

**Cypress Elementary  
School-Level Parent and Family Engagement Plan (PFEP)  
2024-2025**

**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 will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs in 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 program is exempt from statutory or regulatory provisions, 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 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 (HIPPY); the Parents as Teachers Program; Voluntary Pre-Kindergarten; public preschool; Title I, Part C; Title I, Part D; 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 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	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 will take the following actions to convene an annual meeting, to which all parents and guardians of participating children shall be invited and encouraged to attend, to inform parents and guardians of their school's participation under this part and to explain the requirements of this part, and the right of the parents and guardians engaged. Include the specific activity and/or activities, frequency and duration, evidence-based research on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend [Section 1116(c)(1)].***

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
Public Meeting Flyer, Parent Link, and Canvas Announcement	Sent home with first day packet and Parent Link	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Sign-in Sheets or TEAMS attendance.
Announcement (Marquee and Parent Link)	At least 1-2 weeks prior to the event	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive</i>	Parent Link report and Sign in Sheets or TEAMS attendance.

		<i>partnerships among schools, families, and Communities.</i> Teachers College Press.	
Develop an Agenda and Sign in sheets.	At least 1-2 weeks prior to the event	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Agenda and Sign in Sheets or TEAMS Attendance.
Annual Public Title I Meeting	Beginning of the School Year, (By the end of September)	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Agenda and Sign in Sheets or TEAMS attendance.

### **Flexible Parent Meetings**

***Cypress Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with funds 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 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)].**

<b>Specific Activity</b>	<b>Frequency and Duration</b>	<b>Evidence-Based Research</b>	<b>Evaluation of Implementation and Effectiveness</b>
Parent University – FAST aligned with BEST Standards	September	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Flyer, Agenda, Sign in Sheets or TEAMS attendance, and Evaluation Forms
ESE Parent University	October	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Flyer, Agenda, Sign in Sheets or TEAMS attendance, and Evaluation Forms
Winter Holiday Showcase	December	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Flyer, Agenda, Sign in Sheets
Literacy/ Multicultural Night	January	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Flyer, Agenda, Sign in Sheets and Evaluation Forms
STEM Night	February	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Flyer, Agenda, Sign in Sheets and Evaluation Forms
ESOL Game Night	March	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities.</i> Teachers College Press.	Flyer, Agenda, Sign in Sheets and Evaluation Forms

Honor Roll Ceremonies	November January April June	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities</i> . Teachers College Press.	Flyer, Agenda, Sign in Sheets and Evaluation Forms
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## Staff Training

***Cypress Elementary 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)].***

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
PD – Effective Communication	Ongoing	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities</i> . Teachers College Press.	Agenda, Sign in Sheets or TEAMS attendance
Parent Engagement	Ongoing	Pacino, M. A., Warren, S. R., & Epstein, J. L. (2023). <i>Building culturally responsive partnerships among schools, families, and Communities</i> . Teachers College Press.	Agenda, Sign in Sheets or TEAMS attendance

## Other Activities

***Cypress Elementary 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 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.

**Accessibility**

***Cypress Elementary 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 lobby of the school. Translators will be available at all parent meetings and made available when needed.

**School-Parent Compact**

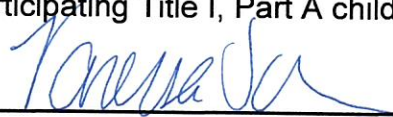
As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 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 3/20/2024 and will be in effect during the 2023-2024 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2024.

  
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**Signature of Principal**

  
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**SAC Chairperson**

3/20/24  
\_\_\_\_\_  
**Date**

3/20/24  
\_\_\_\_\_  
**Date**