

SCHOOL Title I, Part A Parent and Family Engagement Plan (PFEP)

I, Tomas Dinverno, principal of Tuttle Elementary, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures, administrative and programmatic requirements, and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in ESEA Section 8101;
- Involve the parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents/families the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
- Involve parents/families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals. [ESEA Section 1116].

Signature of Principal or Designee

Date Signed

Mission Statement

(Include: How parent and family engagement plan is shared responsibility. How parent and family engagement will assist in providing high quality instruction for all learners.)

Response:

In order to support academic achievement, every student at Tuttle Elementary School will have a parent or a primary caregiver who is empowered to participate actively in all aspects of his or her education. Tuttle Elementary School will actively promote and welcome parental participation in all aspects of the educational process.

Involvement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for Title I will be used.

Response:

Tuttle Elementary School believes in involving parents in all aspects of its Title I programs. The School Advisory Committee has the responsibility of developing, implementing, and evaluating the various school level plans, including the School Improvement Plan and the Parent Involvement Plan. Over 50% of Tuttle's School Advisory Committee membership is parent (non-employee) representatives. In addition, all parents were given the opportunity to review the existing plans and offer their input prior to approval. Input received included activities, training, and materials needed to help their child. All input received is reviewed and considered for implementation, as well as inclusion in the appropriate plans. Additionally, during the School Advisory Committee meetings in which the PIP and/or SIP are developed, the committee will decide, with the input from parents how the parental involvement funds will be used.

Coordination and Integration with Other Federal Programs

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home.

[ESEA Section 1116]

Response:

Tuttle's Parent Institute will consist of a series of monthly parenting workshops to teach parents of K-5 students how to take a more active role in their child's education. The theme for 2017-18 will include grade level specific topics to help increase parent involvement with student achievement. Tuttle Elementary School will utilize home/school partnerships with a parent liaison at each grade level. A full time home school liaison will also work with families during 2017-18.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, and the rights of parents.

Response:

Annual Parent Title I Meeting -Written Invitations, Connect Ed Message, Parent Information Board.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, child care, or home visits, as such services are related to parent and family engagement.

[ESEA Section 1116]

Response:

Tuttle Elementary School offers meetings such as School Advisory Meetings, Parent-Teacher Conferences, Parent Teacher Organization Meetings, Teleparent, and during varied hours and days, including days that school is not in session, to meet the needs of our families. Child care is also provided to encourage parental involvement. Tuttle's Home School Liaison makes home visits as needed to share pertinent information for those families who are unable to attend events on campus.

Building Capacity

Describe how the school will implement activities that:

- Will build the capacity for strong parent/family engagement;
- Will build relationships with the community to improve student achievement;
- Provide materials and trainings to assist parents/families to work with their child(ren);
- Provide other reasonable support for parent/family engagement activities.

[ESEA Section 1116]

Response:

Tuttle will utilize grade level Parental Involvement Activities. These events are designed to assist our parents in supporting and enhancing their children's academic success.

In addition, Parent/Teacher conferences will be used to involve parents and to support a partnership among the school and parents to improve student academic achievement.

A family ESOL night will allow for a discussion of ESOL services available for students in the classrooms.

Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families in the following areas:

- How to reach out to, communicate with, and work with parents/families as equal partners;
- The value and utility of contributions of parents;
- How to implement and coordinate parent programs; and
- Build ties between parents and schools.

[ESEA Section 1116]

Response:

There will be Teacher/Parent partnership training. This professional development will help increase teacher/parent communication including an increase in the amount of conferences held during the year. Furthermore, a training for staff using Parent Volunteers Improving Proficiency. This professional development will help teacher identify ways to utilize parent volunteers in the classroom.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children.
[ESEA Section 1116]

Response:

Various methods will be used including: School Website.-Tuttle Elementary School maintains a school website in both English and Spanish. This website includes a calendar of upcoming events, important school information, and also provides numerous resources and links for parents to utilize to supplement their children's education. There are Adult ESOL classes offered for families both during the day and afterschool.

Parent Information Center - Located in Tuttle's Main Office Lobby, parents will find a Parent Information Center. The Parent Information Center informs parents of upcoming events, pertinent school information, and information about community events and organizations.

Student Run Bookstore - Tuttle Elementary's Student Run Book Store is open two days a week before school to provide students and families and opportunity to purchase books well below market price (\$1.50 each book).

Reading Logs and Celebration - Each extended break, families are invited to complete a reading log. In addition to the reading log, families are provided with activity suggestions to prevent academic regression. Upon the completion of the reading log, students are invited to a celebration to celebrate their reading accomplishments.

Parent Outreach Coordinator - An ESOL Paraprofessional has part of her day allocated to parent outreach efforts. The intent of this scheduled time is to encourage and support parents in more fully participating in the education of their children.

Communication

Describe how the school will provide the following to parents and families of participating children:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain;
- If requested by parents/families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- If the schoolwide program plan is not satisfactory to the parents/families of participating children, the school will include submit the parents/families' comments with the plan that will be made available to the local education agency.

[ESEA Section 1116]

Response:

At Tuttle Elementary School's annual Meet Your Teacher and Open House events, parents are provided with information about the Title I programs, the curriculum, and academic assessments. During these events, parents learn about the school-wide program, how to best communicate with their children's teachers and schedule parent teacher conferences. Parents are also given at a copy of the parent handbook, which includes more detailed information on these topics and a copy of the Student/Teacher/Parent Compact. Copies of the Parent Involvement and School Improvement plans are also available to all of our families. Teachers provide additional opportunities for those parents who are unable to attend to receive the information and materials provided.

On a monthly basis, School Advisory Committee meetings are held. At each meeting, parents are given an opportunity to be involved in making decisions related to the education of their child.

Parents will also be provided with technology training to help educate them on the use of the Parent Portal for accessing student achievement on classroom learning tasks, assessments, attendance, and behavior.

Parents also can sign up for Remind101 text messages from the school as well as individual classroom.

Documentation on the dissemination of information, distribution methods, and timelines is maintained and reviewed frequently.

Accessibility

1. Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents/families with limited English proficiency, disabilities, and migratory children).

Response:

Tuttle Elementary School provides full opportunities for participation in parental involvement activities for all parents. For those parents of children with limited English proficiency students, translators are made available and all written correspondence and materials are translated in their native language. Parents of children with disabilities and migratory children are provided accommodations based on their particular need. Tuttle Elementary also receives the support of a ELL Parent Outreach coordinator in conjunction with other schools. This staff member will be able to provide additional support to families.

2. Describe how the school plans to share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent feasible, in a language parents/families can understand.

Response:

Tuttle Elementary will utilize different technology tools to provide full participation with families. These will include web-based services such as email, website, and online learning. In addition, texting updates will allow families to receive updates remotely on activities at the school.

The addition of a Digital Learning Lab allows access for families during and after the school day to access the parent portal as well as the electronic resources available from the school district.

Discretionary Activities (optional)

Describe any activities that are not required, but will be paid for through Title I, Part A funding, such as home visits, transportation for meetings, activities related to parent/family engagement, etc.

Response:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for	SAC	SAC Chairperson	These meetings allow for parents to provide	Monthly

	teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and			input/feedbackin involving the development of training.	
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Parent Teacher Conferences-Variied times and dates, including those days when school is not in session, are made available to our families in order to maximize parental involvement and participation in their children's education.	Administration	These accommodations allow for maximum participation in attendance.	Ongoing
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent Academy	Parents, Administration	These services allow for parents to partner with other parents in online blog discussions about supporting student achievement	Monthly
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Child-Care and Translation-Child care and translations are arranged in advance and provided at no cost to enable parents to participate in all school-related meetings and training sessions.	Administration	These services allow parents to receive information and to participate in all events relating to their children's education.	Ongoing
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Connect Ed Parent Voting	Administration	These services allow parents to remotely provide input on school decisions discussed at SAC	Monthly
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	SAC/SDMT	SAC/SDMT Chairperson, Yesenia Mejia	These meetings allow for the school to collaborate with community based organizations and businesses, including faith-based organizations, in parental involvement activites.	Monthly

Barriers

1. Describe any barriers that hindered participation by parents during the previous school year.

Response:

Scheduling of events during week, remembering about meetings that were previously scheduled with an invite.

2. Describe the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

Response:

Increase before school and afterschool availability with staffing. Provide Remind101 and frequent calls to parents using staff as a last reminder.

PLEASE NOTE THE FOLLOWING DOCUMENTS ARE TO BE UPLOADED

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents/families for all children served under this part, a parent-school compact that outlines how parents/families, the entire school staff, and students will share the responsibility for improved student academic achievement.

[ESEA Section 1116]

Upload Evidence of Input from Parents/Families

Upload evidence of parent/family input in the development of the parent and family engagement plan. Include the meeting agenda, the meeting minutes and the sign-in sheet.

Upload Parent-School Compact

Upload an electronic version of the Parent-School Compact for 2017-18.

Upload Evidence of Parent/Family Input in Development of Parent-School Compact

Upload evidence of parent/family input in the development of the compact. Include the meeting agenda, the meeting minutes and the sign-in sheet.