Nothing you do for children is ever wasted." –
Garrison Keillor*



*"At the end on the day, the most overwhelming key to a child's success is the positive involvement of parents."
-Jane D. Hull*



Davis Elementary School Parent and Family Engagement Policy

2025-2026

Mr. Jamie Howard – Principal
Jamie.howard.pla@mps.k12.al.us



**3605 Rosa L. Parks Ave.
Montgomery, AL 36105**

Revised 7/25/25

Title I Information

Davis Elementary School is identified as a Title I school as a part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging state academic standards and reinforce and enhance efforts to improve teaching and learning for scholars. Title I program

School Plan for Shared Scholar Achievement

What it is?

This is a plan that describes how **PLA @ Davis Elementary School MS** will provide opportunities to improve parent engagement to support scholar learning. **PLA @ Davis Elementary School MS's** values the contributions and involvement of parents to establish an equal partnership for the common goal of improving scholar achievement. This plan describes the different ways that **PLA @ Davis Elementary School MS** will support parent engagement and how parents can help plan and participate in activities and events to promote scholar learning at school and at home.

How is it developed?

PLA @ Davis Elementary School MS invited all parents to attend our annual Title I Stakeholder Input Meeting last spring to review and revise this Parent and Family Engagement Policy, as well as the school's Title I Plan, our school-parent compact, parent-involvement budget, and the district's Parent and Family Engagement Policy, and the Comprehensive LEA Improvement Plan (CLIP). The policy is posted on our school website for parents to view and submit feedback throughout the year. We also distribute an annual survey online and available at the school to ask parents for their suggestions on the plan and the use of funds for parent involvement. Parents can also give feedback during several parent meetings and activities during the school year. All feedback will be used to revise our policy for next school year.

Who is it for?

All scholars participating in the Title I, Part A program (all scholars at **PLA @ Davis Elementary School MS**), and their families are encouraged and invited to fully participate in the opportunities described in this plan. **PLA @ Davis Elementary School MS** will provide full opportunity for the participation of parents with limited English, parents with disabilities, and parents of migratory children.

Where is it available?

At the beginning of the year, this policy is provided to all scholars via the Title I Parent and Scholar Information Packets. Additional copies of the policy is available in the front office in the Parent Resource Center. The plan will also be posted on the school website.

Phalen Leadership Academies Goals

The mission of PLA is to provide educational excellence to all scholars. To accomplish this mission, the following goal has been set:

Strategic Goal Area I: Scholar achievement and success

Improve scholar mastery of standards

Increase opportunities for scholars to demonstrate success beyond test scores

Increase daily school attendance

2025-2026 School Goals

Reading Goal: Using the iReady Assessment report, and other common and formative assessments, scholars will increase their reading performance by 7%. Focus Area: Nonfiction reading

Math Goal: Using the iReady Assessment report, and other common and formative assessments, scholars will increase their reading performance by 7%. Focus Area: Math

School-Parent Compacts

As part of this plan, **PLA @ Davis ES** and our families will develop a school-parent compact, which is an agreement that parents, teachers, and scholars will develop that explains how parents and teachers will work together to make sure all of our scholars reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, scholars, and teachers. The school-parent compacts are kept with each child's teacher if parents need a copy.

Parent and Family Engagement Program and Activities

PLA @ Davis Elementary School MS will host the following events to build the capacity for strong parent involvement to support a partnership among the school, parents, and the community to improve scholar academic achievement. **PLA @ Davis Elementary School MS** offers a flexible number of meetings, such as meetings in the morning or evening child care, or home visits. All meetings will be advertised via weekly Wednesday Folder flyers, school system website, phone calls/emails, and school marquee notice.

Title I Annual Parent Orientation Meeting-**August, 2025 Curriculum Night**

- o Parents will receive information about the Title I program to include Title I Funding, School and District Parent and Family Engagement Policies, the School-Parent Compact, and Parent and Family Engagement

August Family Engagement Activity

- o Teachers will model math strategies with hands-on activities that parents can use at home to increase scholar achievement. Each grade level will focus on first semester math concepts that align with the curriculum standards.

Parent-Teacher Conferences September, 2025

- o Families and teachers will have the opportunity to discuss scholars' progress as well as address the School Parent Compact and Parent Policy.

Parent-Teacher Conferences- February, 2026

- o Families and Teachers will have the opportunity to discuss scholars' progress as well as address the School-Parent Compact and Parent Policy.

March Family Engagement Activity

- o Families will participate in interactive activities to learn comprehension strategies that support reading development. ELA, Science, and Social Studies teachers will model strategies that parents can use at home to support academic success. A variety of resources will be shared with families.

Annual Title I Stakeholders' Input Meeting-March Family Engagement Activity

- o Parents will review and provide feedback to revise the School & District Parent Family and Engagement Policies, the Title I School-wide Plan, School-Parent Compact, Comprehensive LEA Improvement Plan (CLIP), ways to build staff capacity, and 1% Budget Allocation of Funds for 2025-2026.

Family Engagement Activities will take place throughout the year to provide parents and families with strategies to help their children in the areas of math, reading, and writing.

Parent Engagement Funds

Did you know that each LEA that receives more than \$500,000 in Title I, Part A funds, shall reserve at least one percent of its allocation to assist schools to carry out the parental engagement activities? Attend our Annual Title I Stakeholder's Input Meeting to give your input on how we can use our funds to provide you with the tools, resources and strategies to help your child reach academic success.

Annual Title I Stakeholders' Input and Revision Meeting-August, 2025

Parent and Family Engagement

PLA @ Davis Elementary School believes that parent involvement means the participation of parents in regular two way and meaningful communication involving scholar academic learning and other school activities, including ensuring:

- ⇒ Parents play an integral role in assisting their child's learning.
- ⇒ Parents are encouraged to be actively involved in their child's education at school.
- ⇒ Parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.
- ⇒ Carrying out of other activities as described in this plan.

Building Capacity

PLA @ Davis Elementary School MS will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will:-

- ⇒ Inform parents about state academic standards, state academic achievement standards,, Title I requirements and how to monitor their child's academic progress and work with educators via parent workshops and programs, meetings, and PowerSchool.
- ⇒ Provide materials , trainings (including the harms of copyright piracy) and handouts during parent workshops and conferences, and activities to help parents work with their child to improve their child's achievement.
- ⇒ Provide professional learning and share tips with faculty and staff on the importance of working with parents as equal partners.
- ⇒ Partner with Head Start, First Class Pre-K Program, Babies Can't Wait, and local day cares by conducting joint meetings for parents and sending school information about parent engagement activities to help prepare parents and their child for Kindergarten and improve school transition.
- ⇒ Communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.
- ⇒ Use our Partner in Education to improve awareness of the activities and events listed in the school parent involvement policy.
- ⇒ Ensure that all information related to school , is provided in a format and language that parents can understand.
- ⇒ Provide both English and Spanish, and posted on the school website, and included in the monthly school newsletter for all parents
- ⇒ Collect feedback from parents at all events, place input cards around the building, and post suggestion form on the school website in order to respond to parents' request for additional support.

Continuous Communication

All informed, engaged, and supportive family plays an instrumental role in a scholar's academic success. The Phalen Leadership Academies supports families in partnerships with schools, district, and the community in the quest of achieving academic success for all scholars. Here are some ways that we provide continuous communication with our parents to ensure that learning is continued beyond the school day.

- ◆ Parent Connect Canvas Page
- ◆ Teacher/Grade Level Canvas Pages
- ◆ School's Website
- ◆ Wednesday Folders
- ◆ At a Glance Weekly Updates
- ◆ Twitter

Parent Resource AreaArea

Come visit the Parent Resource Area to check out books, study materials, and activities to use at home with your child. Monday-Friday-8:00 AM-2:30 PM.



Measures of Effectiveness

- **Parent Meeting Evaluation**—to gather feedback from the parents to evaluate the effectiveness of the meeting and to gain insight on parent academic support for future meetings.
- **Parent Survey Data**—to gain insight on the school's effectiveness in meeting the needs of parents in various areas such as technology, parent workshop topics, and school climate so that we can create an environment that meets the needs of all parents and families.
- **Revision and Development Stakeholders Meeting:** to give all stakeholders the opportunity to give input to build the effectiveness on the:
 - Parent and Family Engagement Policy-School and District
 - School-Parent Compact
 - Comprehensive LEA Improvement Plan (CLIP)
 - Title I Schoolwide Plan
 - Parent Involvement 1% Funding
 - Educating Faculty and Staff Professional Learning
- **Scholar Outcomes:** to access if strategies and activities, as outlined on the school parent compacts, are effectively impacting scholar achievement.
- **Multiple Opportunities for Input:** The school will provide several opportunities for parents and families to give input on the effectiveness of the Title I Program. Parents can access our Title Schoolwide Plan, The Parent and Family Engagement Policy, and the School-Parent Compact on our school's website. These documents are also located in our parent resource room located in room in the front office.

School Community Teams

Davis ES invites all parents to join the School Community Team to share ideas and ways to involve other parents to build partnerships with school, families, and the community.

The team will meet four times during the school year, but parents can also submit their ideas or suggestions at any school activity or meeting, as well as through parent surveys and website.

If you would like to learn more about the School Community Team, please contact the principal at **334-851-4866** or complete the interest form and leave it in the Front Office.

Parent Comments and Suggestions

Parent Comments and Suggestions

We want to hear from you! If you have any suggestions or if there is any part of the schoolwide program plan that you feel needs to be adjusted, please provide us with your comments in the space provided and leave this form in the office.

Name: (optional)_____

Telephone Number (optional)_____

**PHALEN LEADERSHIP ACADEMIES
WASTE, FRAUD, ABUSE AND CORRUPTION
ADMINISTRATIVE REGULATIONS FOR PARENTS AND SCHOLARS
Revised July 22, 2025**

Reporting Suspicion of Fraudulent Activities

- Title I, Part A – Programs for Disadvantaged Children
- Title I, Part A –School Improvement 1003 (a)
- Title I, Part A - Academic Achievement Awards
- Title I, Part A - Foster Care Program
- Title I, Part A - Family-School Partnership Program
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Programs for Neglected and Delinquent Children
- Title II, Part A – Supporting Effective Instruction
- Title II, Part D – Enhancing Education Through Technology
- Title III, Part A – Language Instruction for Limited English Proficient (LEP) and Immigrant Scholars
- Title IV, Part A – Scholar Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B – Rural Education Initiative
- Individuals with Disabilities ACT (IDEA) – Programs for Exceptional Scholars
- Carl D. Perkins Vocational and Applied Technology Act – Vocational Education Programs
- Title IX, Part C McKinney-Vento Education of Homeless Children and Youth (EHCY) and State Professional Learning.
- Emergency Relief Funds CARES Act, CRRSA Act, ARP Act

Employees shall disclose waste, fraud, abuse and corruption to the appropriate authorities.

Purpose: To ensure that the reporting of any acts of suspicious waste, fraud, abuse and/or corruption activity, the Phalen Leadership Academies Office of Federal Programs ensures employees, clients and providers of confidential channels to report said activities.

Definitions:

Waste: Defined as the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of district, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Fraud – The intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to federal, state, or local governments, which could result in a tangible or intangible benefit to themselves others, or the district, state, or federal governments. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by

concealment of that which should have been disclosed, which deceives and is intended to deceive.

Abuse: Defined as excessive or improper use of a thing, or to employ something in a manner contrary to the natural or legal rules for its use; intentional destruction, diversion, manipulation, misapplication, maltreatment or misuse of resources; extravagant or excessive use as to abuse one's position or authority. Abuse can occur in financial or non-financial settings.

Corruption: Defined as dishonest or fraudulent conduct by those in power, typically involving bribery. The process by which something, typically a word or expression, is changed from its original use or meaning to one that is regarded as erroneous or debased.

Ethics: The Code of Ethics for Educators defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of scholars and educators, and assuring the citizens of Alabama a degree of accountability within the education profession.

Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.

Statement of Administrative Regulations: Phalen Leadership Academies Office of Federal Programs thoroughly and expeditiously investigates any reported cases of suspected waste, fraud, abuse and/or corruption activity to determine if disciplinary, financial recovery and/or criminal action should be taken.

Confidentiality: All reports of suspicious waste, fraud, abuse and/or corruption activity suspect fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities:

1. Anyone suspecting any acts of waste, fraud, abuse and/or corruption activity concerning federal programs should report their concerns to the appropriate Federal Program's Director for Phalen Leadership Academies at 470-948-9819.
2. Any employee with Phalen Leadership Academies (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. Employees have the responsibility to report suspected waste, fraud, abuse and/or corruption activity. All reports can be made in confidence.
3. Phalen Leadership Academies shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.

Phalen Leadership Academies
Complaint Procedures for Parents and Scholars
Revised July 22, 2025

Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Phalen Leadership Academies (PLA) if that individual, organization or agency believes and alleges that the PLA is violating a Federal statute or regulation. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

- Title I, Part A – Programs for Disadvantaged Children
- Title I, Part A –School Improvement 1003 (a)
- Title I, Part A - Academic Achievement Awards
- Title I, Part A - Foster Care Program
- Title I, Part A - Family-School Partnership Program
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Programs for Neglected and Delinquent Children
- Title II, Part A – Supporting Effective Instruction
- Title II, Part D – Enhancing Education Through Technology
- Title III, Part A – Language Instruction for Limited English Proficient (LEP) and Immigrant Scholars
- Title IV, Part A – Scholar Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B – Rural Education Initiative
- Individuals with Disabilities ACT (IDEA) – Programs for Exceptional Scholars
- Carl D. Perkins Vocational and Applied Technology Act – Vocational Education Programs
- Title IX, Part A McKinney-Vento Education of Homeless Children and Youth (EHCY) and State Professional Learning.

An LEA accepting federal funds agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Alabama Department of Education until every effort has been made to resolve the issue through local written complaint procedures.

Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the PLA has violated a requirement of a Federal statute or regulation that applies to an applicable program;

- The date on which the violation occurred;
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
- A list of the names and telephone numbers of individuals who can provide additional information;
- Whether a complaint has been filed with any other government agency, and if so, which agency;
- Copies of all applicable documents supporting the complainant's position;

and The address of the complainant:

The complaint must be addressed to:

Phalen Leadership Academies Alabama
Regional Director
195 Berkshire Dr.
Covington, GA 30016

The Regional Director will address all initial complaints. In the event that the concern is not resolved, a formal written complaint can then be sent to the Executive Director.

Investigation of Formal Complaint

Within ten (10) days of receipt of the complaint, the Executive Director or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the PLA received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the PLA may investigate or address the complaint.
- Any other pertinent information.

Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the PLA, that individual, organization or agency has the right to request review of the decision by the Alabama State Department of Education

**Phalen Leadership Academies
Complaint Form - Federal Programs**

Name (Complainant):
Mailing Address:
Phone Number (home): Phone Number (work):
Agency/agencies complaint is being filed against:
Date on which violation occurred:
Statement that the Phalen Leadership Academies has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):
The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):



July 25, 2025
Parents Right to Know – Teacher Qualifications

In compliance with the requirements of every Students Succeeds Act, the Phalen Leadership Academies would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student’s teacher— has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications. If you wish to request information concerning your child’s teacher and/ or paraprofessional’s qualifications, please contact Ericka Anderson, Regional Director of Academics at eanderson@phalenacadmies.org or 334-245-0836.

Sincerely,

Ericka Anderson, Regional Director of Academics