



OXFORD SCHOOL DISTRICT
Oxford Early Childhood Center

Parent and Community Involvement and Engagement Plan
 2023 - 2024

A. PARENT AND COMMUNITY INVOLVEMENT MISSION:

Oxford Early Childhood Center will build capacity and create tools to foster partnerships among families, school, and community that result in shared responsibilities for student, school, and community success.

B. PARENT INVOLVEMENT PLANNING:

Oxford Early Childhood Center 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 31, 2023 (individual appointments scheduled between 8:00 am and 3:00 pm)	Individual Meetings with Families	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
School Title I Annual Parent / Community Meeting	Teachers, School Administrators, PTO	August 17, 2023 (5:30 pm - 6:30 pm)	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys

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Parent- Teacher Classroom Meetings	Teachers and School Administrators	August 17, 2023 (5:30 pm - 6:30 pm)	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Family Literacy and Math Pizza Night	Teachers and School Administrators	November 14 (5:30 pm - 6:30 pm)	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Parent Conferences to discuss student progress	Teachers and School Administrators	Round 1 - October 16 - 27 Round 2 - January 12 - 26 Round 3 - April 5 - 19	Face to Face Individual Conferences held during the school day as parents choose appointment times	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	Fall 2023 Date TBD	Face to Face Meeting held during the school day hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Spring PTO Meeting	Teachers, School Administrators, PTO	Spring 2024 Date TBD	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Family Literacy and Math Ice Cream Night	Teachers and School Administrators	Spring 2024 Date TBD	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Student Art Show	Teachers and School Administrators	Spring 2024 Date TBD	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 - Oxford Early Childhood Center (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:

Oxford Early Childhood Center will provide curriculum based on the Mississippi Early Learning 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 training 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 Oxford Early Childhood Center on August 23, 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), STAR Early Literacy Parent Reports, and Power School Reports related to student attendance. Important report and standardized assessment dates, as well as regular 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 662-371-1630, by sending a note in your child's folder, or sending an e-mail message 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 (662-371-1630) 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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Pre-K Recruitment	Teachers and School Administrators	March 2024	On-line Registration and Parent Meeting	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Pre-K Transition to School Event	Teachers, School Administrators, PTO	April 2024	Family Event	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys

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MTSS and At-Risk Meetings	Teachers, School Administrators, School Counselor, Chief of Students	On-going (every 2 weeks)	Scheduled Meetings to discuss student progress every 2 weeks	Attendance
LOU ELC PLC Meetings	Teachers, Teacher Assistants, School Administrators, Director of Early Childhood and Reading Development	On-going (monthly)	Scheduled Meetings to collaborate with other early childhood sites within our pre-k collaborative	Attendance
Grade Level or Subject Area PLC Meetings	Teachers, School Administrators, District Literacy and Math Instructional Coaches	On-going (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:

Oxford Early Childhood Center 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. Oxford Early Childhood Center 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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Parent Conferences to discuss student progress	Teachers and School Administrators	Round 1 - October 24 - November 18 Round 2 - February 27 - March 24 Round 3 - May 1 - 18	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 2024 Date TBD	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Family Literacy and Math Ice Cream Night	Teachers and School Administrators	Spring 2024 Date TBD	Face to Face Meeting held during nighttime hours	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Friends of the Library Meetings	Teachers, School Administrators, Librarian, Parents	September 18, 2023 (Fall) Spring 2024 Date TBD	Library Parent Meeting	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
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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	On-going	On-going Professional Development throughout the year	Employee Participation, Employee Feedback on Studer Employee Experience Surveys
Monthly School Family Meetings for All Employees	School Employees, School Administrators	On-going (monthly)	Monthly School Family Meetings	Employee Participation, Employee Feedback on Studer Employee Experience Surveys
LOU ELC PLC Meetings	Teachers, Teacher Assistants, School Administrators, Director of Early Childhood and Reading Development	On-going (monthly)	Scheduled Meetings to collaborate with other early childhood sites within our pre-k collaborative	Attendance
Grade Level or Subject Area PLC Meetings	Teachers, School Administrators, District Literacy and Math Instructional Coaches	On-going (weekly)	Scheduled meetings to collaborate, plan, and discuss student data	Attendance

E. ACCESSIBILITY:

Oxford Early Childhood Center will:

1 - Oxford Early Childhood Center 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.

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ESL Class for Parents of Pre-K Students	Director of Early Childhood and Reading Development	On-going (weekly)	On-going Parent Meetings to support parents learning English as a second language	Attendance and Parent Feedback on Studer Parent Satisfaction Surveys
Parent Communication	Teachers, School Administrators	On-going (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

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
This Parent and Community Involvement and Engagement Plan has been developed jointly with, and agreed upon by parents of children attending Oxford Early Childhood Center.	The Parent and Community Involvement and Engagement Plan was developed in October 2023 , will be reviewed by the federal programs team in November 2023 , and will be in effect for the period of the 2023-2024 school year.	Oxford Early Childhood Center 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 Oxford Early Childhood Center web site. Updates to the plan will be made as needed and will remain available to parents.	<ul style="list-style-type: none"> * Suzanne Messer- Parent * Blair Hull - Parent * Maria Leon - Parent * Shanna Smith - Parent * Courtney Carlton - Parent * Mandy James-PK Teacher * Lori Helsel - PK Teacher * SuzAnne Liddell - OSD Federal Programs * Keri Jo Sapp-Principal * Jaleesa Mackey - Assistant Principal * Rhonda Terrell - Teacher Assistant * Pam White - Teacher Assistant * Cara Buffington - Director of Early Childhood and Reading Development

