



March 15, 2021

Preparing
today's students
to be the
thinkers,
leaders,
and creators
of tomorrow.

Trace Elementary School Parent and Family Engagement Policy

The goal of this Parent and Family Engagement policy is to increase academic outcomes for students. When families are involved, students are more successful. Research has shown that they do better in school, get higher grades, do better on tests, and have good attendance and behavior (<https://archive.globalfrp.org/family-involvement>, <https://www.childtrends.org/indicators/parental-involvement-in-schools>). This document works in conjunction with the School Compact, the SPSA (Site Plan for Student Achievement), and other documents. All documents are available on the Trace website.

This policy was developed with caregivers through committees and meetings such as governing bodies, like the English Learners Advisory Council (SELAC), informal coffee talks with the principal, and outreach to caregivers in both the Structured English Immersion (SEI) and Two-Way Bilingual Immersion (TWBI) programs. All meetings and outreach were presented in English and Spanish. Each year, the plan is updated through the committees and general meetings and finally approved by the School Site Council (SSC). After the policy is approved each spring, it is distributed to caregivers and the school community at large.

Uniting as one community, we elevate opportunities for all. Trace encourages ALL caregivers to lend their voices by participating in the school community.

We celebrate the diversity of our community knowing that diversity contributes to our rich culture and inspires students to achieve their own creative greatness.

Our school community embraces diversity of all kinds including and not limited to gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

Title 1 Status

Trace Elementary qualifies for Title 1 funding because a significant portion of its students are considered low SES (low socioeconomic status). As such, extra emphasis is placed on targeting and including the caregivers of students

who Title 1 funding is meant to support for every meeting throughout the year. It is vital to Trace's success that a variety of voices are heard in order to improve the quality of education students receive and the learning outcomes for students. It is especially important that the caregivers of students who Title 1 funding is meant to support not only have a seat at the table but are valued contributors.

Participation Opportunities

There are many opportunities for caregivers to learn about supporting their students, guide policy and participate in decision making to improve academic outcomes. Caregivers receive information and are invited to meetings specifically about curriculum, academic assessments, and California Common Core Standards. A list of community meetings can be found at the end of this document. There are also many school sponsored events.

- The majority of meetings held at Trace utilize Title 1 funds to provide childcare during the meetings so that more caregivers are able to attend.
- Meetings are held at different times in order to maximize participation. For example, coffee talks with the principal are held at the beginning of the school day some months and after school during other months. This affords flexibility to caregivers with varying work schedules.
- Input is also collected from caregivers unable to attend.
- All meetings are bilingual English/Spanish. During the pandemic, two separate may be held to best accommodate both languages.
- All meetings are announced in advance through parent communication tools.
- Outreach is conducted to hear more caregiver voices.

Annual Title 1 Informational Meeting

One requirement as part of the Title 1 program is to hold an annual meeting in the fall. This meeting explains: the Title 1 program, the rights of caregivers, and most importantly, opportunities for caregivers to be involved and have their voices heard.

Resources for the Trace Community

Trace supports a partnership between staff, caregivers, and the community. Opportunities for caregivers and staff occur throughout the year.

- Professional development for the staff on evidence based instruction and interventions on topics such as developing English language skills and building relationships with students and their families.
- Materials and training are provided to assist caregivers supporting their students to improve their academic and social improvement.
- Trace coordinates with SJUSD and community groups such as parent resource centers that encourage and support caregivers in fully participating in their students' education.
- Each year, there may be additional activities and opportunities that are based on the input from caregivers and are parent driven. Examples include one off events like Day of the Child or folklorico lessons.

Community Meetings, and Having Your Voice Heard

- All meetings are announced in advance on the school website, in the 'Wednesday Envelope,' and the principal's weekly phone/email announcements.
- The Parent Liaison supports caregivers in navigating the school system and accessing community supports for families. Contact the parent liaison with any questions, comments, concerns by calling the front office at (408) 535-6257.
- Per COVID, some meetings may not be held at the usual times.



Group	Purpose	How to join	How to attend or have your voice heard?	When do they meet?
School English Learners Advisory Council (SELAC)	Advise the principal specifically about improving outcomes for English Learners.	Voting members are elected each year by caregivers.	Caregivers can give public comments.	Monthly
School Site Council (SSC)	Oversee the supplemental portions of the budget.	Voting members are elected (by caregivers) to two year terms. Teacher members are voted on by staff.	Caregivers can give public comments.	Third Monday of each month 3:00pm - 4:00pm
Parent Teacher Organization (PTO)	Raise money, plan school events, and create community among caregivers.	Visit Tracepto.com	Members can vote. Non-members can attend and give public comments.	First Tuesday of each month, Alternates 9am and 7pm each meeting
Annual Title 1 Informational Meeting	Overview of the Title 1 Program, caregiver rights in education, how to engage and participate	All caregivers of students who Title 1 funding is meant to support are invited and encouraged to attend.	This is primarily a presentation with comments and questions welcomed.	Fall
Coffee with the principal	Discuss thematic topics with the principal.	All caregivers are encouraged to attend.	A casual setting to meet with the principal and discuss thematic topics.	Once a month, more as needed.
Parent-Teacher Conferences	Discuss your student's performance and opportunities for success.	The classroom teacher and the caregiver(s).	Ask the teacher questions.	Fall for all students. Spring for select students.
PBIS	Implementation of the Positive Behavior Intervention and Supports (PBIS) program.	Volunteers are recruited and selected by the principal.	Anyone may attend and participate within the time constraints.	Once monthly, after school.
Family Literacy Nights	Special events held in the evening to promote literacy and reading.	Typically coordinated by school staff (caregivers are welcomed).	The entire school community is invited.	This is put on hold through the pandemic.



Project Cornerstone (ABC Readers and Los Dichos)	Anti-bullying program from YMCA	Volunteers sign up to be a reader in a classroom. Must go through training. Speak to Betty Woychowski or the Parent Liaison for more details.	Anyone may volunteer. Anyone may attend. Speak to Betty Woychowski or the Parent Liaison for more details.	Monthly, but this is put on hold due to the pandemic.
Classroom Coordinators	Caregiver volunteers can help out in the classroom by assisting with caregiver communications, activities, etc.	Contact the front office and ask for the Parent Liaison.	Volunteers meet monthly. Anyone may attend. Speak to Parent Liaison for more details.	Monthly (As needed for helping out in the classroom).
Spanish Language classes for caregivers	For families and caregivers to learn Spanish and better support their children in the TWIBI program.	Contact the front office and ask for the Parent Liaison.	Anyone may attend the meetings.	This is put on hold due to the pandemic.
ESL Classes	A program run by the district at Trace	Members of the SJUSD school community sign up for ESL classes held in many locations including Trace.	Anyone in the community, space is limited.	Classes start throughout the year. Information is sent from the district to caregivers.

