

**Arkansas Virtual Academy**  
1400 West Markham, Ste. 206  
Little Rock, AR 72201  
501-664-4225

**District Parent and Family Engagement Plan 2019/2020**

Superintendent: Amy Johnson  
District Parent and Family Engagement Coordinator: Gina Moore  
Coordinator email: [gmoore@arva.org](mailto:gmoore@arva.org)

Parent and Family Engagement Committee Members:

Vanessa Gann, Parent	Misty Mathes, Advisor and Parent
Stephanie Houston, Parent	Jessica Stack, ES Principal
Carmen Rees, Parent	Ashley Holder, MS Principal
Anita Smith, Parent	Mendy Felton, HS Principal
Patricia Smith, Parent	Beth Moore, Teacher and PI Facilitator
Angie West, Parent	Michele Newnum, Title Programs Coordinator
Pam Yarbrow, Parent	Gina Moore, Parent & Family Engagement Coordinator
Michelle Ham, Teacher and Parent	

**1: Jointly Developed Expectations and Objectives**

1. Involve parents through an annual survey to improve school effectiveness, including questions to identify barriers to parent and family engagement. Provide an opportunity for the parents to assist in the development of the evaluation procedures, including analysis of data collected.
2. Using the information from the survey, develop and disseminate a district Parent and Family Engagement plan, a schoolwide program plan, and support and improvement plans, 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.
3. 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.
4. The plan will be reviewed, updated, and submitted annually, by Oct. 1, 2019 for the 2019/2020 school year. It will be submitted to the Arkansas Department of Education, along with comments from parents who deem the schoolwide plan unsatisfactory, posted on the ARVA website, and a parent-friendly summary will be shared with families as a supplement to the School Handbook.
5. Signatures will be obtained from families within the Student Handbook receipt survey acknowledging receipt of the district Parent & Family Engagement Plan summary.
6. Develop district parent and family engagement committee to create a parent and family engagement plan 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. Parents and guardians of all grade levels are invited to participate in this committee via various schoolwide surveys throughout the year, as well as through face-to-face invitation.

7. 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, collaborates to discuss ways to implement various aspects of the plan, discusses how funds reserved for parent and family engagement are allotted for activities, and works together on other issues that pertain to our school. The committee will also participate in the development of schoolwide programs outside of the regular curriculum.
8. Incorporate the parent and family engagement plan into the schoolwide plan.

## **2: Building Staff Capacity through Training and Technical Assistance**

1. 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](mailto:gmoore@arva.org), or Kristin Allen, [kallen@arva.org](mailto:kallen@arva.org).
2. Provide coordination, technical assistance, and other support to schools in: jointly-developing school parent and family engagement plans, implementing effective parent and family involvement activities, jointly-developing school-parent compacts.
3. 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 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)
4. 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 file. Volunteers will receive training, at least annually, in the area(s) in which they are to volunteer.

5. The district Parent & Family Engagement Plan will be reviewed, updated, and submitted annually, by Oct. 1, 2019 for the 2019/2020 school year. It will be submitted to the Arkansas Department of Education, along with comments from parents who deem the schoolwide plan unsatisfactory, posted on the ARVA website, and a parent-friendly summary will be shared with families as a supplement to the School Handbook. Signatures will be obtained from families within the Student Handbook receipt survey acknowledging receipt of the district Parent & Family Engagement Plan summary.

6. Ensure that information is sent in a language and format that parents and families 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, [minewnum@arva.org](mailto:minewnum@arva.org)

### **3: Building Parent Capacity**

1. Provide assistance to parents in understanding: content, how to monitor a child's progress, the challenging State academic standards, State and local academic assessments, and how to work with educators to improve the achievement of their children 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 Advisor or content teacher.

2. 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 plan and their right to be involved, along with the requirements of Title I, Part A. 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 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, [minewnum@arva.org](mailto:minewnum@arva.org)

3. 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 literacy training and using technology and the harms of copyright piracy, schooling effectively at home, math instruction, and frequent parent teacher conferences where specific strategies pertinent to the families'/students' needs can be addressed. Contact Advisor or content teacher.

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. Provide other reasonable support for parental involvement activities as parents may request.

Responsible person: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

5. Approve reasonable and necessary expenses associated with parent and family engagement activities.

6. Encourage parent participation through innovative scheduling of activities through strategies such as holding meetings at a variety of times, such as morning and evening, providing recorded sessions of

some online trainings, and offering some meetings via email exchange in order to maximize the opportunities for parents to participate in school-related activities.

#### **4: Reservation and Evaluation**

1. 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](mailto:amjohnson@arva.org)
2. 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. This will allow parents and families to be involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parental involvement activities.
3. The 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, collaborates to discuss ways to implement various aspects of the plan, and ensures the funded activities and strategies are consistent with the district parent and family engagement policy. Contact: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
4. 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 needs, and strategies for increasing parental participation and identifying barriers to greater participation. Annual Review meeting facilitator: Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)
5. Involve parents in the process of evaluating school improvement. The Parent and Family Engagement Committee will participate in the review of programs through survey analysis. Findings from the evaluation will be used to help design evidence-based strategies for more effective parental involvement. Contact Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org) or Michele Newnum, [minewnum@arva.org](mailto:minewnum@arva.org)
6. The Parent and Family Engagement Committee will, on a yearly basis, review and approve the plans for each school, sharing their feedback and suggestions for revisions.
7. The district and school-levels plans will be reviewed, updated, and submitted annually, by Oct. 1, 2019 for the 2019/2020 school year, and by August 1 thereafter. The district level plan will be submitted to the Arkansas Department of Education, along with comments from parents who deem the schoolwide plan unsatisfactory, posted on the ARVA website, and a parent-friendly summary will be shared with families as a supplement to the School Handbook.

#### **5: Coordination**

1. Coordinate parent and family engagement activities with other Federal, State, and local programs, such as 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, HIPPIY, 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, [minewnum@arva.org](mailto:minewnum@arva.org), or Gina Moore, [gmoore@arva.org](mailto:gmoore@arva.org)

2. Conduct other activities, such as parent resource centers, that encourage and support parents. ARVA provides parent resource center for families with books and resources that are mailed to them. Because families are spread throughout the state, families are also provided with online resources through the monthly district newsletter throughout the year.

*Plan submitted to ADE on 9/19/19*