

**Arkansas Virtual Academy**  
4702 West Commercial, Suite B3  
North Little Rock AR 72116  
501-664-4225

**District Parent and Family Engagement Plan 2017-2018**

**School Year**  
2017-2018

**Superintendent**  
Scott Sides

**Parent Involvement Committee Members:**

Scott Sides Superintendent/Head of School	Tesha Canales Parent
Gina Moore District Parent Coordinator	Olivea Delgado Parent
Michele Newnum Title I Coordinator	Will Hannah Parent
Kristin Allen K-5 Principal	Tracy Householder Parent
Ashley Holder K-8 Principal	Lenerika Jenkins Parent
Allison Roberts 9-12 Principal	Bridgett Paul Parent
Beth Moore K-5 Parent Facilitator/Teacher	Lea Ann Price Parent
Alyssa Gordon Support Staff	Jodi Robert Parent
Joyce Allison Parent	Patricia Smith Parent
Tina Berry Parent	Kristy Westbrook Parent
Brandie Baker Parent	Tonya Williams 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 a district Parent and Family Engagement Plan, 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 by October 21st, 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/or fall 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 parental involvement, with 95% going to Title I, Part A 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. Utilize the parental engagement contact person at each of the Title I, Part A schools. The parent engagement coordinator and parent facilitator will work together to ensure parental involvement. Parental Involvement contact person for each school:  
Beth Moore, Parent Involvement Facilitator K-5, [bmoore@arva.org](mailto:bmoore@arva.org).  
Gina Moore, Parent Involvement Facilitator, 6-8, [gmoore@arva.org](mailto:gmoore@arva.org)  
Alyssa Gordon, Parent Involvement Facilitator, 9-12, [agordon@arva.org](mailto:agordon@arva.org)
5. Conduct an annual review of the effectiveness of the Parent and Family Engagement Plan. 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)
6. 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 Plans 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 school-wide 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. Contact: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
7. Ensure that information related to schools and parent programs is provided to parents in an understandable and uniform format, including alternative formats upon request, and to the extent practical in a language parents 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 by providing auxiliary aids and services when necessary to allow a parent with a disability an equal

opportunity to participate in Title I meetings and programs. Contact: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org) or Michele Newnum, [mnewnum@arva.org](mailto:mnewnum@arva.org)

8. Coordinate 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, HIPPY, 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)

**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. ARVA will provide materials and training to help parents work with their children to improve academic achievement. Materials 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.

2. 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.

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 that information related to schools and parent programs is sent to parents to the extent practical in a language and form parents can understand. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

5. Distribute the district Parent and Family Engagement Plan to parents. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

6. Ensure that each school of the Arkansas Virtual Academy performs the following tasks:

1. Develop Parent and Family Engagement Plan.
2. Offer flexible meeting times.
3. Provide information to parents about the school's program, including school notification methods and a 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.  
Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

7. Reinforce parenting skills to support the acquisition of academic skills and their application in real-life situations for parent use. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

8. Encourage parents to volunteer within the school through the development of a volunteer resource book, listing the interests and availability of parent volunteers. The volunteer resource book 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 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 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)

11. Provide training at least annually for volunteers who assist in an instructional program for parents. For example, training and support to parents who would volunteer with newly-enrolled parents through a mentor program would be provided prior to performing volunteer support. Responsible person:  
K-5: Kristin Allen, [kallen@arva.org](mailto:kallen@arva.org)  
6-8: Ashley Holder, [aholder@arva.org](mailto:aholder@arva.org)  
9-12: Allison Roberts, [aroberts@arva.org](mailto:aroberts@arva.org)

12. Conduct ongoing site visits to observe parent and family engagement practices. District Parental Involvement Coordinator will work with the school-level Parent Involvement Facilitator to ensure practices are in place and consistent. Parental Involvement meetings, to include the Parent Involvement Facilitator and parents, will review documentation periodically for review. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@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. Encourage or develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental engagement activities. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
4. 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)
5. Involve parents through an annual survey to improve school effectiveness. Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
6. 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)
7. Provide other 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 parental 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:
  1. Make recommendations to each participating school for Parent and Family Engagement Plan revision.
  2. 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)
5. Develop and disseminate an annual parent activity evaluation report to share with parents, staff, and the community. This report will be shared annually with families via a Parent and Family Engagement meeting and will be available on the website for review by 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)?**

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)