

Title I School-Level Parent and Family Engagement Policy
Merritt Trace Elementary
2025-26

Merritt Trace Elementary, with approval from the local governing board, has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (*EC* Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

- The principal reviews the family engagement policy annually in September in a school-wide Title 1 meeting and distributes the existing policy (translated in multiple languages) to Title I parents through school communications including newsletter, website, email, Parent Square text and phone communication, and parent-teacher conferences.
- Input and feedback through surveys and voting from parents is solicited during the Title 1 meeting, and in School Site Council, SELAC, Principal's Coffees, and through other school communications. Revisions to the policy are made based on parent feedback and the revised policy is jointly developed and agreed upon with parents and distributed using the above-mentioned school communication methods.
- The school will periodically update its policy to meet the changing needs of parents and the school through recurring parent meetings and parent feedback surveys.

Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how Merritt Trace Elementary school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved.
 - The principal will hold an annual Title 1 meeting in September. Parents are informed of this meeting via newsletters, school website, Parent Square text messages and phone calls, and other school communications.
 - During this meeting parents will be informed that Merritt Trace Elementary participates in Title I funding and the requirements of Title I
 - Parents are informed of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I,

Part A Parental Involvement Non-Regulatory Guidance, the district-wide parental involvement policy, and the school's parental involvement policy

- b) The school offers 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 relate to parental involvement.
- Parent meetings such as School Site Council, SELAC, Principal's Coffees, and other workshops are offered at varied and convenient times and will include capacity-building to encourage parent participation.
 - To reduce or eliminate barriers to participation, the school will provide childcare for all meetings and, when necessary, arrange for transportation.
 - For situations preventing parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.
- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan.
- Planning, review, improvement, assessment, and monitoring of the school's Title 1 program, parent and family engagement policy, and school-wide program plan (SPSA) occurs via ongoing School Site Council, SELAC, and other parent meetings or Family Night events throughout the school year.
- d) The school provides parents of participating children with the following:
- i. Timely information about the Title I program.
 - ii. 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 standards.
- Merritt Trace Elementary will provide parents of participating students with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:
 - The annual Title I meeting
 - Teacher-Parent-Academic Counselor Meetings
 - School Site Council

- Family Nights throughout the year

iii. 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.

- Merritt Trace Elementary will provide opportunities for this through: Prearranged meetings with the Title 1 coordinator, Meetings with the student's teacher, which may include the Title 1 coordinator, principal, and other staff as appropriate and respond as soon as practicably possible.

e) If the schoolwide program (SWP) plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency.

- Merritt Trace Elementary will submit to the San Jose Unified School District any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating students. Parents may submit comments in writing regarding the school-wide plan to their student's teacher, the Title 1 Coordinator, the principal, or the appropriate department within San Jose Unified School District.

2.2 Building Capacity for Involvement

To ensure 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 Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children.

- Parents and family members of participating students will be provided opportunities to learn about the state academic standards, local and state academic assessments, the requirements of Title 1, Part A, how to monitor student progress and work with educators through:

- The annual Title I meeting
- Teacher-Parent-Academic Counselor meetings and conferences
- School Site Council meetings
- Family workshops, math and literacy nights throughout the year

- b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement.
- Merritt Trace Elementary will offer training to parents to improve student success and achievement via workshops and embedded training in School Site Council, SELAC, and other parent meetings. Family math and literacy nights provide opportunities for families to explore the curriculum, instructional strategies, assessment, and other strategies for how to best support their child's learning.
- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, 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 the school.
- With the assistance of parents and guardians, the principal will provide training to school staff in the value and utility of parent/guardian contributions and in how to best reach out, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between the parents/guardians and the schools.
- d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
- Coordinate and integrate parent and family engagement activities with other programs, such as Special Education, and English Learner programs.
 - Collaborate with community organizations and local agencies to provide additional resources and services that support student learning and family engagement.
 - Offer access to parent resource materials and support through the school's Family Liaison.
 - Conduct outreach activities, including home visits or attending community-based events, to increase participation of families in their child's education.
- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- All school communication such as newsletters, Parent Square messages and notifications, etc. are translated into Spanish and additional languages if available. Whenever possible, separate English and Spanish family workshops

are provided. When not feasible, interpretation is provided to Spanish for parent meetings, teacher conferences, or other parent events.

f) The school provides such other reasonable support for parental involvement activities under this section as parents may request.

- A Family Liaison is available at all Title I schools to help families with communication, navigating school and district processes, and providing resources to help families obtain needed support. Parents can provide input or seek help from the Liaison as well as their child's teacher, school staff, or the principal.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, Merritt Trace Elementary, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

- Provide school communications, reports, and Title I information in multiple formats, including print, digital, and verbal communication, using clear and family-friendly language.
- Translate important documents into languages spoken by families and provide interpretation services at meetings, conferences, and school events.
- Ensure accessibility for parents and family members with disabilities by providing accommodations such as accessible meeting locations, assistive technology, and alternative formats (e.g., large print or digital formats).
- Provide outreach and flexible engagement opportunities for families with limited English proficiency and migratory families, including alternative meeting times and communication methods.
- Share required school reports, including student progress and state assessment results, in a format and language that families can understand, and provide support to help parents interpret this information.

2.4 School-Parent Compact

Merritt Trace Elementary jointly develops the School-Parent Compact with parents and family members to outline shared responsibilities for student academic achievement. The compact is reviewed annually with parent input and distributed to all Title I families through school communication methods.