



## **Title I/Parent and Family Engagement Plan**

### **What is a Title I School?**

The U.S. Department of Education provides federal Title I funds through the Oklahoma Department of Education, to local educational agencies (LEAs), and public schools with high percentages of economic need to help ensure that all students meet and/or exceed state academic content and student academic achievement standards.

OVCA is a Title I district utilizing a “schoolwide program.” A schoolwide program uses Title I funds to support the educational programs of the school for all students. Students and teachers receive benefits from federal funding that help support academic achievement. OVCA annually plans activities and procedures for the involvement of learning coaches as partners of the school. Planning of the programs, activities, and procedures will be planned with parental input to be involved in the decisions and planning made annually.

### **What is a Parent and Family Engagement Plan?**

The purpose of the Parent and Family Engagement Plan is to share how OVCA works with learning coaches to help all the students in the school meet high academic standards. It outlines the parent rights and responsibilities, Title I information, important parent meetings, method of communication, how to receive student academic expectations and learning goals, resources available, and how to provide feedback and become more involved in our school.

The Parent and Family Engagement Plan is jointly revised annually by the OVCA Title I Committee, Learning Coaches and the Family Academic Support Team.

### **Welcoming All Families**

OVCA wants to ensure all families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class. OVCA strives to welcome all new families by sending welcome emails and conducting personal connection calls to guide each family through the orientation and getting started process. OVCA hosts live orientation sessions to ensure all families get a strong start. OVCA provides getting started information on easy to navigate websites. School activities that welcome families:

- Welcome Emails
- Connection Call
- Orientation Sessions in Newrow
- Live Help Desk Sessions in Newrow
- K12/OVCA Website [ovca.k12.com](http://ovca.k12.com)
- OVCA School Website [www.okvirtual.net](http://www.okvirtual.net)
- OVCA Learning Coach Connection Facebook <https://www.facebook.com/groups/1872843443035671/>

### **Welcome Emails/Getting Started Checklist**

New families receive a welcome email which provides a wealth of helpful information to support new families in their stage of transition into the online schooling environment. The Getting Started checklist is required to be completed by all new students/learning coaches within the first week of school.

### **Connection Call**

All students receive a connection call within the first 10 days of the school year. These calls focus on getting to know the student interests, strengths, weaknesses, goals for the year, etc.

### **Orientation Sessions**

New and Returning families attend orientation sessions/policy sessions. These sessions afford our families the opportunity to receive more information regarding their students' classes, teachers, and school policies and procedures.

### **Live Getting Started Helpdesk Sessions**

OVCA staff provides live help sessions at the beginning of the year. The link, dates and times of the live getting started help desk will be included in the welcome email, posted on the website, and advertised on the OLS announcements. This helpdesk will provide on-demand support to learning coaches with getting started questions.

### **OVCA School Website**

[www.okvirtual.net](http://www.okvirtual.net) this website is for all OVCA families and has a wealth of school specific information from spirit wear to parent resources to FAQ's and so much more.

### **OVCA Website**

[ovca.k12.com](http://ovca.k12.com) this website is for current and potential OVCA families and has information such as school board information, enrollment dates and details, and more and is powered by K12.

## **Two Way Communication**

Families and school staff engage in regular, two-way, meaningful communication about student learning by providing multiple forms of communication to inform families of academic resources, opportunities and events in school newsletters, the school website, weekly emails and course announcements. Parent academic support and training is provided throughout the year during OLCA-Oklahoma Learning Coach Academy and national parent network sessions. Families are also encouraged to assess the effectiveness of the school with the annual schoolwide surveys. School activities that promote effective communication:

- Community Family Advisors
- Monthly Newsletters
- OLCA-Oklahoma Learning Coach Academy
- Title I Committees
- Annual Parent Surveys
- Live Help Desk
- Orientations
- Auto Dialers
- Emails from Administration and Teachers
- Course Announcements
- OLS Announcements
- Forms in Multiple Languages (when requested)
- Facebook
- Parent Teacher Conferences
- Individualized Learning Plans/Graduation Plans

### **Monthly Newsletter**

The Family Engagement Coordinator creates a newsletter for the purpose of connecting families to community events, OLCA-Oklahoma Learning Coach Academy, parent resources, technology support,

school updates, and school events. Newsletters are sent to families via email each month along with posted on FB and the school websites.

### **OLCA-Oklahoma Learning Coach Academy**

OVCA offers OLCA-Oklahoma Learning Coach Academy to support all learning coaches in a variety of ways. Community family advisors host OLCA on a topic intended to help learning coaches support their student at home from navigation/scheduling/motivation/learned helplessness and more. During OLCA-Oklahoma Learning Coach Academy learning coaches have the opportunity to collaborate on a variety of initiatives and share insights with an OVCA staff member from the LC perspective. Often times the OLCA-Oklahoma Learning Coach Academy will have guest speakers to include learning coaches.

### **Title I Schoolwide Committee**

Each school site (Elementary, Middle, and High School) has a Title I Committee comprised of stakeholders including teachers, administration, support staff, community members, and learning coaches. We highly encourage any parent who would like to serve on the committee to contact Katherine Young, Senior Manager, Special Programs at [kyoung@okvirtual.org](mailto:kyoung@okvirtual.org) to discuss this opportunity of being involved as a parent of OVCA.

### **Annual Survey**

A parent/LC survey is conducted annually to assess the effectiveness of the school and its teachers. Learning coaches are encouraged to share their thoughts on the following: parent-teacher communication, level of academic support provided, outings and resources provided, scheduling, and opportunities for greater parental engagement. The survey is usually sent in email early spring each school year. The results of the surveys are anonymous and analyzed by the Title I schoolwide committee. The results help inform the committee of goals for the upcoming school year.

### **Live Getting Started Helpdesk**

OVCA staff provide live getting started help sessions for Learning Coaches and students during the beginning of the school year. Live Help Desk Sessions are held to answer general getting started questions; these sessions can be in the welcome checklist email and advertised on the OLS announcements.

### **Live Orientations**

OVCA staff provide live orientations for Learning Coaches and students during the beginning of the school year. These sessions are held to provide clarity on school expectations, policy, and getting started navigation. Attending live also allows attendees to ask questions of OVCA staff.

### **Auto Dialer Phone Calls**

OVCA utilizes auto dialer phone calls to send broadcast messages to learning coaches with important messages and reminders.

### **Weekly Teacher/Advisor/Administration Emails**

Community Family Advisors (CFA's) send frequent emails and updates to learning coaches with important school specific information and announcements. It is very important read and reply (when necessary) to all email communication. Additionally, there are times where the administrators or principals from the school will also send important emails to families.

### **Course Announcements/OLS Announcements**

Teachers provide announcements for each course that inform the student of the week's requirements. The Weekly Course Announcements provide additional instruction, guidance and support. The announcements remain in the students' course for later reference, if needed.

OVCA also utilizes the OLS announcements section of the homepage of the online school log in to advertise and communicate important reminders and information of happenings within the school to learning coaches and students.

### **Forms in Multiple Languages**

During the initial enrollment process the parent must complete a Home Language Survey. This form will provide the school with information on if the parent or student speak another language other than English. All OVCA communications are available in multiple languages upon request.

### **Social Media**

OVCA understands the presence of social media and uses opportunities to connect with families and help families connect. Check out the OVCA Facebook page:

<https://www.facebook.com/groups/1872843443035671/>

### **Parent Teacher Conferences**

OVCA teachers conduct parent teacher conferences through Newrow and/or telephone once each semester. Parent Teacher conferences are scheduled in the annual academic school calendar. Teachers will send advance notice for scheduled time and date for each student. Every parent will have the opportunity to connect with OVCA teachers during this scheduled time. Additional parent teacher conferences may be scheduled as needed at the discretion of either the teacher and/parent.

### **Graduation Plans**

OVCA High School creates a graduation plans and college/career goals. This plan is reviewed and updated by OVCA staff throughout the year. This document is sent to families electronically and can be reviewed as needed for each student.

## **Supporting Student Success**

- OVCA is deeply committed to the success and welfare of our students, families, and their communities. Our commitment to supporting student success begins with hiring Highly Qualified teachers that are dedicated to upholding the school – parent compact that supports academic achievement. These commitments are reviewed throughout the year during meetings between the parent and the teachers. To help our families support their student, OVCA provides OLCA- Oklahoma Learning Coach Academy, and many online resources that help each parent to understand the state's academic content standards and how to improve student achievement. School activities that promote student success include:
  - School-Parent Compacts
  - Graduation Plans
  - Certified Teachers
  - Parent Right to Request Teacher Qualifications
  - OLCA-Oklahoma Learning Coach Academy
  - Live Instruction
  - Small Group Remediation
  - Data Driven Focus
  - McKinney-Vento (Homeless) Act and Migrant Education

### **School-Parent Compacts**

OVCA staff and learning coaches work collaboratively to develop the Student-Parent-Teacher Compact as part of the parental engagement plan. This Compact outlines how learning coaches, school, staff, and students share the responsibility for improved student academic achievement and the means by which the school and learning coaches will build and develop a partnership to help students achieve the state's high standards.

### **Certified Teachers**

OVCA uses certified teachers. We assign teachers to their subject area and/or grade level expertise. Learning coaches will receive notification if a noncertified teacher is assigned as the student's teacher of record in an academic content area for four consecutive weeks or more.

### **Parent Right to Request Teacher Qualifications**

At OVCA, we are very proud of our instructional faculty who are certified teachers that provide your student a quality rigorous education. As a Title I school, we must meet federal regulations related to teacher qualifications. These regulations allow you to learn more about your student's teachers' training and credentials. At any time, you may inquire:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Our staff is committed to helping your student develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers are highly skilled. If you have questions regarding your student's teacher, please contact the Senior Manager, Special Programs, Katherine Young, at [kyoung@okvirtual.org](mailto:kyoung@okvirtual.org).

### **OLCA-Oklahoma Learning Coach Academy**

OVCA leads parent workshop sessions throughout the year focused on hands on topics which will help the parent leave with a "take-away". These sessions assist learning coaches in topics such as scheduling, motivation, learned helplessness, creating a schooling space at home, supporting multiples, etc. All learning coaches are encouraged to attend and ask questions. All sessions recorded and can be viewed after the fact.

### **Live Instruction/Small Group Remediation**

Live instruction is provided throughout the school year taught by certified teachers focused on providing high quality instruction. Small groups are organized with a focus on individual student need as determined by academic data. OVCA provides programs to ensure that students who experience difficulty mastering proficient or advanced levels of academic achievement standards will be provided with effective, timely, and additional assistance.

### **McKinney-Vento (Homeless) Act**

OVCA participates in the education of homeless students by providing specific support and supplies to help with their education. A "homeless" student is any student who lacks a fixed, regular, and adequate nighttime residence. This could mean that a student is sharing the housing of other persons due to loss of housing or economic hardship, is living in motels, etc. due to the lack of alternative accommodations, is living in emergency or transitional shelters, or is awaiting foster care placement. If you are currently experiencing homelessness and are in need of assistance, please contact your homeroom teacher/advisor or the Senior Manager, Special Programs at [kyoung@okvirtual.org](mailto:kyoung@okvirtual.org).

## **Partnership**

Families and OVCA staff are equal partners in school decision-making beginning with the parent representation on the Title I committees and parent participation and feedback on the annual schoolwide surveys. Learning coaches are vital to OVCA's commitment to student success. School activities that promote sharing power include:

- Parent Representation on the Title I Committees
- Annual Title I Parent Meeting
- Annual Schoolwide Surveys

### **Parent Representation on the Title I Committees**

The Title I Committees meeting throughout the year to review the Title I schoolwide goals focused on improving the academic achievement of all students. The committee updates the school-parent compact, parental engagement plan, and more annually. The committee conducts the annual needs assessment annually.

### **Annual Title I Parent Meeting**

All learning coaches are invited and have full opportunity to participate in the annual Title I parent meeting. The annual meeting provides an opportunity to learn about the overall Title I schoolwide program, and the parent's right to be involved in how Title I funding is allocated. Learning coaches may share ideas by using the microphone or typing feedback into the chat box. The annual meeting is offered twice on meeting day and takes place online in the fall each school year. Meeting notices are sent in email, newsletters, and are posted on the Strong Start Calendar. A recording of the meeting is also anytime under the class connect link.

### **Annual Parent Survey and Other Feedback**

An additional way we assess the effectiveness of the Title I Parent and Family Engagement Program is through an online parent survey is conducted annually early spring. All OVCA learning coaches are provided the opportunity to participate and provide feedback to evaluate the content and effectiveness of our school. Results from this survey annually are used in the planning of future parent engagement programming.

## **Collaborating with Community**

OVCA strives to collaborate effectively with learning coaches and local community organization and businesses to promote academic achievement. School activities that promote collaborating with community include:

- Local Community Outreach
- Student and Learning Coach Ambassadors
- Community Partners

### **Local Community Outreach**

OVCA is a public school option available for all K-12<sup>th</sup> students in the state of Oklahoma. As a school choice option it is important to provide the local communities across the state the information of the public charter option. Some events are for prospective families while other events are for enrolling families to help determine if OVCA is the best option for their student.

Types of In-person events:

- Start Up Success sessions - A representative from the school presents information about school policies and procedures. A brief question-and-answer segment finishes up the hour-long session.
- Meet 'n Greets - Casual events for current and prospective families at local locations such as parks, libraries, etc.

- Question & Answer sessions - A new way to learn about the school! Drop in to a location and ask questions about the school. Information packets available.
- Community Family Advisor organized field Trips - Outings around the state that current and prospective families attend to socialize with their school mates. Some are just for fun; some are educational and hands-on. All are welcome no matter where they are in the state. They are in different locations all over the state of Oklahoma month to month. CFA's will organize and notify families of the outings in each community.
- Community Outreach at Outings - Students attend a field trip and, as part of the outing, participate in a type of outreach, such as collecting items for a specific charity or community event.

### **OVCA Student and Learning Coach Ambassadors**

Experienced students and Learning Coaches are referred by classroom teachers to become an OVCA Ambassador. Ambassadors help support OVCA families at our in person events, new student orientation sessions, In Person Tech Support Sessions and mentoring new LC's and students.

### **Community Partners**

OVCA is consistently looking to form partnerships with many local businesses in communities across Oklahoma. These businesses and organizations can play a direct role in supporting OVCA students and families. With a focus on academic achievement and family resources, our community partners can share the vision and mission of OVCA. OVCA seeks partners such as tutoring services, learning centers, health and sports-related organizations, and others that student/family services. We continue to work to develop roles and increase opportunities for these partnerships to play a more visible role in the engagement of our families. Thank you to the following community partners who have partnered with OVCA in the past:

- QuikTrip
- Pizza Hut
- Braum's
- Sonic
- El Chico
- Taco Bell
- Rib Crib
- Tinker Federal Credit Union

If you are part of a business or know a business willing to partner with OVCA, please contact Katherine Young, at [kyoung@okvirtual.org](mailto:kyoung@okvirtual.org)

## **General Expectations**

The Oklahoma Virtual Charter Academy agrees to implement the above parental engagement plan throughout the entire school year. OVCA will put into plan/coordinate programs, activities, and procedures for the engagement of learning coaches in grades K-12 as outlined throughout the parental engagement plan. All programs, activities, and procedures will be planned and operated with meaningful opportunities for learning coaches of participating students.

Parental engagement means the participation of learning coaches in regular, two-way, and meaningful communication involving student and academic learning and other school activities, including ensuring -

- Learning coaches play an integral role in assisting their student's learning;
- Learning coaches need to be available in the home setting daily to the student to guide and monitor student
- Learning coaches are encouraged to be actively involved in their student's education at school;

- Learning coaches are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student;
- The carrying out of other activities, such as those described in section 1118 of the ESEA.

## **Adoption of Parental Engagement Plan**

This School wide Parental and Family Engagement Plan has been developed jointly with, and agreed on, by the administrators, teachers, Family Support Liaisons, and Learning coaches of the Title I District Committee.

Oklahoma Virtual Charter Academy adopted this plan and will be in effect for the period of one academic year. The school will distribute this plan to all learning coaches of participating Title I, Part A students.

Questions, please contact Katherine Young at [kyoung@okvirtual.org](mailto:kyoung@okvirtual.org)