



PART I. GENERAL EXPECTATIONS

Paul Munro Elementary School(PME) agrees to implement the following statutory requirements:

- PME 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 Students Succeeds Act (ESSA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- PME will work with the school division to ensure the required school-level parent and family engagement policy meets the requirements including, the school-parent compact.
- PME will incorporate this school wide parent and family engagement policy into its Title I/School Improvement Plans. Title I schools have one consolidated plan for 2021-2022.
- In carrying out the Title I, Part A parent and family engagement, PME will provide full opportunities for the participation of parents and families 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 Paul Munro's plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, PME will submit any parent comments with the plan when Paul Munro Elementary submits the plan to the Director of Curriculum and Instruction and/or designee.
- PME will ensure that 100% of Title I, Part A funds reserved for parent and family engagement is spent on capacity building activities for parents and students attending Paul Munro Elementary.
- PME will be governed by the following statutory definition of parent and family engagement and will carry out programs, activities and procedures in accordance with this definition:

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

- (C) that parents 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 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW PAUL MUNRO ELEMENTARY WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. PME will take the following actions to involve parents in the joint development of its school wide parent and family engagement plan:

Paul Munro has a School Improvement / Leadership Committee that consists of Title I literacy teacher, classroom teachers, instructional coach, literacy coach, the principal, and parent representatives. Parents will be contacted through phone calls / emails about meeting dates and times so they have the opportunity to provide their input. These parents will be included in making decisions about the building level parent and family engagement policy as well as other parent matters.

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

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

3. PME, along with our PTO, will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

Conferences, phone calls, emails, special events, and family STEM projects will be offered to help improve parental involvement.

4. PME 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:

Lynchburg City Schools employs a full-time VPI/Pre-K Coordinator and a full-time Homeless Education Liaison to help meet the needs of all students. The VPI/Pre-K Coordinator represents LCS as a part of the Preschool Development Grant through Bright Beginnings of Central VA. The team works in collaboration with early childhood education stakeholders including LynCag Head Start. The Homeless Education Liaison works collaboratively with local housing coalitions, shelters, and other community stakeholders to

ensure that students and families experiencing homelessness have access to education, transportation and other school resources.

5. PME 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 parental involvement 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). PME 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 PME parents and families are asked to complete a survey in the spring. The survey is used to plan for the following year's activities and services.

6. PME will provide opportunities to ensure effective engagement of parents and families 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. PME will provide assistance to parents of children served by Paul Munro, 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,
 - the requirements of Part A,
 - how to monitor their child's progress,
 - how to work with educators, and
 - how to help their children at home
 - how to support students with our new phonics program (Foundations / Just Words)

Letters are given to every parent at PME each fall, which addresses 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 daily and/or weekly depending on the grade level.

Families of students receiving pull-out assistance, will receive notification of these services. This letter may also include any intervention programs being used to support the students.

- B. PME will, with the assistance of the school division, 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 parent and family engagement, as described below:

During parent and family engagement activities, information about improving literacy in the home environment is shared with parents. Materials to support the at-home projects are included with a letter offering questioning stems to facilitate learning.

- C. The staff of Paul Munro will, with the assistance of the school division, learn 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 in how to implement and coordinate parent programs and build ties between parents and schools, as described below:

PME utilizes a parent survey to gather information about activities held at the school. The results of the survey are shared with the faculty. The data is used to plan future parent and family engagement activities and address strengths and any weaknesses noted on the surveys. PME parent representatives attend the Superintendent's Parent Advisory Committee to provide suggestions and feedback.

- D. PME 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 and families 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:

PME takes pride in reaching out to and notifying all families of upcoming events. Each week, the Principal's Pen is sent home notifying families of upcoming events as well as grade level specific information. The ELL instructors help families who have limited English, newsletters and fliers are sent home, and parents receive automated phone calls about upcoming events. As of Oct. 2021, we had no families that required this service. For division level events, the Superintendent Parent Advisory Committee meets to discuss a variety of topics, and Channel 17 WLCS is used to disperse information. Our Communications Coordinator sends out newsletters and automated phone calls to parents informing them of up-coming events and meetings. This information can also be found on the LCS website at www.lcsedu.net/parents.

PART III. DISCRETIONARY DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The schoolwide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that Paul Munro, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following:

- A parent teacher organization (PTO) meets to discuss school events as part of Title I, Part A programs (This has been included as part of our PTO Zoom Meetings for upcoming events.)
- Lynchburg City Schools website has links for parents on their website:
<http://www.lcsedu.net/parents>

- All information on parent and family engagement activities are made available in a format and language that is understandable to parents.
- Due to COVID Protocol, this year we are sending home STEM challenges for families to complete. These challenges correlate specifically to grade level science or social studies content. A kit is sent to each family that includes a children's picture book , a letter detailing the challenge, and all necessary supplies needed to complete the challenge.
- Parents of participating children who receive the Leveled Literacy Intervention system or other pullout reading interventions are given a notification of services letter explaining that their children are involved in the Title I program.
- Parents have the right to request and receive timely information on the professional qualifications of their children's teachers.
- An overview of the current school program is provided to all parents. Parents are provided with information about the Virginia Standards of Learning, school report cards, and on the Paul Munro Elementary website: <https://www.lcsedu.net/schools/pme> and Lynchburg City Schools website.
- Parents are strongly encouraged to conference and communicate with their child's teacher, visit their child's classroom on a regular basis, attend family nights, attend performances sponsored by the performing arts team, and attend other activities that are offered throughout the school year. Zoom meeting links, videos links, emails, and phone calls have been utilized this year due to COVID protocol.
- Teachers/staff encourage parent and family engagement in the completion of homework through the use of agendas and take home folders.
- Paul Munro Elementary School's PTO offers many opportunities for parent and family engagement. This year, the PTO hosted a Duck Derby and a Read-A-Thon in the spring.
- A Scholastic Book Fair is held in the fall.
- PME offers additional tutorial support during the school day for students in grades 3rd-5th based on student academic needs. This year, we are focusing specifically on math deficits.

This policy was revised on Feb. 25, 2022.