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Arkansas Virtual Academy K-5 (Arkansas Virtual Academy)  
4702 West Commercial, Suite B3  
North Little Rock AR 72116  
501-664-4225

### School Parent and Family Engagement Plan

<b>School Name:</b>	Arkansas Virtual Academy Elementary
<b>Facilitator Name:</b>	Beth Moore
<b>Plan Review/Revision Date:</b>	7/29/2020
<b>District Level Reviewer, Title:</b>	Gina Moore, Parent and Family Engagement Coordinator
<b>District Level Approval Date:</b>	7/29/2020

#### Committee Members, Role:

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Melanie	Bobo	Parent
Elizabeth	Carrus	Parent
Angela	Harrison	Parent
Jennifer	Paul	Parent
Jessica	Poynor	Parent
Jennifer	Zuzino	Parent

#### Committee Members, Role:

*(Select "Repeat" to open more entry fields to add additional team members)*

First Name	Last Name	Position
Margaret	Mathes	Employee/Parent
Beth	Moore	Parent & Family Engagement Facilitator
Jessica	Stack	Elementary Principal
Gina	Moore	Parent & Family Engagement Coordinator

#### 1: Jointly Developed

*(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The school will engage parents in the annual evaluation and development of the Title I, Part A Program's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment. Using the evaluation results, the Parent and Family Engagement Committee will determine the effectiveness of the Parent and Family Engagement Plan and make changes, if warranted. While collecting evidence about satisfaction with the program the school's efforts to increase parental engagement will be a part of the evaluation. The evaluation will include a survey to collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. All parents of students are invited to participate in the evaluation and development through the Family Needs Assessment and throughout the year. For more information please contact Gina Moore, gmoore@arva.org.

The Arkansas Virtual Academy Elementary School has a Parent and Family Engagement Plan developed jointly with parents and revised each year based on an annual needs survey and to reflect programs and practices that enhance parental engagement and address the specific parent engagement needs of the students and their families as well as the specific academic improvement needs of the school. Parents have the opportunity to give input and suggestions for revision of the school plan through surveys and participation in the Parent and Family Engagement Committee. The school will submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents. A parent-friendly copy of the plan is posted on the school's website, shared through the Information Packet, and as a supplement to the Student Handbook. For more information please contact Beth Moore, bmoore@arva.org.

The school will ask parents to fill out a parent interest survey yearly to get information from parents concerning the activities they feel will be most beneficial in the efforts to provide feedback to our school related to the Title I programs and how to best support their child academically. Reasonable requests for additional meetings will be considered. For more information, please contact Gina Moore: gmoore@arva.org.

The school will use the results of the parent interest survey to plan the parent and family engagement activities for the year. For more information, please contact Gina Moore: gmoore@arva.org.

The school will evaluate the activities offered yearly. For more information, please contact Gina Moore: gmoore@arva.org.

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**2: Annual Title I Meeting**

*(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. The Title I meeting will be used to inform parents of the requirements of Title I and the school's participation and to inform parents of their rights under Title I. For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet, and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office. Questions regarding the Title I meeting can be directed to Michele Newnum, minewnum@arva.org.

Our school's Annual Title I Meeting will be held online in the fall 2020.

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### **3: Communications**

*(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

#### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The Arkansas Virtual Academy Elementary School has a Parent and Family Engagement Plan developed jointly with parents and revised each year based on an annual needs survey and to reflect programs and practices that enhance parental engagement and address the specific parent engagement needs of the students and their families as well as the specific academic improvement needs of the school. Parents have the opportunity to give input and suggestions for revision of the school plan through surveys and participation in the Parent and Family Engagement Committee. A parent-friendly copy of the plan is posted on the school's website, shared through the Information Packet, and as a supplement to the Student Handbook. For more information please contact Beth Moore, [bmoore@arva.org](mailto:bmoore@arva.org).

The school shall enable the formation of our Parent Booster Program in place of a PTA, which will foster parental and community involvement within the school. The ARVA Booster Program (parent organization) will provide a forum for mutual support and ideas geared to make the ARVA experience positive and academically rewarding for all families. This parent-based volunteer group is intended to foster local engagement through activities that promote leadership, school pride and outreach, and meaningful connections for families through its efforts. Regular ARVA Booster Program meetings will be conducted online to ensure that all parents of students enrolled are provided the opportunity to participate in school activities. Meetings are recorded for families unable to attend. For more information about the ARVA Parent Booster Program, please contact Beth Moore, [bmoore@arva.org](mailto:bmoore@arva.org).

The school ensures that information to parents, including the Parent and Family Engagement Plan and the Information Packet, is in an understandable and uniform format, including alternative formats upon request, and appropriate to the age and grade level of each child, and, to the extent practicable, in a language that parents can understand. For more information please contact Beth Moore, [bmoore@arva.org](mailto:bmoore@arva.org) or Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

Signatures are collected through an online service to show receipt of the Student Handbook, School Compact, and Parent and Family Engagement Plan summary. For more information, contact Michele Newnum, [minewnum@arva.org](mailto:minewnum@arva.org).

ARVA will take the necessary steps to ensure that communications with parents with disabilities are as effective as communications with other parents to afford a parent with a disability an equal opportunity to participate in, and enjoy the benefits of, Title I programs, services, and activities, where applicable, including parent and family engagement provisions. For more information please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

ARVA will distribute an Informational Packet in the fall that includes a copy of the school's Parent and Family Engagement Plan; the recommended role of the parent, teacher, student, and school; ways for the parent to become involved in the school and his or her child's education; an invitation for volunteer information; activities planned throughout the school year; and a system to allow the parents and the school to communicate in a regular, two-way, meaningful manner. The packet will also contain school contact person information, including contact information for the Parent Facilitator/Parent and Family Engagement Coordinator. This Informational Packet will also be linked in the monthly district newsletters for future reference. For more information, please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

Parent meetings will be held at various times during the day or evening and/or recordings of online meetings will be provided to better accommodate parents. Where appropriate, access to online surveys and email exchanges will provide parents an opportunity to share feedback without having to attend a live session. For more information, please contact your child's CAPE.

#### **4: School-Parent Compact**

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

##### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. Signatures will be collected via an online survey. For more information, contact Michele Newnum, [minewnum@arva.org](mailto:minewnum@arva.org).

The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts within the Information Packet and district newsletters. For more information please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

A volunteer resource listing, compiling the interests and availability of parent volunteers, will be developed and 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. For more information please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org). For information on the Booster Club, please contact Beth Moore, [bmoore@arva.org](mailto:bmoore@arva.org).

Provide training at least annually for volunteers who assist in an instructional program for parents. For more information please contact Jessica Stack [jestack@arva.org](mailto:jestack@arva.org).

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 parental involvement to enhance understanding of effective parent involvement strategies, the importance of administrative leadership in setting expectations, and creating a climate conducive to parental participation. For more information, contact Jessica Stack, [jestack@arva.org](mailto:jestack@arva.org) or Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

Provide instruction to parents on how to incorporate developmentally-appropriate learning activities in the home environment, including, without limitation: role-play and demonstration by a trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. For more information, contact Jessica Stack, [jestack@arva.org](mailto:jestack@arva.org).

Distributing a monthly school newsletter to families providing information about school outings, student achievement awards, health and wellness information, additional learning opportunities for students and other general school information. Study skill strategies, learning inventories, and test-taking tips are just some of the information distributed. The newsletter will be distributed via email and linked in the monthly district newsletter. For more information about the school newsletter, please contact Jessica Stack, [jestack@arva.org](mailto:jestack@arva.org).

Providing various forms of electronic means of communication including email, phone calls, messages posted on the online school (OLS), school website (<http://www.k12.com/arva/>), and the school Facebook page, to allow parents many avenues to access school information. For more information, please contact your child's Advisor.

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#### **5: Reservation of Funds**

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will*

*share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

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 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: Amy Johnson, amjohnson@arva.org

A Parent and Family Engagement Committee (PFEC) will serve as a forum for parent suggestions for ARVA improvement. The PFEC reviews and evaluates the Parent and Family Engagement Plans every year, discusses ways to implement various aspects of the engagement plans including parent engagement programs, activities, and procedures and collaborates on other issues that pertain to our school. The PFEC will also participate in the development of schoolwide programs outside of the regular curriculum through analysis of parent engagement surveys. Information from the surveys will be used to evaluate parental access to school information and will inform what enhancements may be needed to support our students and parents. PFEC will ensure that the school's parental engagement plans involve parents of students at all grade levels in a variety of roles, including involvement in the education of their children, volunteer activities, learning activities that support classroom instruction, participation in school decisions, and collaboration with the community. For more information please contact Gina Moore, gmoore@arva.org.

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**6: Coordination of Services**

*(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Parents will be provided instruction on how to incorporate developmentally-appropriate learning activities in the home environment such as the use of and access to Department website tools for parents, assistance with nutritional meal planning and preparation, and other strategies, curricula, or activities to help a parent assist in his or her child's learning to enhance their education. For more information on academic meetings, please contact your Advisor.

Access to outside speakers, often through K-12, will provide parents with more information concerning parenting techniques and ways to make their child's academic life more successful. For more information please contact Gina Moore, gmoore@arva.org.

The school will encourage parents in a variety of roles and activities to increase their engagement and support for student learning such as school activities and educational outings where parents can play a key role in the development, hosting, and assistance at such events. ARVA staff will attend and participate in organized school outings (ARVA Days) throughout the year where students and parents are in attendance. These enrichment opportunities for students and parents are educational in nature and driven by the curriculum to provide enrichment to what students are learning. For more information please contact Gina Moore, gmoore@arva.org.

Mobilize resources provided by K12 intended to develop a national community for online learning such as the K12 Art Competition, Winterland of Gingerbread events, Spelling Bee, and online clubs. For more information please contact Gina Moore, gmoore@arva.org.

Online student, parent and family engagement meetings/workshops (ARVA Academic Days) will be held throughout the year and throughout the state, utilizing community resources such as libraries, state parks, colleges, and local churches, by ARVA teachers and/or staff, K12, and other experts in the field of education for parents to attend. Session topics are pulled from the Parent Needs Assessment and may include: Title I, developmentally-appropriate learning activities, volunteer training, strategies for schooling effectively at home, state testing, math support, and

others as determined by a needs assessment. For information, please contact Gina Moore, gmoore@arva.org.

Partner with the district to provide contact information to parents for preschool programs such as Head Start, HIPPI, and Parents as Teachers through links in district newsletter. For more information please contact Gina Moore, gmoore@arva.org.

Holding weekly parent orientation sessions online, accessible to parents across the state, for newly enrolling families where information about school policies, curriculum, and other information will be provided. For more information please contact Gina Moore, gmoore@arva.org.

The school shall enable the formation of our Parent Booster Program in place of a PTA, which will foster parental and community involvement within the school. The ARVA Booster Program (parent organization) will provide a forum for mutual support and ideas geared to make the ARVA experience positive and academically rewarding for all families. This parent-based volunteer group is intended to foster local engagement through activities that promote leadership, school pride and outreach, and meaningful connections for families through its efforts. Regular ARVA Booster Program meetings will be conducted online to ensure that all parents of students enrolled are provided the opportunity to participate in school activities. Meetings are recorded for families unable to attend. For more information about the ARVA Parent Booster Program, please contact Beth Moore, bmoore@arva.org.

To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory committee to provide advice and guidance for school improvement. For more information please contact Gina Moore, gmoore@arva.org.

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## **7: Building Capacity of Parents**

*(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)*

### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

Parent-teacher conferences will take place on a regular basis as indicated by parent and student needs, at a minimum of twice a year. Conferences will review student progress, academic areas of need, and support for the parents. For more information, please contact your child's content teacher(s).

Providing to parents an explanation of the statewide assessment system, standards, and other accountability measures. For more information, please contact your child's content teacher.

The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet, and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office. Questions regarding the Title I meeting can be directed to Michele Newnum, minewnum@arva.org. Our school's Annual Title I Meeting will be held online in the fall 2020.

To promote and support responsible parenting, the school shall, as funds are available: build the parent lending library by purchasing parenting books, magazines, and other informative materials regarding responsible parenting, as requested by parents, advertise chosen selections, and give parents the opportunity to borrow the materials for review. For more information, please contact Gina Moore: gmoore@arva.org.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress. For more information, please contact your child's content teacher(s).

Providing report cards/progress reports to parents every nine weeks with information regarding their child's academic progress. Parents may, at any time, access their child's current grades through the OLS. For more information, please contact your child's content teacher(s).

A Parent and Family Engagement Committee (PFEC) will serve as a forum for parent suggestions for ARVA improvement. The PFEC reviews and evaluates the parent and family engagement plans every year, discusses ways to implement various aspects of the engagement plans including parent engagement programs, activities, and procedures and collaborates on other issues that pertain to our school. The PFEC will also participate in the development of schoolwide programs outside of the regular curriculum through analysis of parent engagement surveys. Information from the surveys will be used to evaluate parental access to school information and will inform what enhancements may be needed to support our students and parents. PFEC will ensure that the school's parental engagement plans involve parents of students at all grade levels in a variety of roles, including involvement in the education of their children, volunteer activities, learning activities that support classroom instruction, participation in school decisions, and collaboration with the community. For more information please contact Gina Moore, gmoore@arva.org.

ARVA will investigate and, when and where feasible, utilize community resources in the instructional program of the school to strengthen school programs, family practices and student learning such as collaboration with the K12 national community for parent workshops, student clubs, WOG, art contest, etc.; Back-to-School Day/Book Fair at Barnes & Noble, venues across the state for educational outings, church or community buildings for testing, and so forth. For more information, please contact Gina Moore, gmoore@arva.org.

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### **8: Building Capacity of School Staff**

*(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)*

#### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

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 required to complete 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, or Jessica Stack, jestack@arva.org.

Teachers, specialized instructional support personnel, Principals, and other school leaders and those involved with families will be trained in: the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; how to build ties between parents and the school; and who to reach out to for more support in these areas. 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. Staff will receive customer service training in order to ensure parents feel welcome when reaching out to the schools or district offices. Families are frequently spotlighted at staff professional developments so that staff can understand the families' needs and how to assist them. Monitor each Title I, Part A school to ensure that each school performs the following tasks:

1. Develop parent and family engagement plan.
2. Offer flexible meeting times and locations, such as online.
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

The school shall ensure that information to parents is in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. Similarly, ARVA will take the necessary steps to ensure that communications with parents with disabilities are as effective as communications with other parents to afford a parent with a disability an equal opportunity to participate in, and enjoy the benefits of, Title I programs, services, and activities, where applicable, including parent and family engagement provisions. For more information please contact Gina Moore, gmoore@arva.org.

Distributing the Student Handbook, which includes the school's process for resolving parental concerns, the recommended role of the parent, student, teacher and school, ARVA's system to allow parents, teachers, and the school to communicate in a regular, two-way, and meaningful manner, among other information. ARVA will collect signature pages from parents and students from the ARVA Student/Parent Handbook at the beginning of the year via by way of digital signature stating families have accepted the policies and procedures outlined and will comply. For more information on the School Handbook, please contact Gina Moore, gmoore@arva.org.

ARVA staff and Board have an approved policy for resolving parental concerns, and it is clearly outlined in the ARVA Student/Parent Handbook which is distributed to all families annually and posted to the website: arva.org. For more information contact Jessica Stack, jestack@arva.org.

All reasonable requests for parent and family engagement activities are encouraged and considered. Parents are routinely encouraged to organize regional outings for students. Contact Gina Moore, gmoore@arva.org for more information.

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### **9: Building Capacity - Discretionary**

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

**Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?**

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**(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)**

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#### **District Feedback**

- Attention: Changes Needed!
- In Compliance

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**Comments:**