



Parent and Family Engagement Packet

2023-2024

RVVA Coordinator: Jennifer Feeny

60 Northridge Drive

Van Buren, AR 72956

(479)471-3165

jennifer.feeny@vbsd.us

Table of Contents

I.	Survey for Volunteering	Page 3
II.	How to Become Involved with Activities at School	Page 4
III.	Role of the Parent, Student, Teacher, and School	Page 5
IV.	Communicating with Teachers	Page 6
V.	Parent Involvement Program	Page 7



River Valley Virtual Academy Parent Volunteer Survey

Child's Name _____ **Grade** _____

Volunteer's Name _____

Relationship to Child _____

Phone _____ **Email** _____

___ **I can assist RVVA by volunteering in the following ways. (please list below)**

We value and need the volunteer time and energy you can give to support our school. As the year progresses and needs arise, you will be contacted.

Volunteering makes a difference in your child's academic experiences and in long term success of our school.

How to Become Involved in Activities

- ❖ **Open House**
- ❖ **2 parent/teacher conferences**
- ❖ **Report to the Public**
- ❖ **Band/Choir Nights at VBSD Schools**
- ❖ **Meet the Coach—Athletic Nights**
- ❖ **Facebook page**
- ❖ **Twitter**
- ❖ **School Website**
- ❖ **Parent Center**
- ❖ **Report to the Public**
- ❖ **Band and Athletic Booster club**
- ❖ **Teacher Appreciation Week**

Roles of the Teachers, Parents, and Students

Teacher Responsibilities

As a Teacher, I will encourage and support all students' learning by doing the following:

- Maintain an open communication with parents by providing regular feedback on student progress.
- Create an online learning environment where students are given vast opportunities, a rigorous curriculum, and encouragement to reach their full potential.
- Hold high expectations for all students.
- Create a positive and safe learning environment while fostering independent learning so students will set goals and evaluate their progress toward these goals to become productive members of society.
- Treat each child with kindness and respect.

Parent Responsibilities (Created by Parent Involvement Committee)

We, as parents, will support our children's learning in the following ways:

- Support my child by serving as the Learning Coach
- Monitor daily lessons and grades
- Staying informed about my child's education and communication with the school by promptly reading and responding to all notices
- Attend parent-teacher conferences
- Provide a quiet study area for online learning

STUDENT RESPONSIBILITIES (created by River Valley Virtual Academy students)

We, as students, will share the responsibility to improve our academic achievement and achieve Arkansas's high standards. Specifically, we will:

- Log in daily to complete work in the online platform
- Communicate with teachers and staff at RVVA about concerns
- Monitor grades each week and discuss with parents and teachers
- Participate in field experiences and volunteer opportunities

Communication Between Teachers and Parents

School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement. The following tools are used to communicate with parents:

- ❖ Email (located on school website)
- ❖ Phone
- ❖ Facebook
- ❖ Twitter
- ❖ School Website
- ❖ Online Program

School Parent and Family Engagement Plan

River Valley Virtual Academy

**Facilitator:
Dana Goodman**

**Plan Review/Revision Date:
May 5, 2023**

District Level Reviewer, Title:

District Level Approval Date:

Committee Members, Role:

**Jennifer Feeny, Administrator
Dana Goodman, Facilitator
Jamela Sanders, Parent
Mendi Burris, Support
Kaylin Williams, Support Teacher**

Meetings:

**September 15, 2023
November 17, 2023
January 19, 2024
May 15, 2024**

**River Valley Virtual Academy
1-479-471-3165**

www.rivervalleyvirtualacademy.com

1: Jointly Developed

The River Valley Virtual Academy will involve parents in the development of the school parent and family engagement plan by conducting a parent engagement meeting to develop the plan and hold quarterly meetings.

The River Valley Virtual Academy will involve parents in the review, update, and improvement, at least annually (May 2023), of the school parent and family engagement plan to meet the changing needs of parents and the school.

The River Valley Virtual Academy will ensure adequate representation of parents of participating children in the process in a variety of roles by inviting all parents to participate in the parent engagement planning and evaluation process.

The River Valley Virtual Academy will submit any parent comments to the district if the Title I School Wide Plan is not satisfactory to parents.

The River Valley Virtual Academy will address opportunities for regular meetings if requested by parents.

September 15, 2023

November 17, 2023

January 19, 2024

May 15, 2024

Assigned To: Dana Goodman (Facilitator)

2: Annual Title I Meeting

The River Valley Virtual Academy will conduct an annual Title I meeting to inform parents of the requirements of Title I and the school's participation.

The River Valley Virtual Academy will inform parents of their rights under Title I.

The River Valley Virtual Academy will hold the Annual Title I meeting in September of 2023 at the River Valley Virtual Academy located at 60 Northridge Drive, Van Buren.

Assigned To: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)

<https://drive.google.com/drive/folders/1U2jPvA7F0QYJnZ1F2QCRNmVH-IKdJgyH?usp=sharing>

3: Communications

The River Valley Virtual Academy will make the school parent and family engagement plan available to families and the local community by posting to the school website and by distributing to parents.

The River Valley Virtual Academy facilitator is Dana Goodman, 479-471-3165.

The River Valley Virtual Academy will ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child.

The River Valley Virtual Academy will distribute an informational packet annually to include a description of the Parent and Family Engagement Plan, recommended roles, ways for a family to get involved in their student's education through a variety of roles such as online caregiver, survey regarding volunteer interests, schedule of activities planned throughout the school year (see below), and suggestions for regular two-way, and meaningful communication for parents/teachers. Informational packets will be on the school website and distributed to parents.

The River Valley Virtual Academy will place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook.

The River Valley Virtual Academy will obtain signatures from each parent acknowledging receipt of the [district's] parent and family engagement plan summary at open house (August) and/or parent-teacher conferences (October and March).

The River Valley Virtual Academy will offer meetings at various times which include morning and afternoon meetings.

Meetings dates are scheduled for the following dates and times:

September 15, 2023 @ 1:00 pm
November 17, 2023 @ 1:00 pm
January 19, 2024 @ 1:00 pm
May 15, 2024 @ 1:00 pm

The River Valley Virtual Academy will offer meetings in different formats which include face-to-face, phone, and/or online.

Activities: Open House Virtual, Phone, and On-Site

2 parent/teacher conferences

Report to the Public: September 15, 2023

Band/Choir Nights at VBSD Schools

Meet the Coach—Athletic Nights

Facebook page

Twitter School

Website

Parent Center

Band and Athletic Booster club

Learning Management Platform

Teacher Appreciation Week

Additional Parent Support Roles:

Support my child by serving as the Learning Coach

Monitor daily lessons and grades

Staying informed about my child's education and communication with the school by promptly reading and responding to all notices

Attend parent-teacher conferences

Provide a quiet study area for online learning

Assigned to: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)

4: School-Parent Compact

The River Valley Virtual Academy will jointly develop a School-Parent Compact which will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

The River Valley Virtual Academy will address the importance of regular two-way, meaningful communication through:

- conferences (2 per year)
- frequent reports on progress (available online)
- reasonable access to staff (through email, phone, or face-to-face)
- opportunities to volunteer
- observation of online lessons

The River Valley Virtual Academy will build and develop a partnership to help children achieve the challenging State academic standards.

The River Valley Virtual Academy will encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers. The volunteer resource book will be located in the parent center.

The River Valley Virtual Academy will involve parents in a variety of roles such as caregiver support, volunteer experiences, student orientations, and parent-teacher conferences.

SCHOOL RESPONSIBILITIES

River Valley Virtual Academy will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Arkansas's student academic achievement standards as follows:

Providing high-quality, virtual curriculum that is responsive to the needs of each student.

Providing a flexible learning environment that meets the needs of each student.

Providing a blended learning environment that supports student online and one-on-one.

Hold Parents-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement.

Specifically, those conference will be held:

October 17th & 19th 3:30-6:30 March 12th & 14th 3:30-6:30

Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Due to the nature of the River Valley Virtual Academy, parents and students will have immediate reports for their student. Reports are available 24 hours a day in the learning management platform. Provide parents reasonable access to staff.

Specifically, staff will be available for consultation with parents as follows: River Valley Virtual Academy will provide access to staff by providing ongoing communication with parents and students.

River Valley Virtual Academy will communicate with parents by using email, text messages, and Zoom conferences.

Provide parents opportunities to volunteer and participate in their child's class and/or observe in the classroom.

Open House Virtual, Phone, and On-Site

2 parent/teacher conferences

Report to the Public

Band/Choir Nights at VBSD Schools

Meet the Coach—Athletic Nights

Facebook page

Twitter School

Website

Parent Center

Band and Athletic Booster club

Learning Management Platform

Teacher Appreciation Week

Parent Responsibilities (Created by Parent Involvement Committee)

We, as parents, will support our children's learning in the following ways: Support my child by serving as the Learning Coach Monitor daily lessons and grades Staying informed about my child's education and communication with the school by promptly reading and responding to all notices Attend parent-teacher conferences Provide a quiet study area for online learning

STUDENT RESPONSIBILITIES (created by River Valley Virtual Academy students)

We, as students, will share the responsibility to improve our academic achievement and achieve Arkansas's high standards. Specifically, we will: Log in daily to complete work in the online platform and communicate with teachers and staff at RVVA about concerns. Monitor grades each week and discuss with parents and teachers.

September 15, 2023

November 17, 2023

January 19, 2024

May 15, 2024

Assigned to: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)

5: Reservation of Funds

The River Valley Virtual Academy will involve parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities. The parent engagement allocation for the River Valley Virtual Academy is \$981. The Van Buren School District will reserve a minimum of 1% of the Title I, Part A allocation for parental involvement. Assigned To: Jennifer Feeny (Facilitator)/Dana Goodman (Support Teacher) RVVA spend Title I Parent Engagement funds on resources and materials to support parents engaged in online learning. Staff members and parents are involved in determining how the funds will be spent. RVVA provides opportunities at quarterly meetings to provide input on parent engagement funds.

Assigned to: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)

6: Coordination of Services

The River Valley Virtual Academy will investigate and, where feasible, utilize community resources in the instructional program. The River Valley Virtual Academy will coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs, college and career-ready resources or organizations, parent resource centers, or other programs that encourage and support parents in fully participating. The River Valley Virtual Academy will promote and support responsible parenting through the use of the school newsletter, emails, Connexus 411, and/or parent meetings. The River Valley Virtual Academy will consider recruiting alumni to create an alumni advisory commission. The River Valley Virtual Academy will enable the formation of a Parent-Teacher Association or organization and leaders of the said organization will be utilized in appropriate decisions. The River Valley Virtual Academy will engage in other activities that will use community resources to strengthen the school programs, practices, and learning. For example, the River Valley Virtual Academy will partner with the Impact program to provide additional learning activities for the students enrolled at the River Valley Virtual Academy. The River Valley Virtual Academy will ensure the plan is comprehensive and coordinated in nature. The River Valley Virtual Academy will incorporate this plan into the school's improvement plan.

Assigned to: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)

7: Building Capacity of Parents

The River Valley Virtual Academy will schedule regular parent involvement meetings: September 15, 2023 1:00 pm November 17, 2023 1:00 pm January 19, 2024 1:00 pm May 15, 2024 1:00 pm The River Valley Virtual Academy will provide parents with a description and explanation of the curriculum in use at regularly scheduled parent involvement meetings. The River Valley Virtual Academy will provide parents with individual student academic assessment results and interpretation of those results at parent-teacher conferences and/or open house. The River Valley Virtual Academy will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards at parent teacher conferences, open house, or parent meetings. The River Valley Virtual Academy will provide assistance and instruction to parents of children served by the school in understanding these topics: Arkansas Academic Standards, state and local academic assessments including alternate assessments Title I, Part A requirements, and strategies parents can use to support their child's academic progress, partnering with teachers to support their child's academic achievements, incorporating developmentally appropriate learning activities, use of ADE website and tools for parents [<http://www.arkansased.gov>], assistance with nutritional meal planning and preparation, and how parents of high school students can be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities, and include role-play and demonstration by trained volunteers as necessary. Assistance will be provided through a variety of methods including e-mails, newsletters, support teachers, advisors, parent-teacher conferences, and meetings. The River Valley Virtual Academy will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement. Parent materials and training will be provided through a variety of methods including e-mails, newsletters, support teachers, advisors, parent teacher conferences, and meetings.

September 15, 2023

November 17, 2023

January 19, 2024

May 15, 2024

Assigned to: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)

8: Building Capacity of School Staff

The River Valley Virtual Academy will ensure professional development requirements are met for teachers and administrators through the monitoring of professional

development requirements. The River Valley Virtual Academy will train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents on the following topics: that parents play an integral role in assisting student learning, in the value and utility of contributions of parents, in how to reach out to, communicate with, and work with parents as equal partners, to implement and coordinate parent programs and build ties between home and school, to welcome parents into the school and seek parental support and assistance, to provide information in a format, to the extent practicable, in a language the parents can understand, to respond to parent requests for parent and family engagement activities, and to recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns. Training will be provided through professional development opportunities within the school district and IDEAS.

4.3.9 – Process for Resolving Parental Concerns and/or Other Complaints
Complaints Related to Personnel, Curriculum, Student Discipline, or Other Management or Operational Issues It is the intent of the Board of Directors of the Van Buren School District to be responsive to the community it serves and to continuously improve the quality of the educational program offered in its schools. The Board and the District welcome constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of District services. The Board formulates, sets goals, and adopts policies to achieve the District's vision and elects a Superintendent and other staff to implement policy. All administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. The Superintendent delegates many of these responsibilities to staff employed by the district. Resolution of Parental/Patron Concerns Individuals with complaints concerning personnel, curriculum, and student discipline (including specific discipline policies), or other day-to-day operational or management issues should address those complaints according to the following sequence: Level One: Teacher or other staff member against whom the complaint is directed Level Two: Principal (or appropriate supervisor) Level Three: Superintendent (or designee) School staff shall work with concerned parents and patrons to define the problem, develop possible solutions, and implement the solution to the extent possible. Except where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters are required to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student expulsions and personnel discipline. For this reason, the Board may not be involved or informed prior to a Board hearing on particular disciplinary matters. Complaints Related to Use of Federal Funds Complaints related to district use or administration of federal funds generated through specific programs identified by the Arkansas

Department of Education and authorized in the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. Complaints related to use of federal funds shall be addressed in the following manner: 1. The complaint shall be referred to the Director of Federal Programs, who shall assemble a team of not less than two people to investigate the complaint. 2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the findings of the investigation. 3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint to include legal counsel. 4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint unless a longer time period has been approved by the ADE. 5. The investigation of complaints made directly to the district shall be completed within 40 work days unless there are extenuating circumstances; in such case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation. 6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain a summary of the allegations of the complaint, a summary of the investigative actions taken by the team, a summary of the findings concerning each alleged violation or implied violation, a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

Assigned to: Jennifer Feeny (Administrator)/Dana Goodman (Facilitator)