



School Parent and Family Engagement Policy 2026 - 2027

Campus: Richmond Elementary School (RES)

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PART I. GENERAL EXPECTATIONS

The **ILTexas Richmond Elementary School** agrees to implement the following statutory requirements:

- § The school will work to ensure that the required school level parent and family engagement policies meet the requirements of ESSA, and each include, as a component, a school-parent compact consistent with ESSA.
- § Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- § In carrying out the Title I, Part A, parent and family engagement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports required under ESSA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- § If the school-wide program plan for Title I, Part A, developed under ESSA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- § The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- § The school will build its own and the parent's capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- § The school will provide other reasonable support for parent and family engagement activities as the parents may request.
- § The school will be governed by the following statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with this definition:

Parent and family engagement means the participation of parents in regular, two-way, and

meaningful communication involving student academic learning and other school activities, including ensuring—

- A. that parents play an integral role in assisting their child's learning;*
- B. that parents are encouraged to be actively involved in their child's education at school;*
- C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- D. the carrying out of other activities, such as those described in ESSA.*

PART II.

1. ILTexas Richmond Elementary School will take the following actions to involve parents in the joint development of its school parent and family engagement plan under section 1116 of the ESEA:

- **Parent Meetings:** Conduct an annual Title I/Parent and Family Engagement meeting to explain Title I requirements, review the current Parent and Family Engagement Plan, and solicit recommendations for improvement.
- **Parent Advisory Opportunities:** Invite parents to participate in campus parent PTO meetings, Coffee with the Principal, Celebrations (Hispanic Heritage, Veterans Day, Lunar New Year, Black History, International Festival and other family engagement opportunities where they can provide feedback regarding family engagement activities and needs.
- **Accessible Communication:** Make the Parent and Family Engagement Plan available to families through the campus website and/or other appropriate communication platforms (ex: Parent Newsletter). Information will be provided in a manner that is understandable and accessible to families, including language assistance when appropriate.
- **Use of Parent Feedback:** Document parent recommendations and consider the feedback when developing campus family engagement activities, workshops, communication strategies, and other Title I-related initiatives.

2. ILTexas Richmond Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: *(Actions)*

- Provide parents with opportunities to review and provide feedback on campus academic performance, student achievement data, and identified areas of need through Title I meetings, PTO meetings, Coffee with the Principal, and other family engagement opportunities.
- Invite parents to participate in the development, review, and revision of the Campus Improvement Plan (CIP) and related school improvement initiatives.
- Use stakeholder input to identify areas for campus improvement and to evaluate the effectiveness of family engagement activities.
- Communicate campus goals, improvement priorities, and progress toward meeting those goals with parents throughout the school year.
- Provide parents with opportunities to collaborate with campus staff in identifying strategies to improve student achievement, school climate, attendance, behavior, and

overall student success.

- Provide parents who are unable to attend meetings with alternative opportunities to review information and provide input electronically or in writing.
- Document and consider parent recommendations when making decisions related to school improvement and campus programs.

3. **ILTexas Richmond Elementary School** 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 and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. 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:

- Providing advance notice of the annual Title I meeting through School Messenger, email, newsletters, and other campus communication platforms.
- Offering the meeting at a convenient time and providing additional parent and family engagement opportunities during both morning and evening hours when possible.
- Promoting the meeting through PTO, Coffee with the Principal, campus events, and direct communication with families.
- Providing information in a parent-friendly format and offering language assistance, as appropriate, to support families whose primary language is not English.
- Providing opportunities for parents who cannot attend in person to receive information and provide feedback through electronic or written communication.
- Clearly communicating the purpose of Title I, Part A; parent rights; available services; and opportunities for parents to participate in their child's education and the school's Title I program.
- Encouraging parents to ask questions, provide feedback, and participate in the development and evaluation of the campus Parent and Family Engagement Plan and other Title I activities.

4. **ILTexas Richmond Elementary School** 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:

- Providing information through Title I meetings, parent-teacher conferences, newsletters, School Messenger, Skyward, the campus website, and other school-to-home communication.
- Sharing information regarding the campus curriculum, TEKS-aligned instruction, grade-level academic expectations, and available academic support.
- Explaining the assessments used to monitor student progress, including MAP, campus common assessments, and STAAR, as applicable.
- Providing parents with timely access to student assessment results, progress reports, report cards, and other measures of academic progress through Skyward and other appropriate communication.
- Communicating grade-level proficiency expectations and helping parents understand their child's progress toward meeting those expectations
- Providing opportunities for parents to meet with teachers and campus staff to review student performance data, ask questions, and identify strategies to support academic

growth at home.

- Providing information in a format and language that is understandable and accessible to families, including language assistance when appropriate.

5. **ILTexas Richmond Elementary School** will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Providing opportunities for parents to meet with teachers, counselors, campus administrators, and other appropriate staff to discuss their child's educational needs and progress.
- Offering parent engagement opportunities through parent-teacher conferences, PTO meetings, Coffee with the Principal, Title I meetings, and other campus meetings.
- Providing parents with appropriate opportunities to share suggestions, concerns, and recommendations through meetings, written communication, and electronic communication.
- Reviewing parent suggestions and concerns with the appropriate campus personnel and determining appropriate next steps based on student needs, campus policies, and applicable requirements.
- Communicating with parents in a timely manner regarding the receipt of their suggestions and, when appropriate, the actions taken or resources available to address their concerns.
- Documenting parent feedback and using it, as appropriate, to inform decisions regarding student support, academic programming, and campus improvement.
- Providing reasonable accommodations and language assistance, when appropriate, to ensure parents have meaningful opportunities to participate.

6. **ILTexas Richmond Elementary School** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- Providing parents with individual STAAR student reports and performance information through the state reporting system and/or Skyward, as available.
- Communicating with parents when STAAR results become available and providing directions for accessing and understanding their child's individual assessment results.
- Providing opportunities for parents to discuss their child's STAAR performance with teachers, counselors, and campus administrators during parent-teacher conferences and other appropriate meetings.
- Providing information and resources to help parents understand their child's performance, proficiency level, areas of strength, and areas for academic growth.
- Using student assessment results to identify appropriate academic support, interventions, and strategies to promote continued student growth.
- Providing language assistance or other appropriate support to help parents understand their child's assessment results.

7. **ILTexas Richmond Elementary School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710,

December 2, 2002) by:

- Monitoring teacher assignments and certification/qualification status through campus and Human Resources records.
 - Identifying any situation in which a student is assigned to or receives instruction from a teacher who does not meet applicable highly qualified requirements for four (4) or more consecutive weeks.
 - Providing written notification to the parent(s) of affected students within the required timeframe, as applicable.
 - Including information regarding the teacher's qualification status and the parent's right to request information regarding the professional qualifications of the teacher.
 - Working with Human Resources and campus administration to address qualification or assignment concerns and ensure appropriate staffing and instructional support for students.
 - Maintaining documentation of required parent notifications and related follow-up.
8. **ILTexas Richmond Elementary School** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
- § 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 Part A,
 - § how to monitor their child's progress, and
 - § how to work with educators:
- (List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)*
- Providing annual Title I and Parent and Family Engagement meetings to explain Title I, Part A requirements, parent rights, available services, and opportunities for parent participation.
 - Offering parent information sessions and workshops focused on the Texas Essential Knowledge and Skills (TEKS), grade-level academic expectations, and strategies parents can use to support learning at home.
 - Providing information sessions to explain STAAR, MAP, campus assessments, and other assessments used to monitor student progress, including how to interpret assessment results.
 - Providing parents with information and resources to help them monitor their child's academic progress through Skyward, report cards, progress reports, assessment reports, parent-teacher conferences, and other school-to-home communications.
 - Providing opportunities for parents to meet with teachers, counselors, intervention staff, and campus administrators to discuss student progress, academic needs, interventions, and available supports.
 - Providing workshops and resources that equip parents with strategies, activities, and materials to support reading, mathematics, language development, and other academic skills at home.
 - Sharing grade-level resources, assessment information, academic calendars, and other instructional materials through the campus website, newsletters, School Messenger, Skyward, and other appropriate communication platforms.

- Providing language assistance and accessible materials, as appropriate, to support meaningful participation by families.
 - Encouraging ongoing two-way communication between parents and educators through conferences, meetings, email, and other appropriate communication methods.
9. **ILTexas Richmond Elementary School** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
- Providing parents with grade-level activities, practice materials, and/or educational resources that can be used at home to reinforce classroom instruction and TEKS-aligned skills.
 - Offering training and resources to help parents effectively use technology and school platforms, including Skyward and other instructional tools, to monitor student assignments, grades, attendance, and academic progress.
 - Providing parents with strategies and/or information for supporting students with homework, reading at home, academic vocabulary, and other grade-level learning expectations.
 - Sharing information about available online educational resources, digital learning tools, and community resources that support student achievement.
 - Providing opportunities for parents to learn how to interpret student assessment data and use the information to identify areas of strength and areas needing additional support.
 - Providing take-home materials and resources during parent meetings, academic events, conferences, and/or family engagement activities.
 - Encouraging teachers and campus staff to provide parents with individualized strategies and/or resources based on student academic needs.
 - Providing language assistance and accessible materials, as appropriate, so that all families can meaningfully participate in supporting their child's academic success.
10. **ILTexas Richmond Elementary School** will, with the assistance of its parents, educate its 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, by:
- Providing professional development and staff training on effective parent and family engagement practices, including two-way communication, relationship building, and strategies for engaging families as partners in student success.
 - Sharing parent feedback with staff to help educators better understand family needs, perspectives, and experiences.
 - Training staff on effective and respectful communication with families through conferences, email, phone calls, Skyward, School Messenger, and other appropriate communication platforms.
 - Providing staff with strategies for communicating academic progress, student needs, interventions, and available supports in a clear, respectful, and parent-friendly manner.
 - Encouraging teachers and staff to establish positive relationships with families and recognize parents as valuable partners in supporting student achievement and student well-being.
 - Coordinating parent and family engagement activities across teachers, counselors,

administrators, and other campus personnel to provide families with consistent information and support.

- Using parent input and participation in PTO, Coffee with the Principal, Title I meetings, conferences, and other campus activities to strengthen partnerships between families and school staff.
- Recognizing and sharing successful family engagement practices among staff and using parent feedback to continuously improve campus communication and engagement efforts.

11. **ILTexas Richmond Elementary School**, to the extent feasible and appropriate, will coordinate and integrate parent and family engagement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Coordinating family engagement opportunities between the campus Pre-Kindergarten, Kindergarten, and elementary programs to support a smooth transition for students and families.
- Providing Pre-K and Kindergarten families with information, resources, and activities designed to support early literacy, early mathematics, language development, and school readiness.
- Connecting families, when appropriate, with community resources and early childhood programs that provide educational, developmental, and family support services.
- Providing parent resources, family learning activities, and school readiness events that encourage parents to actively participate in their child's education.
- Sharing information about available campus and community resources through newsletters, School Messenger, parent meetings, and other appropriate communication platforms.
- Providing opportunities for families to meet with teachers, counselors, administrators, and support personnel to discuss student needs and available resources.
- Maintaining open communication with families during key transition points, including enrollment, Pre-K entry, Kindergarten entry, and transitions between grade levels.
- Providing families with take-home resources and/or strategies to support learning and development outside of school.
- Using parent feedback to identify additional resources, programs, and family engagement opportunities that would benefit ILTexas Richmond Elementary families.

12. **ILTexas Richmond Elementary School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Communicating important school and parent engagement information through consistent platforms, including School Messenger, Skyward, email, the newsletters, flyers, and other appropriate campus communication methods.

- Using clear, concise, and parent-friendly language when communicating information regarding school programs, meetings, events, academic expectations, and opportunities for family participation.
- Providing important communications in languages other than English, when appropriate and practicable, based on the language needs of campus families.
- Providing language assistance, translation, or interpretation services, when appropriate, to support meaningful communication and participation by families.
- Providing alternative formats or communication methods upon request to accommodate parent needs.
- Ensuring that meeting notices and other important parent communications include relevant dates, times, locations, purposes, and participation information.
- Providing families with reasonable advance notice of parent meetings, workshops, conferences, and other family engagement activities whenever possible.
- Encouraging parents to contact the campus when they need assistance understanding school communications or require an alternative format or language support.
- Reviewing parent feedback regarding communication effectiveness and making adjustments, as appropriate, to ensure information is accessible and understandable to all families.

PART III. DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

NOTE: The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- ξ involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- ξ providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training; ξ paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- ξ training parents to enhance the involvement of other parents;
 - ξ arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, ξ arrange meetings with parents who are unable to attend conferences at school in order to ξ maximize parent and family engagement and participation in their children's education;
- ξ adopting and implementing model approaches to improving parent and family engagement;
- ξ establishing a school parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- ξ developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

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PART IV. ADOPTION

This School Parent and Family Engagement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, as evidenced by presenting this policy and voting on approval during the September 15, 2026 Coffee with the Principal & Title 1 Annual Meeting.

This policy was adopted by ILTexas Richmond Elementary School on September 15, 2026, and will be in effect for the period of July 1, 2026 – June 30, 2027. The school will distribute this policy to all parents of participating Title I, Part A children on or before **September 30, 2026**.

Dr. Sarah Brown

Printed Name of Authorized Official

September 25, 2026

Date

A handwritten signature in black ink, appearing to be 'SB' followed by a stylized flourish.

Signature of Authorized Official