

Arkansas Virtual Academy High School 9-12  
4702 W Commercial, STE B3  
North Little Rock AR 72116  
(501) 664-4225

## 2017-2018 School Parent and Family Engagement Plan

### District

Arkansas Virtual Academy

### School Improvement Status

TBD

### Grade Levels

9-12

### Parent and Family Engagement Coordinator

Gina Moore

### Title I status

School-wide

### Percent of free and reduced lunch

63%

### Parent and Family Engagement Committee Members

Kathy Carlson	Parent
Mary Munoz	Parent
Karen Stewart	Parent
Beth Moore	Teacher, Parent and Family Engagement Facilitator
Mendy Felton	Principal
Gina Moore	Parent and Family Engagement Coordinator
Michele Newnum	Title I Coordinator

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### 1. List various communication strategies used in our school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

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 Mendy Felton, [afelton@arva.org](mailto:afelton@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: Arkansas Virtual Academy at K12, to allow parents many avenues to access school information. For more information, please contact your child's teacher.

Providing a School Calendar of academic and social events. This information is included in the Student/Parent Handbook and posted on the school website. For more information please contact Gina Moore, [gmoore@arva.org](mailto: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](mailto: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 teacher.

Providing to parents report cards/progress reports 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 teacher.

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

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](mailto:gmoore@arva.org).

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

Ensuring 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 parent 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).

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**2. List the proposed parent meeting, conferences, and activities regularly throughout this year and the dates providing flexible meeting times that we have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)**

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 teacher.

Online parent involvement meetings/workshops will be held throughout the year by ARVA teachers and/or staff, K<sup>12</sup>, 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](mailto:gmoore@arva.org).

ARVA will also schedule a school-wide meeting at which parents are given a report on the state of the school and an overview of what students will be learning, how students will be assessed, what a parent should expect from his or her child's education, and how a parent can assist and make a difference in his or her child's education. For more information please contact Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org).

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 child's teacher. 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 will provide parents an opportunity to share feedback without having to attend a live session. For more information, please contact your child's teacher.

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

Mobilize resources provided by K<sup>12</sup> intended to develop a national community for online learning such as the K<sup>12</sup> Art Competition, spelling bee, Winterland of Gingerbread events, and online clubs. For more information please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

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### **3. How will our school provide information to parents about volunteer opportunities?**

The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts within the Volunteer Survey. 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 Mendy Felton, [afelton@arva.org](mailto:afelton@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 Mendy Felton, [afelton@arva.org](mailto:afelton@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 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 Mendy Felton, [afelton@arva.org](mailto:afelton@arva.org).

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### **4. How will our school work with parents to create a School-Parent-Compact?**

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](mailto:mnewnum@arva.org), [mnewnum@arva.org](mailto:mnewnum@arva.org).

**5. How will our school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

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. For more information please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@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, meets to discuss ways to implement various aspects of the parental 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](mailto:gmoore@arva.org).

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

Convene an annual Title I meeting in the fall that 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 policy), 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, Title I Coordinator, [mnewnum@arva.org](mailto:mnewnum@arva.org).

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**6. How will our school provide resources for parents?**

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; a volunteer survey to share interests; 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 and the 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).

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 the current selection, and give parents the opportunity to borrow the materials for review. For more information, please contact Gina Moore: [gmoore@arva.org](mailto:gmoore@arva.org).

ARVA will investigate 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 K<sup>12</sup> 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](mailto: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](http://arva.org). For more information contact Mendy Felton, [afelton@arva.org](mailto:afelton@arva.org).

ARVA has designated a certified staff member who serves as a parent facilitator to promote and encourage a welcoming atmosphere to foster parental involvement in the school, and undertake efforts to ensure that parental participation is recognized as an asset to the school. The parent coordinator and parent facilitator will work together to ensure parental involvement. For more information, contact Beth Moore [bmoore@arva.org](mailto:bmoore@arva.org), ARVA's HS Parent Facilitator.

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**7. How will our school engage parents in the evaluation of our parent and family engagement efforts?**

The school will engage parents in the annual evaluation of the Title I, Part A Programs parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment. Using the evaluation results, the Parental Advisory Committee will determine the effectiveness of the parental involvement 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. For more information please contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org).

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**8. How will our school use the parent interest surveys to select, plan, and implement parent and family engagement activities that will be offered throughout the year?**

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 support their child academically. For more information, please contact Gina Moore: [gmoore@arva.org](mailto: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](mailto:gmoore@arva.org).

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

Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities. For more information, Mendy Felton, [afelton@arva.org](mailto:afelton@arva.org).

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**9. When will our school plan the Annual Title I Meeting that must be conducted separately?**

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. For more information on the Title I meeting, contact Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org).

Our school's Annual Title I Meeting will be held Tuesday, Oct. 9, 2018.