

T.C. Miller Elementary School for Innovation



Parent/Student Handbook 2024-25

600 Mansfield Ave
Lynchburg, Virginia 24501
www.lcsedu.net/schools/tcm

#TCMSOARS

Telephone (434) 515-5300

Fax (434) 522-2301

Transportation (434) 515-5100

T. C. Miller Staff Listing 2024-2025

Principal	Christen Rhodes
Administrative Assistant	Danielle Penn
Attendance/ Security	Madeleine Carmona
SSO	Steven Sensabaugh
School Nurse	Rae Woolfolk
School Counselor	Jessie Thomas
Kindergarten	Janet Metcalf
1st Grade	Cathy Webb
1st Grade	Victoria Spieler
2nd Grade	Victoria Smiley
3rd Grade	Zebia Christian
3rd Grade	Grace Phillips
4th Grade	Altra Witt
4th Grade	Brittini McCann
5th Grade	Adriana Aparicio
5th Grade	Nixie Laremore
Academic Coach	Kristin Smith
Academic Coach /Gifted Education	Carrie Lewis
Literacy Coach/ Teacher	Christina Crawford
Literacy Teacher	Lisa Allen
Early Reading Initiative	Carissa Santos
Music/ Performing Arts	Angie Coleman
Violin	Bill Claytor
Art	Macree Workman
Library	Natalie Kelly
Movement	Roswell Brown
EL Teacher	Jennifer Kooistra
SPED Teacher	Pegeen Liston

Speech Pathologist	Abigail Short
Behavior Coach	Damien Hubbard
Instructional Assistants	Kelly Marroquin
	Theresa Robey
	Victoria Mendoza
School Social Worker	Shannon Peerman
School Psychologist	Mary Deckard
Cafeteria Manager	Tammy Abbitt
Cafeteria	Erika Nelson
Cafeteria	Jessica
Head Custodian	Dora Landa
Custodian	Christopher Harris
Custodian	Dorothy Johnson
Bookkeeper	Tanisha Carter
Impact Support	Meg Spearman

T.C. Miller Elementary School for Innovation Parent/Student Handbook 2024-25

This handbook has been developed in coordination with the division-wide Parent/Student Handbook. We encourage you to read both handbooks carefully. Together, they are comprehensive resource guides. Parents are also encouraged to visit the school often so that they will have a better understanding of the total school program.

The T.C. Miller Community

T.C. Miller Elementary School's address is: 600 Mansfield Avenue Lynchburg VA 24501

The T. C. Miller Elementary School for Innovation student population is made up of both zoned students and invited students. TCM's zone includes the neighborhood around the school. The community's interest in education is evidenced by its desire for quality education for its children and by its willingness to make available resources to enhance the educational opportunities for all students.

Vision Statement:

T. C. Miller is a unique place for all to Learn, Lead, and Soar.

Mission:

T. C. Miller is a vibrant learning community where creativity, curiosity, and innovation flourish. Guided by a commitment to excellence, we are dedicated to nurturing young minds through a holistic educational approach that integrates a curriculum of STREAM (Science, Technology, Reading, Engineering, Arts, and Mathematics) and ARTS. We empower our students to become confident, adaptable, and empathetic individuals poised to excel in an ever-evolving world.

- T. C. Miller is committed to academic excellence, fostering a strong foundation in core subjects, reading, writing, mathematics, science, and history. Our dedicated educators inspire critical thinking, curiosity, and a deep understanding of fundamental concepts.
- T. C. Miller believes in the power of Arts to inspire imagination and self-expression and instill confidence. Our students are encouraged to explore various art forms using creativity as a tool for personal growth learning teamwork, empathy, and effective communication.
- T. C. Miller by incorporating STREAM education, we nurture the next generation of critical thinkers and problem solvers. By seamlessly blending science, technology, reading, engineering, arts, and mathematics, we equip our students with the skills needed to tackle real-world challenges and contribute meaningfully to society.
- T. C. Miller Elementary School for Innovation's mission and vision extends beyond the classroom. We embrace community partnerships and engage parents to create a collaborative network that enriches our students' learning journey.

School Mascot: Eagle

School Colors: Black and Yellow

At T.C. Miller Elementary School for Innovation, we are a place where everyone SOARS.

Self- Control
Ownership
Achieve Goals
Respectful
Successful

Organizational Structure

Resource – Reading and special education resource teachers work with students identified as having special needs.

Music, Art, Stream, and Movement Education – The school has the services of a vocal music teacher, a violin teacher, a movement education teacher, and an art teacher. Our Resource teachers will take one day a week to focus on STREAM.

Counselor – A full-time school counselor is available for counseling, student support, and career education awareness. The form to exclude your child from personal/social counseling is available in the counselor office.

Library Program – Students are scheduled to check out books on a regular basis. This time allows the librarian to help students with book selection and skills related to the library.

Gifted Program - Gifted services are available to identified students in all schools. All schools offer accelerated and advanced classes and various enrichment activities. The primary intent when educating students is to provide each student with sufficient challenge and opportunities in the specific academic area of his or her giftedness. Teachers working with gifted students must differentiate the content, process, and products of instruction for their gifted students while at the same time ensuring that students meet the minimum content standards of the Virginia Standards of Learning.

Policies Related to Students

Arrival and Dismissal

The school day begins at 8:40 a.m. Students who walk or are brought by automobile should not arrive before 8:25 a.m., unless special arrangements have been made with the principal. If students arrive after 8:40 a.m., they will be considered tardy and should report to the office to ensure he/she is counted present. The school day ends at 3:40 p.m. Students leaving prior to 3:40 p.m. must be signed out in the office before being dismissed from class. No student will be released to the care of anyone other than the custodial parent(s) or guardian unless written permission is submitted to the principal or his designee.

Personal Property/Money

Students are prohibited from bringing toys, games, etc. to school. They are discouraged from bringing money to school except for money needed for a specific school related purchase. Any money or personal property brought to school by a student is the responsibility of the student and not the staff of the school. At no time should money be left in a cubby or desks, but on the person of the student. All personal items such as coats, hats, lunch boxes etc., should be labeled with the child's name in some manner.

Dress Code

Students are expected to dress appropriately for a K-5 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

Clothing with language or images that are vulgar, discriminatory, obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

- Loose fitting clothing that could cause safety hazards
- Flip-flops and other footwear that are tripping hazards or injury risks
- Clothing that exposes an excessive amount of bare skin
- Hats and other head coverings, unless for religious or health purposes

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the non-complying clothing or change clothes.

School Property/Property of Others

Pupils are expected to care for textbooks, library books, chromebooks, and any equipment or materials at their disposal. If any item entrusted to a pupil's care should be lost or damaged, an appropriate fee will be charged. If a lost item is found and returned, the pupil shall be reimbursed. Students are also expected to respect the property of others. Willful damage to another student's property can result in the requirement of restitution for damages incurred.

Student Conduct

It is the school's responsibility to provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her lack of consideration of others; therefore, students are expected to be responsible for their own behavior. Each student should place personal emphasis on the development of respect for self, respect for adults, respect for other students, and respect for property. Each student should practice good citizenship by:

1. Accepting the leadership of teachers, the administration, and other staff members.

2. Taking care of school property and equipment.
3. Using only acceptable language and never using profane or vulgar language.
4. Continually showing the proper respect for the rights of other people.
5. Completing assigned work on time.
6. Being attentive in class and becoming involved with the activities of the class.
7. Walking in the school building before, during, and after school.

There are three major rules that are mandatory for all students at T.C. Miller Elementary School. Violation of these rules may result in disciplinary action by the school staff, which may include suspension in accordance with School Board Policy JFC.

1. Students should keep hands, feet, and other objects to themselves. Fighting is not allowed.
2. Students should be respectful to adults. Rudeness and disobedience are not acceptable.
3. A student may not destroy another student's opportunity to learn. Class disruption will result in removal from class and/or school.

Please refer to the Lynchburg City School Board Policy, JFC on Student Conduct:

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards. This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

Be sure to read and share this information with your student.

Buses:

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office. For the safety of all students, we expect students to abide by the following rules:

- Stay in your seat.
- Listen to adults. Use kind words.
- Do the right thing even when no one is looking.
- Keep hands, feet, and objects to yourself.
- Show appreciation to your driver. Follow bus procedures.

Cafeteria:

The entire school environment, including the cafeteria, lounges, and classrooms, will be aligned

with healthy school goals. School administration and staff are expected to serve as role models for good nutrition and physical activity. When packing food from home, parents are encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. Students are discouraged from bringing carbonated drinks (soda), chips, candy, and fast food lunches to school. See LCS Student Wellness Policy JHCF.

Cafeteria Rules:

- Eat your food first
- Use good manners. Listen to adults.
- Do the right thing even when no one is looking.
- Use inside voices.
- Follow cafeteria procedures.

Students who do not comply with cafeteria rules may be assigned to the silent table.

Cell Phones/Personal Electronic Communication Devices:

Students bring personal electronic communication devices on school property at students' own risk. The Lynchburg City Schools is not responsible for any damaged, missing, or stolen electronic devices. If a student's electronic device becomes damaged or stolen, the school division will investigate the incident; however, the school division will not take any financial responsibility for the loss or damage of the student's electronic device or his/her electronic device charges.

LCS shall not in any way require or make its instruction and programs dependent on the possession of a personal electronic communication device. Students who do not possess such a device shall in no way be disadvantaged relative to other students.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, practice known as sexting, and recording/videotaping will result in confiscation of the device; further consequences may include suspension from school and possible referral to appropriate authorities.

Personal Electronic Communication Devices at the Elementary School Level:

Students enrolled in elementary schools may have personal electronic communication devices in their possession. However, the devices must be turned off (not just silenced) and remain out of sight (e.g. in a bookbag or locker) throughout the regular school day.

The principal may authorize restrictions on the use of personal electronic communication devices that exceed those in this policy. Their enhanced policy shall be communicated in writing to the student and parent(s)/guardian(s). The principal may authorize individual exceptions to this policy based on medical needs documented by a medical doctor or while a student is present in the school office.

The principal or their designee may confiscate a student's personal electronic communication device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device. A student who refuses to surrender their phone when asked shall be suspended for 3 days. Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in Lynchburg City School Board Policy JGD/JGE Student Suspension/Expulsion.

T. C. Miller Elementary School's Personal Electronic Communication Device Regulations:

1st Offense: personal electronic communication device is sent to the main office and administrator issues a warning-cell phone returned to student at the end of the day by administrator, administrator informs parent/guardian.

2nd Offense: personal electronic communication device is sent to the main office and administrator issues a 2nd warning-parent/guardian has to pick up the cell phone, administrator informs parent/guardian.

3rd Offense: personal electronic communication device is sent to the main office and administrator issues disciplinary consequences-parent/guardian has to pick up the cell phone, administrator informs parent/guardian.

Clinic: Our school clinic is staffed by a full-time Licensed Practical Nurse (LPN). It is essential that we have your current phone number so that the school nurse can contact you in the event your child is sick or injured.

Conferences: Two days have been scheduled by the school division for the purpose of traditional parent-teacher conferences during the school year; **September 27, 2024 and February 28, 2025**. Throughout the year we will hold events which provide a more informal opportunity for parents to touch base with their student's teacher. Parents are encouraged to schedule a parent/teacher conference at any time during the year by contacting their student's teacher.

Student Support: We partner with IMPACT to offer Student Behavior Support and School Based Counseling for qualifying students. Please contact Mrs. Rhodes, School Principal or Mrs. Thomas, School Counselor for more information.

ELL (English Language Learners): The school has an ELL teacher who supports students learning English as a second language.

Emergency Contact Information: It is the responsibility of all parents and guardians to provide emergency contact information for each student. This information must be part of the emergency medical form. This information must include the name of the person, the person's relationship to the student, and a current phone number for the contact person. Please be sure that your emergency contacts know that you have listed them on your student's form.

Emergency Medical Form: In order to complete registration for each school year, parents/guardians are required to complete/update an online emergency medical form for each child. Current addresses and phone numbers are required as well as emergency contact information. All known allergies should be listed on the form. Any medical conditions should be noted as well. If your personal information changes, please contact the school office at 515-5300 so that we can update your student's records.

Field/Recreation/Class Trips: Trips shall be permitted under the rules and guidelines established by the superintendent. School buses or commercial carriers (charter buses) may be used. Students must ride the buses. Parents/guardians wishing to chaperone must send a note to the teacher expressing their interest in serving as a chaperone. Chaperones are selected based on the number needed and the space available. All chaperones must complete a school volunteer application and agree to abide by all division and school rules including those that prohibit the use of alcohol and/or tobacco products and profane or inappropriate language. The application must be approved by the school division prior to the trip. Please allow at least two weeks for your application to be processed. Siblings, non-school age children, or school-age children who are not enrolled at T. C. Miller are not permitted to go on field trips. Field trips are planned to support and enhance our instructional program. Each student must have written permission from his parents or guardians. Field trips may be canceled at the discretion of the administrative team or if funds are not available to cover the cost of the trip. Scheduled field trip arrival and departure times might change due to circumstances beyond our control.

Students may not bring toys, collectable cards, tapes, music players, game systems, etc. to school. Please discuss this with your child.

***Please read the Lynchburg City Schools Parent/Student Handbook. This handbook contains crucial information regarding policies on assault, drugs and alcohol, use of tobacco products, weapons, and student suspension/expulsion.**

Emergency/Safety Drills

Fire Drills: Two fire drills will be conducted during the first 20 days of school with at least two additional drills occurring over the course of the year.

Lock-Down Drills: Two lock-down drills will occur during the first 20 days of school with two additional drills taking place later in the year. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills: An emergency bus evacuation drill will take place during the first 90 days of school. Additional practice drills may occur if necessary.

Tornado Drills: Each school will participate in at least one tornado drill during the 2024-24 school year.

It is important that students participate in all practice drills as if a real emergency were taking place. Students should remain quiet during the drills and follow all instructions given by the teacher.

Accidents/Student Illnesses

In case of an emergency, first aid is given by the school health assistant or other trained personnel. In all cases of serious accident or illness, every effort will be made to contact a parent or guardian. **Please contact the school office to ensure your telephone numbers are up-to-date (434) 515-5300.** If we cannot reach you, we will use the emergency contact information you have provided.

The clinic cannot administer any medication without permission from a physician. The clinic is for emergencies and brief waiting periods. A student too sick to stay in the classroom needs to be at home. It is the parent's responsibility to see that his/her child gets home if the child becomes ill at school.

Use of School Telephones

Please make arrangements for after-school activities prior to coming to school each day. Student messages are discouraged. **Students may not be pulled from class to receive nor make a telephone call except in cases of an emergency.** Parents wishing to speak with their child's teacher should call before 8:40 a.m. or after 3:40 p.m. It is very difficult for teachers to leave their classrooms during the instructional day. We appreciate your cooperation in regard to this matter.

Student Attendance

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting that responsibility.

The principal will ensure that teachers are accountable for checking and documenting attendance daily; communicating and documenting contact with a student's parents, school counselor, and administrator if poor attendance is affecting the student's performance; and accurately verifying regular attendance reports. Reasonable efforts to notify a parent or guardian will be made when a student has an unexcused absence.

Compulsory school attendance is required by the Code of Virginia § 22.1-254. The Code states that every parent or guardian having control or charge of any student five to 18 years old shall be responsible for such student's regular punctual attendance at school. School attendance is the responsibility of the students and their parent(s) or guardian. At the elementary level, attendance will be documented daily.

In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:

- o Personal illness. Written excuses should contain a description of the illness.
- o Personal required court appearance with documentation from the court.
- o Death or serious illness in the immediate family. Principal will also consider each individual case and any extenuating circumstances.
- o Medical condition or appointment verified by a note from a medical professional or dentist.
- o Religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.

Per School Board Policy JED-RZ:

- o Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the student's return to school. E-mail will be accepted for a note. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.

Truant with 5 Unexcused Absences:

When a student reaches five (5) unexcused absences during the school year he or she is considered truant. At the fifth unexcused absence, a 5 Day Letter is mailed to the parent/guardian along with a printed copy of the student's attendance record for the school year. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 5 Day Conference with both the parent/guardian and the student; he/she will make reasonable efforts to obtain an explanation for the student's nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues. All future student absences will require the parent to turn in a note from a professional service provider (e.g., doctor, dentist, mental health care provider).

Truant with 7 Unexcused Absences:

The seventh unexcused absence is defined in the Code of Virginia as, "More than one additional day after the Five Day Conference." If the student is absent for more than one additional day after direct contact with the student's parent and school personnel have received no indication that the student's parent is aware of and supports the absence, the school principal or principal's designee shall refer the student to the LCS Inter-agency Truancy Review Team for a conference. Such conference may include the Student Support Specialist and other community service providers to resolve issues related to the student's nonattendance. The conference shall be held no later than 10 school days after the tenth absence, regardless of whether the student's parent approves of the conference. The Inter-agency Truancy Review Team shall monitor the student's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve.

The City Attorney Letter will be mailed to the parent/guardian when the Truancy Department invites the family to the Interagency Truancy Review Team Meeting. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the Student Support Specialist. The Student Support Specialist shall schedule a conference with the student and student's parent within 10 school days. Continued nonattendance may result in the Student Support Specialist (1) filing a complaint with the Juvenile & Domestic Relations District Court alleging the pupil is a Child in Need of Supervision as defined in VA. Code § 16.1-228 or (2) instituting proceedings against the parent pursuant to VA Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the Student Support Specialist shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody, pursuant to VA Code § 20-124.2, and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Truant with 10+ Unexcused Absences:

If the Interagency Truancy Review Team (ITRT) interventions are not effective and the student continues to accumulate unexcused days from school, a complaint may be filed with the Juvenile & Domestic Relations District Court alleging the child is a Child in Need of Supervision pursuant to § 22.1-267 (Proceedings against habitually absent child) of the Code of Virginia.

10 EXCUSED or UNEXCUSED Absences:

Upon the tenth day of any absence, either excused or unexcused (i.e., with the exceptions of documented five to ten day medical illness, vacation requests where the guardian followed our policy, and suspension) a 10 Day Letter is mailed to the parent/guardian along with a printed copy of the student's attendance record for the school year. 10 days of school absence is considered excessive. The school administrator, or his/her designee (i.e., often the attendance clerk), will conduct the 10 Day Excessive Absence Attendance Plan and Conference with both the parent/guardian and the student. He/she will make reasonable efforts to obtain an explanation for the student nonattendance. An Attendance Plan will be developed with the parent/guardian and student during the conference to resolve attendance issues.

11 – 14+ EXCUSED or UNEXCUSED Absences:

Students who accrue 11 or more excused or unexcused absences are the most likely to become chronically absent from school. While all absenteeism affects academic success, chronic absenteeism often puts students at serious risk of falling behind in school.

15 Consecutive Absences:

Pursuant to 8VAC20-110-130 (When pupil dropped from roll) of the Administrative Code of Virginia, any student who has accumulated 15 consecutive absences (i.e., excused or unexcused) from school shall be dropped from the roll and marked "Withdrawn" in Infinite Campus. If the student does not re-enroll within three school days, the attendance clerk will notify the Student Support Specialist. The Student Support Specialist will then mail a Compulsory Enrollment Letter to the parent or guardian of the student. This letter outlines legal consequences of continued non enrollment.

Weapons

Students are **prohibited** from **bringing weapons or look-alike weapons** to school. Should students ignore this instruction, they would be subject to disciplinary action as outlined in School Board Policy JFCD.

Grading Scale

All classroom teachers are responsible for the grading and evaluation of his/her student's achievement in class.

Grades K - 2:

- E = Exceeds the Standard (student demonstrates knowledge and skill 94 percent or more of the time)
- M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)
- P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)
- U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

All other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct) will use the following evaluation:

- S = Successful
- I = Improving
- NY = Not Yet Successful

Grades 3 - 5:

The following grading scale will be used in grade levels 3-12 for all students:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

Approved by School Board: June 19, 2012

Quarter and Report Card Schedule 2024-2025

	Interims	End of Quarter	Distribute Report Cards
1 st Quarter	9/26/24	10/23/24	11/1/24
2 nd Quarter	12/13/24	1/16/25	1/24/24
3 rd Quarter	2/27/25	3/20/25	3/27/25
4 th Quarter	5/9/25	6/5/25	6/5/25

Infinite Campus

As part of our continued effort to provide parents and guardians with information about their student's progress, Lynchburg City Schools utilizes an online parent portal called Infinite Campus. Infinite Campus is a single source for parents to track student data including contact information, schedules, attendance, grades, and notifications. Please contact the school to get your activation key.

Homework

A major goal of the Lynchburg City Schools is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom but is a continuous process occurring every day. Homework and home study are vital components of a student's education. A scheduled time and a quiet place for your child to complete his/her homework will help ensure your child's success in elementary school. The time spent structuring and supporting your child's work at home will help build solid study habits that will lead to their educational success.

The basic objective of homework is the reinforcement and application of previously learned concepts and skills. Therefore, homework assignments will be designed to reinforce and apply knowledge that has already been introduced and explained in the classroom.

At T.C. Miller Elementary School, homework is assigned Monday through Thursday and occasionally on Friday when teachers feel a need. In grades K-2, homework should not usually exceed thirty minutes. In grades 3-5, homework should not usually exceed an hour. In addition to nightly assignments, students may be given long-term projects requiring some overnight work. Throughout the year, elementary school parents are asked to review homework to ensure their children have put forth their best efforts. To strengthen each child's reading ability; parents are requested to have their children read from library books for at least fifteen minutes each night and for 30 minutes on the weekend.

Communication:

Monday Folders: Gold plastic pocket folders are provided for all students in grades. These folders are sent home on Monday afternoons. The folders contain student work, school notices, and information regarding student progress. Be sure to read/review the papers in the folders. Parents are asked to sign and return the folders on Tuesday of each week.

Monthly Newsletters: Monthly Newsletters are sent out by Mrs. Rhodes. These newsletters include updates to the school calendar and important reminders and notices for our students and their families.

School Lunches

T.C. Elementary School for Innovation will be implementing an option available to schools participating in the National School Lunch and School Breakfast programs called the Community Eligibility Provision (CEP).

All T.C. Elementary students are eligible to receive a healthy breakfast and lunch at **no charge**. Children will have the opportunity to receive these meals without having to pay a fee or submit a meal application. Students will be charged for additional meal servings or "Smart Snacks" sold during lunch.

Lost and Found

Items that are found by students are to be turned into the coat rack outside of the cafeteria. Students who have lost items should check there periodically to determine if the item has been found.

Office Hours

The school office is open from 8:15 a.m. until 3:45 p.m. Monday through Friday. If you call the school and no one is available to take your call, please leave a message on our school voicemail and someone will get back with you on the next school day. Our voicemail can be reached by dialing 515-5300.

Parental Rights: Unless we receive written notification in the form of a court order that a parent's rights have been terminated, a parent has the right to visit the school, to have contact with the student, and to receive information from school staff regarding the student's progress.

Traffic Patterns

Consistent flow of traffic during arrival and dismissal times is crucial for the safety of students and patrons. Buses unload and load in front of the school from 8:20 a.m. to 9:00 a.m. and 3:30 p.m. to 4:00 p.m. **No other vehicles should be in the bus line and loading/unloading zone during these times.** Parents who bring students to and from school should drop and pick up students in the car rider loop, which starts at the bottom of the parking lot and continues to the back of the school building. Parents who bring their children to school in the morning who need to enter the building for a meeting or to volunteer should also stay out of the bus line and park in a designated parking space and enter through the front of the school.

School Security

For safety and security purposes, anyone entering the building must sign in at the security desk or main office. Visitors and volunteers are asked to show photo identification and wear identification badges while in the building. The badge is to be worn where it is clearly visible. Anyone not wearing a badge will be questioned and directed to the main office. When leaving the building, visitors are asked to please sign out.

Visitors/Volunteers

Badges are required when volunteers are in the school visiting or volunteering for events other than assemblies and open houses. Classroom observations or tours should be scheduled through the building principal.

School Closings

In the event of inclement weather, LCS will communicate with families by email, phone, and text through School Messenger. Updates will also be shared on the LCS website at www.lcsedu.net, LCS social media pages, and through local media outlets.

School Messenger

We use an automated calling service to communicate with families. These calls are used to announce school events, changes to the school calendar, and school closings and delays due to inclement weather. We also will use this service in the event of a school-wide emergency. It is essential that we have a current phone number for all of our families. In the event that your phone number changes, please notify the office so that we can update our student records or go into the parent portal of Infinite Campus to update your contact information.

Snacks

With advance permission from your student's teacher, a parent/guardian may provide a snack for the class at a

time and place designated by the teacher. It is important that the snack be approved in advance in order to ensure that health issues such as food allergies are considered. Also, snacks must comply with the standards established by the Lynchburg City Schools' Student Wellness Policy JHCF.



PTO Organization 2024-2025

T.C. Miller Elementary School for Innovation has an active PTO. Parental input and involvement is encouraged and utilized. The executive board of the PTO serves as advisors to the school staff and manages the day-to-day operation of the organization.

Executive Leadership: Mrs. Kelly Proebsting and Mrs. Jamie Runnels

All volunteers must apply for approval to be on campus. This must be renewed every school year and is not included with your child's registration. The process is free and is a simple form to fill out but must be completed prior to helping/volunteering for events and activities at T. C. Miller Elementary School for Innovation. Follow the link provided to complete the form for volunteer status: [LCS School Volunteer Application](#)