

**Cypress Elementary School
School-Level Parent and Family Engagement Plan (PFEP)
2019-2020**

Mission Statement

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

Engagement of Parents and Families

Cypress Elementary School will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children [Sections 1116(c)(3), 1114(b)(2), and 1116(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 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 1116(e)(4)].

Count	Program	Coordination
1	Title III	Teacher Salaries, Resources Materials, and Language Enrichment Camp
2	Title 1, Part C Migrant	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.

	Students	
3	Individual 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.

Annual Parent Meeting

Cypress Elementary School will take the following actions to convene an annual meeting, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents involved. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
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 funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement [Section 1116(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 effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, each school and local educational agency assisted under this part – [Section 1116(e)]. Describe the actions the school will take to provide materials and training to help parents to work with their child to improve their child's academic achievement, such as literacy training and using technology [Section 1116(e)(2)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline (Including frequency and duration)	Evidence of Effectiveness	Evidence-based Research
Pastries for Parents: Florida State Standards; Promotion Criteria	Administration & Guidance Counselor	Parents will be provided with grade specific testing and standards information.	September	Flyer, Agenda, Sign in Sheets, and Evaluation Forms	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org
Curriculum Night-ELA, Science, and Math	Administration, Curriculum Coaches, & Teachers	Parents will be provided with grade specific instructional strategies and resources. This event will also include technology resources	October	Flyer, Agenda, Sign in Sheets, and Evaluation Forms	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org

		that they can use at home.			
ESOL Game Night	Administration, ELL Coordinator, Curriculum Coaches & Teachers	Parents will be participating in activities correlated with the Florida State Standards.	November	Flyer, Agenda, Sign in Sheets, and Evaluation Forms	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org
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	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org
Multicultural Night – Cultural Awareness	Administration, Curriculum Coaches, & Teachers	Parents and students will participate in activities correlated with the Florida State Standards.	February	Flyer, Agenda, Sign in Sheets, and Evaluation Forms	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org
Publix Math Night	Administration, Math Coach, & Teachers	Parents will be provided with grade specific instructional strategies and resources that they can use at home.	April	Flyer, Agenda, Sign in Sheets, and Evaluation Forms	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org
Honor Roll Ceremonies	Administration & Guidance Counselor	Parents and students will participate in activities recognizing student achievement.	November January April June	Flyer, Agenda, and Sign in Sheets	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org Sheets
Conference Nights	Administration, Team Leaders, & Teachers	Parents will attend students led conferences. Students will speak to parents about their data and class work.	Dates will vary by grade level	Flyer, Agenda, and Sign in Sheets	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org

Staff Training

***Cypress Elementary School** will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].*

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Effective Communication	Administration & Guidance Counselor	Improve the ability of how staff members communicate and work with parents	Ongoing	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org
Parent Engagement	Administration & Guidance Counselor	Maintaining positive parent relationships leads to increased student achievement	Ongoing	Family-School Partnerships Framework – A guide for schools and families. http://www.familyschool.org

Other Activities

***Cypress Elementary School** will develop appropriate roles for community-based organizations and businesses in parent involvement activities; and conduct other activities, such as parent resource centers, the school will conduct these activities to encourage and support parent participation in the education of their children; and shall provide such other reasonable support for parental involvement activities under this section as parents may request [Sections 1116(e)(4), 1116(e)(13) and 1116(e)(14)].*

Cypress Elementary will inform parents about the Title 1 Parent Resource Center. We will also request the Title 1 Mobile for specific Academic Parents Nights. Activities with business partners such as Publix and McDonalds will be implemented to encourage parental involvement.

Communication

***Cypress Elementary School** will provide parents of participating children the following [Section 1116(c)(4)]:*

- *Timely information about programs under this part [Section 1116(c)(4)(A)];*
- *A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standard; and [Section 1116(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, and respond*

- to any such suggestions as soon as practicably possible [Section 1116(c)(4)(C)]; and*
- *If the school-wide program plan under Section 1114 (b is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

Cypress Elementary School 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 with a summary of the students 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 explanation 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.

Accessibility

Cypress Elementary School will provide full opportunities for participation in parental involvement activities for all parents and family members (including parents and family members with limited English proficiency, disabilities, and parents and family members of migratory children). Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand [Section 1116(f)]

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 office of the school. Translators will be available at all parent meetings and made available when needed.

School-Parent Compact

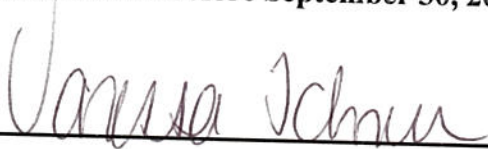
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

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

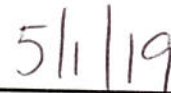
Adoption

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.

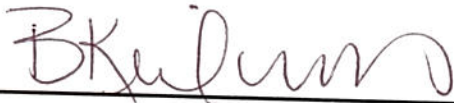
This plan was adopted by the school on (04/25/19) and will be in effect during the 2019-2020 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2019.



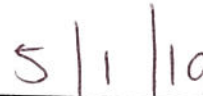
Signature of Principal



Date



Sac Chairperson



Date