Reviewed by SIT and Administration on July 27th, 2023
Parent Review Fall 2023

James W. Smith Elementary School
2023-2024
School, Parent, and Family Engagement Policy
Community Involvement: ESEA Title I

Parent Involvement Policy

James W. Smith Elementary School believes that the education of children should be a continuous collaboration among the home, school and community. The JWS Title I Schoolwide Program along with parents shall jointly develop a written policy to be distributed to all parents at the beginning of the school year. The policy is included in the student handbook and is part of the student's intake package. Each student is given a copy of the handbook at the time of enrollment, whether it's the first day or during the school year. Thereafter, review of the policy occurs annually by the School Cabinet, Title I Parent Representatives, and grade level teachers. Each year, approval of the Title I School, Parent, and Family Engagement Policy will be received at the Title I Spring Annual Meeting.

Annual Public Meetings

Using flyers, school newsletters, social media outlets, electronic notices via phone and email, and notices on weekly reports, all parents are informed and invited to attend scheduled annual fall and spring Title I meetings. Each meeting will provide parents with information about the Title I Schoolwide Program at JWS.

In the spring, an annual Title I meeting will provide parents the opportunity to review the parent involvement policy and share their concerns and suggestions for improvements for the upcoming school year. This meeting also solicits from parents an evaluation of the current school year's program.

Flexible Meetings/Regular Meetings

Regular and scheduled parent meetings or conferences will be held throughout the school year at various times of the day to provide continued information, support and resources for parents. Each teacher or administrator schedules parent/student conferences whenever deemed necessary by the school or when requested by the parents. These conferences may be held before, during, or after school hours. Contact your student's teacher to schedule a conference. Conferences may be held via email, phone, or other virtual platforms.

Involving Parents

The School Improvement Team and goal teams, which consist of a cross-functional representation of the staff along with parent representatives, will plan and implement activities addressed in the Title I Schoolwide Program and Parental Involvement Plan. This team will review and discuss any matters concerning the program's planning and implementation of activities for approval. Parents are encouraged and welcomed to attend any and all school activities.

Timely Information

Grade level parent orientation meetings will be scheduled to inform parents about the various programs and curriculum used at James W. Smith Elementary School. Parents are informed about their children's academic goals and measures according to state and local standards.

Conferences can be scheduled for parents to meet with their child's teacher to discuss proficiency levels in math, reading, writing, behavior, or any other areas of concern. Individual times are scheduled for each parent. Conferences can be held via email, phone, or other virtual platforms.

Parent Comments

A copy of our school's Title I plan and parental involvement policy is kept on our school website so parents may look at the plan and provide suggestions for improvements or comments about the plan. Feedback is requested in the form of surveys as well as using plus/deltas at meetings and programs. Parents are encouraged to share concerns/suggestions to staff members at James W. Smith Elementary School. We have a parent representative on our School Improvement Team who is willing to take concerns and suggestions to our team.

Parent Compacts

A learning compact will be developed by a committee made up of teachers, parents, administrators and students from the district level and school level. This compact will define goals, learning expectations, and shared responsibilities of the school, parents, and students. A compact will be provided for students who enroll after the first day of school. A copy of these compacts will be kept by the classroom teacher and parent, as well as in the Title I room. These compacts will be used by the classroom teachers during parent conferences to remind the parent and student of commitments made for success. This compact was part of your PowerSchool enrollment at the beginning of the year and James W. Smith sent a hard copy in the opening packet as well.

Parent Assistance

State and local expectations are shared with parents at orientation for grades K through 5, within the first month of school as data becomes available. In addition classroom and district data will be shared with parents as they become available as well. All grade levels send home interim progress reports and special letters, which indicate the child's progress on benchmark assessments. Families are encouraged to contact their classroom teacher at any time throughout the year if they have questions regarding their student's progress and performance.

Materials and Training

Training opportunities will come through Family Nights planned by each grade level that involve parents and students working on curricular areas similar to what is expected of students throughout the school day.A variety of informational meetings or workshops will be offered at James W. Smith Elementary School. Parents will be invited to attend these trainings, which address a variety of topics such as the grade level transition and preparing for the End-of-Grade tests. These training(s) will take place over several sessions. To help build a partnership between families and the school, students will join their parents in

Materials and Training (continued)

these sessions. Parents of upcoming Kindergarten students will be invited to an informational session. This session includes strategies and ideas that parents can use to assist their children prior to Kindergarten to ensure a successful start.

Education of School Personnel

Through James W. Smith Elementary School's commitment to continuous improvement, our staff has a focus on developing partnerships with parents, students, and community members to provide assistance in achieving school and classroom goals. This system of continuous improvement yields feedback that is part of the process to monitor how well we educate our school personnel in the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; coordinate parent programs; and build ties between parents and the community.

Coordinating and Integrating

James W. Smith Elementary School shall continue to collaborate and coordinate with other external agencies or organizations, as needed, to provide the maximum educational opportunities available.

Information

Classroom teachers and the administration send home notices on a regular basis, such as the Family and Community Update, weekly newsletters, progress reports, etc. We also use our social media outlets, such as Facebook, Twitter, Class Dojo and our school website. Teachers also keep an individual teacher web page with information that parents can access online as well as email correspondence between school and home is available. As a school we use a calling system called Blackboard to call our school families with important information and share upcoming events. Communications, when possible, are sent in the home language. ESOL will translate any information if requested by the parent.

Parental Accommodations

Every parent, regardless of English literacy level or disability, shall be afforded the opportunity to participate in their child's educational environment. Certified interpreters are provided for meetings, conferences between parents and teachers. The ESOL and EC teachers will work with teachers and parents to ensure that there is communication between school and home. James W. Smith Elementary is handicap accessible.