

Richardson Terrace Elementary Family Engagement Policy 2026 - 2027

1. Richardson Terrace Elementary will take the following actions to involve families in the joint development of its school family engagement plan under section 1116 of the Every Student Succeeds Act (ESSA):

- The Site Based Decision Making Committee (SBDM) will discuss the draft of Family Engagement Policy and approve the plan
- The Site Based Decision Making Committee (SBDM) will be composed of at least: 2 parents whose children attend 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 Site Based Decision Making Committee (SBDM) will meet at least once a year to review the Family Engagement Policy, the Parent School Compact, and to complete an End of Year Evaluation of the Parent and Family Engagement plan results.
- Information about being a part of the Site Based Decision Making Committee (SBDM) will be sent through email, school newsletters, and shared during the annual Title 1 information presentation at Meet the Teacher.

2. Parents on the Site Based Decision Making Committee (SBDM) 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 families as equal partners
- How to best implement and coordinate family programs
- How to build strong ties between families and the school

3. Richardson Terrace Elementary will take the following actions to involve families in the process of school review and improvement under section 1116 of the ESSA:

- PTA involvement
- Site Based Decision Making Committee (SBDM)
- Beginning and end-of-year surveys

4. Richardson Terrace Elementary will hold an annual meeting to inform families of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of guardians to be involved in Title I, Part A programs. The school will convene the meeting at a

time convenient for families. The school will invite all guardians 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 families of participating children information, in a timely manner about Title I, Part A programs that include 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 families the best opportunity to be involved in educational decisions related to their child, Richardson Terrace Elementary will, at the request of families, be flexible in providing opportunities for families 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 the next meeting
- Letter, phone call, or email

7. Richardson ISD will provide each family with information about how to access individual student reports about the performance of their child on the State Assessment in math, reading/language arts, and/or science:

- Guardians will have access to their student's STAAR test results

8. During the course of guardian-requested meetings, teacher-requested meetings, and school functions, Richardson Terrace Elementary will provide assistance to guardians 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 Section 1116 of ESSA 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
- Site Based Decision Making Committee (SBDM) meetings

If guardians are not satisfied with the campus improvement plan, Richardson Terrace Elementary will submit any 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 guardian/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 family 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 family informational sessions. The Verkada safety and security system will be utilized to increase volunteer opportunities and participation. Additionally, the 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 Family Engagement Policy has been reviewed and adopted by the Site Based Decision Making Committee (SBDM) on this 23rd day of April, 2026, and will expire 1 school year from the date adopted. The school will distribute this policy to all guardians of participating Title I, Part A children on or before September 1, 2026.

School Administrator_____ Date:_____

Teacher Representative_____ Date:_____

Parent Representative_____ Date:_____