

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

Mission Statement

The mission of Tradewinds Elementary is to be a diverse community of learners and educational excellence for all.

Engagement of Parents and Families

Tradewinds Elementary School will engage parents and guardians 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/plan 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)].

Parents will be notified of upcoming events and meetings on a monthly basis through the monthly newsletter. The school will also send out flyers, invitations, and reminders about monthly meetings. Highlighted events will also be posted on the school's website, Parentlink, and via "REMIND".

Coordination and Integration

Tradewinds Elementary School will coordinate and integrate parent and family engagement programs and activities that teach parents and guardians 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	<i>Title 1 Meet and Greet</i>	<i>Teachers</i>
2	<i>Title 1 Open House Annual Parent Meeting, Curriculum Day/Night</i>	<i>Title 1 Liaison (Dr. Kendrick)</i>
3	<i>7 SAC (School Advisory Council)</i>	<i>Monthly; SAC chairperson (Veronica Romero)</i>
4	<i>7 SAF (School Advisory Forum)</i>	<i>Monthly ; SAF chairperson (Tiffany Wenig)</i>
5	<i>2 Parent Conferences Individual</i>	<i>Teachers</i>
6	<i>7 PTA Family Nights</i>	<i>Tradewinds PTA Board</i>
7	<i>5 Coffee & Comprehension (English, Spanish, Portuguese, and Creole version)</i>	<i>Monthly; Tradewinds Staff at 8:15</i>

Annual Parent Meeting

Tradewinds Elementary School 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 (no more than five years old) 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
<i>Title 1 Meet and Greet</i>	<i>1</i>	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher's Guide to Engaging Families for Student Success	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets

Title 1 Open House Annual Parent Meeting, Curriculum Day/Night	1	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher’s Guide to Engaging Families for Student Success	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
School Advisory Council	7	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher’s Guide to Engaging Families for Student Success	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
Coffee and Comprehension	4	Mapp, K. Carver, I and Lander, J (2023). Powerful Partnerships: A Teacher’s Guide to Engaging Families for Student Success	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets

Flexible Parent Meetings

Tradewinds 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 parent and family engagement [Section 1116(c)(2)].

The School Advisory Council and the School Advisory Forum meetings take place once a month. There will be eight meetings throughout the school year. The SAC meetings are scheduled at 2:15pm and the SAF meetings are scheduled at 6 pm running concurrent with the PTA general meeting schedule to improve attendance.

Building Capacity

Tradewinds Elementary will implement activities that will build the capacity for effective involvement of parents/guardians and to support a partnership among the school involved, parents/guardians 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 and guardians to work with their child to improve their child’s academic achievement, such as literacy training and using technology [Section 1116(e)(2)]. Include evidence based research (no more than five years old) on effective

implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend.

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
<i>Title 1 Meet and Greet</i>	1	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
<i>Title 1 Open House Annual Parent Meeting, Curriculum Day/Night</i>	1	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
<i>SAC (School Advisory Council)</i>	7	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets

<i>SAF (School Advisory Forum)</i>	7	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
<i>Parent Conferences Individual</i>	2 per student	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent's signed conference form
<i>PTA Family Nights</i>	7	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
<i>Coffee & Comprehension (English, Spanish, Portuguese, and Creole version)</i>	5	The Annie E. Casey Foundation (2023). Engaging Parents, Developing Leaders: A Self-Assessment and Planning Tool for Nonprofits and Schools. Retrieved from http://www.ecf.org/m/resources/doc/AECFEngagingParentsDevelopingLeaders-2023.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets

		urcedoc/AECFEngagingParentsDevelopmentLeaders-2023.pdf.	
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Staff Training

Tradewinds Elementary will offer the following training to educate teachers, specialized instructional support personnel, principals, and other staff, with the assistance of parents, guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents and guardians as equal partners, implement and coordinate parent and family engagement programs, and build ties between parents, guardians, and schools [Section 1116(e)(3)]. Include evidence based research (no more than five years old) on effective implementation and maintain documentation, ensuring that all parents and guardians are invited and encouraged to attend.

Specific Activity	Frequency and Duration	Evidence-Based Research	Evaluation of Implementation and Effectiveness
<i>PLC</i>	Monthly	Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pastrengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
<i>PLC C.A.R.E Team Meeting</i>	Weekly	Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from http://www.pastrengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf .	Parent sign-in sheets; parent workshop evaluation; team meeting debriefing agenda, minutes/notes and sign-in sheets
<i>Curriculum Planning with each grade level.</i>	22 days total K-4 days 1-4 days 2-4 days	Strengthening Families, Center for the Study of Social Policy (2023). Retrieved from	Team meeting debriefing agenda, minutes/notes and sign-in sheets

	3-3 days 4-3 days 5-3 days	http://www.pastrengtheningfamilies.org/wpcontent/uploads/sites/25/2023/12Strong-FamiliesBrochure_ADA.pdf	
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Other Activities

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

Tradewinds Elementary offers parent conferences multiple times a week at 7:30am, 2:15pm, or during planning periods. Some teachers will have phone conferences with parents. In additions, some teachers offer before and/or after school tutoring.

Communication

Tradewinds Elementary will provide parents and guardians 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 and guardians, 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 and guardians of participating children, submit any parent/guardians comments on the plan when the school makes the plan available to the local education agency [Section 1116(c)(5)].*

➤ ***Parents have suggested that Parent Link calls are translated in different languages.***

Accessibility

Tradewinds Elementary School will provide full opportunities for participation in parent and family engagement activities for all parents, guardians, and family members (including parents, guardians and family members with limited English proficiency, disabilities, and parents, guardians 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)]. Including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents and guardians can understand [section 1116(f)].

All documents are found on the School/District website. Documents can be printed upon request. Most documentation is available in multiple languages.

School-Parent Compact

As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents and guardians 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 and guardians input in the development of the compact.

Adoption

This School Parent and Family Engagement Plan has been developed jointly with, and in agreement with, parents and guardians 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 (3/7/2024) and will be in effect during the 2024-2025 school year. The school will make this plan available to all parents and guardians of participating Title I, Part A children on or before September 30, 2024.

Signature of Principal

Date

SAC Chairperson

Date