

2017-2018 Parent and Family Engagement Plan

School Name	Cypress Park Elementary
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Assurances

The above named school agrees to the following assurances:

- ☐ Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- ☐ Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- ☐ Jointly develop/revise plan with parents and make available to the local community;
- ☐ Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- ☐ Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- ☐ Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- ☐ Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- ☐ Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility? How the parent and family engagement	Cypress Park Elementary School's mission is to empower parents and families to support their children's cognitive and social-emotional development from early childhood to the workforce and/or college. We will accomplish this by working cooperatively to strengthening school, family and community partnerships through support and training, providing high quality instruction for all learners. Building a strong partnership between the school and
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plan will assist in providing high quality instruction for all learners?	home will help to ensure that students become productive and responsible citizens prepared to work in a complex and interdependent society, in which they will have to acknowledge diversity and build community by practicing hospitality, civility, and respect.
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Involvement of Parents

<p>2. Does the plan include: How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?</p>	<p>All parents will be invited to the Annual Title 1 meeting at the beginning of the school year where a slideshow will be presented to educate parents on the different types of involvement opportunities available to them including but not limited to, School Advisory Committee (SAC), Multilingual Parent Leadership Council (MPLC), and becoming an ADDitions volunteer. Translation of the presentation will be provided in Spanish and also Haitian Creole for those families who need it. Cypress Park Elementary's School Advisory Committee (SAC) will be responsible for the planning, review and improvement of our Title I program and decisions regarding how funds for parental involvement will be used. The SAC committee will make sure plans and activities are in correlation with the PAFEP and School Improvement Plans. The school will remind parents and families of upcoming events and SAC meetings, encouraging them to attend and get involved by informing parents in advance in multiple ways including: Connect Orange phone calls (English and Spanish), Class Dojo, the school's Facebook Page, the school's website, the school marquee, and paper flyers or newsletters. There will also be two conference nights held where families will be invited to review academic data. At the end of the year a meeting will be held to review the previous school year Parent and Family Engagement Plan.</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities?</p>	<p>Cypress Park Elementary's "Parental and Family Engagement Liaison" will coordinate and integrate parent and family engagement programs and activities with at least one event per month this school year. This will include activities will teach parents how to help their child(ren) at home through the implementation of various best known practices that are linked to</p>
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How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?	learning. Below you will find the outline for the implementation of our events planned for this school year.
Program	Coordination
Pre-K Varying Exceptionalities ESE - IDEA	Meetings will be held to discuss student needs and develop new IEPs. Families will be invited to Kindergarten Registration/Orientation in May. All families are invited to attend all school events.
Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community. These services will be also used for staff, staff development, new technology tools, instructional materials, and additional resources and materials as identified by the needs of the school and parental involvement committee as well as SAC.
Title II	These funds will be used for Professional Development and planning days for teachers to become more knowledgeable in implementing the Florida Standards and teaching to the rigor and depth of the standards.
Title III	Many of our students are English Language Learners. These funds provide licenses to Imagine Learning for our newcomer ELLs which will support their oral language development and help our students become proficient in English, thereby improving academics. Title III also gets us a bilingual (Spanish-speaking) paraprofessional that supports our ELLs.
Title X	McKinney-Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>4. Does the plan include:</p> <p>A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover</p>	<p>Cypress Park Elementary will host an annual Title I meeting to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents and plan for the meeting to be before our Open House night as this is a night we typically have a large percentage of families attend.</p> <p>Parents and families will be informed of the nature of the Title I program through the Title 1 presentation provided by the OCPS Title 1 departments. The presentation will include information on Annual Yearly Progress (AYP), School Choice, and Parent's Rights.</p> <p>Below are the specific steps that Cypress Park Elementary will take to conduct the Title I Annual Meeting.</p>
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adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?			
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Annual Parent Meeting Invitation flyer sent home to parents in English And Spanish	Title I Coordinator	August 28, 2017	Copy of notice with date of dissemination
Create "event" online for Title I Annual Parent meeting on Class Dojo, Facebook Page, and School Website	Social Media Contact	September 4, 2017	Screenshot of webpages
Agenda will be developed; District Powerpoint reviewed, (Spanish translation planned)	Principal/ Leadership Team/Title I Support Staff	September 4, 2017	copy of agenda, powerpoint presentation
Sign-in sheets created	Title I Doc Contact	September 11, 2017	sign-in sheets
Maintain documentation	Title I Doc Contact	Ongoing	Upload Documents to Title I Site

Flexible Parent Meetings

<p>5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>Meetings will be designed around the needs of the parents. Events such as Meet the Teacher, Open House, SAC and MPLC meetings will be held during times that a majority of our parents can attend. We will also offer flexible times and schedules by alternating morning and evening events. Since we have parents who walk or drive their children to bring them to school, hosting an event at 8am may be more feasible; while evening events may be preferred by parents who work during the day. We will also consider having staff provide childcare at certain meetings or parenting workshops so that the parents can focus on receiving the information. We will provide language interpretation for parents as feasible through the use of staff members who speak a language other than English.</p> <p>As appropriate, childcare will be provided by an OCPS staff member(s) for parents to utilize during SAC meetings and parent activities.</p>
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Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family engagement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Cypress Park Elementary will provide workshops, activities, and events that build capacity for meaningful parental and family engagement throughout the school year. Our doors are open to the community through the implementation of activities before, during and after school that community members and organizations can volunteer to support through being a Partner In Education (PIE) or ADDitions volunteer.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are the specific steps that Cypress Park Elementary will take to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher Night	All school staff	Increased parental involvement and begin a strong family and school partnership	August 10, 2017	Sign-in sheets
Title 1 Annual Parent Meeting	Principal, Title 1 Coordinator, Parental Engagement Liaison	Increased parental involvement and begin a strong family and school partnership	September 12, 2017	Sign-in sheets
Open House	All school staff	Increased parental involvement and build family and school partnership	September 12, 2017	Sign-in sheets and signed compacts

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Hour of Code	Orlando Science Center, Parental Engagement Liaison	Increase in parental involvement, Basic computer and coding skills taught to both parents and students	October 12, 2017	Sign-in sheets. agenda
Random Acts of Kindness Luncheon (held bi-monthly to recognize students chosen to receive the Kindness award each month; parents/families are invited to enjoy a special lunch with their child if they are chosen)	Parental Engagement Liaison	Increase in parental involvement, promoting kindness and character building, acknowledging good citizenship	October 2017 December 2017 February 2018 April 2018	Sign-in Sheets, Flyer
Report Card Conference Night & Open Computer Lab (The Computer Lab will also be open with staff showing parents how to access progressbook to monitor their students grades, and how to access Launchpad, etc.)	Teachers & Admin Team	Increase in parental involvement and communication between family and teacher on student progress.	November 1, 2017 January 10, 2018	Sign-in sheets and signed compacts
"National Parent Day" – Parent/family Thank You lunch	Parental Involvement Coordinator & Event Planning Team	Increase in parental involvement. Give parents tips to help support their child's reading at home. Increase in i-ready reading scores	November 16, 2017	Sign-in sheets, flyers
Literacy Night	Parental Engagement Liaison, Media Clerk, Reading Coach	Give parents strategies to help support their child's literacy. Increase in i-ready reading Scores and State Reading Assessments	December 14, 2017	Sign-in sheets, flyers
Host: Virtual Parent Academy	Parental Engagement Liaison	Strengthen parent/school relationships	February 1, 2018	Sign-in sheets, flyers

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		through Digital Tools		
STEM Night	Math & Science Coach, Parental Engagement Liaison	Parents and students will be exposed to concepts and skills in the areas of Science, Technology, Engineering and Math	February 2018	Sign-in sheets, Gains in Math & Science State Assessment scores
Curriculum Night	CRT, Coaches, Parental Engagement Liaison	Talk with students and parents about upcoming FSA testing, standards and expectations, and test taking tips.	March 1, 2018	Sign-in sheets
Alpha Family Fun Night	Alpha Counselor, Parental Involvement Coordinator & Event Planning Team	Increase parent and community volunteerism, build parent and family awareness of community resources, strengthen friendships with peers	April 5, 2018	Sign-in sheets
Parent Breakfast Reflection Meeting	Parental Engagement Liaison & Title I Contact	Parents will give feedback on creation of compacts and PFEP for next year, actively participate in decision-making process for school	May 18, 2018	Sign-in Sheets, Reflection Sheets
End of Year Award's Recognition	Parental Involvement Coordinator, Event Planning Team	Increase parental involvement and recognize student achievement	May 2018	Sign-in Sheets
Regularly scheduled SAC meetings	Principal, Parent Representatives	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

Staff Development

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<p>7. Does the plan include: A description of 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 value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>Cypress Park Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Cypress Park Elementary will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Linda Cope, PEL	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 25, 2017	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Linda Cope, PEL	Improved ability of staff to work with parents and families	January 24, 2018	Sign-in sheets, exit slips
Parent and Family Engagement	Linda Cope, PEL	Increased parent and family		Sign-in sheets, exit

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Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs		participation in school activities which support student achievement	February 14, 2018	slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Linda Cope, PEL	Improved relationship, communication and collaboration between parents and school	March 14, 2018	Sign-in sheets, exit slips

Other Activities

8. Does the plan include: How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?	Cypress Park Elementary will use various school resources to assist parents and families with their needs including our local community center, The Taft Neighborhood Center for Families and our local Boys & Girls Club. Parents will be encouraged to attend the OCPS district provided Parent Academy throughout the year. We will host a minimum of one virtual parent academy on our campus.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Family: Unplug and Connect Parent Academy @ Edgewater High	OCPS Parent Academy Team	November 11, 2017	Attendance
"STEMfastic!" @ Cypress Creek High	OCPS Parent Academy Team	December 16, 2017	Attendance
Engage and Connect: Strengthen Parent School Relationships through Digital Tools	OCPS Parent Academy Team	February 1, 2018	Sign-in sheets

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Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Cypress Park Elementary will inform parents and families of upcoming Title I programs and all other pertinent information in a timely manner via several methods such as: flyers sent home in backpacks, Connect Orange messages, advertising on our school marquee, announcements on Class Dojo, our school Facebook Page, and School Website. Spanish translation will be provided on the reverse side most flyers sent home as Spanish is primary language of most of our ELL population.</p> <p>Conference nights will be held throughout the year to help parents understand the curriculum standards, how to better support their child's learning, and explain the achievement levels students are expected to obtain. Compacts will be reviewed during Conference Nights. The Computer Lab will be open for parent access during conference nights so that parents who do not have computers or internet access at home can monitor their child's progress and grades on ProgressBook. School agendas are provided to students as a method to encourage organization and maintain an effective means of parent/teacher communication to share student progress daily and weekly by teachers.</p> <p>All the Title I programs such as literacy night, FSA night, STEM Night, and parent-teacher conference nights are all designed to explain curriculum standards and assessments used to measure student success.</p> <p>The monthly SAC meetings will be an open forum for parents to provide suggestions, comments and participate in decisions regarding the education of their children.</p>
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p>	<p>Cypress Park Elementary will offer flexible times and schedules by alternating morning and evening events. Since we have parents who walk or drive their children to bring them to school, hosting an event at 8am may be more feasible; while evening events may be preferred by parents who work during the day. We will also consider having staff provide childcare at certain meetings or parenting workshops so that the parents can focus on receiving</p>
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A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	<p>the information. We will provide language interpretation for parents as feasible through the use of staff members who speak a language other than English.</p> <p>We will provide interpretation on flyers, newsletters, connect orange phone calls. In addition, when parents come to events and workshops translation will be provided as feasible through the use of staff members who are fluent in a language other than English. Cypress Park Elementary is entirely wheel chair accessible. As needed, the school will provide interpreters for the deaf and assistance for the blind.</p>
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Discretionary Activities (optional)

11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

Barriers

12. Does the plan include: A description of the barriers that hindered participation by parents/families during the previous school year?	<p>Cypress Park Elementary, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> • Language Barrier • Economically disadvantaged • Education Barrier
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A description of 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 [ESEA Section 1116]?)	Below are the specific steps that Cypress Park Elementary will take to address barriers:	
	Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
	Language Barrier (Non-English Speaking)	Provide written and verbal translation
	Economically disadvantaged	Seek community sponsorship, establish partnerships to gain more resources, apply for grants to pay for field trips
	Education barrier	Open House – preview of the grade level expectations for the year. Explain education terminology in a way that all are able to understand and model strategies accordingly. Provide Workshops for families throughout the year on how they can help support their students with reading, math, and science.

School-Parent Compact

13. Does the plan include: As a component of the school-level parent and family engagement policy/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?	A scanned copy of the 2017-2018 School-Parent Compacts (PK-5) will be provided in attachment to this document and evidence of parent input in the development of the Compact will also be included.
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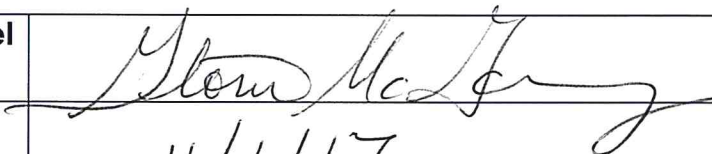
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Adoption

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Parent Feedback Summary (Agenda, Meeting Minutes, Sign-in Sheets, Reflections Sheets) of PFEP Evaluation completed with parents during a meeting held on May 19, 2017.

This policy was adopted by the school 10-31-17 and will be in on effect for the period of 2017-2018 school year

The school will distribute this policy to all parents of participating Title I, Part A children on or before 11-3-17

Signature of Authorized Personnel	
Date	11/1/17

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP*)

The following documents can be scanned with this document and submitted as evidence:

- ☐ Parent surveys of previous year's events and activities
- ☐ Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
- ☐ Parent Feedback Summary of PFEP Evaluation
- ☐ Parent and Family Engagement Activities Tracking Form