

ALEXANDRIA MIDDLE MAGNET SCHOOL

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School, Parent, and Family Engagement Policy

Family Engagement is defined as:

- *the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring...*
 - *that families play an integral role in assisting their child's learning;*
 - *that families are encouraged to be actively involved in their child's education at school;*
 - *that families 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;*
 - *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART I. GENERAL EXPECTATIONS

Alexandria Middle Magnet School agrees to implement the following statutory requirements:

- Create and implement a School-Parent Compact consistent with Section 1118(d) of ESEA.
- Share this policy to families in an understandable and uniform format, regardless of native language.
- Share this policy with the local community.
- Allow this policy to be updated periodically to meet the changing needs of families and the school.
- Provide opportunities for families to participate in student learning regardless of challenges and obstacles.
- Communicate reports in uniform and alternative formats upon request, including native language translations.
- Submit any parent comments/concerns to the School Board when submitting this policy for review.
- Reserve 1% of the school's allocated Title I funds for Family Engagement.
- Ensure that parents have a say in how the Family Engagement funds are spent.
- Create a partnership between the school and the parents, school, and community to ensure student academic achievement.
- Honor requests from parents who wish to be involved in Family Engagement activities

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL, PARENT, AND FAMILY ENGAGEMENT POLICY

1. Alexandria Middle Magnet School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
 - a. Quarterly Stakeholder meetings where parents and community members are invited via Google Meet.

- b. At the beginning of the school year, we will meet with parents and other stakeholders. During this meeting, parents will receive information about the school's Parent and Family Engagement Plan and will be informed of their parental right to be involved in the planning and development of the plan through meetings, surveys, and questionnaires.
 - c. The plan will be sent home with students at the beginning of the school year.
 - d. The plan will be posted to the school's website.
- 2. Alexandria Middle Magnet School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a. The school will host quarterly meetings to review and update all stakeholders on the progress of the school. During these meetings, parents will collaborate with school members to work on school improvements and review current programs and initiatives.
 - b. The school will also utilize surveys to receive feedback and suggestions from parents on continuous school improvements.
- 3. Alexandria Middle Magnet School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
 - a. In the fall semester of the school year, at a date to be determined, AMMS will hold its annual Title I Meeting to inform parents of the requirements of Title I and the school's participation as well as the rights' to be involved.
 - b. The meeting will be held at a convenient time for parents.
 - c. The meeting will be offered digitally to parents who are not able to attend in person.
- 4. Alexandria Middle Magnet School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - a. Hosting an open house where the aforementioned information will be discussed.
 - b. Requiring teachers to create a syllabus that includes this information for each teacher/subject
 - c. Syllabi will be available on paper and digitally.
- 5. Alexandria Middle Magnet School, will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - a. Scheduling meetings during teachers planning time.
 - b. Providing two-way communication through the Remind App.
 - c. Supplying parents with teachers' email addresses to foster two-way communication.

6. Alexandria Middle Magnet School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
- Mailing scores to the parents along with the Parent Guide to the LEAP 2025 student reports.
 - The numbers listed on file will be contacted for any returned mail.
 - Scores may also be picked up from the school for parents who opt to do so.

7. Alexandria Middle Magnet School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not certified in the area which he/she teaches by:
- The school will send home a right to know letter informing parents of their rights to inquire about their students scores or teachers current certifications.
 - Teacher specific right to know letters will be sent home within the first 9 weeks of school.

8. Alexandria Middle Magnet School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –
- the state’s academic content standards,
 - the state’s student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child’s progress, and
 - how to work with educators:

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)

- Weekly Data Team meetings
 - District provided Professional Developments
 - “Get Your Teach On” Conference
 - LA Teacher Leader Summit
 - LDOE Mentor Teacher program
9. Alexandria Middle Magnet School will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
- The school will host a literacy night and LEAP prep night to provide parents with resources to assist parents in improving student performance in Math, ELA, Social Studies, and Science.
 - Posting “how to” videos on the school’s social media page and website as evidenced by parent’s needs.
10. Alexandria Middle Magnet School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in

how to implement and coordinate parent programs and build ties between parents and schools, by:

- a. Hosting regular meetings where parents express their needs and types of information desired concerning their students educational and behavioral performance.
- b. The school will encourage personnel to communicate regularly via email or phone with parents to receive their input on types of communication and actions to build an effective relationship with their students.

11. Alexandria Middle Magnet School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- a. The school will conduct frequent, two-way communications with parents as often as necessary to inform parents of programs that are beneficial to their students.
- b. The school will also provide literature to parents informing them of best practices to participate more fully in their child's education.

12. Alexandria Middle Magnet School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- a. Information related to the school and parent -program meetings, and other activities will be communicated through the school's social media account as appropriate.
- b. This information will also be available through a monthly newsletter and flyers.
- c. Information will also be communicated through the Remind APP.

PART III. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the agenda and minutes of the school wide planning meeting.

This policy was adopted by Rapides Parish Schools Federal Programs on August 26, 2021 and will be in effect for the period of 2023-2024. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 1, 2021.

Shannon Carmouche
(Signature of Principal)

8/12/24
(Date)