



ARKANSAS
VIRTUAL ACADEMYSM

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ARVA Title I, Part A Program—Elementary Parent Involvement Plan 2014-2015

District: Arkansas Virtual Academy

Grade Levels: K-5

Title I School-Wide: Yes

Parent Involvement Coordinator: Gina Moore

Parent Involvement Facilitator: Beth Moore

Percent of free and reduced lunch: 66%

Parental Advisory Committee Members:

Gina Moore, Title I and Parental Involvement Coordinator

Beth Moore, Parent Facilitator/Teacher

Deborah Driesel, SPED and Testing Coordinator

April Fortner, Engagement Coach

Hollie Gumm, Assistant Acad. Admin., K-6

Trisha Hill, SPED Teacher

Amanda Lloyd, Engagement Coach

Annetta Lowrimore, Engagement Coach

Angie Maloch, Engagement Coach

Misty Mathes, Engagement Coach

Dawn Mitchell, Engagement Coach

Marlo Nelson, SPED Teacher

Kathryn Roset, Engagement Coach

Jennifer Shelby, Fam. Acad. Support Lead

Yvonne Walbek, Teacher

Barbara Bailey, Parent

Doug Bailey, Parent

Telitha Bair, Parent

Sandra Bottoms, Parent

Meagun Brockman, Parent

Tiffany Dickson, Parent

Karathy Donahou, Parent

Cassandra Dunn, Parent

Aimee Dyson, Parent

Amanda Fisher, Parent

Anne Freeman, Parent

Jackeline Freeman, Parent

Heather Fuselier, Parent

Kelli Jordan, Parent

Casey Kelley, Parent

Christina McCafferty, Parent

Abby McCool, Parent

Kristy Munroe, Parent

Julie Murie, Parent

Angella Nalley, Parent

Kathrine Passalaqua, Parent

Mandy Reynolds, Parent

Danielle Reid, Parent

Mark Powell, Parent

Amber Seibel, Parent

Crystal Strickland, Parent

Brandi Westmoreland, Parent

The Arkansas Virtual Academy is committed to fostering and promoting parental involvement as required in Title I, Part A and Arkansas Department of Education Rules for Governing Parental Involvement Plans. The Head of School or designee shall ensure that the school's Title I Parental Involvement Policy, plan, and programs comply with the requirements of federal and state law. To accomplish this goal, the school shall:

Employ various communication strategies used to provide additional information to parents and to increase parental involvement in supporting classroom instruction:

- Distribute a monthly school newsletter to families providing information about school outings, student achievement awards, health and wellness information, Title I 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. A PDF formatted newsletter will be distributed via kmail (school-wide, internal email system). For more information about the school newsletter, please contact Gina Moore, gmoore@arva.org.
- The school will provide various forms of electronic means of communication including messages posted on the online school (OLS), school websites (<http://portaportal.com>, <http://www.k12.com/arva/>, <http://arva.k12start.com>), school Facebook page: Arkansas Virtual Academy at K12, and kmail to allow parents many avenues to access school information. For more information, contact your child's teacher.
- Provide a School Calendar of academic and social events. This information is included in the Student/Parent Handbook and posted on the Strong Start site: <http://arva.k12start.com>. For more information please contact Gina Moore, gmoore@arva.org.
- Distribute 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 by way of mail, email/kmail, fax, or digital signature that states they have accepted the policies and procedures outlined and will comply. 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 teacher.
- Provide to parents reports/report cards every nine weeks with information regarding their child's academic progress. For more information, please contact your child's teacher.

- Provide to parents an explanation of the statewide assessment system, standards, and other accountability measures. For more information, please contact your child's teacher.
- Hold weekly parent orientation sessions online, accessible to parents across the state, for newly enrolling families where information about school policies, curriculum, Title I program, and other information will be provided. For more information please contact Gina Moore, gmoore@arva.org.
- Coordinate with preschool programs as applicable and assist parents with transitioning their student to kindergarten by providing to parents 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. For more information please contact Gina Moore, gmoore@arva.org.
- 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, including furnishing of appropriate auxiliary aids and services when necessary to afford a parent with a disability an equal opportunity to participate in, and enjoy the benefits of, Title I, Part A programs, services, and activities, including parental involvement provisions. For more information please contact Gina Moore, gmoore@arva.org.

Plan parent meetings, conferences and activities regularly throughout the year, providing flexible meeting times to increase parental involvement and build staff and parent capacity to engage in these types of efforts:

- Parent-teacher conferences will take place on a regular basis as indicated by parent and student needs, AIP, IEP, or IRI guidelines (minimum once a month). Conferences will focus on student progress, academic areas of need, and support for the parents. For more information, please contact your child's teacher.
- ARVA will conduct an annual Title I meeting in October that will include the rights of parents of students receiving Title I services, 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. For more information please contact Gina Moore, gmoore@arva.org.
- Online parent involvement meetings/workshops will be held throughout the year 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. In alignment with the

rules governing parental involvement ARVA will also schedule parent involvement meetings 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 Gina Moore, gmoore@arva.org.

- Regular parent education meetings will be held in an online format and sponsored by the ARVA Booster Club to promote family involvement and by the K¹² Parent Workshops. For more information please contact Beth Moore, bmoore@arva.org.
- Parents will be provided instruction on how to incorporate developmentally-appropriate learning activities in the home environment, including role play and demonstration by trained volunteers, 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 support parents who are assisting in his or her child's learning to enhance their education. For more information on academic meetings, please contact your child's teacher.
- The 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. For more information, please contact your child's teacher or Gina Moore: gmoore@arva.org.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful. For more information, please contact your child's teacher or Gina Moore: gmoore@arva.org.
- The school will hold online orientations for parents throughout the state to inform them about the school's curriculum, state testing, and participation in the Title I program and to encourage parents to be involved with reviewing and revising of the school's Title I Plan. For more information please contact Gina Moore, gmoore@arva.org.
- Engage students, parents, teachers, and community members through a variety of school activities such as service projects and educational outings. The Director of Parental Involvement and/or teachers will attend and participate in organized school outings throughout the year where students and parents are in attendance. These optional outings for students and parents are educational in nature and driven by the curriculum to provide enrichment in what students are learning. For more information please contact Gina Moore, gmoore@arva.org.
- Mobilize resources provided by K¹² that are intended to develop a national community for online learning such as the K¹² Art Competition, spelling bee, Winterland of Gingerbread (WOG) events, and online clubs. For more information please contact Gina Moore, gmoore@arva.org.

- Families have the opportunity to attend Winterland of Gingerbread events, in which students create gingerbread houses to display and write a photo journal about the process of creating their house. Activities such as crafts and ice skating will be available as an option, but this event will also incorporate academic activities to reinforce the academic goals of the school. For more information, contact Gina Moore, gmoore@arva.org.
- ARVA will collaborate with Barnes & Noble Bookstores to host back-to-school/book fair events. Students will have the opportunity to play a musical instrument and/or present their school work to others. Age-appropriate activities that enhance the academic goals of the school will be provided. For more information please contact Gina Moore, gmoore@arva.org.
- Students will have the opportunity to participate in an online school spelling bee. An online informational session will be held for parents and students to provide the spelling bee rules, registration process, and study materials. The top two winners in grades 4-8 of the school spelling bee will be eligible to participate in the K¹² Regional Spelling Bee, and the top two spellers of the regional bee will compete in the K¹² National or International Spelling Bee. For more information please contact Gina Moore, gmoore@arva.org.
- ARVA will provide the opportunity for students to participate and compete in a virtual science fair that will involve the planning and implementation of their own scientific inquiry. This endeavor will incorporate the use of the scientific process, data analysis, and written and oral presentation, as well as meeting curriculum objectives. Students will present their findings in a school-wide Blackboard Collaborate session. Parents and students will be provided an online session which describes an overview of science fair procedures and expectations as well as information that specifically address each aspect of the scientific process for the fair. For more information please contact Gina Moore, gmoore@arva.org.

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.
- A volunteer resource book, listing 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 ACSIP committee, Parental Advisory Committee, and Booster Program (parent organization) will be included in the resource book. For more information please contact Gina Moore, gmoore@arva.org.
- Provide training at least annually for volunteers who assist in an instructional program for parents. For example, training and support to parents who would work with newly-enrolled parents through an ARVA Mentor Program would be provided. For more information please contact Gina Moore, gmoore@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 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. For more information, contact Tracy Ragen, tragen@arva.org.
- **Work with parents to create a School-Parent-Compact:**
 - School, staff, and parents develop the Student, Parent, Teacher Compact as part of the parental involvement policy. This Compact outlines how parents, school staff, and students share the responsibility for improved 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 standards. For more information please contact Gina Moore, gmoore@arva.org.
 - The Compact will be discussed during one of the parent/teacher conferences held during the first semester so that stakeholders have an opportunity to agree upon the components of the Compact. Compact signatures will be obtained. For more information please contact your child's teacher.

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 has a school-wide Parental Involvement Plan that is developed jointly with parents and revised each year based on an annual needs survey and to reflect programs and practices that enhance parental involvement and address the specific parent involvement 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 Parental Advisory Committee. For more information please contact Gina Moore, gmoore@arva.org.
- ARVA will conduct an annual Title I meeting in the fall that will include the rights of parents of students receiving Title I services, a description or explanation of the school's curriculum, information on forms of academic assessment used to measure student progress and information on proficiency level students are expected to meet. For more information please contact Gina Moore, gmoore@arva.org.
- 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 plans including parent involvement programs, activities, and procedures 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. PAC will ensure that the school's parental involvement 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. The plans will be submitted to the Arkansas Department of Education by October 1, 2014. For more information please contact Gina Moore, gmoore@arva.org.

- The school will engage parents in the annual evaluation of the Title I, Part A program's parental involvement efforts using a comprehensive needs assessment filled out by teachers, parents and school staff. 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 involvement will be a part of the evaluation. The survey will also 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.
- 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.
- The school shall enable the formation of a Parent Teacher Association or organization, such as our Parent Booster Program, that will foster parental and community involvement within the school. For more information about the ARVA Parent Booster Program, please contact Beth Moore, bmoore@arva.org.
- 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. For more information about the ARVA Parent Booster Program, please contact Beth Moore, bmoore@arva.org.
- Regular ARVA Booster Program meetings will be conducted online via Blackboard Collaborate 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 please contact Beth Moore, bmoore@arva.org.

➤ **Provide resources for parents:**

- ARVA will distribute an Informational Packet via kmail at the beginning of the school year that includes 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 survey for the parent regarding volunteering at the school, 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 Director of Parental Involvement. Teachers will also distribute informational packets via email/kmail and/or online sessions for each grade level that will include developmental information specific to each grade level, tips from returning families, and other educational resources. This Informational Packet will also be posted to the school's Strong Start page for future reference: <http://arva.k12start.com/>. For more information, please contact Gina Moore: gmoore@arva.org.
- ARVA will distribute a parent-friendly explanation of the parental involvement plans to all parents via kmail at the beginning of the year and will include a link to the document on the school's Strong Start website for parents. For more information, please contact Gina Moore: gmoore@arva.org.
- To promote and support responsible parenting, the school shall, as funds are available: build the parent lending library started in 2011 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.
- 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 K¹² national community for parent workshops, student clubs, WOG, art contest, etc; the Arkansas State Library, Back-to-School Night/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.
- 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 Strong Start website: <http://arva.k12start.com/>. For more information contact Tracy Ragen, tragen@arva.org.
- ARVA has designated a certified staff member who serves as a parent facilitator to help organize meaningful training for staff and parents, 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 involvement coordinator

and parent facilitator will work together to ensure parental involvement. For more information, contact Beth Moore bmoore@arva.org, ARVA's parent facilitator.

Use the parent interest surveys to select, plan and implement parental involvement 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.
- The school will use the results of the parent interest survey to plan the parental involvement 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.

For any questions about the actions contained in this policy, please contact Gina Moore, Title I and Parental Involvement Coordinator at gmoore@arva.org or 501-664-4225, ext. 2022, unless otherwise noted under the actions listed above.