



## ARVA Title I, Part A Program—Elementary Parent Involvement Policy

**District:** Arkansas Virtual Academy

**School Improvement Status:** Alert—Math & Literacy

**Grade Levels:** K-6

**Title I School-Wide:** Yes

**Parent Involvement Coordinator:** Alyssa Gordon

**Percent of free and reduced lunch:** 61%

**Parental Advisory Committee Members:**

Lesli Chestnut—Parent

Dixie Dorflinger—Parent

Aquella Ellis—Parent

Alyssa Gordon—District Parental Involvement Coordinator

Hollie Gumm—Title I Math Coach/Teacher

Misty Mathes—Parent

Beth Moore—Parent Facilitator/Teacher

Jennifer Shelby—Parent

Scott Sides—Administrator/Head of School

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, Section 1118, Act 603 of 2003, ACT 307 of 2007, and ACT 397 of 2009. 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).
- 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. The Big Think, an online networking space, will also be utilized by ARVA to post school documents, school activity schedules, and resources for parents. For more information, please 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, 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 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.
- Reach out to statewide programs that would possibly interact with incoming kindergarten students. Programs such as Head Start, HIPPIY and Parents as Teachers, may have interacted with students and parents prior to enrolling in ARVA. Shared information between programs will enable ARVA teachers to provide additional support and services to these families. ARVA will also provide contact information for these programs to parents through links on school websites and the school newsletter.
- Ensure that information related to schools and parent programs is sent to parents to the extent practical in a language parents (including disabled parents) can understand by providing translation and auxiliary aids as needed and to the extent possible and practical.

**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 September 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 Elluminate sessions 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, and others as determined by a needs assessment. The meetings will be recorded and the link for that recording will be provided to parents so that they can access the information at their convenience. Parents who may have questions or feedback about the meetings can contact the Director of Parental Involvement.
- 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 Speaker Series. Topics will include early childhood education and preparing preschoolers for kindergarten. For more information please contact Beth Moore, [bmoore@arva.org](mailto:bmoore@arva.org).
- 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.
- Plan, communicate, promote, evaluate, and improve a series of student outings in the community that are engaging, fun, age-appropriate, and driven by the curriculum.
- 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 contest, and online clubs.

**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 (PTA/PTO) will be included in the resource book.

- Provide training and support to parent volunteers who are working with newly enrolled parents through the ARVA Mentor Program. The ARVA Mentor Program 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.
- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment.
- 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 opportunities in the area of parental involvement, and ARVA administration will receive no fewer than 3 hours of professional development opportunities in the area of parental involvement. 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, and 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 Policy that is developed jointly with parents and revised each year based on an annual needs survey. 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 September that will include the rights of parents of students receiving Title I services—including their right to be involved in the decision making process through various committees, 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. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.
- A Parent Advisory Committee (PAC) will serve as a forum for parent suggestions for ARVA improvement. The PAC reviews and evaluates the parental involvement policies every year, meets to discuss ways to implement various aspects of the parental involvement policy, 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.

- 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.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- 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 (PTA/PTO) 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 via Elluminate 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 the parental involvement policies, 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. Teachers will also distribute informational packets via email for each grade level that will include developmental information specific to each grade level, tips from returning families, and other educational resources.
- Copies of the ADE Refrigerator Curriculum documents for grades K-6 with expected abilities at current grade level and activities to foster those abilities will be provided to new families at parent trainings or as they enroll throughout the year. For information, please contact Tracy Ragen at [tragen@arva.org](mailto:tragen@arva.org).

- ARVA will add The Arkansas State Library Traveler Program to the online resources available to our parents and students, and will provide training on its use. The Traveler Program is a portal of online magazines, books, encyclopedias, databases and other resources in which parents and students can conduct research.
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- ARVA will develop a lending library that contains hard copies of parenting materials and online access to parenting materials.
- 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).
- The principal of each school in a school district shall designate a certified staff member who is willing to serve as a parent facilitator. ARVA will 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.

**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.