

**Cypress Elementary School  
Parent Involvement Plan  
2016-2017**

**Mission Statement**

The Cypress Elementary staff is dedicated to meeting the educational needs of ALL students in a safe learning environment.

**Involvement of Parents**

*Cypress Elementary 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)].*

At the fall Title I Open House, Cypress Elementary will actively recruit parents to serve as member of the School Advisory Council (SAC), SAF, and PTA/PTO. Parents will be selected to represent the demographics of the school. At the SAC meetings parents will be provided with information regarding the school's Title I allocation (inclusive of professional development and parental involvement allotments). Parents will be allowed to provide input in the development and decision-making processes of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program and also used to plan future parent events.

**Coordination and Integration**

*Cypress Elementary 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  |
|-------|--|---|
| 1     | Title III  | Teacher Salaries, Resources Materials, and Language Enrichment Camp   |
| 2     | Title 1, Part C Migrant Students                   | The RTI process is used to provide consistent monitoring and to guide curriculum/instructional adjustments as needed. Students in grades 1-5 are also invited to attend our Florida State Standards tutorial program. |
| 3     | Individuals with Disabilities Education Act (IDEA) | Supplemental instruction support provided by the school will be discussed with parents during the development of the students' IEP.   |
| 4     | Head Start   | Head Start pre-kindergarten teacher will conduct at least   |

|  |  |   |
|--|--|---|
|  |  | two home visits; hold joint parent meetings to discuss specific learning needs of students and academic progress. Teachers will provide quarterly trainings for Head Start parents. |
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### **Annual Parent Meeting**

*Cypress Elementary School will take the following actions 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 (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1118(c)(1)].*

| <b>Count</b> | <b>Activity/Tasks</b>                  | <b>Person Responsible</b>          | <b>Timeline</b>   | <b>Evidence of Effectiveness</b>      |
|--------------|--|------------------------------------|---|---------------------------------------|
| 1            | Public Meeting Flyer                   | Administration and Title I Liaison | Sent home with first day packet                         | Sign in Sheets                        |
| 2            | Announcement (Marquee and Parent Link) | Head Custodian and TLC             | At least 1-2 weeks prior to the event                   | Parent Link report and Sign in Sheets |
| 3            | Develop an Agenda and Sign in sheets.  | Administration and Title I liaison | At least 1-2 weeks prior to the event                   | Agenda and Sign in Sheets             |
| 4            | Annual Public Title I Meeting          | Administration                     | Beginning of the School Year, (By the end of September) | Agenda and Sign in Sheets             |

### **Flexible Parent Meetings**

*Cypress Elementary School will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].*

Cypress Elementary School will schedule meetings to be held at various times during the day or evenings to better accommodate parents. Teachers will hold at least two individual conferences with parents. Teachers will provide parents a summary of the student test scores and an explanation of the interventions that teachers are using to assist the child in reaching achievement goals. Parents will be asked for suggestions on how they can support these efforts. Parents will also be given suggestions on how to work with their child/children at home. Teachers will provide explanations of homework and grading procedures. The school will offer parents a special workshop each year to provide an explanation of statewide assessment systems, standards, and other accountability measures. Also, the school will host academic trainings where childcare will be provided.

### **Building Capacity**

*Cypress Elementary 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)].*

| <b>Count</b> | <b>Content/ Type of Activity</b>                        | <b>Person Responsible</b>                      | <b>Correlation to Student Achievement</b>   | <b>Timeline</b> | <b>Evidence of Effectiveness</b>                    |
|--------------|---|--|---|-----------------|---|
| 1            | Testing and Florida State Standards; Promotion Criteria | Administration & Guidance Counselor            | Parents will be provided with grade specific testing and standards information.   | October         | Flyer, Agenda, Sign in Sheets, and Evaluation Forms |
| 2            | FSA Literacy Night                                      | Administration, Literacy Coach, & Teachers     | Parents will be provided with grade specific instructional strategies and resources. This event will also include technology resources that they can use at home. | November        | Flyer, Agenda, Sign in Sheets, and Evaluation Forms |
| 3            | Winter Holidays Showcase                                | Administration & Music Teacher                 | Parents and students will participate in activities that represent the various cultures at Cypress.   | December        | Flyer, Agenda, Sign in Sheets, and Evaluation Forms |
| 4            | Science Night   | Administration, Science Coach, & Teachers      | Parents will be provided with grade specific instructional strategies and resources on how to help their children complete a successful science fair project.     | February        | Flyer, Agenda, Sign in Sheets, and Evaluation Forms |
| 5            | Math Night  | Administration, Math Coach, & Teachers         | Parents will be provided with grade specific instructional strategies and resources that they can use at home.  | March           | Flyer, Agenda, Sign in Sheets, and Evaluation Forms |
| 6            | Multicultural Night –Wax Museum                         | Administration, Curriculum Coaches, & Teachers | Parents and students will participate in activities correlated with the Florida State Standards   | April/May       | Flyer, Agenda, Sign in Sheets, and Evaluation Forms |

|   |                                 |   |  |                                      |                                 |
|---|---------------------------------|---|--|--------------------------------------|---------------------------------|
| 7 | Honor Roll Ceremonies           | Administration, Guidance Counselor & Teachers | Parents and students will participate in activities recognizing student achievement                              | November<br>January<br>April<br>June | Flyer, Agenda, & Sign in Sheets |
| 8 | Parent Conference Night/Morning | Administration & Teachers                     | Parents and students will participate in activities that will make parents are of student successes and concerns | November & April                     | Flyer & Sign in Sheets          |

### Staff Training

*Cypress Elementary School will offer the following training to staff (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/Type of Activity | Person Responsible                  | Correlation to Student Achievement   | Timeline | Evidence of Effectiveness |
|-------|--------------------------|-------------------------------------|--|----------|---------------------------|
| 1     | Effective Communication  | Administration & Guidance Counselor | Improve the ability of how staff members communicate and work with parents       | Ongoing  | Agenda & Sign In          |
| 2     | Parent Engagement        | Administration & Guidance Counselor | Maintaining positive parent relationships leads to increased student achievement | Ongoing  | Agenda & Sign In          |

### Other Activities

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

| Activity                       | Specific Steps  | Person Responsible | Timeline                    | Documentation/Evaluation           |
|--------------------------------|---|--------------------|-----------------------------|------------------------------------|
| Title I Parent Resource Center | Inform parents of the service that is available to them | Title I Liaison    | Ongoing                     | Brochures<br>Flyers<br>Newsletters |
| Title One Mobile Unit          | Request Mobile unit                                     | Title I Liaison    | As needed for Parent Nights | Mobil Unit Request Form            |
| School Website                 | Update with school                                      | Administration     | Ongoing                     | Website Number Count               |

Cypress Elementary School will make available the School Parent Involvement Plan (SIP). Parents will be sent notification of the plan in the school newsletter, website, and made available in the front lobby of the school. Translators will be available at all parent meetings and made available when needed.

### **School-Parent Compact**

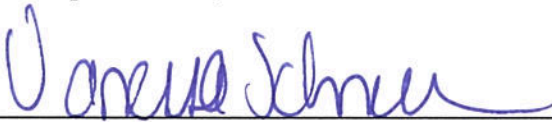
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement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

Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

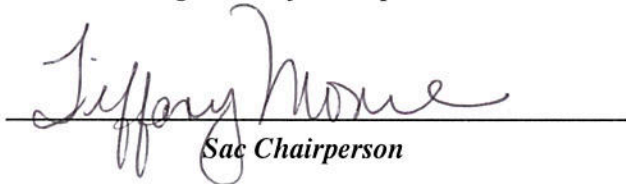
This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on 05/17/16 and will be in effect during the 2016-2017 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2016.



*Signature of Principal*

5/18/16  
*Date*



*Sac Chairperson*

5/18/16  
*Date*