

TUTTLE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Tomas Dinverno , 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 Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- 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 not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

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.

Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

Review Status: Adequate

Review Comments:

Involvement of Parents

Describe how the school will involve parents 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 parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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.

Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- Information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].

Review Status: Adequate

Review Comments:

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
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1	Tuttle Parent Academy	Tuttle's ESOL Parent Institute will consist of a series of 8 parenting workshops to teach parents of ESOL students how to take a more active role in their child's education. The theme for 2014-15 will include Technology as a Tool to help increase parent involvement with student achievement.
2	Parent Seminars on Helping Student Success	Tuttle Elementary School will incorporate a Parent Seminar online and in person regarding best parenting practices for promoting student success in school. The seminar will include in person guest speakers as well as an online course.
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Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

Review Status: Adequate

Review Comments:

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, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Parent Title I Meeting - Written Invitations, Connect Ed Message, Parent Information Board	Tomas Dinverno, Principal; Jennifer Kahler, A	September 29, 2014	Mail and email Invitations, Connect Ed Documentation, Sign-In Sheets, Agenda
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Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: Tuttle Elementary School offers meetings such as School Advisory Meetings, Parent-Teacher Conferences, Parent Teacher Organization Meetings, etc. 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.

Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

Review Status: Adequate

Review Comments:

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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1	Grade Level Parental Involvement Activities	Grade Level Team Leaders; Classroom Teachers; Special Area/Support Teachers as Appropriate	These events are designed to assist our parents in supporting and enhancing their children's academic success.	October 2014 through May 2015	Agenda, Sign-In Sheets, Assessment Results
2	Parent/Teacher Conferences	All Tuttle Staff Members.	This event is designed to involve parents and to support a partnership among the school and parents to improve student academic achievement.	October 2014 through May 2015	Invitations, Signed Student/Teacher/Parent Contract, Record of Parent Meeting Forms
3	FAST Tutoring Program Parent Conferences	FAST Providers	These events are designed to foster partnerships between FAST Tutors and students' families.	October 2014 through May 2015	Invitations, Student Learning Plans, Progress Reports, Monthly Work Samples
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Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following:
 - o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

Review Status: Adequate

Review Comments:

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Staff Training on technology for Parent engagement	Tuttle Administration, Grade Level Team Leaders	This professional development opportunity provides numerous strategies designed to form partnerships in order to increase student achievement.	October 2014/ January 2015	Agenda, sign in sheets, amount of parents receiving classroom communications using technology.
2	Teacher/Parent Partnership Training	Tuttle Administration, Speakers	This professional development will help increase teacher/parent communication including an increase in the amount of conferences held during the year.	October 2014/May 2015	Conference documentation
3	Staff using Parent Volunteers Improving Proficiency	VIP Coordinator	This professional development will help teacher identify ways to utilize parent volunteers in the classroom	September 2014	Increase in volunteer hours in classrooms
4	Staff/Parent learning in Tuttle Parent Academy	Community Partners/Tuttle Administration	This professional development will allow staff to learn about the technology tools available to parents	October 2014/May 2015	Increase use of Parent Portal to access student grades
5	Teacher Class on Increasing Parent Empowerment	District Staff	This professional development helps staff learn about ways to deepen the involvement of parents to get to the empowerment level	Fall 2014/Spring 2015	Increase in Parent Led Conferences

Review Rubric:

- Content and type of activity including the following:Valuefollowing:
 - Valuing of parental involvement,
 - Communicating and working with parents,
 - Implementation and coordination of parental involvement program,
 - Building ties between home and school,; and
 - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and

- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

createDate	modifyDate	comment
9/24/2014 4:07:26 PM		This section is asking about training staff on the four elements of parent engagement (listed in the question). Please list the training for staff on Parent Involvement.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: 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.

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.

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- 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 meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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 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.

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

Review Rubric:

Strong responses include:

- Process for providing information to parents;

- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

Review Status: Adequate

Review Comments:

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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.

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.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Review Status: Adequate

Review Comments:

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	SAC	Scott Parrish, SAC Chairperson	These meetings allow for parents to provide input/feedbackin involving the development of training.	Monthly
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-Varied 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	Scott Parrish, SAC Chairperson, Laurel Hinds, Business Partner Coordinator	These meetings allow for the school to collaborate with community based organizations and businesses, including faith-based organizations, in	Monthly

				parental involvement activities.	
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Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:
- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Review Status: Adequate

Review Comments:

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

Review Rubric:

Review Status: Adequate

Review Comments:

createDate	modifyDate	comment
9/24/2014 4:11:13 PM		The agenda was uploaded. Please put together with the minutes and the sign-in sheet or list of attendees and upload altogether.

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

Review Rubric:

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status: Adequate

Review Comments:

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

Review Rubric:

Review Status: Adequate

Review Comments:

createDate	modifyDate	comment
9/24/2014 4:12:56 PM		The agenda was uploaded. Please put together with the minutes and the sign-in sheet or list of attendees and upload altogether
9/26/2014 2:21:25 PM		Please upload the same documents here that are in the first upload. They relate to both topics.

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Grade Level Parental Involvement Activities	7	1400	Increase in student involvement in grade level and specials activity.
2	Parent/Teacher Conferences	1	1345	Increase in semester grades of students.
3	Title I Annual Meeting	1	509	Parents informed about Title I program increases participation.
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Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Adequate

Review Comments:

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Volunteer Program Training for Teachers	1	50	Students participating in small group VIP intervention will increase reading proficiency on state assessments
2	Teacher professional development on Parent Curriculum Meetings	1	50	Student subgroups increase reading proficiency
3	Staff training on communicating student progress for Afterschool tutoring progress	2	20	Students participating in afterschool program will demonstrate on grade level performance in reading and math
4	Teacher training on effective Parent Conferences	1	20	Student quarterly grades will increase from 1st to 2nd semester

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Adequate

Review Comments:

createDate	modifyDate	comment
9/24/2014 4:14:20 PM		This section is asking about training staff on the four elements of parent engagement (listed in the question). Please list the training for staff on Parent Involvement.
9/26/2014 2:24:40 PM		This section is asking about training staff on the four elements of parent engagement (listed in the question). Please list the training for staff on Parent Involvement.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the current school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Making Contact with Families without telephones or working telephone numbers.	School Liaison will make home visits.
2	Language Barrier - Families are unable to communicate in English	ELL Liaisons are stationed in the Main Office During Arrival/Dismissal
3	Language Barrier - Families are unable to communicate in English	Parent/Teacher Conference Nights with Interpreters assigned to all staff members.
4	Language Barrier - Families are unable to communicate in English	Translators available at all SAC meetings and School-Wide Events
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Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

Review Status: Adequate

Review Comments:

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1	Building Capacity of Parents	Tuttle Parent Academy
2	Increasing Parent Participation	Grade Level Performances
3	Effective Communication	Parent Teacher Conference with Translators assigned to all staff members.
4	Effective Communication	Connect-Ed Messages in English and Spanish
5	Increasing Parent Participation	Parent involvement via online tools such as connect ed voting and online classes.
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Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

Review Status: Adequate

Review Comments:
