

Lynchburg City Schools  
Division Level Parent and Family Engagement Policies  
2023-2024

**PART I. GENERAL EXPECTATIONS**

Lynchburg City Schools (LCS) agrees to implement the following statutory requirements:

- LCS will put into operation programs, activities and procedures for the engagement of parents and families in all Title I, Part A programs, consistent with section 1116 of the Every Student Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- LCS will work with the school division to ensure the required school-level parent and family engagement policies meet the requirements including the school-parent compact.
- LCS will incorporate this district wide parent and family engagement policy into its Title I/School Improvement Plans. Title I Schools have one consolidated plan for 2023-2024
- In carrying out the parent and family engagement requirements, to the extent practicable, LCS and each individual school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If LCS's plan for Title I, Part A is not satisfactory to the parents of participating children, LCS will submit any parent comments with the plan when LCS submits the plan to the State Department of Education.
- LCS will involve parents of children served by Title I schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement are spent, and will ensure that not less than ninety-five percent of the one percent reserved for parent and family engagement goes directly to the schools.
- LCS will be governed by the following statutory definition of parent and family engagement and expects that its Title I schools will carry programs, activities and procedures in accordance with this definition:

*Parental and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents and families play an integral role in assisting their child's learning;*
- (B) that parents and families are encouraged to be actively involved in their child's education at school;*

- (C) that parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1116 of the ESSA.*

**PART II. DESCRIPTION OF HOW LCS WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

1. LCS will take the following actions to involve parents and families in the joint development of its plan:

*LCS will maintain a division-level Parent and Family Engagement Committee that consists of representatives from each school. Each elementary school will designate a minimum of 1-2 parent representatives to serve on this committee. Parents will be contacted through emails, letters, and/or phone calls about meeting dates and times so they have the opportunities to provide their input. As each Title I Team meets in person or via Zoom, they should include parent and family representatives to the extent practicable. These parents and family members will be included in making decisions about the building level parent and family engagement policy, how funds are used, as well as other parent matters.*

2. LCS will take the following actions to involve parents in the process of school review and improvement:

*Each elementary school will have parent representatives to serve on the Title I Schoolwide Planning/School Improvement Committee. The committee will meet at various times during the year to formulate and/or review the school improvement plan. Parents have the opportunity to provide feedback and make suggestions about various programs that their site school offers.*

3. LCS will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

*LCS will continue to utilize division-level staff members including the Chief Academic and Student Services Officer, Director of Instruction and Programs, Instructional Supervisor for Elementary, Grant Supervisor and others to assist schools with seeking parent feedback and on the development of parental involvement activities at the school level. Individual schools will host parent and family engagement conferences, home visits, phone calls, and family engagement events throughout the year to help build the capacity of families.*

4. LCS will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies under the following other programs: Head Start, Virginia Preschool Initiative, McKinney-Vento Homeless Assistance Act, and others as appropriate, by:

*Selected Lynchburg City School personnel serve on the Smart Beginnings Coalition and other early childhood education initiatives. Lynchburg City Schools implements the Virginia Preschool Initiative Program and works collaboratively with the local Head Start Program and early education stakeholders. Lynchburg City Schools employs a full-time Coordinator of Pre-Kindergarten and a full-time Homeless Education Specialist to help meet the needs of all students.*

5. LCS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). LCS will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies.

*All parents of students enrolled in Title I schools are asked to complete an annual parent survey. The survey is used to plan for the following year's activities. Parents are also asked to provide feedback in the division-level School Culture Survey conducted each fall. Parents are also asked to serve on committees that focus on the parental needs of each school and on the Superintendent's Parent Advisory Board. Meetings are held during the school year to discuss changes and concerns that reflect all of the city schools' parents. Parents will continue to play an active part in these meetings by developing future parent friendly surveys and developing subcommittees that will address the developing needs of our parent population.*

- I. LCS will build the school's and parents' capacity for strong parent and family engagement, in order to ensure effective engagement and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - A. LCS will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by LCS, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph.
    - Virginia's academic content standards,
    - Virginia's student academic achievement standards,
    - State and local academic assessments, including alternative assessments,
    - how to monitor their child's progress,
    - how to work with educators, and
    - how to help their children at home

*Schools will provide workshops during each school year to assist parents in the understanding and requirements and expectations of the Standards of Learning. Materials and supplies in the core content areas are provided to parents during these workshops for each family to use at home as support for their*

*child. The state Standards of Learning objectives are sent home to parents to explain the content to be taught. Letters are given to every parent at each elementary school, which address the highly qualified status of each employee at the school. Teachers have parent conferences to give information on student progress and address ways to monitor and to help their children at home. Information regarding student work and school events are sent home to parents. Parent newsletters include tips on how to communicate with the school and the child's teacher, monitoring the child's progress, educational activities, building self-esteem and responsibilities, organizing and various other topics.*

- B. LCS will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and technology training, as appropriate, to foster parental involvement, as described below:

*A variety of parent workshops are given at all elementary schools through the school year. These workshops are based on surveyed needs and requests of each school's parents. Workshops are given at a variety of times during the day to reach a larger number of parents. Workshops include materials and supplies for all parents as well as activities parents can use at home to support their child's education. Specific strategies about improving literacy in the home environment are shared with parents. In addition, parents are guided through programs in the computer labs and given the opportunity to experience the hands-on learning their child experiences through technology.*

- C. LCS will, with the assistance of its schools, educate its teachers, student services personnel, principals, and other key staff in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents and families, and in how to implement and coordinate parent and family engagement programs and build ties between parents and families and schools, as described below:

*LCS utilizes an annual School Culture Survey and the individual parent surveys conducted at each school to gain information about the strengths and weaknesses of parental involvement efforts. One of the areas of review is the strength of communication between the school, parents, and the community. The results of the survey are analyzed and shared with staff through a variety of means. The data from the individual school surveys is used to plan future family engagement initiatives and activities and address strengths and any weaknesses noted on the surveys. Each school also encourages parent participation on the Superintendent's Parent Advisory Committee to provide suggestions and feedback.*

- D. LCS will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, and Virginia Preschool Initiative and other programs, and conduct other activities, such as school-level parent resource centers, that encourage and support parents and families in more fully participating in the education of their children
- E. LCS will take the following actions to ensure that information related to the school as well as parent programs, meetings, and 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:

*LCS takes pride in reaching out to and notifying all families of upcoming events. In addition to communications at the school level, our Supervisor of Communications and Family & Communication Coordinator will coordinate communication outreach to include newsletters and automated phone calls to parents informing them of division/school level updates, up-coming events and meetings. This information can also be found on the LCS website at [www.lcsedu.net/parents](http://www.lcsedu.net/parents) and on individual school websites.*

This policy will be in effect for the 2023-2024 school year and reviewed on an annual basis by the Division-Level Committee.