

**Arkansas Virtual Academy  
District Parent Involvement Policy 2015-2016**

**School Year**

2015-2016

**Superintendent**

Scott Sides

**School Improvement Status**

NA

**Parent Involvement Committee Members:**

Scott Sides

Administrator/Head of School

Michelle Ham

Support Staff/Parent

Gina Moore

District Parent Coordinator

Jennifer Shelby

Support Staff/Parent

Beth Moore

Parent Facilitator/Teacher

Teriney Tobler

Support Staff/Parent

Mitzi Bingaman

Principal

Haley Woodruff

Support Staff/Parent

Amanda Felton

Teacher

Chrissy Kelley

Parent

Kristen Wheeler

Teacher

Martin Fimple

Parent

Alyssa Gordon

Support Staff

Shannon Stewart

Parent

Crystal Clayborn

Support Staff/Parent

Stacy Seigel

Parent

Kim Cox

Support Staff/Parent

Jessica Campbell

Parent

Dixie Dorflinger

Support Staff/Parent

Aquella Ellis

Parent

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

1. Develop a district parental involvement 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 Parental Advisory Committee and Parental Involvement ACSIP Committee. The plan establishes the district's expectations for parental involvement, and includes programs and practices that enhance parental involvement 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 parental involvement plan. The plan will be reviewed and updated annually and posted on the ARVA website by October 1st.

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, Parental Involvement

Coordinator: [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 involvement contact person at each of the Title I, Part A schools. The parent involvement coordinator and parent facilitator will work together to ensure parental involvement. Parental Involvement contact person for each school: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org) or Beth Moore, Parent Involvement Facilitator, [bmoore@arva.org](mailto:bmoore@arva.org).

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

6. A Parent Advisory Committee (PAC) will serve as a forum for parent suggestions for ARVA improvement. The PAC reviews and evaluates the parental involvement plans every year, meets to discuss ways to implement various aspects of the parental involvement plan, and collaborates on other issues that pertain to our school. The PAC will also participate in the development of school-wide programs outside of the regular curriculum through analysis of parent involvement 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, Parental Involvement Coordinator, [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, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@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 websites and the school newsletter; providing kindergarten preparation workshops; and providing access to a monthly online preschool story hour, including supplemental learning activities. Responsible person: Gina Moore, Parental Involvement Coordinator, [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 involvement?**

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 (OLS) curriculum and tutorials, educational publications, school newsletter, supplemental online resources and assessment tools such as Study Island, DIBELS progress monitoring, and Scantron, online workshops/meetings on topics indicated by the parental needs survey such as Schooling Effectively At Home and math instruction, and frequent parent-teacher conferences where specific strategies pertinent to the family's/students' needs can be addressed. Contact classroom teacher or Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org).

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 parental involvement to enhance understanding of effective parental involvement 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. Responsible person: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@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, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

5. Distribute the district parental involvement plan/policy to parents. Responsible person: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

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

1. Develop parental involvement plan/policy.
2. Offer flexible meeting times.
3. Provide information to parents about the school's program, including 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, Parental Involvement Coordinator, [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, Parental Involvement Coordinator, [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 ACSIP committees, Parental Advisory Committee, and Booster Program (parent organization) will be included in the resource book. Responsible person: Gina Moore, Parental Involvement Coordinator, [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 online trainings, in order to maximize the opportunities for parents to participate in school-related activities. Responsible person: Gina Moore, Parental Involvement Coordinator, [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 parental involvement plan/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: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@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: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

12. Conduct ongoing site visits to observe parental involvement practices. 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, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

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

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: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

2. Assist in the development of parent engagement groups at each school such as Parental Advisory Committee, Parental Involvement ACSIP 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 parental involvement programs, activities, and procedures are planned and implemented with meaningful consultation with parents. Responsible person: Gina Moore, Parental Involvement Coordinator, [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 involvement activities. Responsible person: Gina Moore, Parental Involvement Coordinator, [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, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

5. Involve parents through an annual survey to improve school effectiveness. Responsible person: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

6. Approve reasonable and necessary expenses associated with parental involvement activities. Responsible person: Scott Sides, Head of Schools, [ssides@arva.org](mailto:ssides@arva.org)

7. Provide other reasonable support for parental involvement at the request of participating Title I, Part A schools. If additional support is needed, schools should contact Gina Moore, Parental Involvement Coordinator, [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 parental involvement policy 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 involvement. Responsible person: Gina Moore, Parental Involvement Coordinator, [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, Parental Involvement Coordinator, [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, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)

4. Use finding from evaluation process to

1. Make recommendations to each participating school for parental involvement plan/policy revision.
2. Provide suggestions for designing school improvement policies, as they relate to parental involvement. Responsible person: Gina Moore, Parental Involvement Coordinator, [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 Parental Involvement meeting and will be available on the Strong Start website for review by the community. Responsible person: Gina Moore, Parental Involvement Coordinator, [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 the district Parental Involvement ACSIP committee to develop, evaluate, and update the Title I Application. 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. Responsible person: Gina Moore, Parental Involvement Coordinator, [gmoore@arva.org](mailto:gmoore@arva.org)