

Richardson Terrace Elementary Parent and Family Engagement Policy

1. Richardson Terrace Elementary will take the following actions to involve parents in the joint development of its school parent and family engagement plan under section 1118 of the ESEA:
 - The Local School Council will discuss the draft of Parent and Family Engagement Policy and approve the plan
 - The Local School Council will be composed of at least: 1 parent whose child attends Richardson Terrace Elementary, 1 teacher, and 1 administrator from Richardson Terrace Elementary. Each of these stakeholder groups must be represented to form a quorum
 - The Local School Council will meet at least once a year to review the Parent and Family Engagement Policy
 - Information about being a part of the Local School Council will be sent through email, school newsletter, and shared during the annual Title 1 information presentation at Meet the Teacher.

2. Parent on the Local School Council will, during the course of the meeting, educate teachers, and administrators on the following topics, so they may disseminate the information to the entire campus:
 - How to effectively reach out, communicate, and work with parents as equal partners
 - How to best implement and coordinate parent programs
 - How to build strong ties between parents and the school

3. Richardson Terrace Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - PTA involvement
 - Local School Council
 - Beginning and end-of-year surveys

4. Richardson Terrace Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend by:
 - Automated phone calls
 - Electronic and paper Flyers - English/Spanish/Arabic (When appropriate)
 - Information on Marquee
 - Electronic newsletter
 - Social Media
 - School Website
 - Text Messages

5. Richardson Terrace Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - Informational packet regarding the practices and procedures for each teacher and course
 - Digital copy of the RISD student code of conduct and the RTE handbook.
 - Parent Letter English/Spanish/Arabic (When appropriate)
 - FOCUS - internet access to student grades
 - Progress reports every 3 weeks
 - Report cards every 9 weeks

6. To give parents the best opportunity to be involved in educational decisions related to their child, Richardson Terrace Elementary will, at the request of parents, be flexible in providing opportunities for parents to engage in discourse with teachers, support personnel, and administrators to propose suggestions, as appropriate, regarding the education of their child. The school will respond to any such suggestions as soon as practicably possible by:
 - Follow up in next meeting
 - Letter, phone call, or email

7. Richardson ISD will provide each parent information about how to access individual student report about the performance of their child on the State assessment in math, RLA, and/or science:
 - Parents will have access to their student's STAAR test results

8. During the course of parent requested meetings, teacher requested meetings, and school functions, Richardson Terrace Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics:
 - The state's academic content standards
 - The state's student academic achievement standards
 - The state and local academic assessments including alternate assessments
 - The requirements of Title 1 Part A
 - How to monitor their child's progress
 - How to improve their child's achievement
 - How to work with the educators

9. In accordance with PL 107-110 Section 1118 (c)(5) parent suggestions regarding amendments to the campus improvement plan brought forth during appropriate times, will be considered. Appropriate times are considered to be:
 - PTA meetings
 - Private meetings, emails, or phone calls with campus administration
 - Local School Council meetings

If parents are not satisfied with the campus improvement plan, Richardson Terrace Elementary will submit any parent comments, that are appropriate in scope and not considered vulgar or incendiary, on the plan when the school makes the plan available to the local education agency.

Richardson Terrace Elementary will utilize PTA meetings, all on campus functions, paper and electronic handouts, newsletters, district information portals, websites, automated phone calls, personal phone calls, text messages, and parent/teacher conferences to communicate information on all topics, as appropriate.

Richardson Terrace Elementary Compact:

Terrace will continue to focus on increasing links between home and school by providing systematic opportunities for parent engagement and community involvement. Terrace will partner with the Council of PTAs to support an increase in PTA membership, outreach, and involvement on our campus. Terrace will hold a multicultural night where families will bring a dish from their native country and socialize with the Terrace community. Terrace will provide opportunities for increased stakeholder input, and will continue to promote the district-wide translator program, and parent informational sessions. The new Voly system will be utilized to increase volunteer opportunities and participation. Additionally, Tiger Tots program will be expanded to include opportunities for future Terrace Tigers to engage in activities on campus such as school tours, play dates, opportunities to attend mini-sessions of art, music, and physical education, and visits to the Terrace library for story time with the librarian.

This School Parent and Family Engagement Policy has been reviewed and adopted by the Local School Council on this _____ day of _____, 2023 and will expire 1 years from the date adopted. The school will distribute this policy to all parents of participating Title I, Part A children on or before _____.

School Administrator _____

Date: _____

Teacher Representative _____

Date: _____

Parent Representative _____

Date: _____