

FY20 Title I Schoolwide Plan - Cypress Trails Elementary (1941) Parent Family Engagement Plan Summary

Mission Statement

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and

Mission Statement
The mission of parent and family engagement at Cypress Trails Elementary is to encourage parents and families to be actively involved in their child's education to build a strong, lasting partnership between home and school.

18-19 Parent Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Engagement Survey results, evaluate how the parent and family trainings provided during the 2019-2020 school year built the capacity of families to help their children learn at home.

Parent Capacity Training 1

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
STEM Night	53	77% of families felt that the event was well publicized. Over 84% of families said that the event was well organized, the content delivery was clear and informative, and that the activities were things that they can do at home.	Send invitations out sooner giving even more families a chance to plan to attend. A table flow for families to have an organized way to hit all activities. Make sure that volunteers have time to review their station so they they can be prepared to share information about the content. Make sure to incorporate make and take activities that families can continue to use at home as a resource. We can also create a hand out to parents that they can keep at home as a resource with different activities that they can do at home to extend the learning. As a team, we met to discuss some other reflections from the STEM Night. It appeared to be a smaller crowd than we had at our last parent night so we analyzed the day. STEM Night was held on Tuesday night, which is different from our last event that was held on Thursday night. This showed us that Tuesday may not be the best night for family events at school due to conflicting schedule.	Parents were able to learn about different types of hands on activities that they could do with their children at home to focus on Science and Math. 92% of parents marked on the survey that they believe family involvement increases student achievement. By students seeing the connection between home and school, parent and teacher, student achievement will increase in all subject areas.

Parent Capacity Training 2

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
Family Team Building Night	350	Over 87% of families claimed that they enjoyed being able to interact with other families and that the event was well organized. 88% of families felt that they could do these activities at home.	Have fewer rotations to be able to dedicate more time to each rotation. Have more volunteers to assist with the rotations. Use reusable games instead of consumable. Have traffic maps to decrease flow of traffic in hallways and common areas.	The event showed the children that they have a fun school. It also gave families the opportunity to come together and meet other families. Families learned games they can use at home to support student achievement in the classroom. By parents playing these academic games at home with their children, it will help them to learn the content and increase their achievement in the classroom.

Parent Capacity Training 3

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were parents able to do as a result of the training? What was the impact on student achievement?
Literacy Night	30	Overall, the vast majority of parents gave the event positive ratings and included positive feedback in the comment session. Most parents felt the Test Taking Strategies were helpful and they enjoyed having make and take activities to use with their children at home.	Next time try a later start time to accommodate working parents. We had a slow start and more parents started to arrive around 6:00pm. Several parents requested that we offer grade level specific activities rather than having topics open to multiple grades. Include a map of the school along with welcome materials for easier transitions. Have all materials (handouts, agendas, parent surveys) translated into Spanish instead of just having a translator to assist. Limit parent events to 1 per week. One parent mentioned that due to our Ice Cream Social the night before, they almost didn't make it.	As a result of the training parents were able to work on reading strategies at home with their children. They were able to help review test taking strategies as well. This will help to increase student achievement in Reading and on Reading assessments.

18-19 Staff Trainings

Using your staff training evaluations and feedback to teachers on implementation of strategies taught in staff trainings, evaluate how the staff trainings provided during the 2019-2020 school year educated faculty and staff on the value of engaging families and on strategies designed to equip families to support learning at home.

Staff Training 1

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were teachers able to do as a result of the training? What was the impact on family engagement?
Communicating Behavior Needs Effectively With Families	38	80% of staff found the behavior strategies that were taught helpful. 76% of staff felt that the strategies were an effective way to increase parent communication.	Only 60% of staff felt confident in utilizing the support, spend more time helping staff to feel confident in using the strategies with parents.	As a result of this training, staff learned effective strategies to communicate with parents in regard to their student's behavior. This training outlined a tool to keep parent communication open and increase family engagement.

Staff Training 2

Name and Brief Description	Number of Participants	What went well?	What improvements could be made to make the training more effective?	What were teachers able to do as a result of the training? What was the impact on family engagement?
Parent Conferences	31	All participants strongly agreed that an increase in parent involvement has a positive effect on student achievement. All participants strongly agreed that the PD was well organized. All participants strongly agreed that the content provided was clear and informative. All but one fine arts teacher strongly agreed that the PD was relevant to their job assignment. All participants strongly agreed that the strategies that were presented in the PD will be easy to implement.	The only recommendation noted was to change the parent pre-conference form to include the question "How does my child perform compared to to grade level standards?" One participant requested a sample of a completed conference form to use as a guide to complete her own.	As a result, teachers were able to learn strategies to build positive relationships with students and parents through parent conferences. By making a parent conference an enjoyable experience for all involved, family engagement will increase.

Involvement of Stakeholders

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

Brief Narrative

List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School- Parent Compact.
The Principal, Bruce Salter, and the Assistant Principal/Title I Contact, Lauren Hall, then compiled the feedback and developed the plan which was presented and approved by the SAC on our May 1, 2019 meeting. Parents: Megan Johnson, Robert Johnson, Joanne Polywoda, Anne Dorsey Staff: Deborah Filosa, Sharon Robinson, Shayla Davis, Beverly Grove, Carmen Lacharite, Angelita Browne, Tracey Robinson, Michelle Paniccia, Susan Monticello, Samantha Woerner, Theresa Ventriglio Community Member: Carmen Campbell
What are the procedures for selecting members of the group?
Team leaders are selected by administration to share input from their colleagues. All parents were invited via invitation and call out to the Parent and Family Engagement Plan meeting to develop the plan. The members of the meeting was comprised of families and teachers from various grade levels.
How will input from stakeholders be documented?
Input from stakeholders was documented on a draft version of each document and compiled in the minutes from the meeting. A break-out table activity was used to focus on each content area as well as school data. The input was documented by using the recording template provided by Federal and State Programs.
How will stakeholders be involved in developing the plan?
Input from stakeholders was used to develop the plan. Discussions were conducted based on the template provided by the Title I department.
How will Title I parent and family engagement funds be used?
Title I parent and family engagement funds will be utilized to secure substitute teachers for conference days. Funds will also be used to purchase materials, refreshments, and home learning resources for parent trainings (STEM Night, Family Team Building Night, and Literacy Night).

19-20 Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively reach out to, communicate with, and work with families as equal partners in order to improve student achievement. Evidences include agendas, sign-ins, presentations or handouts, clear expectations for teachers, teacher feedback, administration's analysis of teacher feedback.

Staff Training 1

Name	Brief Description	Month of Training	Responsible Person(s)	What will teachers be able to do as a result of the training? What is the anticipated impact on family engagement?
Parent Conferencing and Sharing of Academic Progress	During this training staff will work to develop a parent conference tool that highlights specific criteria that will be shared with parents during a parent conference to communicate academic progress (FSQ, USA, Diagnostic Levels, iReady Levels, RRR Level).	October	Theresa Ventriglio, Ulyssia Gibbs	As a result of this training, all staff members on a grade level will work together to develop a conference tool to be shared with the parent during conferences. This tool will highlight specific data pieces to be shared. This will keep the grade level uniform and the parents informed. Parents will know where the academic deficits are for their child and will be able to work with them at home to increase student achievement.

Staff Training 2

Name	Brief Description	Month of Training	Responsible Person(s)	What will teachers be able to do as a result of the training? What is the anticipated impact on family engagement?
Morning Meeting (SEL)	Teachers will be trained on how to hold Morning Meetings in their classroom to work on Social Emotional Learning.	August	Karina Egipciaco Theresa Ventriglio	As a result of this training, teachers will be able to build a positive classroom environment and reduce off task behavior, which will increase student achievement. Social Emotional Resources for parents will be distributed to help the parents use the same language with their child.

Annual Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting. The meeting should be designed to inform parents about:

1. What it means to be a Title I School;
2. The school's Title I School-wide Plan;
3. Parent and Family Engagement (plan), including the School-Parent Compact;
4. Special Programs such as Migrant Education and McKinney Vento;
5. Parent's Right to Know; and
6. Other opportunities for parents.

Brief Narrative
What is the date and time of the Annual Meeting?
October 2, 2019 6:30 PM
How will you notify teachers, parents and community of the Annual Meeting? Be specific (via school websites, marquee, call-out, newsletter, invitation, etc.)
Paper invitation, call out with text messaging included, and posting on the marquee.
What resources do you plan to prepare for stakeholders?
A PowerPoint presentation will be utilized to teach stakeholders about the Title I program at Cypress Trails Elementary School. It will provide details about how Title I funds will support student learning, staff development, and family involvement. Stakeholders will receive an agenda, handouts, a copy of the compact, and an evaluation to provide feedback. Attendance will be documented using a sign in sheet. FY 20 SWP will be shared.
What materials/supplies are needed for the Annual Meeting?
PowerPoint Presentation, FY20 Compact, FY 20 SWP, Evaluation, Agenda, Sign In sheet, pens
How do you plan to reflect on the effectiveness of the Annual Meeting?
Evaluations will be analyzed by the Title I Contact, Lauren Hall, and shared with SAC and/or key stockholders who organize family events such as team leaders and school counselor.

19-20 Parent Trainings

Describe the trainings you will offer families that will build their capacity to support learning at home to improve student academic achievement. Trainings must focus on skills that families can use to extend learning at home, support students in meeting challenging state standards, and monitor their child's academic progress. Evidences include the invitation, agenda, sign-in sheets, presentations, handouts, evidence of parent and family interaction, evaluations, and analysis of parent feedback.

*Be sure to indicate if refreshments will be purchased and list dollar amount. For example: Refreshments (\$175.00).

Parent and Family Training #1 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
STEM Night	STEM Night is a family night focused on the integration of science, technology, engineering, and math. Families will build models, learn about life cycles, and use technology programs focused on Science standards.	As a result of this training, parents will be able to work on hands on STEM activities with their child. There will also be strategies to support STEM integration at home. Activities will be focused on science standards therefore raising student achievement.	October 2019	Kelly Hinde	Tables for centers, South Florida Science Center activities set on each table, Session schedules, Refreshments(approximately \$250), parent evaluation, sign in sheets

Parent and Family Training #2 (First Trimester/Semseter)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
Family Game Night	Family Team Building Night will bring families together through the use of team building games and activities. Families will work on social emotional activities through technology programs (kahoot) and board games. Academic games will also focus on reading and math strategies that parents can try at home with their children that were modeled at school by the teachers.	Families will be provided the opportunity to work together on team building activities and games with an academic focus. These will be activities that the families can incorporate at home. Student achievement will be positively effected through the social emotional connection made with families and the ability to play academic games at home to raise achievement levels.	September 2019	Karina Egipciaco	Session schedules, Refreshments (approximately \$250), Minute to Win it game activities, board games, and parent evaluations.

Parent and Family Training #3 (First Trimester/Semester)

Name	Brief Description of Training (Include the Hands-On Component of the Training)	What will parents be able to do as a result of this training? What is the anticipated impact on student achievement?	Date of Training	Responsible Person(s)	Resources and Materials
Literacy Night	Literacy Night will promote reading strategies for parents to use at home with their child. Parents will learn strategies for reading for fluency, breaking apart words, and comprehension conversations.	Families will enjoy an evening of learning about literacy activities that they can utilize at home. Parents will be provided with strategies and questioning to help students increase their reading achievement.	January 2020	Theresa Ventriglio	Refreshments (approximately \$250), books, Reading handouts and hands on activities, parent evaluations.

Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal** (for example: Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department).

Partnership 1

Name of Agency	Brief Description of how Agency/Organization Supports Families	Documentation	Frequency
The Palm Beach County Library	The Palm Beach County Public Library System provides Cypress Trails with a meeting place each month to host activities. In July, the Royal Palm Beach Library hosted our back to school night where families were invited to gather to meet the Principal, learn about ways that the library support reading and school learning, take a tour of the library, and apply for a student library card.	Invitations, parent sign in sheets	undefined

Partnership 2

Name of Agency	Brief Description of how Agency/Organization Supports Families	Documentation	Frequency
Lion Country Safari	Lion Country Safari hosts field trips for our students and collaborates with school staff in the creation and implementation of programs designed for our students as well as staff professional development sessions. Lion Country Safari attends our monthly committee meetings and provides in house enrichment activities and provides supports for our parent training and events.	Sign In Sheets, parent evaluations, committee notes and agendas, email correspondence	Annually

Partnership 3

Name of Agency	Brief Description of how Agency/Organization Supports Families	Documentation	Frequency
South Florida Science Museum	The South Florida Science Museum works with Cypress Trails to host a Family STEM Night. This provides families the opportunity to come together at the school to learn different hands on activities that incorporate science and math standards.	Invitations, sign in sheets, and evaluations	Annually

Communication

After reflecting on your 2019-2020 Title I Family Engagement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences include agendas, sign-in sheets, minutes, evaluations, school websites screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication	
Describe how school will provide families with timely information about the Title I programs. Consider Title I programs such as tutoring, mentoring.	How will the school document that the information was shared?
Cypress Trails Elementary School will utilize a variety of written communication to parents that include flyers, agenda book, the home/school communication folder, and marquee. There will also be verbal and digital communication via Parent Link phone messages and text messages. Information will also be provided during parent teacher conferences and Open House.	Agendas, sign in sheets, and evaluations, parent link print outs, conference notes, newsletters, report cards, parent letters
Describe how school will inform parents about the curriculum, forms of assessments used to measure student progress, and proficiency levels students are expected to meet.	How will the school document that the information was shared?
Cypress Trails Elementary School will inform parents about the curriculum, assessments, and student progress through Open House and parent teacher conferences at least twice a year in person or by phone.	Agendas, sign in sheets, evaluations, conference notes, school website, newsletters, parent call outs
Describe how school will inform parents about opportunities to participate in decision making relating to the education of their children.	How will the school document that the information was shared?
Cypress Trails Elementary School will utilize a variety of written communication to parents that include flyers, agenda book, the home/school communication folder, and marquee. There will also be verbal and digital communication via Parent Link phone messages and text messages.	Agendas, sign in sheets, evaluations, flyers, call outs, and invitations
Describe how the school will offer flexible time for meetings, training, activities, and events to remove barriers for attendance (i.e. childcare, transportation, home visits, etc).	How will the school document that the information was shared?
Cypress Trails Elementary School will be providing meeting, training, activities, and event times based on parent input. Dinner will be provided for evening activities as well as child care to help remove barrier for attendance.	Invitations with meeting times, Agendas, sign in sheets, evaluations, newsletters, social media screenshots

Accessibility

It is important to address barriers that hinder families' participation in activities. After considering your 2017-2018 Title I Family Engagement Survey results and information gathered at your parent input meetings, describe how you ensure parents and families in the special categories below are able to fully participate in school meetings, trainings, activities, and events. Evidences may include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations.

*Keep in mind, this section describes **support provided to families** so they may participate in family engagement activities.

Brief Narrative
Accommodations for parents and families with limited English proficiency
The English as a Second Oral Language (ESOL) teacher at Cypress Trails Elementary School will provide families with resources to use at home. The Community Language Facilitators (CLF) will be available to translate both written and oral communication in Spanish with families as needed. If other languages are needed, staff can request additional translators or utilize a resource called Language Line to use over the phone.
Accommodations for parents and families with disabilities (i.e. Hearing or vision impairment, physical limitations)
Cypress Trails Elementary School utilizes the support of the district resource staff to provide accommodations for parents and families with disabilities as needed. The entire school campus is accessible for those with a physical disability that requires the use of a device for mobility or those that might be visually impaired.
Accommodations for families engaged in migratory work
Cypress Trails Elementary School will work together with the school district to support families engaged in migratory work if families in that situation register at the school. The school will request for the migrant list and then work closely with the district migrant contact for appropriate services for targeted students. School Counselor will provide home visits for these families. Staff will be instructed on how to make referrals to the Migrant Department.
Accommodations for families experiencing homelessness
Cypress Trails Elementary School upholds the McKinney-Vento Act with fidelity and staff works closely with the Safe School Department and the liaison to support families experiencing a hardship. The school will request the list of students affected by homelessness and will work with the McKinney-Vento District contact for appropriate support and services. School Counselor will provide home visits for these families. Letters will be sent home with these students for parent assistance and communication. Transportation will be arranged through the district for students experiencing homelessness to attend school. Referral form 2479 will be used to document with the district.

Other Activities

List other activities that are planned to strengthen parent and family engagement at your school. You may list additional parent and family trainings here. If you plan to offer refreshments, please indicate that in the description field along with the dollar amount.

Activity 1

Name of Activity	Brief Description
Open House	Families will be invited to Cypress Trails Elementary School to visit their child's classroom and hear a presentation from the teacher about grade level expectations and academics.

Activity 2

Name of Activity	Brief Description
All Pro Dad Workshops & Breakfasts	Each month fathers, grandfathers, and other male family members will be welcome to attend All Pro Dad Workshops & Breakfasts. These workshops will have a variety of topics to provide training to support fathers at home. The workshops will also include guest speakers from the community and the school.

Activity 3

Name of Activity	Brief Description
n/a	n/a