



**OXFORD SCHOOL DISTRICT
Bramlett Elementary School**

Parent and Community Involvement and Engagement Plan
2022 - 2023

A. PARENT AND COMMUNITY INVOLVEMENT MISSION:

Bramlett Elementary School will engage in an ongoing process to build capacity and create tools to foster partnerships among families, school, and community. These partnerships will result in shared responsibilities for student, school, and community success. We realize that family engagement is a core component of us empowering our students as families are critical partners in their child’s learning.

B. PARENT INVOLVEMENT PLANNING:

Bramlett Elementary School will:

- 1 - Convene an annual parent and community meeting at a convenient time each year.
- 2 - Hold parent and community meetings in which we will provide information regarding Title I programs, the school curriculum, academic assessments, student progress, and the proficiency requirements students are required to meet in order to progress from grade to grade. Through regular meetings and yearly surveys, parents will have an opportunity to make suggestions and to participate in decisions relating to the education of their children.

Activity or Task <i>(What will be done?)</i>	People Responsible <i>(Who will be doing it?)</i>	Timeline <i>(When will it be done?)</i>	Steps <i>(How will it be done?)</i>	Accountability and Evaluations <i>(How success will be measured?)</i>
Open House	Teachers and School Administrators	July 28, 2022 (3:30-5:30)	Introduction of school and staff to students and their families	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
School Title I Annual Parent / Back to School Night	Teachers, School Administrators, PTO	August 25, 2022 (5:30 pm - 6:30 pm) 1	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys

C. SCHOOL-PARENT COMPACT: SHARED RESPONSIBILITIES FOR ACADEMIC ACHIEVEMENT:

1 - Bramlett Elementary School will support student learning in the following ways:

a - provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet Mississippi's academic achievement standards as follows:

Bramlett Elementary School will provide curriculum based on Mississippi's College and Career Readiness Standards and provide differentiated instruction delivered by certified, high-quality staff. Helpful hints and activities to assist learning at home will be provided throughout the year. Teachers receive continuous professional development provided by in-district and out-of-district staff and consultants. Our teachers provide the best instruction possible utilizing research-based instructional strategies.

b - Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's academic achievement.

Parent-teacher conferences are held regularly and this compact will be discussed as it relates to your child's academic achievement.

c - Provide parents with frequent reports on their children's progress.

The Annual Meeting will take place at Bramlett Elementary School on August 25, 2022 as an in-person meeting. This document will be discussed at that time. Parents are provided frequent academic achievement reports including Progress Reports each nine weeks (October, January, March, and May) and STAR Early Literacy Parent Reports. Important report and standardized assessment dates and on-going information, will be announced using parent newsletters, social media, both the school and district websites, and principal newsletters. Parent conferences will be held three times a year to discuss student assessment data and parents will be provided additional resources to help work with their children at home.

d - Provide parents reasonable access to staff.

Parents may request a conference or a meeting with the teacher by either calling the school at 662-234-2685, by sending a note in your

child's folder, sending an e-mail, or message through School Status to the teacher.

- e - Provide parents opportunities to volunteer in their child's school and to participate in school activities.

Every parent will be invited to attend at least one face-to-face conference during the first semester. During this conference, your child's progress, daily work habits, areas of attention and classroom behavior will be discussed. Additional conferences may be held, as requested by parents or teachers, and may be scheduled by calling the school office (662-234-2685,) or via written communication including email.

The current volunteer policy is defined on the OSD website at www.oxfordsd.org. Volunteer opportunities will be established by the teacher and communicated to parents and the front office. Parents should follow visitor procedures when coming to volunteer.

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Parent Conferences to discuss student progress	Teachers and School Administrators	Round 1 - October 17 - November 18 Round 2 - February 6 - March 10 Round 3 - April 10 - May 12	Face to Face Individual Conferences held during the school day as parents choose appointment times	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Kindergarten Roundup for upcoming kindergarten students to visit Bramlett	Teachers, School Administrators, PTO	April 2023	Family Event	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys

Activity or Task <i>(What will be done?)</i>	People Responsible <i>(Who will be doing it?)</i>	Timeline <i>(When will it be done?)</i>	Steps <i>(How will it be done?)</i>	Accountability and Evaluations <i>(How success will be measured?)</i>
At-Risk Meetings	Behavior Coach, Intervention Coordinator, Teachers, School Administrators, School Counselor, Chief of Student Services	Ongoing (every 2 weeks)	Scheduled Meetings to discuss student progress every 2 weeks	Attendance
MTSS Meetings	Intervention Coordinator, Reading and Math Interventionists, Behavior Coach, Teachers, School Administrators, School Counselor,	Ongoing (at the end of each nine weeks)	Scheduled Meetings to discuss tier student progress every 9 weeks	Attendance and Parent Feedback on Student Parent Satisfaction Surveys
Grade Level or Subject Area PLC Meetings	Teachers, School Administrators, District Literacy and Math Instructional Coaches	Ongoing (weekly)	Scheduled meetings to collaborate, plan, and discuss student data	Attendance

2 - Parents will support student learning in the following ways:

- a - Have your child at school each day on time.
- b - Give your child support and a quiet place to complete homework.
- c - Encourage your child to read or read to your child 15 - 20 minutes each day, without distractions.
- d - Participate in decisions about your child's education through parent conferences, PTO, committees, etc.
- e - Be engaged in your child's education and ask for help from the school to help you assist your child in his/her efforts at home.
- f - Emphasize the importance of "every day" math in your child's life.
- g - Participate in Family Night Activities with your child.

3 - Students will share the responsibility to improve academic achievement in the following ways:

- a - Attend school every day ready to learn.

- b - Complete any homework given for the day.
- c - Read something of interest every day outside of school time.
- d - Deliver all notices and information you may receive at school to an adult in your home.
- e - Give maximum effort to your education at all times.

D. BUILDING CAPACITY FOR PARENT INVOLVEMENT AND COMMUNITY ENGAGEMENT:

Bramlett Elementary School will:

- 1 - Foster parental involvement and community engagement by providing information regarding Title I requirements, curriculum standards, and student achievement within the school and district. Bramlett Elementary School will provide materials and training as applicable. Trainings will focus on helping parents to prepare and assist their children for learning at school and at home. Trainings will also focus on building community partnerships. To the extent practical, information regarding parent trainings, meetings, and activities will be provided in a language parents and community members can understand.

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Open House	Teachers and School Administrators	July 28, 2022 (3:30-5:30)	Introduction to BES staff as a come and go event	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
School Title I Annual Parent Meeting	Teachers, School Administrators, PTO	August 25, 2022 (5:30 pm - 6:00 pm)	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Back to School Night (Parent- Teacher Classroom Meetings)	Teachers and School Administrators	August 25, 2022 (6:00 pm - 6:30 pm)	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys

Family Literacy Night	Teachers and School Administrators	November 10th (5:00 pm - 6:00 pm)	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Activity or Task <i>(What will be done?)</i>	People Responsible <i>(Who will be doing it?)</i>	Timeline <i>(When will it be done?)</i>	Steps <i>(How will it be done?)</i>	Accountability and Evaluations <i>(How success will be measured?)</i>
Parent Conferences to discuss student progress	Teachers and School Administrators	Round 1 - October 17 - November 18 Round 2 - February 6 - March 10 Round 3 - April 10 - May 12	Face to Face Individual Conferences held during the school day as parents choose appointment times	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Spring PTO Meeting	Teachers, School Administrators, PTO	Spring 2023 Date TBD	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Family Literacy and Math Night	Teachers and School Administrators	Spring 2023 Date TBD	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
District Title I Annual Parent / Community Meeting	Chief of Accountability and Accreditation, School Administrators, School Employees, Parents, Other Committee Members as assigned	November 7, 2022	Face to Face Meeting held during the school day hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys

2 - Educate teachers, administrators, and other staff concerning the value of parent and community contributions. The school will also train staff how to work with parents as equal partners and build community partnerships.

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Professional Development	Oxford School District, School Administrators, MDE	Ongoing	On-going Professional Development throughout the year	Employee Participation, Employee Feedback on Studer Employee Experience Surveys
Monthly Faculty Meetings	School Employees, School Administrators	Ongoing (monthly)	Monthly Faculty Meetings	Employee Participation, Employee Feedback on Studer Employee Experience Surveys
Grade Level or Subject Area PLC Meetings	Teachers, School Administrators, District Literacy and Math Instructional Coaches	Ongoing (weekly)	Scheduled meetings to collaborate, plan, and discuss student data	Attendance

E. ACCESSIBILITY:

Bramlett Elementary will:

- 1 - Bramlett Elementary School will provide full opportunities for parental involvement for parents of children who are homeless, limited English proficient, have disabilities, or migratory status. Information provided to parents will, to the extent practical, be offered in a language they can understand.

Activity or Task <i>(What will be done?)</i>	People Responsible <i>(Who will be doing it?)</i>	Timeline <i>(When will it be done?)</i>	Steps <i>(How will it be done?)</i>	Accountability and Evaluations <i>(How success will be measured?)</i>
Translators for parent meetings	Contracted Translator	Ongoing	Ongoing Parent Meetings support to prevent language being a barrier	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Parent Communication	Teachers, School Administrators	Ongoing (as needed)	Communication using School Status as needed in home language as identified by families	School Status Communication Logs and Parent Feedback on Studer Parent Satisfaction Surveys
Translated Parent Communication	Teacher, School Administrators, EL Coordinator, and volunteers through University of MS partnership	Ongoing (as needed)	Google folder was created for teacher(s) to share important items such as newsletters and/or permission slips that can be translated	Return rate of items sent home; Parent Feedback on Studer Parent Satisfaction Surveys

F. ADOPTION:

Parent Involvement Statement of Adoption	Effective Date of Plan	Distribution on the Parent Involvement Plan	Parents, Staff, and Community Members who Participated in the Development of the Plan
<p>This Parent and Community Involvement and Engagement Plan has been developed jointly with, and agreed upon by parents of children attending Bramlett Elementary School.</p>	<p>The Parent and Community Involvement and Engagement Plan was developed in October 2022, will be reviewed by the federal programs team in November 2022, and will be in effect for the period of the 2022-2023 school year.</p>	<p>Bramlett Elementary School will distribute this Parent and Community Involvement and Engagement Plan to all parents and will make it available to the community upon completion on the Bramlett Elementary School website. Updates to the plan will be made as needed and will remain available to parents.</p>	<ul style="list-style-type: none"> * Chelsii Benson- Parent * Sarah Rose Lomenick - Parent * Anna Webb-K Teacher * Angela Butler- K Teacher * Beth Parker- Intervention Coordinator * SuzAnne Liddell - Chief of Accountability and Accreditation * Misa Presley-Principal