



# CITY ACADEMY

Small Classes \* Great Teachers \* BIG Learning!

Accredited by the Northwest Association of Accredited Schools  
Member of the Coalition of Essential Schools

## PARENT INVOLVEMENT POLICY

City Academy regards supportive parental involvement vital to the academic success of students.  
Parents are partners with the school in helping their children achieve academic success.

City Academy (CA) will

- I. Involve parents in the joint development of the school improvement plan
  - CA will work with the school's community council, City Academy Advisory Council (CAAC) in the development of the school achievement plan. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to council representatives (at least: 4 parents with a parent chair, 3 staff including the director, and 2 students) two weeks prior to the meeting for review.
  - The CAAC will give input into the development and implementation of the school improvement plan.
  - The CA Board will give final approval of the school improvement plan.
- II. Involve parents in the process of school review and improvement
  - CA will share achievement data with parents
  - The CAAC will be involved in formulating and approving school improvement goals for each year
- III. Provide the coordination, technical assistance, and other support necessary for planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
  - Parent information nights, parent involvement activities
  - Teachers & administrators easily accessible by email
  - Mid-term parent-student-teacher conferences scheduled at least twice per year
  - Website with links to teacher/class information maintained by the school
  - Assist CAAC chair with posting meeting agendas and minutes
  - Assist with production of school directory
  - Conduct annual parent survey
- IV. Build the school's capacity for strong parental involvement
  - Parent newsletters emailed/mailed home weekly by the school
  - Formation of Family-School Partnership group
- V. Coordinate parental involvement strategies with other programs
  - Representatives from other programs (i.e. Extended Day Program and Special Education) will participate in parent information night and parent involvement activities
  - Representatives from other programs will meet as part of a School Steering Committee at least twice per year
- VI. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the school
  - In the spring, the CAAC will review the Parent Involvement Policy and Parent-Student-School Compact to evaluate and provide input on how the school might improve support for parental involvement.
  - At the spring SEOP conference, parents will be encouraged to complete a parent involvement survey that will elicit feedback on current parent involvement activities, how well the school is serving their student's academic progress, and request input for future efforts.
  - At the beginning of the new school year, the school will provide a summary of the parental involvement survey with plans to address identified needs and recommendations to the CAAC.
  - In the fall the CAAC will submit an annual parent involvement report to the Board.
- VII. Involve parents in a variety of school activities
  - Parents are actively recruited for participation on CAAC and as volunteers in classrooms and for specific activities and projects of the school
  - The school will promote possibilities for parent involvement through the weekly parent newsletter, at appropriate whole-school functions (eg. Back-to-School Night)