



School Parent, Guardian, and Family Engagement Policy Planning Template 2024-2025

Berryhill School

Directions: The Every Student Succeeds Act (ESEA) requires each Title I school to develop a written parent and family engagement policy. Use the outline below to ensure your school’s policy includes all of the required components.

I. Parent and Family Engagement Policy

- A. List names and roles (teachers, administrators, parents, etc) of persons involved in developing Parent and Family Engagement Policy.

Name	Role
Cara Bahnson	Principal
Jessica Farr	Assistant Principal
Tania Kohne	EC Teacher
Shannon Commerford	SIT Chairman
Lauren Wade	MCL
Yuliana Cabrera Balders	Parent
Monica Gabriel	4th Grade Teacher
Yeni Garcia	Parent
Guadalupe Mejia	Parent
Evangelin Flores	Parent
Karen Moyes	Media Specialist

- B. Briefly describe the process your school used to:

The process Berryhill uses to select participants for the School Improvement Team and parent and family committee is through a nomination process.

Our Open House was a success, with about 150 parents in attendance. We are working to reestablish our PTO, which is led by staff. Also, working to recruit new members to join PTO and SIT. Our executive board also serves as our SIT representatives, along with other parents and community members. Policy Implementation will be achieved with the participation of various parties, including school staff, students, community and faith-based partnerships, and parent volunteers.

II. Annual Information Meeting

- A. Describe your plan to conduct an annual meeting to inform parents of their school’s participation in Title I Part A. Include strategies to inform English Learner parents.

We aim to increase parent participation in our annual meeting by providing a screencast of our Title 1 process. The screencast will be presented in English and Spanish to accommodate the varying needs of the community for participation. Parents were invited to a “La Fiesta” Education Night on September 24, 2024 from 4:30- 5:30 pm. There, 1. Parents were provided a handout of the slides at that event. A screencast of the presentation is posted on the school website along with a PDF version of the slides. The slides have been interpreted into Spanish for our Latin0 Families and shared on the website as well.

III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

The strategy for flexible time for parents and family is to offer sessions when the school schedules other events. We intentionally planned workshops around the time(s) our families are already here on campus. During Eat with Your Child Day/Lunch and Learn, we will host a parent workshop to support student learning. These include such sessions as: Berryhill’s B3 Bash in which parents learn how to intentionally engage their child in movement with an academic focus and a K-2 reading workshop to model strategies to support parents to help their student's academic growth.

IV. Title I Part A Planning

- A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

Timeline	Strategies
On-going monthly 1st Wednesday of the month	SIT meetings
On-going monthly	PTO meetings

V. Parent Information and Opportunities

- A. Describe how you will provide parents and families with the following:
 - 1. Timely information about Title I Part A Programs

Parent Square is an app that we will use this year to communicate important information with our Families. Parents will receive information from their child’s teacher, the administration team, athletics, and special areas/electives through the platform. With addition to the following: Monthly SIT meetings, Connect Ed

messages, newsletters, School kiosk displays, classroom newsletters via Parent Square, and parent workshops.

- 1. Timely information about Title I Part A Programs:** Parents will be informed via Parent Square, Connect 5 messages, Paper flyers, and via the school website.
- 2. School performance profiles:** All school performance information is available on the school website. Parents also have access to Indistar: our School Improvement Plan Platform.
- 3. Assessment results of their child's performance:** Progress reports are sent out to parents and parents have access to Powerschool to view student progress and grades.
4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disability Assessment forms for K-3 consist of the following for ELA: DIBELS, MAP, informal, and district formal assessments. K-8 math consists of the following: Topic Assessments, MAP, and informal and formal district assessments. 8th grade Math 1 also takes a state exam for high school credit. Science for 5th and 8th grades is assessed using district benchmark assessments, bi-weekly learn checks, and proficiency on the end-of-grade test, along with informal and formal assessments with K-4 and 6-7th grades. All curriculums are taught using the state standards with the targeted goal of students obtaining a proficiency level ranging from 3 to 5.

Strategies used to inform parents with language barriers and/or disabilities are conferences with interpreters to ensure parents understand and can inquire about unfamiliar jargon. Teachers are encouraged to send direct messages to parents via Parent Square, which translates to families' native language.

5. Opportunities for regular meetings to participate in decision making
Parents are allowed to attend regular meetings to participate in decision-making at Berryhill. Parents can participate on the School Improvement Team (SIT) and join the PTO.

6. Timely responses to suggestions and questions raised by parents
When suggestions or questions are raised by parents, we provide a 24-hour response time via phone conference, face-to-face, or email.

7. Reasonable access to staff, opportunities to volunteer and participate in child's class
Parents have reasonable access to staff if it does not disrupt a student's instructional day. Parents are welcome to make an appointment for a parent-teacher conference. Administrators have an open-door policy that allows parents to have access as needed. Opportunities for parents to volunteer and participate in their child's class by joining them for Eat Lunch with Your Child Day, Lunch and Learn, and class field trips throughout the school year.

VI. School-Family Compact

- A.** Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

The School-Family Compact is discussed and reviewed with the School Improvement Team in the spring meeting and continues into the new school year as an ongoing conversation related to the needs of the students. All compacts are provided to all families in both English and Spanish. All parents are further informed during the Annual Title 1 meeting. The presentation is explained with an interpreter and presented in two different languages. This ensures participants gain a clear understanding of all communication occurring in the meeting. The goals outlined in the compact identify all parties' commitment to the responsibility for the student's learning.

VII. Building Parent and Family Engagement Capacity

A. Briefly discuss how you will address the following:

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child.

We will assist by supporting parents in understanding their child's performance by modeling and reviewing data from MAP, DIBELS, and district benchmark assessments. Parents will understand their child's needs to be considered proficient and college/career ready. **MVPA District Benchmark Assessments will be included. **

2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)

We have 4 parent engagement nights planned with each event being strategically planned to expand the capacity of our parents to help educate their children and become engaged members of the school community. Each team will plan their event with a clear focus and the plan will be approved by the School Administration Team to ensure it is aligned with the overall vision of the school. We will provide monthly workshops to support parents by growing their knowledge with resources and tools to help their children with class assignments.

3. Educate teachers and other staff to work with parents

Teachers will receive ongoing professional development to support and guide their leadership to best support their parents and students with reading and math strategies. A great emphasis will be placed on understanding formative data and adjusting instruction to meet the needs of students best.

4. Coordinate and integrate parental involvement programs/activities

All families are encouraged and reminded to attend all events (family engagement nights, athletic events, school performances, school improvement team meetings, etc). Parents receive information on Parent Square, Connect 5 messages, and paper flyers. All information is sent out in English and Spanish. We coordinate and integrate parental involvement programs and activities monthly to increase their ability to support ongoing learning at home.

5. Develop appropriate roles for community-based organizations and businesses

Our Family and Parent Advocate will continue to develop and build relationships within the community. They will cultivate partnerships with community businesses and community-based organizations.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child

Activities that are appropriate and feasible to help parents become full partners in their child's education are parent workshops that provide hands-on experiences such as make-and-take activities and engaging in learning games that promote reading and math enrichment.

7. Ensure that information related to parent involvement is sent home in the language used in the home

We will ensure all communication sent home is translated into the supportive spoken language in the home.

VIII. English Learners and Disabled Parents and Families

A. Provide full opportunities for the participation of English Learner parents or with disabilities
Parents of EL and disabled parents and families are provided full opportunities to participate in all aspects of their child's education.

IX. Parent/Family Requests

A. Describe how you will provide reasonable support for activities requested by parents and families.

Parents are encouraged to call the front office and speak with someone on the administrative team when concerns or questions arise. Each grade has a specified administrator who will respond to concerns from parents. Parents can also submit emails from the school website.

X. Annual Evaluation

A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

Parents and families are involved in the annual evaluation of the content and effectiveness engagement policy during the spring of the school year.

XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

A. Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.

1. Involve parents/families in the development of training for teachers, principals and other educators
2. Provide necessary literacy training
3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
4. Train parents and families to enhance the engagement of other parents
5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities

Provide opportunities for school meetings to occur at various times to accommodate the schedules of parents to meet the needs of their child through Zoom, home visits, phone, and in-person conferences.

6. Adopt and implement model approaches to improving parent and family engagement

{Please have this document translated into Spanish or other languages for your school}