



**PART I. GENERAL EXPECTATIONS**

T. C. Miller Elementary School for Innovation agrees to implement the following statutory requirements:

- T. C. Miller Elementary 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.
- T. C. Miller Elementary will work with the school division to ensure the required school-level parent and family engagement policy meets the requirements.
- T. C. Miller Elementary 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, T. C. Miller Elementary 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 T. C. Miller Elementary's plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, T. C. Miller Elementary will submit any parent comments with the plan when T. C. Miller Elementary submits the plan to the Director of Curriculum and Instruction and/or designee.
- T. C. Miller Elementary 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 T. C. Miller Elementary.
- T. C. Miller Elementary 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 T. C. MILLER ELEMENTARY WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

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

*T. C. Miller Elementary has a School Improvement Committee that consists of Title I literacy teacher, classroom teachers, the principal, and parent representatives. Parents will be contacted through phone calls 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. T. C. Miller Elementary will take the following actions to involve parents and families in the process of school review and improvement:

*T. C. Miller Elementary will have parent representatives to serve on the School Improvement 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 TCM offers.*

3. T. C. Miller Elementary 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 fun nights will be held to help improve parental involvement.*

4. T. C. Miller Elementary 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. T. C. Miller Elementary 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). T. C. Miller Elementary 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 T. C. Miller Elementary parents and families are asked to complete a survey. The survey is used to plan for the following year's activities.*

6. T. C. Miller Elementary 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. T. C. Miller Elementary will provide assistance to parents of children served by T. C. Miller Elementary, 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

*Letters are given to every parent at T. C. Miller Elementary 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 every week in Monday folders.*

- B. T. C. Miller Elementary 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.*

- C. The staff of T. C. Miller Elementary 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:

*T. C. Miller Elementary 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. TCM parent representatives attend the Superintendent's Parent Advisory Committee to provide suggestions and feedback.*

- D. T. C. Miller Elementary 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:

*T. C. Miller Elementary takes pride in reaching out to and notifying all families of upcoming events. The ELL instructors help families who have limited English, newsletters and fliers are sent home, and parents receive automated phone calls about upcoming events. For division level events, the Superintendent Parent Advisory Committee meets to discuss 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](http://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 T. C. Miller Elementary, 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 and ideas for events – Night Read, STREAM Night, Food Lion Family Math Night).
- 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.
- T. C. Miller Elementary kicks off the year with a Back to School Night, in which families are provided an explanation of TCM being a Title I school and what that actually means to them as TCM families. This year, due to COVID, this was done through a PTO Zoom meeting.
- T. C. Miller Elementary holds a “Night Read” night, which includes guest readers and literacy activities for families (this was done through a Zoom link due to COVID).
- T. C. Miller Elementary sponsors a variety of parent events, such as Pastries for Parents, WatchDogs, and Food Lion Math Night. **At this point these events are on hold because of COVID protocol.**
- Parents of participating children who receive 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 T. C. Miller Elementary website: <http://www.lcsedu.net/schools/tcm/> 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 daily homework.
- T. C. Miller Elementary School's PTO offers many opportunities for parent and family engagement. These include events such as a Trunk or Treat, Holiday Showcase/Cookies with Santa, and Field Day. Parents are encouraged to attend and become involved (Due to COVID, events may be adjusted to meet COVID protocol).
- During the fall, a Scholastic Book Fair is held.
- T. C. Miller offers a Before School/After School program for students in grades 3<sup>rd</sup>-5<sup>th</sup> based on student academic needs. Virtual tutorials have also been offered through this program due to student academic needs.

**This policy was revised on March 10, 2022.**