



**ARKANSAS**  
VIRTUAL ACADEMY<sup>SM</sup>

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## **ARVA Title I, Part A Program—Elementary Parent Involvement Plan 2012-2013**

**District:** Arkansas Virtual Academy

**Grade Levels:** K-5

**Title I School-Wide:** Yes

**Parent Involvement Coordinator:** Alyssa Gordon

**Parent Involvement Facilitator:** Beth Moore

**Percent of free and reduced lunch:** 60%

### **Parental Advisory Committee Members:**

Alyssa Gordon, Director of Parental Involvement/Coordinator

Beth Moore, Parent Facilitator/Teacher

Hollie Gumm, Math Coach/Parent

Lesli Chestnut, Parent

Dixie Dorflinger, Parent

Cassandra Dunn, Parent

Misty Mathes, Parent

Diana May, Parent

Jennifer Shelby, Parent

Jeanie Thacker, Parent

Joni Thompson, 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 email. For more information about the school newsletter, please contact Gina Moore, [gmoore@arva.org](mailto: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, teachers' Facebook groups, 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.
- Distribute the Student Handbook, which includes the school's process for resolving parental concerns [add: ,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 mail and email/kmail, or fax that states they have accepted the policies and procedures outlined and will comply. For more information please contact ARVA's Academic Administrator, Lisa Williams at [lwilliams@arva.org](mailto:lwilliams@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 parent orientation sessions throughout the state for newly enrolled families where information about school policies, curriculum, Title I program, and other information will be provided.
- 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, HIPPPY, Parents as Teachers through links on school websites and the school newsletter; providing kindergarten preparation workshops; and providing a monthly online preschool story hour, including supplemental learning activities.
- 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 parent, 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.

**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, such as:**

- 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 proficiency level students are expected to meet.
- 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 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.
- Parent education meetings will be held in an online format and sponsored by the ARVA Booster Club to promote family involvement and by the K<sup>12</sup> Parent Workshops. For more information please contact Beth Moore, [bmoore@arva.org](mailto: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 help a parent assist in his or her child's learning.
- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- 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.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
- The school will hold in-person 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.

- 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 to what students are learning.
- Mobilize resources provided by K<sup>12</sup> that are intended to develop a national community for online learning such as the K<sup>12</sup> Art Competition, spelling bee, Winterland of Gingerbread (WOG) events, and online clubs.
- Families have the opportunity to attend one of two 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 literacy based activities to reinforce the academic goals of the school. For more information, contact Alyssa Gordon, [agordon@arva.org](mailto:agordon@arva.org).
- ARVA will collaborate with Barnes & Noble Bookstores to host two back-to-school night/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.
- Students in grades 4-5 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 of the school spelling bee will be eligible to participate in the K<sup>12</sup> Regional Spelling Bee, and the top two spellers of the regional bee will compete in the K<sup>12</sup> National or International Spelling Bee.
- ARVA will provide the opportunity for grades K-5 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 for grades K-5. 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 online sessions that specifically address each aspect of the scientific process for the fair.

**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.

- 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.
- Provide training at least annually for volunteers who assist in an instructional program for parents. For example, training and support to parents who are working with newly enrolled parents through the ARVA Mentor Program is provided; the ARVA Mentor Program is an instructional program for parents that provides an extra layer of support for families who are new to ARVA by pairing them with experienced Learning Coaches who will be available to answer questions and share tips for a successful school year.
- 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 Lisa Williams, [lwilliams@arva.org](mailto:lwilliams@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.
- 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.

**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.

- 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 proficiency level students are expected to meet.
- 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. PAC meetings are scheduled on 9/10/12 and 9/17/12 to review and update parent involvement plans for the 2012-2013 School Year. The plans will also be emailed to PAC on the week of 9/24/12 with a survey for final review before submission to the Arkansas Department of Education on October 1, 2012.
- 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.
- 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.
- 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](mailto: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](mailto:bmoore@arva.org).

- Monthly 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. For more information please contact Beth Moore, [bmoore@arva.org](mailto:bmoore@arva.org).

### **Provide resources for parents:**

- ARVA will distribute an Informational Packet via email at the beginning of the school year that includes a parent-friendly explanation of the parental involvement plans, 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 a quick reference sheet of school contacts, including contact information for the parent facilitator and Director of Parental Involvement. Teachers will also distribute informational packets via email 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.
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- 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, Operation Lemonade, WOG, art contest, etc; the Arkansas State Library, Lego League, "Book It" reading incentive, Horse Tales Literacy Project, Back-to-School Night/Book Fair at Barnes & Noble, venues across the state for educational outings, church or community buildings for testing and new parent trainings, and so forth.
- Build awareness of the lending library that was developed in 2011. Add to the contents of the library, which contains hard copies of parenting materials and online access to parenting materials, as requested by parents.
- 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. For more information contact Lisa Williams, [lwilliams@arva.org](mailto:lwilliams@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](mailto: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 at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

For any questions about the actions contained in this policy, please contact Alyssa Gordon, Director of Parental Involvement at [agordon@arva.org](mailto:agordon@arva.org) or (501) 366-5629, unless otherwise noted under the action.