

Arkansas Virtual Academy  
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501-664-4225

### **District Parent and Family Engagement Plan 2018/2019**

Superintendent: Dr. Scott Sides

District Parent and Family Engagement Coordinator: Gina Moore

Email (of Coordinator): [gmoore@arva.org](mailto:gmoore@arva.org)

Parent and Family Engagement Committee Members:

Kristin Allen, K-5 Principal

Ashley Holder, 6-8 Principal

Mendy Felton, 9-12 Principal

Michele Newnum, Title I Coordinator

Beth Moore, Teacher; Parent and Family Engagement Facilitator

Kathy Carlson, Parent

Olivea Delgado, Parent

Vanessa Gann, Parent

Barbara Hale, Parent

Mary Munoz, Parent

Karen Stewart, Parent

Pam Yarbrow, Parent

#### **Goal 1: How will the LEA foster effective parent and family engagement strategies and support partnerships among school, parents, and the community to improve student achievement?**

1. Develop and disseminate a district Parent and Family Engagement policy, in collaboration with parents so that parents have the opportunity to give input and suggestions for revision of the district and school plans through surveys and participation in the Parent and Family Engagement Committee. The plan establishes the district's expectations for parent and family engagement, and includes programs and practices that enhance parent and family engagement and reflect the specific needs of students and their families. Any other appropriate components, policies, programs, activities or procedures required by federal law will also be included in the Parent and Family Engagement Plan. The plan will be reviewed and updated annually, posted on the ARVA website, and shared directly with families via email distribution. Contact: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
2. Conduct an annual meeting in the spring and to update the plan/policy for next year's Title I, Part A program. Meeting facilitator: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
3. Reserve a minimum of 1% of the Title I, Part A allocation for parent and family engagement, with 90% going to Title I, Part A schools, with priority given to "high need" schools. These funds will be used to develop and implement a Family Academic Support Team (to include wages, equipment, and training-related expenses) to provide families with comprehensive preparation and sustained support for engagement in our schools. Contact: Scott Sides, [ssides@arva.org](mailto:ssides@arva.org)
4. Coordinate parent and family engagement activities with preschool programs as applicable and assist parents with transitioning their student to kindergarten by providing to parents the contact information for programs like Head Start, HIPPI, Parents as Teachers through links on school website and the school district's newsletter, providing kindergarten preparation workshops, and resources to parents of

preschoolers. Responsible person: Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org), or Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

5. Establish parent and family engagement contact person at each of the Title I, Part A schools. (Provide the name of the parent facilitator in each building) The parent engagement coordinator and parent facilitator will work together to ensure effective parent and family engagement. Parent and Family Engagement Facilitator: Beth Moore, K12 Parent Involvement Facilitator, [bmoore@arva.org](mailto:bmoore@arva.org).

6. Conduct an annual review of the effectiveness of the Parent and Family Engagement policy. ARVA will conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the Parent and Family Engagement Plan as it relates to strategies for increasing parental participation and identifying barriers to greater participation. Annual Review meeting facilitator: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

7. Develop district parent and family engagement committee to create a parent and family engagement policy and implement parent and family engagement activities as well as disseminate information to the community to promote parent and family engagement in the Title I, Part A schools. A District Parent and Family Engagement Committee will serve as a forum for parent suggestions for ARVA improvement. This committee reviews and evaluates the Parent and Family Engagement policies every year, meets to discuss ways to implement various aspects of the plan, and collaborates on other issues that pertain to our school. The Committee will also participate in the development of schoolwide programs outside of the regular curriculum. Contact: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

8. Ensure that parents of children with disabilities or limited English proficiency have the same access as other parents including information in a language and form they can understand. ARVA will also take the necessary steps to ensure that communication with parents with disabilities are as effective as communications with other parents to allow a parent with a disability an equal opportunity to participate in their child's education. Contact: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org) or Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org)

9. Involve parents in the process of school review and improvement. The Parent and Family Engagement Committee will participate in the review of programs through survey analysis. Information from the surveys will be used to make suggestions towards overall school improvement and parent and family engagement. Contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org) or Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org)

**Goal 2: How will the district provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental engagement?**

1. Conduct ongoing site visits to observe parent and family engagement practices. District Parent and Family Engagement Coordinator will work with the Parent and Family Engagement Facilitator to ensure practices are in place and consistent. Parent and Family Engagement meetings, to include the Facilitator and parents, will review documentation periodically for review. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

2. ARVA will provide materials and training, not otherwise available, to assist parents in supporting their child's academic achievement. Materials and training include, but are not limited to, access to the online school curriculum and tutorials, educational publications, school newsletter, supplemental online resources and assessment tools such as online workshops or resources on topics indicated in the parental needs survey such as schooling effectively at home, math instruction, and frequent parent-teacher conferences where specific strategies pertinent to the families'/students' needs can be addressed. Contact classroom teacher.

3. Enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. ARVA will ensure that all levels of staff, from the teachers to the general office personnel, understand how to reach out to and communicate with parents in order to build ties between parents and the school. ARVA teachers will be

provided no fewer than 2 hours of professional development in the area of parent and family engagement to enhance understanding of effective parent and family engagement strategies, and ARVA administration will receive no fewer than 3 hours of professional development in the area of parent and family engagement to enhance understanding of effective parent and family engagement strategies, the importance of administrative leadership in setting expectations, and creating a climate conducive to parental participation. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org), or Amy Johnson, [amjohnson@arva.org](mailto:amjohnson@arva.org)

4. Ensure, to the extent possible, that information is sent home in a language and form parents can understand. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
5. Provide a copy of the school policy at each school for parents to view as well as provide a copy to each parent. The school handbook is distributed by the first day of school and is posted on the school website for easy reference. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
6. Monitor each Title I, Part A school to ensure that each school performs the following tasks:
  1. Develop parent and family engagement policy.
  2. Offer flexible meeting times.
  3. Provide information to parents about the school's program, include parent information guide.
  4. Develop and use the School-Parent Compact.
  5. Provide training for parents in working with their child to improve academic achievement, to include training on the phone notification system in order to have real-time access to their child's attendance and achievement. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
7. Provide assistance to parents in understanding content, how to monitor a child's progress; standards, and academic assessments by providing online informational meetings and disseminating literature, websites, and other information on these topics that can be used by the school/teachers during conferences. Contact classroom teacher.
8. Encourage parents to volunteer within the school by assisting staff in developing volunteer opportunities as well as training staff to encourage and build volunteer efforts. ARVA will encourage parents to volunteer within the school through the development of a volunteer resource listing, which compiles the interests and availability of parent volunteers. The volunteer resource listing is shared with all ARVA teachers and administration. Volunteer opportunities that allow parents to participate in shared decision making, such as committees and the Booster Program (parent organization), will be included in the resource book. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
9. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, and providing recorded sessions of some online trainings, in order to maximize the opportunities for parents to participate in school-related activities. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
10. Convene an annual Title I meeting in the fall to inform parents of their school's participation in the development of the parent and family engagement policy and their right to be involved. This meeting will include the rights of parents of students receiving Title I services (including their right to be involved in the development of the Parent and Family Engagement Plan), a description or explanation of the school's curriculum, information on forms of academic assessment used to measure student progress and information on the proficiency level students are expected to meet. Responsible person: Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org)

### **Goal 3: How will the district build the school's capacity for strong parental engagement?**

1. Provide information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I, Part A. Responsible person: Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org) or Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

2. Assist in the development of parent and family engagement groups at each school such as the Parent and Family Engagement Committee and the Parent Booster Program (parent organization). Provide joint collaboration with parents, teachers, and other stakeholders by actively engaging them in the shared decision making within these groups, so that parent and family engagement programs, activities, and procedures are planned and implemented with meaningful consultation with parents. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
3. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their child. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
4. Involve parents through an annual survey to improve school effectiveness. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
5. Approve reasonable and necessary expenses associated with parent and family engagement activities. Responsible person: Scott Sides, Head of Schools, [ssides@arva.org](mailto:ssides@arva.org)
6. Provide any reasonable support for parent and family engagement at the request of participating Title I, Part A schools. If additional support is needed, schools should contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

**Goal 4: How will the district conduct, with the involvement of parents, ongoing evaluation of the content and effectiveness of the parent and family engagement plan as it relates to strategies for increasing parental participation and identifying barriers to greater participation?**

1. Survey parents annually, including questions to identify barriers to parent and family engagement. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
2. Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
3. Develop procedures for collecting parent participation documentation through sign-in lists for workshops, meetings, and conferences; schedules; brochures; meeting notes; and other means as appropriate throughout the school year. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
4. Use finding from evaluation process to: Make recommendations to each participating school for parent and family engagement policy revision. Provide suggestions for designing school improvement policies, as they relate to parent and family engagement. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org) or Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org)
5. Develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

**Goal 5: How will the district involve parents in the joint development of the district Title I Application under section 1112 (ACSIP)?**

1. Recruit parents to serve on district committee to develop the Title I Application. ARVA will recruit parents to serve on the district Parental and Family Engagement Committee to develop, evaluate, and update Title I components such as the Parent and Family Engagement Plan. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

Each school in Arkansas develops an Arkansas Consolidated School Improvement Plan (ACSIP). This plan serves as the school's application for all federal programs administered by the Arkansas Department of Education. ACSIPs integrate student achievement and school level data readily available to schools for use in building their plans. ARVA will recruit parents to serve on the district ACSIP committee in development of the Title I application. Responsible person: Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org)

*Plan submitted to ADE on 9/30/18. Approved on 10/2/18.*