

Oxford Preparatory School  
Title I Parent & Family Engagement Plan  
Adopted by the Board of Directors June 8, 2023

**PART I. GENERAL EXPECTATIONS**

Oxford Preparatory School (OPS) will implement the following statutory requirements:

1. OPS will utilize programs, activities and procedures to engage parents in our school, consistent with Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. OPS will work to ensure that required parent and family engagement policies meet the requirements of ESSA including a school-parent compact.
3. The Parent and Family Engagement Plan will be integrated into the School Improvement Plan.
4. OPS will, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This will include providing information and school reports in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. OPS will have the following expectations and objectives when conducting programs, activities, and procedures for meaningful parent and family engagement in order to ensure the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities, including ensuring that:
  - a. Parents play an integral role in assisting their child's learning;
  - b. Parents are encouraged to be actively involved in their child's education at school;
  - c. Parents are full partners in their child's education and are included, as appropriate, in decision making to assist in the education of their children. The Executive Officers of the OPS PTO, a parent-teacher organization that facilitates cooperation between parents, teachers, and administrators and supports the school by promoting volunteering and fundraising, serves as a standing advisory body for the Title I program. Parents will be appointed to other committees and advisory bodies as set forth by state and federal program guidance and school policies; and,
  - d. Parents participate in other activities, as described in ESSA.

**PART II. DESCRIPTION OF HOW OXFORD PREPARATORY SCHOOL WILL IMPLEMENT REQUIRED PARENT & FAMILY ENGAGEMENT POLICY COMPONENTS**

1. Oxford Preparatory School will hold Title I parent meetings quarterly each school year. These meetings will inform evaluations and planning of the program. In addition, we will take the following actions to engage families in the joint development of the Parent & Family Engagement Policy, Consolidated Application for Title I, and the School Improvement Plan:

- a. Oxford Preparatory School will hold Title 1 parent meetings quarterly to address program planning and evaluation.
- b. Parents will receive school-wide communication that includes the date and time of the PTO meetings. This will include, but not be limited to, email communication and calls from an automated calling system.
- c. All parents will be encouraged to access Oxford Preparatory School's social media pages in order to receive frequent updates on school events.
- d. All parents' contact information will be entered into the BrightArrow system so they receive emails and texts at least twice monthly that includes important information and meeting dates.

2. OPS will take the following actions to engage families in the process of school review and improvement:

- a. At least one parent will serve on the School Improvement Team.
- b. OPS will engage with the PTO to solicit information from parents who are not on the School Improvement Team.
- c. OPS will conduct annual parent input processes that may include, but not be limited to surveys to collect parent input for the development of Title I planning and program evaluation.

3. OPS will provide the following necessary coordination, technical assistance, and other support to assist and build the capacity of school staff and stakeholders to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance:

- a. OPS will have formal and informal meetings with parents to see what types of training and information they would like to receive to assist them as they try to help their children at home.
- b. OPS will announce all parent meetings and other informational resources via teacher newsletters, school newsletters, social media posts, the school webpage, and other communication mechanisms.

4. OPS will, to the extent feasible and appropriate, coordinate and integrate parent involvement strategies with relevant Federal, State, and local laws and programs by:

- a. Reviewing Federal, State, and local laws and programs annually to ensure coordination and integration; and
- b. Meeting regularly with parents and making sure that we share information from each meeting at all planning meetings.

5. OPS, with parent involvement, will conduct an annual evaluation of the content and effectiveness of our Parent & Family Engagement Policy. The evaluation will seek to identify barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) by collecting parent input through surveys or other valid data collection methods;

a. Surveys, when used, will be available online through the school website and on paper by request when parents do not have electronic access to the survey.

b. School personnel will encourage parents to participate in all data collection processes, including surveys.

6. OPS will use the findings of the annual evaluation of this policy and associated activities to design evidence-based strategies for more effective parental involvement and to revise the policy if necessary. Results of the annual evaluation will be shared at a School Improvement Team meeting and a written summary of the results will be shared with parents electronically in a paper format upon request.

7. OPS will employ the following activities to build capacity for strong parent and family engagement, to ensure effective involvement of families, and to support a partnership among the school, parents, and the community to improve student academic achievement:

a. Information will be disseminated to parents to facilitate their understanding of topics including:

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators.

b. OPS will provide materials and/or training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology to foster parental and family engagement, by:

- hosting face-to-face opportunities and providing access to print and/or online resources to help parents enhance their awareness of reading strategies that can help their child be successful; and,
- provided coaching and feedback in formal or informal meetings, conferences, and conversations.

8. OPS staff members will receive professional growth opportunities to enhance their ability to reach out to, communicate with, and work with parents as equal partners; understand the value and utility of the contributions of parents; and how to implement and coordinate parent programs and build ties between parents and school by:

a. providing training to enhance teachers' and other staff members' awareness of the importance parent involvement and to provide them with examples of outreach methods;

b. maintaining a focus on the importance of positive relationships with parents;

c. taking steps to ensure that information related to the school and parent programs, meetings, 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;

d. sending class newsletters which will include Title I information, in standard English and an alternate language if necessary and as practicable; and e. using an automated calling system and providing calls in an alternate language when necessary, as practicable.

9. OPS will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs.

### PART III ADOPTION

This Parent & Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted by Oxford Preparatory School and the Board of Directors on June 8, 2023.