

# J. W. SMITH ELEMENTARY

BEMIDJI AREA SCHOOLS  
Family Engagement Plan  
2018-2019

## DISTRICT MISSION:

J.W. Smith Elementary is committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to support high achievement of our children. We can't do this job alone. Parents and families play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

## PART I. SCHOOL FAMILY ENGAGEMENT PLAN REQUIRED COMPONENTS

J. W. Smith Elementary will develop and revise the school Family Engagement Plan jointly with parents/guardians of the school and will distribute and make the plan available to families and the local community.

| Actions                   | Date | Person(s) Responsible    |
|---------------------------|------|--------------------------|
| Family Engagement Meeting | May  | Title I Teachers/Parents |
| Website                   | May  | Site Manager             |
| File in Title I Folder    | May  | Title I Teachers         |

J. W. Smith Elementary will hold an annual Title I meeting, in which families are informed about their school's participation in Title I. Parents will be informed of the requirements of Title I, and the right of families to be involved in the education of their children.

| Actions                     | Date Due                  | Person(s) Responsible             |
|-----------------------------|---------------------------|-----------------------------------|
| Parent Compacts             | October/March Conferences | Classroom/Title I Teachers        |
| Parent Advisory Council     | November                  | Title I Teachers/Title I Director |
| Parent Intervention Letters | November                  | Title I Teachers                  |

J. W. Smith Elementary will offer a flexible number of meetings/activities, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as deemed necessary to help remove barriers to parent/guardian participation in these school activities and meetings.

| Actions                                | Date Due          | Person(s) Responsible                           |
|--|-------------------|---|
| Family Reading Days                    | December/May      | Title I Teachers/Principal                      |
| Back to School Night                   | September/October | Title I Teachers/Classroom Teachers/Principal   |
| MCA Celebration                        | April             | Title 1 Teachers/ Classroom Teachers/ Principal |
| Family Picnic Day                      | May               | Title I Teachers/Classroom Teachers/Principal   |
| Parent Involvement All School Activity | April/May         | Title 1 Teachers/ Classroom Teachers/ Principal |

J. W. Smith Elementary will involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school.

| <b>Actions</b>          | <b>Date Due</b>       | <b>Person(s) Responsible</b>      |
|-------------------------|-----------------------|-----------------------------------|
| Parent Advisory Council | September/January/May | Title I Teachers/Title I Director |

J. W. Smith Elementary will provide families:

- timely information about the school's programs;
- 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; and
- if requested by families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

| <b>Actions</b>              | <b>Date Due</b>         | <b>Person(s) Responsible</b>                  |
|-----------------------------|-------------------------|---|
| Parent/Teacher Conferences  | October/March           | Classroom Teachers/Title I Teachers/Principal |
| Parent/School Compacts      | October/ March          | Classroom Teachers/Title I Teachers           |
| Parent Advisory Council     | September/ January/ May | Title I Teachers/ Title I Director            |
| Parent Intervention Letters | Throughout school year  | Title I Teachers                              |

## **PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level family/community engagement, each school shall jointly develop with families for all children a school-family compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a family/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to families on their children's progress; and
- Provide families with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

| <b>Actions</b>             | <b>Date Due</b>         | <b>Personal Responsible</b>                   |
|----------------------------|-------------------------|---|
| Parent/Teacher Conferences | October/March           | Classroom Teachers/Title I Teachers/Principal |
| Parent/School Compacts     | October/ March          | Classroom/Title I Teachers                    |
| Parent Advisory Council    | September/ January/ May | Title I Teachers/Title I Director             |

## **BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT**

J. W. Smith Elementary will ensure effective involvement of families/community and will support a partnership among the school, families, and the community to improve student academic achievement. The school will –

- provide assistance to the families as appropriate, in understanding topics such as the State’s academic content and achievement standards, State and local academic assessments, and how to monitor a child’s progress and work with educators to improve the achievement of their children;
- provide materials and training to help families to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster family involvement;

| <b>Actions</b>                         | <b>Date Due</b>     | <b>Person(s) Responsible</b>                           |
|--|---------------------|--|
| Student Orientation                    | August              | Teaching Staff/Title I Teachers/Principal              |
| Title I Website                        | Throughout the year | Website Manager  |
| Title I Family Events/ Parent Meetings | Throughout the Year | Classroom/Title I Teachers/Paraprofessionals/Principal |
| Parent/Teacher Conferences             | October/ March      | Classroom Teachers/Title I Teachers/Principal          |

J. W. Smith Elementary will educate teachers, pupil services personnel, principals, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate family programs, and build ties between families and the school;

| <b>Actions</b>                                  | <b>Date Due</b>     | <b>Person(s) Responsible</b>                  |
|---|---------------------|---|
| Student Orientation                             | August              | Classroom/Title I Teachers/Principal          |
| All Star Bulletin/Friday Folders/School Website | Throughout the year | Classroom Teachers/Title I Teachers/Principal |
| Parent/Teacher Conferences                      | October/ March      | Classroom/Title I Teachers/Principal          |

J. W. Smith Elementary, to the extent feasible and appropriate, will coordinate and integrate family involvement programs and activities with Head Start, public preschool programs and other organizations and programs with similar interests in supporting families as partners in their children’s education.

| <b>Actions</b>        | <b>Date Due</b> | <b>Person(s) Responsible</b> |
|-----------------------|-----------------|------------------------------|
| Kindergarten Round-Up | April           | Teaching Staff/Principal     |

J. W. Smith Elementary will ensure that information related to school and family programs, meetings and other activities is sent to the families in a format and, to the extent practicable, in a language families can understand.

| <b>Actions</b>               | <b>Date Due</b>     | <b>Person(s) Responsible</b>                   |
|------------------------------|---------------------|--|
| Parent/School Compacts       | October/ March      | Classroom Teachers/Title I Teachers            |
| Weekly Newsletter (All Star) | Throughout the year | Principal                                      |
| Title I Letters              | Throughout the year | Title I Teachers                               |
| Family Event Letters         | Throughout the year | Classroom Teachers, Title I Teachers/Principal |

**PART III ACCESSIBILITY REQUIREMENTS**

In carrying out the family involvement requirements, schools, to the extent practicable, will provide full opportunities for the participation of families with children with limited English proficiency, and families with children with disabilities, including providing information and school reports in a format and, to the extent practicable, in a language families can understand. **PART IV ADOPTION**

This J. W. Smith Elementary Family Engagement Plan has been developed jointly with, and agreed on with, families of children participating in the school's Title I program, as evidenced by meeting minutes.

The Family Engagement Plan was developed by J. W. Smith Elementary on [May 11, 2018] and will be in effect for the period of one school year. The school will distribute this Family Engagement Plan to all families and make it available to the community on or before [June 30, 2018].

Patricia A. Waite  
 (Principal Signature)

These families were involved with the development of this document at a meeting held by the school on the date(s) listed above.

| PARENT NAME PRINTED | PARENT SIGNATURE   |
|---------------------|--|
| Allen Murray        |  |
| Brittney Murray     |  |
| Robin Harris        |  |
| Angie Berg          |  |
| Barry Olson         |   |
| Annie Laituri       |  |
| Chris Bush          |  |

*Amanda Sherwood*  
 Add additional pages if needed.

*Amanda Sherwood*