

Parent Involvement Policy
For
City Park School
2016-2017

Adopted: February 23, 2009
Draft Revision 08/30/17

Part I General Expectations

City Park Elementary School agrees to implement the following statutory requirements:

1. City Park will jointly develop with parents and distribute to parents of our students, A School Parental Involvement Policy, that is agreed upon by the school and parents of children who attend City Park.
2. City Park School will notify parents about the School Parental Involvement Policy in an understandable and uniform format and to the extent practical, will make the policy available to parents in a language the parents can understand.
3. City Park School will make the Parent Involvement Policy available to the local community.
4. City Park School will *annually* update the School Involvement Policy to meet the changing needs of the parents and the school.
5. The school will adopt the City Park Parent Compact as a component of the School Involvement Parent Policy.
6. City Park School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs and activities and procedures in accordance with this definition:
Parental involvement means the participation of parents 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 the child in learning;
 - B. That parents are encouraged to be actively involved in their child's education at school;
 - C. That parents are full partners in their child' education and are included, as appropriate, in decision making and on advisory committees to assist in the education of the child;
 - D. The carrying out of other activities, such as those described in section 1118 of ESEA.
7. City Park will provide full opportunities, to the extent possible, for the participation of parents with limited English proficiency, parents with disabilities, neglected and delinquent, McKinney Vinto, homeless, and parents of migratory children.
8. All City Park parents are welcome to have input into school expenditures of the 1% of Title IA allocations designated for parent involvement

Part II Description of How the School Will Implement Required School Parental Involvement Policy Components

1. **City Park School will take the following actions to involve parents in the joint development and joint agreement of its School Parent Involvement Policy and its school wide plan, in an organized, ongoing, and timely manner under section 118(b) of the ESEA:**
 - A. Annual Policy Review by **Design Team, Teachers, and Parents** (August - *September*)
 - B. Conduct an annual informational/involvement meeting for parents (*September*)
 1. Student identification criteria is explained

2. Program overview and requirements are explained
- C. Conducts an annual survey of parents regarding needs and concerns (*November-December*)
- D. Develop Budget for Title I funds designated for Parent Involvement processes (*August - October*) Carry Over Budget (*December - February*)
- E. **Design Team** review survey results (*January - February*)
- F. Parent policy is reviewed by administration (*August*)
- G. Parents and community participate in the development/review of the Parent Policy draft through the School Council and/or PTO; Staff review of policy draft (*August-September*)
- H. Final draft of Parent Policy completed by administration based on feedback from parents, community, and staff (*September*)
- I. Policy made available to parents and school community (*September*)
2. **City Park School will take the following actions to distribute to parents of students enrolled in the school and the local community, the School Parental Involvement Policy:**
 - A. Distributes the Title I Home/School Involvement Compact to all parents and identified students during orientation, registration, distribution via students, and/or parent conferences
 - B. Make available copies of the Parental Involvement Policy and the Title I plan in the school office for review by parents and the community
 - C. An Informational newsletter will notify parents of the location of the policy and plan
 - D. Copies of the Parental Involvement Policy and Title I Plan will be distributed to the School Council and/or PTO officers along with the school staff
 - E. The Title I Plan and the Parent Involvement Policy Plan will be posted on the school website
3. **City Park School will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school:**

The Parental Involvement Policy will be reviewed annually by the Design Team, staff, and School Council, parents, or PTO. Parent, Staff, and student input from the annual survey will be used to make adjustments and modifications in the plan. In addition, input from the School Council and/or PTO in terms of parental involvement and school improvements will be considered in plan revision. An annual meeting will be conducted to review and recommend modifications for the plan. Parent focus meetings, family nights, and parent conferences will also be utilized to drive plan modifications to meet the changing needs of the school population.
4. **City Park School will convene an annual meeting to inform parents of the following:**
 - A. **That the school Participates in Title I,**
 - B. **About the requirement of Title I,**
 - C. **Of the rights to be involved,**
 - D. **About the school's participation in Title I:**

An annual meeting is conducted in the fall (*August- September*) to inform parents of the Title I program at City Park and their child's involvement in the school wide program. The district parent involvement coordinator and/or principal provides the information to parents. The session is presented in both Spanish and English. Parents are provided with information regarding their rights under Title I through distribution of the Dalton Public School and school parent involvement policies. Invitations to the annual meeting are sent through the Panthers' Post (school newsletter), posted on the School website, displayed on the digital display board, and through written notifications sent home.

* *A copy of the School-Parent Compact is attached to the Parental Involvement Policy*
5. **City Park School will hold a flexible number of meetings at varying times, and provide child care, and/or home visits paid for with Title I funding as long as these services relate to parental involvement:**

A variety of parent meetings and activities are conducted throughout the year that focus on parental involvement. Title I funds are not used to provide transportation to participate in school events. Social services may provide transportation services on an as needs basis. Child care is provided on a volunteer basis if the activity limits participation of small

children. Title I funds are not used for this service. Funds are allocated to support family events throughout the year. Meetings, activities, and services provided by the school that involve parents are:

- A. Parent-Teacher conferences, two/year; more upon request
- B. Open-lines of communication via newsletter from principal
- C. Parent/school compact
- D. District Web page with specific postings
- E. City Park School Web page
- F. Family Theme Nights and content related family nights
- F. Orientation for parents of incoming Pre-K and Kindergarten students
- G. Opening school orientation in August
- H. Standards based progress report sessions
- I. Parent volunteer opportunities (Media Center, Book Fairs, Fund Raisers, etc.)
- J. Parents observation of classrooms
- K. Parents eating breakfast and/or lunch with their child
- L. Parent/Administrator conferences
- M. Field Study chaperones
- N. Parents presenting to classrooms
- O. Social services/counselor work with parents
- P. Parent focus groups
- Q. Grade level parent luncheons
- R. Family Resource Room with Family Liaison
- S. Parenting support classes
- T. Computer education and Second language instruction for parents
- U. Schoolwide theme days offering opportunities for parents to volunteer and participate
- V. PTO activities and events

6. City Park School will provide timely information about Title I programs to parents of participating children in a timely manner:

Information is provided to parents regarding the programs and services at City Park School through the following means:

- A. Panthers' Post monthly newsletters
- B. Flyers/Pamphlets
- C. Afternoon and evening informational meetings
- D. PTO meetings
- E. Family Nights
- F. Orientation
- G. Digital display board
- H. School website
- I. Theme based parent information sessions
- J. School message system

7. City Park School will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:

Curriculum, assessment, and academic progress are provided to parents of City Park students through the following means:

- A. Provides the State's academic content standards (Common Core Georgia Performance Standards) and rubrics for standards based progress reporting
- B. Provides the State's student academic achievement standards
- C. Provide practice state and local academic assessments
- D. Provide examples of curriculum based assessments for Math, Reading and Language Arts as available
- E. Parent/teacher conferences
- F. Access to the GA Department of Education website
- G. Assessment and grading requirements are listed in the DPS Elementary Handbook
- H. School website
- I. Standards based report card (Grades K-5)

- J. Weekly homework folders (grades K-5) and student planners (grades 3-5)
- K. Response to Intervention, Exceptional Student Services (IEP meetings), and Challenge parent meetings
- L. Georgia Milestones, Access testing (ELL), results reported to parents
- M. Literacy benchmark data

8. City Park School will provide parents of participating children if requested by parents, opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible:

City Park School provides opportunities for parent meetings and input into decisions relating to the education of their children through the following:

- A. Response to Intervention Meetings
- B. Standards Based Reporting Meeting (Kindergarten - Grade 5 progress reports and report cards)
- C. PTO Meetings
- D. Family Nights
- E. Parent Conferences
- F. Teacher/Parent Information sessions
- H. School Council
- I. IEP Meetings
- J. Challenge Parent meetings
- K. Administrator - Parent meetings
- L. Parent information sessions

9. City Park School will submit to the district any parent comments if the school wide plan under section (114)(b)(2) is not satisfactory to parents of participating children:

Any comments or concerns, regarding the Title I plan or Parent Involvement Policy, are submitted by the principal to the Title I director at the district office. Comments may be generated through the following means:

- A. Copies of the plan are available in the office or on the website for parent review
- B. The plan is reviewed by parent groups, or PTO
- C. Results from the school survey of parents is reviewed annually
- D. Comments may be transmitted by parents through conferences or in writing

Part III. Shared Responsibilities for High Student Academic Achievement

1. City Park School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, involved parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. Parent Support Groups/PTO including parents, teachers, and administrators
- B. Response to Intervention meetings
- C. Parent Conferences with teachers and /or administrators
- D. Topical meetings held at various times to inform parents of programs and services
- E. Orientation to the school
- F. Family Nights featuring specific content focus
- G. Volunteer opportunities (classroom presentations, book fair, field studies, etc.)
- H. Provisions for translators and translation of written documents
- I. Annual Title I parent meeting

2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:

The Student/Parent/Teacher/Principal Compact for Success is provided to each child in the fall of each school year. In addition, all new students enrolling at City Park are provided with a compact. The intent is to establish the importance of the school-home partnership in the education of the child.

3. City Park School will, with the assistance of Dalton Public Schools, provide assistance to parents of children served by the school in understanding topics such as the following, by undertaking the actions described in this paragraph:

- A. The Georgia academic content standards,

- B. The Georgia academic achievement standards,
- C. The Georgia and Dalton Public Schools academic assessments including alternate assessments,
- D. The requirements of Title I,
- E. How to monitor their child's progress,
- F. How to work with educators
- G. DPS Student Learning Objectives assessments
- H. Georgia Milestones (grades 3-5)

Dalton Public Schools and City Park School provide assistance to parents in understanding the indicators listed above through the following means:

- 1. PTO/Family Night Meetings
- 2. Parent Teacher Conferences
- 3. Migrant program services for qualifying families
- 4. Conducting an annual survey of parents for needs and concerns
- 5. Invites parents to participate in the development of the school's parent involvement policy
- 6. Making the Title I Plan available for all parents
- 7. Invites parents to an annual informational/involvement meeting
- 8. Allocates funds for parent involvement
- 9. Provides the State's academic content standards
- 10. Provides the State's student academic achievement standards
- 11. Provides practice State and local academic assessments
- 12. Provides examples of curriculum based assessments
- 13. GOFAR access
- 14. Use of the GA Department of Education website
- 15. Access to the school website
- 16. Standards based report card process
- 17. State assessment results provided to parents
- 18. Topical monthly *Report to Parents* (provided through NAESP)

4. City Park School, with the assistance of Dalton Public Schools, will provide materials and training to help parents work with students to improve their child's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

Opportunities are provided for parents to learn about the teaching and learning process and to access materials through the following means:

- A. Material checkout is provided upon request
- B. Guided Reading books are sent home daily
- C. Teacher led content workshops to familiarize parents with content and grade level standards
- D. Parent Liaison/Parent English classes
- E. Use of the school media center
- F. Informational meetings on various topics
- G. Response to Intervention Meetings
- H. Parent-Teacher conferences
- I. Family Night content focus sessions
- J. Parent Resource Room materials

5. City Park School will, with the assistance of the Dalton Public Schools and parents, educate its teachers, pupil services personnel, principal, 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 the school, by:

- A. School Plan includes a Professional Learning Community component that fosters a school-home partnership
- B. District LC trainings
- C. School LC trainings
- D. Math Frameworks

- E. Working on the Work framework
- F. Common Core Training
- G. Child abuse awareness training, allergy training
- H. Volunteers in the school
- I. GKIDS Training
- J. Standards based reporting training
- L. Recruit and retain bilingual teachers and paraprofessionals to embrace the cultural heritage of our majority Hispanic population
- M. Migrant program services

6. **City Park 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 Instructional Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:**

City Park School has three state funded Pre-Kindergarten classrooms under the supervision of certified teachers and paraprofessionals. To the extent possible the school provides orientation programs and cooperates with other existing programs to support services for preschool children. There are community based programs providing services for our students and their families that work collaboratively with the school and families. Examples of local agencies and services that integrate parent involvement programs with the school are:

- A. Orientation for future Panthers (area preschool programs)
- B. Public Health Department
- C. Northwest GA Healthcare Partnership
- D. Dalton Fire and Police Departments
- E. Boys Scouts/Girl Scouts
- G. After School Program
- H. Literacy Nights
- I. Creative Arts Guild
- J. City Hall
- K. Bradley Wellness Center
- L. Big Brothers/Big Sisters
- M. Whiz Kids tutoring program
- N. Boys and Girls Club
- O. City of Refuge
- P. First United Methodist Church
- Q. Bright from the Start
- R. Creative arts Guild
- S. Dalton State College, Covenant College
- Y. Home Depot

7. **City Park School will to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meeting, and other activities, is sent to the 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. Panthers' Post Newsletters (English and Spanish)
- B. School website posted in both English and Spanish
- C. Flyers/Pamphlets (English and Spanish)
- D. Afternoon and evening informational meetings (translator provided)
- E. PTO meetings (Use of Translator system)
- F. Family Nights (translators provided)
- G. Orientation (translators provided)
- H. Parent Teacher Conferences (translators provided)
- I. Bilingual staff provided as need in the front office reception area
- J. Annual Title I Parent Meeting

Part IV. Discretionary School Parental Involvement Components

City Park School provides opportunities for Parental Involvement as indicated under the following categories:

1. Parenting

Parenting services are provided through the school social worker and guidance counselor who work closely with parents and their families. In addition, a Family Liaison is housed at City Park in the Family Resource room. Connections are made with local agencies such as area churches, the Health Department, Juvenile Court, Highland Rivers, the Migrant Program, etc. to provide support for families.

2. Communicating

The school communicates with parents through the following means:

- A. Student Planners (grades 3-5)
- B. Weekly homework folders
- C. School website
- D. Panthers' Post monthly newsletters (English and Spanish)
- E. School Council
- F. Digital display board
- G. PTO (translated)
- H. Family Nights (translated)
- I. Translated parent conferences
- J. Flyers sent home (English and Spanish)
- K. All communication and documents in both English and Spanish
- L. Student handbook in English and Spanish
- M. Parent Resource Room
- N. City Park Caravan

3. Volunteering

Parent volunteerism is encouraged at City Park. An open door policy for parents encourages parents to be involved within the school. Many parents bring their children into the building each day, eating breakfast and escorting their child to the classroom. Parents are also encouraged to have lunch with their children. Parents have an opportunity to volunteer in the media center, for book fairs, and to participate in field studies away from school. Parents are encouraged to share their knowledge and expertise with students by reading to classrooms or presenting information and material. Parents are always welcome to sit in on classroom activities as an observer or participant.

4. Learning at Home

Learning beyond the classroom or school environment is always encouraged. Teachers provide extended learning opportunities for children that will involve parents in supporting the learning process. The literacy program provides children with Take Home Books to read to parents, siblings, and other family members. Through parent conferencing sessions, teachers provide parents with information that will assist them in working with their child at home. The school and state websites and newsletters also provide resources for parents to engage their children in learning experiences at home. A *Report to Parents* with various topics to support school home relations is sent home each month.

5. Decision Making

Parental involvement in the decision making process is a function of both the Parent Action Groups and PTO. Parents review the School Improvement Plan, the Title I Plan, and the Parent Involvement Plan. The annual Title I parent meeting and the parent survey also gives parents an opportunity to contribute to the decision making process. The administrators and staff are always open to any input from parents that will result in improved learning experiences for children or contribute to a more conducive school environment.

6. Collaborating With Community

City Park collaborates with many local agencies and programs that support the learning of children and provide essential services to parents and their families. The high school Buddy Program gives elementary students a high school role model. Big Brothers/Big Sisters, Girl Scouts, Boy Scouts, and Boys and Girls Club support individual students. The Whitfield County Health Department, Highland Rivers, North Georgia Healthcare Partnership, and other health and wellness agencies work in alignment with the school to provide physical and emotional support for families. The Creative Arts Guild partnership brings fine arts programs to the schools and exposes many children to performances that they would not experience outside the school setting. The school has a long term relationship with Dalton State College. This partnership provides opportunities for college students to work with children and prepare themselves to become career

educators. City Park is always open to developing community relationships that will contribute to children becoming productive citizens of the world. A tutoring program (Whiz Kids) is sponsored by Christ Presbyterian church in an after school program setting. First United Methodist Church has also established a partnership with the school.

Part V. Adoption

The City Park School Parent Involvement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A as evidenced by the agenda and minutes from The City Park School Title I Parent Meeting and posting of drafts on the School website.

This policy was formally adopted by City Park School on February 23, 2009 with the latest revision October 15, 2015. The parent policy is reviewed with parent input annually (August - September). The Policy is revised in the Fall (August - September) and made available to all stakeholders.

Principal's Signature

Revision Date: October 29, 2012
September 30, 2013
September 3, 2014
October 15, 2015
August 30, 2016
Draft: September 3, 2014