

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

Part I – School Parent and Family Engagement Policy

Lucille M. Brown Middle School will work collaboratively with parents to develop, review, and update the Lucille M. Brown Middle School Parent and Family Engagement Policy. Once finalized, the policy will be shared with all families of enrolled children and made accessible to the wider community. Lucille M. Brown Middle School will accomplish this through

- Engage parents through surveys, feedback sessions, and open discussions during Title I Back-to-School Night.
- Gather parent input on the schoolwide plan and family engagement activities before finalizing the Parent and Family Engagement Policy.
- Communicate the finalized policy through the annual Title I meeting, the school website, student packets, and ParentSquare within 45 days from the first day of school.
- Promote family engagement events through newsletters, flyers, social media, and school marquees, with weekly reminders sent.
- Empower parents to influence school policies and engagement strategies through interactive presentations and surveys during Open House and Back-to-School Night.
- Collect ongoing feedback through an annual parent survey.

To ensure that families understand and can participate fully in the Title I program, Lucille M. Brown Middle School will hold an annual meeting at a time that is convenient for parents. During this meeting, Lucille M. Brown Middle School will explain its Title I status, outline program requirements, and describe parents' rights and opportunities for involvement. Lucille M. Brown Middle School will determine the meeting details and communication methods by:

- Scheduling the annual Title I meeting 30 days to best support parent attendance.
- Offering the meeting in-person, virtual, and recorded so families can access information flexibly.
- Communicating meeting details through ParentSquare, email, and the school website.
- Sending reminders via newsletters, ParentSquare, social media, and distributing printed flyers with QR codes via student backpacks.
- Leveraging high-attendance or community events, such as Back-to-School Night, community walks, to share Title I information and encourage participation.

Lucille M. Brown Middle School is committed to offering flexible opportunities for parent engagement. Meetings will be scheduled at various times, including mornings and evenings. When possible, Lucille M. Brown Middle School will provide transportation, childcare, or home visits, supported by Title I funds. Flexibility will be ensured through

- Scheduling meetings at multiple times, including mornings, afternoons, evenings, and virtual options.
- Providing transportation, childcare, or on-site child activity corners (as needed based on referrals, parent requests, or as funding allows).
- Hosting home visits, parent-teacher conferences, and informal meetings at times convenient for parents.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

- Using interpretation and language support services to deliver information in families' native languages.
- Partnering with local organizations and leveraging staff support to remove barriers and maximize family participation.

Parents will be actively involved throughout the year in planning, reviewing, and improving Lucille M. Brown Middle School's Title I plan, including the requirements outlined in Sections 1112, 1114, and 1116. This ongoing involvement will occur through:

- Participating in surveys, including Back-to-School Night and, annual feedback survey, to share input on the use of Title I and PFE funds.
- Joining parent advisory councils, family representative boards, and other school-based or districtwide groups throughout the year to provide guidance on school plans and programs.
- Engaging in parent-teacher conferences, home visits, and meetings scheduled [insert time, e.g., mornings, evenings, or outside standard hours] to ensure all families can participate.
- Review updates shared through the school data support plan, and other communication channels, such as social media, email, and the newsletter, to stay informed and provide feedback on programs and events.

To support families of English learners, Lucille M. Brown Middle School will implement effective outreach and provide information in languages and formats that are easily understood by parents. These efforts will help families participate in their child's education and assist their children in attaining English proficiency, achieving at high levels, and meeting State academic standards. Outreach will be carried out by:

- Offer virtual and in-person meetings with interpretation services for all events
- Provide translation and language support through resources such as Syncroz tablets, phone lines, the Language Justice Team, and on-site interpreters.
- Communicate school information to families in their native languages via ParentSquare, flyers, newsletter, and notifications.
- Engage families in events and experiences designed for English learners, such as Family Title I Nights.
- Share student progress and school updates in accessible formats, including interim reports, ASPEN portal, report cards, homework folders, and partner with district and community supports to ensure equitable access.

Lucille M. Brown Middle School will also ensure that parents receive timely information about Title I programs, along with clear explanations of the school's curriculum, academic assessments, and expected proficiency levels. Upon request, parents will be offered opportunities to meet regularly, share suggestions, and collaborate in decisions related to their child's education, with Lucille M. Brown Middle School responding promptly to input. These commitments will be fulfilled by:

- Explaining curriculum, SOL expectations, and academic standards in family-friendly language through newsletters, curriculum nights, classroom communications, school events, and social media.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

- Providing access to student progress through ASPEN/Parent Portal, interim reports, report cards, and teacher communications on, quarterly or as-needed basis
- Offering workshops, family learning nights, and resources such as study guides, reading and math supports, and technology tutorials to support learning at home.
- Connecting families and teachers through ParentSquare, email, phone calls, text messages, conferences, and home visits for individualized support, questions, and feedback.
- Collaborating with parents through [insert events or activities, e.g., Curriculum Nights, Family Support Nights, hands-on demonstrations to provide input, participate in decisions, and reinforce student success.

If parents are not satisfied with the schoolwide program plan, their comments will be collected and submitted to the LEA upon sharing the plan. Lucille M. Brown Middle School will uphold this requirement by:

- Gathering comments and feedback through Google Doc surveys, exit tickets, drop boxes, and school satisfaction surveys.
- Engaging parents during Title I meetings/ Back to school night, pick-up/drop-off, community walks, and school events to capture input on the plan.
- Scheduling follow-up meetings 45 days from when school starts to review the plan, address concerns, and finalize the policy with parent input.
- Providing an open-door policy for parents to share suggestions with the administration.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

Part II – Building Capacity for Parents and Staff

To ensure effective involvement of parents and to support a partnership among Lucille M. Brown Middle School, parents, and community to improve student academic achievement, each school and LEA must engage families and staff in activities that:

Lucille M. Brown Middle School will assist parents in understanding the challenging State academic standards, how to monitor their child's progress, and how to work collaboratively with educators. These efforts will include providing guidance, resources, and opportunities for parents to engage directly with staff and students, and will be carried out through:

- o Explaining curriculum, SOL expectations, and academic standards in family-friendly language through newsletters, curriculum nights, classroom communications, and school events.
- o Providing access to student progress via ASPEN/Parent Portal, interim reports, report cards, home visits, and regular teacher communication.
- o Offering workshops, family learning nights, and shared resources such as [insert examples, e.g., study guides, reading strategies, math supports, technology tutorials] for use at home.
- o Engaging parents in school events and activities, including Literacy/Math Nights, Title I Annual Meeting, and open house to review student progress and learn strategies to support learning.
- o Collaborating with parents through structured conferences, advisory councils, and PTO meetings quarterly to reinforce academic standards and support student success.

To further support families, Lucille M. Brown Middle School will provide materials and training to help parents work with their children at home. This may include literacy instruction, technology training, and guidance on responsible digital practices, including the harms of copyright piracy. Resources and training will be offered through:

- o Providing learning materials, kits, and take-home resources during events such as Title I Math Night, Title I Reading Night, and Family Literacy Nights.
- o Offering afterschool tutoring, homework support, and step-by-step guidance through at Lucille Brown.
- o Sharing digital resources and instructional videos via social media, Newsletter, and VDOE resource sites to support literacy, math, and other academic skills.
- o Providing guidance on responsible digital practices, including safe online behaviors, monitoring, and understanding the harms of copyright piracy, through student culture and climate activities.

Lucille M. Brown Middle School will also provide professional development for teachers, specialized instructional personnel, and other staff to increase understanding of the value of parent engagement and the role of families and communities in promoting student achievement. Staff development will include:

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

- o Conducting training during Welcome Week, August in-service, monthly staff meetings, and faculty workshops focused on parent and family engagement best practices.
- o Providing access to tools and resources, such as Syncroz, mental health, and school protocols for all teachers and staff to support family engagement.
- o Engaging teacher committees and school leadership to plan and implement parent engagement programs.
- o Incorporating data-centered outreach, research-based strategies, and best practices, to strengthen school–family partnerships and support all students
- o Partnering with district offices and external organizations, such as the Office of Engagement, Communities In Schools (CIS), Out-of-School Time (OST), and English Learner programs, to deliver specialized training on family engagement strategies.

Parent engagement will be coordinated and integrated with other federal, state, and local programs, including public preschool programs. Additional initiatives, such as parent resource centers, will be conducted to encourage and support meaningful family participation. Coordination and implementation will occur through:

- o Communicating program information through multiple channels, including newsletters, ParentSquare, social media, flyers, and emails, with translation into families' home languages.
- o Providing access to parent support tools and resources, such as Syncroz Language Line, parent resource centers, and OurBlock Resource Center.
- o Aligning parent engagement activities across school services, including Special Education, English Learner services, Counseling, Athletics, and Attendance, to ensure consistent communication and support.
- o Hosting events that connect families with programs, such as school resource fairs, PFE/Title I events, and family nights, to encourage active participation.
- o Engaging in collaborative meetings and initiatives, such as TRIO meetings, Student Attendance Support Team meetings, and mental health meetings to coordinate family support across programs.

Lucille M. Brown Middle School will ensure that information about programs, meetings, and other engagement activities is provided to parents of enrolled children in formats and languages they can understand, to the extent practicable. Communication and outreach will be maintained through:

- o Providing information through multiple channels, including ParentSquare, newsletters, social media, school marquee, flyers, and phone calls with translation as needed.
- o Offering virtual and in-person meeting options with interpretation and language support services.
- o Ensuring that all materials, including take-home resources and event information, are clear, accessible, and available in multiple languages.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

- o Utilizing tools and services such as Syncroz tablets, Language Line, and Interpreter Justice Services to facilitate parent understanding and participation.
- o Supporting parents to engage in their child's education by providing guidance and resources that help students attain English proficiency, achieve at high levels, and meet State academic standards.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

Part III – School-Parent Compact

Lucille M. Brown Middle School, along with the parents of enrolled children, agrees to share responsibility for student learning and to build a partnership that helps children meet the State's high academic standards.

School Responsibilities

Lucille M. Brown Middle School will provide high-quality instruction, hold conferences, communicate progress, make staff accessible, provide volunteer opportunities, and maintain two-way communication, through:

1. Providing high-quality curriculum and instruction in a supportive learning environment, through:
 - Explaining curriculum and Standards of Learning expectations in family-friendly language through newsletters, classroom communications, school events, and sharing progress via ASPEN/Parent Portal, interim reports, and report cards.
 - Offering workshops, family learning nights, and take-home resources such as [insert examples, e.g., study guides, reading strategies, math supports, technology tutorials] to support learning at home.
 - Connecting families and teachers through ParentSquare, email, phone calls, conferences, and engaging parents through volunteer opportunities, observation visits, and curriculum-focused events
 - Delivering rigorous, standards-aligned lessons using evidence-based practices, culturally responsive materials, and a safe, inclusive, trauma-sensitive classroom climate.
 - Monitoring student progress, adjusting instruction as needed, providing extended learning opportunities, and reinforcing positive learning outcomes to ensure all students succeed.
2. Holding parent-teacher conferences at least annually to discuss the compact and student achievement, through:
 - Holding parent-teacher conferences at least annually and scheduling additional meetings such as IEP, 504, English Learner, and tiered intervention meetings to review student progress, assessment data, and classroom performance in family-friendly language.
 - Offering flexible meeting times and formats, including virtual or in-person options, with interpreters or translation services to ensure full participation.
 - Engaging parents in classroom participation, volunteer opportunities, and events such as class observations, open house, and annual Title I meeting.
 - Providing reasonable access to staff, including counselors, administrators, and support personnel, to discuss student needs, progress, and shared goals.
 - Collaborating with families to set actionable goals for student growth and provide strategies that can be applied at home and at school to support learning.

3. Providing parents with frequent progress reports, through:

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

- Providing parents with regular updates on student progress, including grades, assignments, attendance, and behavior, at scheduled intervals every 4.5 weeks, quarterly, every nine weeks through report cards, interim reports, and Parent Portal.
 - Providing timely updates on academic performance, attendance, behavior, and classroom participation through email, ParentSquare, and phone calls,
 - Offering opportunities for families to ask questions, request clarification, and schedule follow-up meetings, such as parent-teacher conferences, IEP meetings, and child find meetings.
 - Ensuring all communications are clear, family-friendly, and accessible in multiple formats and languages.
4. Providing parents with reasonable access to staff for consultation, through:
- Offering scheduled opportunities for parents to meet with teachers, counselors, and administrators as needed.
 - Making staff available before school, after school, or during planning periods, as appropriate, to discuss student needs, academic progress, or concerns and providing virtual meetings or home visits as needed.
 - Responding to parent communications, including emails, phone calls, and messages, within 24–48 hours to support home–school collaboration.
 - Providing interpretation and translation services as needed to ensure equitable access for all families.
 - Encouraging open communication and collaboration so parents can share concerns, ask questions, and provide suggestions.
5. Providing opportunities for parent volunteering and classroom participation, through:
- Offering a variety of volunteer opportunities that align with families' availability, interests, and strengths.
 - Inviting parents to participate in classroom activities, special events, and school programs through newsletters, ParentSquare, social media, and flyers.
 - Providing clear guidelines, support, and any required procedures such as background checks, volunteer applications, and training sessions, so parents feel confident and prepared in their roles.
 - Coordinating classroom observations and participation on a case-by-case basis with teachers and administrators to ensure meaningful engagement.
 - Creating a welcoming and inclusive environment where families feel valued, respected, and actively included in the school community.
6. Ensuring two-way, meaningful communication in a language families can understand, through:
- Providing written and verbal communications in families' preferred languages.
 - Utilizing interpreters, translation tools, and multilingual staff to support clear understanding during meetings, conferences, and school events.
 - Offering multiple communication platforms and formats, including virtual attendance, ADA-compliant facilities, and one-on-one meetings, to meet families' needs.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

- Encouraging families to share feedback, concerns, and cultural perspectives through surveys, meetings, and suggestion boxes to strengthen home–school partnerships.
- Maintaining consistent, respectful dialogue that supports collaboration between home and school and promotes student success.

Parent Responsibilities

Parents will support their children’s learning by monitoring attendance, ensuring homework completion, promoting positive use of extracurricular time, volunteering, participating in educational decisions, staying informed, and communicating with Lucille M. Brown Middle School, through:

- Monitoring attendance, punctuality, and homework completion, using tools such as [insert examples, parent portal, and SOL prep sessions.
- Communicating regularly with school personnel through ParentSquare, emails, phone calls, newsletters, and responding to notices or updates from the school.
- Volunteering in the school community and supporting school initiatives, such as PTO/PTA membership, classroom assistance, and field trips, to strengthen home–school partnerships.
- Encouraging consistent routines, positive behavior, and constructive use of extracurricular time at home and in the community.
- Participating in school programs, workshops, conferences, advisory groups, and Title I meetings to stay informed and involved in educational decisions.

Lucille M. Brown Middle School Title I Parent and Family Engagement Policies

Part IV – Accessibility Requirements

In implementing the Parent and Family Engagement requirements, Lucille M. Brown Middle School and local educational agencies will provide opportunities for all parents and family members to participate meaningfully in their child's education. This includes parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children. Lucille M. Brown Middle School will ensure that information and school reports required under Section 1111 are provided in a format and, to the extent practicable, in a language that parents can understand, through:

- Providing school information and reports required under Section 1111 in clear, family-friendly formats, and, to the extent practicable, in parents' preferred languages through translated documents, large print, digital platforms as needed.
- Utilizing interpreters, translation tools, and multilingual staff for in-person, virtual, and telephone communications through RPS Language Line, Language Justice Line, and on-site interpreters during Title 1 meetings.
- Offering accessible facilities and accommodations, including ADA-compliant spaces, elevators, virtual attendance options, and one-on-one meetings for parents with disabilities or special needs.
- Communicating the availability of translation, interpretation, and accessibility services through newsletters, the school website, ParentSquare, and flyers, so families are informed as needed
- Ensuring families with unique needs are actively supported in school engagement opportunities and can participate fully in decisions about their child's education, including conferences, workshops, and advisory councils.