

Michigan Virtual Charter Academy Title I Parent Involvement Policy

Michigan Virtual Charter Academy ensures that parent involvement is an integral and significant component of the total school program. The Parent Involvement Policy has been developed collaboratively with parents, instructional staff, and administrators. Parents are consistently invited to become involved in the process of school and overall program improvement. In addition to meeting several times each school year, the Parent Engagement Network meets with Parents at least once annually to review and revise the existing Parent Involvement Policy in compliance with Section 1118 of the ESEA laws governing Title I programs.

Section 1118 (b) MVCA Parent Involvement Policy was developed with Parents and is distributed to Parents who have children attending Michigan Virtual Charter Academy (MVCA) in compliance with Title I, Part A Elementary and Secondary Education Act (ESEA) . The existing school Parent Involvement Policy may be amended to include the requirements in Section 1118 (b-h).

- Initially written on April 16, 2013 with a committee comprised of Instructional Staff, Administrators, and Parents'.
 - Amended Fall 2015
- Distributed through K-Mail (K12.com internal e-mail system) following board approval.
- The policy can be accessed on the <http://mvca.k12.com> and the
- K12 Strong Start Website (www.mvca.k12start.com).

Section 1118 (c) (1) MVCA shall convene an annual Title I meeting at a convenient time, to which all parents of participating (Title I) children shall be invited and encouraged to attend, to inform parents of their schools participation in the School Wide Title I Program and to explain the requirements of Title I and the right of the parents to be involved in Title I programming.

- The annual meeting will be held in the first quarter of each school year.
- Parents, MVCA Staff, and Administration are invited to a Class Connect session (Blackboard Class Connect).
- The Class Connect session will be available in recordings and parents can send responses to the Family Engagement Coordinator, who will share with MVCA Administration.
- Parents involved in the MVCA Parent Engagement Network review Title I requirements and their right to be involved in Title I programs as a participant or as a facilitator.

Section 1118 (c) (2) MVCA shall offer flexible meeting times for parents. Parent meetings include academic based topics that provide resources, tools, and strategies that help improve student academic preparation and academic achievement.

- MVCA Parent Learning Institute sessions are provided virtually and will be made available as recordings on the MVCA website <http://mvca.k12.com> and the K12 Strong Start Website (and www.mvca.k12start.com).
- Monthly face-to-face parent meetings within three regions of Michigan (Eastern, Western, and Northern/UP) will be coordinated by the Family Engagement Coordinator. Family Academic Support Liaisons' provide face to face Meet and Greet sessions during peak enrollment times. Face to face meetings provide additional opportunities for academically focused enrichment activities for families. These sessions may be facilitated by MVCA Instructional Staff, MVCA Support Staff, and Parents.

Section 1118 (c)(3) MVCA shall involve parents, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under Title I, Part A including the planning, review and improvement of the school level Parent Involvement Policy and the joint development of the schoolwide Title I program plan.

- MVCA Leadership Team updated the existing Parent Involvement Plan
- MVCA Parents reviewed and updated The Parent Involvement Policy and provided feedback.
- Parents met with the Family Engagement Coordinator to provide feedback on specific sections of the Parent Involvement Policy over the course of one month.
- Family Engagement Coordinator will send a confirmation survey that the Parent Involvement Plan was reviewed, and suggestions for improvement taken.
- Parent Advisory Forum will hold monthly meetings involving Parents, MVCA Administrators and

Michigan Virtual Charter Academy Title I Parent Involvement Policy

Instructional Staff to discuss the schoolwide program plan and other policy concerns at MVCA.
<p>Section 1118 (c) (4) (A) MVCA shall provide parents of participating children timely information.</p> <ul style="list-style-type: none">• Data and test scores are shared with Students, Parents, and Learning Coaches at Individual Learning Plan meeting [ILP's].• Conferences are held with MVCA families as appropriate, report cards are sent out by semester.• Community Connections K-12 newsletter is distributed monthly via www.mvca.k12start.com and www.mvcafast.weebly.com, through school announcements, and K-Mail.• Individual information is available via Online Learning System (OLS), through K-Mails, and phone contact.
<p>Section 1118 (c)(4)(B) MVCA shall provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.</p> <ul style="list-style-type: none">• Common Core Information will be shared via MDE website links and at Academic Performance Review meetings as it applies to academic learning.• All student progress is recorded in the OLS and reviewed during ILP meetings and is available to families online 24/7.• Standardized testing, USA Test Prep and DIBELS results are shared via conferences the month following their administration.• Course expectations and progress are discussed at monthly ILP meetings.• Class Connect sessions will be held to discuss the changes that are occurring with Common Core.• The Family Academic Support Team provides an explanation of the curriculum and forms of academic assessment through Strong Start semester orientations, Virtual Learning Introductions for Late Start Families, and CC recordings are available at www.mvcafast.weebly.com and www.mvca.k12start.com.
<p>Section 1118 (c)(4)(C) MVCA shall provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <ul style="list-style-type: none">• Parent meetings virtually with their homeroom teacher.• Parents are invited to participate in the Parent Engagement Network at the start of each semester and late start parents are invited weekly upon their start date in a Welcome Letter from the Family Engagement Coordinator.• Title I students falling below 10% academic progress are referred for Family Academic Support Team interventions which involve parent participation.• Communication to parents is available via K-Mail or phone calls which are responded to within 24 to 72 hours or the next business day.• Students have time to interact with instructional staff during Individualized Learning Plan meetings.
<p>Section 1118 (c)(5) MVCA shall ensure that if the schoolwide program plan under Section 1114(b)(2) is not satisfactory to the parents of participating children, parent comments will be submitted on the plan when the school makes the plan available to the Local Education Agency (LEA).</p> <ul style="list-style-type: none">• Parent Advocacy Forum group has a forum on the MVCA and FAST website accessible at any time for parents to submit concerns, suggestions, and possible revisions to school documents as needed. See page 17 of the school handbook for the grievance procedure, for additional information.• The Schoolwide Plan is shared during a meeting in the Fall and parents are given a survey at the end to submit any questions or concerns about the plan.• The School Improvement Team reviews the survey results and makes adjustments as necessary.
<p>Shared Responsibility for High Student Academic Achievement</p> <p>Section 1118 (d)(1) MVCA shall jointly develop with parents a compact that outlines how the entire school staff, parents, and students will 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.</p>

Michigan Virtual Charter Academy Title I Parent Involvement Policy

- The above elements are included in MVCA's Parent-Student-School Compact, either as bullet points in the Compact or as an explaining paragraph at the beginning.
- A sign off line for Parents and Teachers is required. Student signatures (especially secondary) are preferred.
- Parent/School Compact is reviewed annually and feedback given on updates by the Family Engagement Coordinator, Family Academic Support Team, and Administrative Leadership Team.

Section 1118 (d) (2)(A) MVCA shall include a schedule for elementary school Parent-Teacher conferences, at least annually, during which the Compact shall be discussed as the Compact relates to the individual child's achievement.

- Elementary conferences K-8 occur monthly and include the review of the Compact and all available student data.
- High School conferences 9-12 occur quarterly and include the review of the Compact and all available student data.

Michigan Virtual Charter Academy Title I Parent Involvement Policy

Section 1118 (d) (2) (B) MVCA shall provide frequent reports to parents regarding their child’s academic progress.

- Parents are provided progress reports, testing results, and concerns monthly via live Class Connect sessions.
- Report cards, conferences, phone calls, data from testing, newsletters, DIBELS, M-STEP, grade level assessments, course assessments, etc. are included in the conference.
- Parents have access 24/7 to the Online Learning School OLS as well as the Learning Management System (LMS) to see student progress/grades.

Section 1118 (d) (2) (C) MVCA shall afford parents of children receiving Title I services reasonable access to staff, opportunities to volunteer and to participate in their child’s classroom, and observation of classroom activities.

- Parents are the Learning Coaches for their students and are involved in their education daily.
- Parents communicate with staff via K-Mail, live Class Connect sessions in Black Board Collaborate, and by telephone calls.
- Many instructional staff have blogs, websites, and newsletters for additional information.
- MVCA’s school website <http://mvca.k12.com> , www.mvca.k12start.com and www.mvcafast.com provide information about school events and activities.

Section 1118 (e) (1) MVCA shall provide assistance to parents of children served by the school or Local Educational Agency (LEA), as appropriate, in understanding such topics as the states academic content standards, the state student academic achievement standards, the state and local academic assessments, as well as how to monitor student academic progress and work with educators to improve student achievement.

- K12.com trainings, K-Mail informational sheets, live Black Board Class Connect Sessions.
- Homeroom instructional staff will meet with parents to explain local and state testing results.
- M-STEP & SAT results are sent to parents.
- FAST provides face-to-face assistance for parents on navigating within the virtual platforms including monitoring their child’s progress.
- FAST offers orientation sessions specifically on academic achievement standards and assessments
- FAST will offer “Academic Performance Review” sessions during student testing times where parents can discuss and ask questions about the local and state testing results.
- Parents monitor their child’s progress/grades via the Online Learning System [OLS] or Learning Management System [LMS] available 24/7.

Section 1118 (e)(2) MVCA shall provide materials and training to help parents work with their child to improve their child’s achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.

- Literacy training is provided through certified instructional staff for MVCA parents.
- A full summer school is offered at High School level for credit recovery and advancement.
- Parent Learning Institute provides materials and training to parents.
- Materials and training to assist parents is provided in our monthly Community Connections Newsletter.
- September and February Meet and Greet events focus on helping parents and students with technology.
- Parents are provided the website link for MVCA and are encouraged to join the MVCA Facebook page for continuous ideas to work with students throughout the year.
- K12.com offers several blogs and sites for professional development and support for parents.
- K12 offers many learning opportunities for families through LC live and recorded online sessions.

Section 1118 (e) (3) MVCA values parent engagement. MVCA staff and administration shall receive guidance in ways to reach out to parents, to communicate with them, to work with them as equal partners, to implement and coordinate parent programs, and to build positive interactions between parents and the school.

- MVCA staff attend professional development sessions. Information about how to support parents who assist students in the role of Learning Coach is included in the professional development sessions.
- Professional Development is provided to MVCA staff on the best practices of parent interactions.

Section 1118 (e)(4) MVCA shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction

Michigan Virtual Charter Academy Title I Parent Involvement Policy

Programs for Preschool Youngsters, the Parents As Instructional Staff Program, the Public Preschool and other Community Service programs. These programs provide activities and resources that encourage and support parents children.

- Summer connections clubs, phone calls and information sessions for incoming kindergartners are in place to help transition parents and students from traditional school to the online school platform.
- Parents who inquire about preschool opportunities for young children are to the local options in the community by the K-6 Connect Counselor.
- There is a kindergartner screener for all incoming kindergarten students to help with the students' Individualized Learning Plan [ILP].

Section 1118 (e)(5) MVCA shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and in a language the parents can understand (to the extent possible for the school).

- Schoolwide robo calls, K-Mails, Facebook posts, email communications, and telephone contacts.
- All MVCA staff is trained to recognize the importance of messaging and communicating to parents and students in language that defines educational jargon
- As needed families with language barriers identified at the beginning of the year will be provided with translated messages in the language used in the home of the Parent and of the Student.

Section 1118 (e) (14) MVCA shall provide such other reasonable support for parent involvement activities as parents may request.

- Provide computers to families when needed
- Read, Write, Gold is provided to struggling readers.
- All requests will be considered and any available support will be arranged for the parent to receive.

Section 1118 (f) MVCA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and language parents can understand.

- Michigan Virtual Charter Academy shall not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Americans with Disabilities Amendment Act of 2009, and the Michigan Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.
- As needed families with language barriers identified at the beginning of the year will be provided with translated messages to their family's home language.
- Due to the virtual format of the school, MVCA is able to accommodate all Parents and Learning Coaches by making available recorded sessions that can be accessed online and reviewed at parent convenience. In addition, MVCA offers online response formats for parents who prefer this type of communication. We are able to communicate with parents in any way that is best for them. We provide foreign language interpreters upon request. Highly Qualified Instructional Staff assist Migrant families throughout the school year.