

CYPRESS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Libby Raymond , 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: Cypress is a school of excellence for all learners.

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: All parents are invited to participate in the development of the school PIP, which will be approved by parents in SAC. The SAC committee will oversee the Title I parent involvement and will also be part of the decision making process of family events that reflect the SIP. Parents will be invited to participate in District Title I Parent Leadership Council meetings, which will be ongoing during the 2016-2017 school year. CYES also believes in involving all parents in the development, implementation, and evaluating of the various school plans, including the School Improvement Plan and Parent Involvement Plan. Parents were given the opportunity to review and give input into the plans prior to approval. Results of 15-16 parent surveys were taken into consideration during the development of the current plans. Some PIP committee members are also members of the School Advisory Council & Parent Teacher Organization. PIP and SAC committee members will be kept advised of and have input into how parental involvement funds will be used.

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
1	Title III	The school and district ELL rep will provide literature and resources to parents at various evening events, and parent events.
2	Title II	The professional development activities are facilitated and monitored by CYES resource teachers and District Professional Development Department in relation to parent involvement.
3	Title x	The FIT parents are provided additional resources through the Students services Department.

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	Create Flyer, Agenda and Power Point	Assistant Principal	August	Copies of each
2	Advertise in the school newsletter on the school website, and marquee	Assistant Principal	August	Emails, Newsletter
3	Sign in sheets for sessions	Admin Secretary	September	Collections of sign in sheets
4	Compile documents	Assistant Principal	October	Scan documents to LEA

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: Cypress Elementary historically has offered both daytime and evening events to accommodate parents. Many parents do not work and are able to come to school during the day, while their children are attending school. We also will offer events in the evening to accommodate working parents. Most of our families live within walking distance of the school, which gives easy access to the facility.

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
1	Opening Report Card Night/Parent Portal use for monitoring child's progress	Administration	Parent Awareness = Student progress	First Quarter	Parent Sign in sheets
2	Literacy Night	Reading Coach / Literacy Council	Reading growth from skills practiced	September 20	Parent Sign in sheets
3	Math Night	Math / Science Coach	Math Growth from skills	May 11	Parent Sign in sheets
4	2nd Half Report Card Night/Parent Portal training on monitoring child's progress	Administration	Parent Awareness=Student Progress	Third Quarter	Parent Sign in sheets

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	OASIS volunteer Requirements/Tips for recruitment of parents	Volunteer Liaison	Parent involvement= higher student academic performance	August and as needed	Volunteer hours/FCAT Growth
2	Literacy council sessions to prepare for Parent Literacy Night	Literacy Coach	Teachers prepared to help parents in order to help students	November	Agendas
3	Communication and working with parents with an emphasis on cultural sensitivity training	Literacy Coach, Title 1 Parent Liaison	Provide various topics for teachers and staff that impact student achievement.	October	Sign in sheets
4	Different levels of Parent Involvement requirements of	Title I liaisons	Provide information on levels of Parent	October	Sign in sheets, Agendas

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: Cypress has many parent nights with multiple breakout sessions to meet the needs of our parents including a Technology session to involve parents in the various programs offered at Cypress. Sign in sheets are used to monitor parent involvement of all events. We have a flyer that advertises this to the parents. Title 1 staff are available once a month on the fourth Monday afternoons from 12:00-2:00 pm with resources available for check out. Items can be checked out for two weeks and turned in any time to our front office staff. We also have a staff member available at our school who assists parents in any way possible. She assists them with volunteering, answers basic school questions, and will arrange the tours of the school to new families.

Our guidance counselor will connect with families that may have social needs and assist by providing a few basic needs and connect them with our social worker or other agencies that can assist the families.

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 Cypress, we will hold our annual meeting in September in conjunction with What's Your Superpower Reading Night. At this general meeting we will inform the parents about the Title I program, the curriculum, and academic assessments. They will also be given information on how to schedule parent-teacher conferences, and participate in volunteer activities within the school. A TITLE 1 powerpoint will be discussed and parents have the opportunity to ask questions. Sign in sheets will be collected to verify attendance and monitor the need for additional parent meetings. During the first week of school Title 1 Handbooks are being sent with each student explaining the plans and direction in relation to Title 1. If parents have any concerns or ideas in relation to parent involvement they are accepted and discussed by administration, staff, & the appropriate stakeholders. Parents are also encouraged to get involved in their child's education by supporting our School Advisory Council, Parent Teacher Organization, or any one of our Fine Arts performance groups.

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: Information regarding parent involvement opportunities is sent home in English and Spanish. Parents needing assistance with translation during parent conferences are afforded the opportunity of a translator in the meeting. During all meetings at the school, a translator is available to ensure that the parents are able to comprehend the material being presented and materials handed out at the meeting are made available, as practical, in Spanish as well. If other languages are needed, we do our best to meet the need of the parent, as we have staff members who speak other languages.

In collaboration with the Exceptional Ed department each child identified with disabilities is provided an IEP with the strategies and additional staff support identified by the IEP committee that this each child needs to have success on learning. These are updated as needed with parental input. Cypress does not currently serve any migratory students but has a plan in place to work with the Title 1 department identifying any incoming migratory children and provide additional support to both the family and the child through counseling additional information for successful academic achievement and assistance as needed. Cypress also works with Title 1 and district counseling services to provide assistance to those students identified as homeless by their own completion of the domicile form that all registering students complete. Once identified the school counselor insures that these students are provided any needed assistance with school supplies and counseling to achieve success.

A monthly newsletter, "Falcon News" is distributed to all parents. Information is provided in English and Spanish. We have sent this information in hardcopy and electronic formats. All schoolwide parent communications; announcements, meetings and activities are also provided in both languages. Parents are also asked to watch the school marquee for information and are directed to our school website where an internet based calendar of activities is available.

We also utilize student agendas in grades K-5 for daily parent communication. Labels are used for announcements, and parents and teacher have effective, personal way to communicate. We also utilize an outdial feature on our phone system to call students' homes to disseminate information to parents in English and Spanish.

Parents are also provided regular reports of academic progress through online grades, report cards, progress reports and completed assignments. Invitations to attend school meetings and conferences go home in the students agendas and are provided in both languages. If needed, a Progress Monitoring Plan is developed between the parent and teacher. Regular meetings are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, several bilingual staff members are available to assist. The school campus meets all ADA requirements as specified in the state building codes per the facilities director. Our registrar provides new parents with a question and answer session as students are enrolled throughout the year. Administration sets up email contacts for question and answer sessions with new parents as well as meets and greets each child in the week they enroll.

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	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	Reading and Math Nights with sign in sheets and survey after the event	Literacy Coaches	Reading FSA growth	Annually
2	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)];	Providing multiple times & child care with sign in sheets , flyers and surveys after the event	Administration	Progress Monitoring	Monthly
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Open events to business partners and such	Ruth Nelson	Overall academic gains	Monthly

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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](#)

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.

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	Report Card Night	1	250	Parent Awareness=Student Progress
2	Reading Night	1	223	Reading Growth from skills practices
3	Math Night	1	304	Awareness=student progress
4	Science Night	1	412	Science growth from practicing skills

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	Oasis Volunteer Requirements/tips for recruitment of parents	12	36	Parent involvement=higher student academic performance
2	Literacy council sessions to prepare for parent Literacy Night	8	10	Teachers prepared to help parents in order to help students at home.

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 upcoming 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	Lack of parent involvement	Parent nights and flexible hours
2	Low achievement	Parent nights and tutoring

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
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