

**Tradewinds Elementary**  
**School-Level Parent and Family Engagement Plan**  
**2019-2020**

**Mission Statement**

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

**Involvement of Parents**

*Tradewinds Elementary 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)].*

Parents will be notified of upcoming events and meetings on a weekly basis through the weekly newsletter, The Eagle. 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 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	Ice Cream Social	Assistant Principal- Peter Policastro
2	Curriculum Day/Night	Assistant Principal- Peter Policastro
3	SAC (School Advisory Council)	Monthly; SAC chair person (Kristen Dorman)
4	SAF (School Advisory Forum)	Monthly ; SAF chair person (Gomez)
5	5 Parent Conferences Individual	Teachers
6	6 PTA Family Nights	Tradewinds PTA Board; quarterly
7	7 Coffee & Comprehension (English and Spanish version)	Monthly; Tradewinds Staff at 8:15
8	STEM Science Nights K-5	Jill Putney
9	Young Author's Night	Allison Levine

**Annual Parent Meeting**

***Tradewinds Elementary** will take the following actions 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 (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1118(c)(1)].*

<b>Count</b>	<b>Activity/Tasks</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Ice Cream Social	Classroom Teacher	August 2019	Sign in Sheets
2	Curriculum Day/ Night	Classroom Teacher/Administration	September 2019	Sign in Sheets/ Academic Improvement
3	School Advisory Council	Mr Breslaw- Principal	October 2019	Sign in Sheets/ SAC Agenda/ Improved Awareness from community
4	Coffee and Comprehension	Tradewinds Staff/ District Staff	September 2019	Informational sessions. Q.A sessions for parents and community members

**Flexible Parent Meetings**

***Tradewinds Elementary** will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].*

The School Advisory Council and the School Advisory Forum meetings takes place once a month. There will be ten 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 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)].*

<b>Count</b>	<b>Content/ Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Curriculum Day/Night	Classroom Teacher	Increased awareness and expectations in all domains of general education, ESE, and ESOL populations	September 2019	Collaboration building relationships within the community
2	SAC (School Advisory Council)	TWE SAC Committee	Improved community awareness of needs and activities of the student population	September 2019	Parents and the community collaborate to address and meet the needs of the student population.
3	SAF (School Advisory Forum)	TWE Staff	Increased community awareness for parents and the community.	September 2019	Parents and the community collaborate to address and meet the needs of the school and the community.
4	5 Parent Conferences Individual	TWE Teachers	Increased awareness for parents in understanding student progress	September 2019	Teachers collaborate with parents to develop academic and social plans for successful outcomes for students
5	6 PTA Family Nights	PTA Staff	Increased Parental and Community Involvement	October 2019	Activities provided to students, parents, and the community to foster existing relationships

6	Coffee & Comprehension	TWE Staff	Increased awareness and expectations in all domains of ESE and ESOL	September 2019	Collaboration and building relationships
7	STEM Science Nights K-5	TWE Staff	Increased parent awareness and involvement with student academics in science	January 2020	Students, parents, and community collectively learn and participate in grade appropriate science activities
8	Young Author's Night	Literacy Coach	Increased parent and community awareness of student reading/literacy skills	October 2019	Students present self-created literacy pieces to parents and the community

### Staff Training

*Tradewinds Elementary will offer the following training to staff (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/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	PLC	PLC Facilitator	Effective Practices	Monthly	Increased knowledge of effective practices
2	PLC C.A.R.E Team Meeting	Team Leader	C.A.R.E Standards	Weekly	C.A.R.E best practices

3	Curriculum Planning with each grade level.	Administration	Awareness of new materials and strategies to address standards	One day in 1 <sup>st</sup> quarter	Units of study, test specs, knowledge of curriculum is discussed for best outcomes for student growth
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**Other Activities**

*Tradewinds Elementary will offer other activities, such as parent resource centers, the school will conduct these activities to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].*

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 of participating children the following [Section 1118(c)(4): 1118(c)(4)(A)];*

- *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 school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].*

Parents have suggested that Parent Link calls are translated in different languages. Parents have also suggested District Title 1 events and meetings be held closer to the Tradewinds community.

**Accessibility**

*Tradewinds Elementary 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)]*

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 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 1118(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     (MM/DD/YY)     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 29, 2019.

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*Signature of Principal*

\_\_\_\_\_  
*Date*

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*Sac Chairperson*

\_\_\_\_\_  
*Date*