

# Amana Academy West Atlanta

## Parent and Family Engagement Policy

**2025-2026**

Revised June 29, 2025  
2200 Lake Park Drive  
Smyrna, GA 30080  
AmanaAcademy.org  
(678) 331-9351

### What is Family Engagement?

Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student 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 Every Student Succeeds Act (ESSA).



### About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, Amana Academy West Atlanta (also known as 'Amana West' or AW) has developed this parent and family engagement policy that establishes the school's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships. This plan will describe AW's commitment to engage families in the education of their children and to build the capacity to implement family engagement strategies and activities designed to achieve the school and student 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 school plan, and in carrying out the school improvement provisions. Section 1116 of 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. AW will work to ensure that the required school-level parent and family engagement policies meet the requirements of federal law and include, as a component, a school-parent compact.

## Jointly Developed

During the **May 16, 2024 PTO** school meeting, parents were invited to participate and provide suggestions and ideas to improve school parent and family engagement, which would go on to inform this family engagement policy for the 2025-2026 school year. The school sent an email to all parents informing them about this meeting and posted an announcement within our schoolwide newsletter and PTO site.

Upon final revision, the school parent and family engagement policy was incorporated into the Consolidated LEA Improvement Plan (CLIP) to be submitted to the state. Parents are always welcome to submit comments and feedback regarding the policy at any time by submitting written comments. All input received by June, 2025 was considered for revisions to this policy.

The school's plan to distribute this policy is to post it on the school website and in parent resource centers, disseminate it during the annual Title I school meeting on September 5th and email the link to all parents in a format and language they can understand.

## Communications

Amana Academy West Atlanta will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone and text messages, emails, social media, school newsletters, and flyers. The school will share information in English and other languages to the extent possible through written communications, meetings, conferences, and family engagement events in order for families to understand the school's academic standards and assessments as well as ways parents can monitor their child's progress.

## Strengthening Our School

Amana Academy's Federal Programs Manager will provide technical assistance and support to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. In addition to frequent communication, the Community Liaison will hold monthly meetings with the school's principal to review family engagement plans and activities.

## Reservation of Funds

AW will reserve 1 percent from the total amount of Title I funds it receives in 2025-2026 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. AW will distribute a minimum 90 percent of the amount reserved to support school-level family engagement programs and activities. The school will develop an adequate family engagement budget that addresses the needs assessment and parent recommendations.

The school shall host an annual School Improvement Forum in May for parents to provide suggestions on how these family engagement funds could be used in the upcoming year at the school-level. Comment cards and minutes from these meetings shall be reviewed by the school to determine areas of need for the upcoming school year and consider changes to the family engagement budget. If you have suggestions, please contact the MTSS Coordinator and Federal Programs Manager.

## Opportunities for Meaningful Parent Consultation

Input and suggestions from parents, family members, and community partners are an essential component of the school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the school and students to reach our student academic achievement goals.

### **Title I and School Improvement Forum ~ September 5, 2025**

AW will host a forum for parents and family members to inform all parents of the Title I requirements and the school's participation in and parent's rights under Title I, and to participate in roundtable discussions to review the schoolwide plan, the school's parent and family engagement policies as well as provide input on the family engagement budget and topics for school staff training. The school will send invitations home as well as email and text parents to notify them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school website.

### **State of the School Meeting ~ March, 2026**

All parents are welcome to hear the latest updates from Amana Academy West Atlanta as well as review and provide input into the school parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2025-2026 school year. Notices regarding this meeting will be emailed to all parents in advance of the meeting. The school will also communicate information regarding this meeting on the school website.

Input on the use of Title I funds to support family engagement programs may also be provided through the annual school survey. The survey will contain questions related to the family engagement budget and school staff training for parents to provide their comments.

**Unable to attend these meetings? Please visit**

**[www.amanaacademy.org](http://www.amanaacademy.org) to review the meeting documents and minutes and leave your input.**



*Scan the code with your smartphone or tablet to access family engagement information from the AW website.*



### **School-Parent Compact**

As part of this plan, the school, along with our families will jointly develop school-parent compacts in order to build and develop a partnership to help our students the challenging state academic standards. This compact serves as an agreement that parents, teachers, and students will work together to make sure all students reach grade level standards by following and accomplishing goals set forth by parents, teachers, and students. The compact will be revised annually, distributed to all families, reviewed at student-led parent/teacher conferences.

## Building Capacity

Amana West Atlanta will build partnerships between the families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the AW will implement a variety of family and community engagement initiatives.

**Of Parents** – AW will provide families with information about the overall Title I program and its requirements. The school will help families understand academic expectations for student learning and progress. Specific information related to the State’s challenging academic standards, and local and state assessments—including alternative assessments, will also be provided. The school also offers assistance to parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists. Notifications about these opportunities will be posted on the school website and shared through school messaging systems, newsletters, and social media postings.

In addition, school teachers can provide parents with resources and materials such as parent guides, study guides, practice assessments, and materials for at-home learning (these resources are also available in Spanish).

The AW Parent Teacher Organization (PTO), made up of parent representatives advises the school on all matters related to family engagement. Community leaders and business partners are also invited to serve on the PTO or Amana Academy’s Governing Board. The participation of all our partners is encouraged through video conferencing and recording options to accommodate varying schedules.

AW will integrate family engagement programs under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as local preschool programs. The school will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, the school will host a Kindergarten Orientation day, Middle School and High School Transition Nights (when we grow to include grade 8), so parents may receive information to help prepare them and their children for the next life stage.

**Of School Staff** – AW will conduct two or more trainings during the school year for the entire school staff to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community for creating welcoming environments.

To ensure that information related to school, parent programs, meetings, and activities is available to all parents, AW is required to send home and post online information for parents and family members in an understandable language and uniform format. At the beginning of the year, school staff will be trained on parent notifications and resources to be sent home in parents’ preferred language, where applicable, and providing interpreters at parent events and PTO meetings. Information posted on the school website will be translated to the extent practicable. The school will also utilize school phone call systems, school website, local news media, and social media to post information for parents.



## Parent and Family Engagement Evaluation

Each year, AW will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of its Title I program through an annual parent survey and the School Improvement Forum.

Beginning in April, the school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities and programs. These surveys will also be posted on the school

website for parents to complete. In addition to the annual survey, the school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective family engagement.

AW will use the findings from the school forums 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 school community liaison will communicate and collaborate with the Network Office 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 school parent and family engagement policy has been developed jointly and agreed upon with parents and family members who may participate in Title I, Part A programs (depending on specific eligibility when school opens) as evidenced by discussions between parents and school personnel at the pre-opening meet and greet meeting and other interactions.

This policy was adopted by Amana Academy West Atlanta on **July 24, 2025**. The school will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the School Improvement Forum.

## Mark Your Calendars\*

School Improvement Forum  
**September 5, 2025**

Annual Parent Survey  
**March, 2026**

State of the School  
March, 2026

Principal and Federal Programs Mgr Meetings  
Monthly

*\*Dates are subject to change and will be communicated via weekly newsletters and on the AW website*

