**Title I, Part A: Parent and Family Engagement Plan**

**School:** Berryhill Elementary School

I, Roger Golden , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers.

Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by the appropriate state and federal staff. I further certify that all expenditures will be obligated only as appropriate to this project and will not be used for matching funds on this or any special project where prohibited.

**Assurances**

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* 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 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

**Signature of Principal or Designee Date signed**

**Mission Statement**

Parental Involvement Mission Statement

**Response:**

Berryhill Elementary School believes that education is the shared responsibility of the student, parents, family, school and community. Further, the school recognizes that the academic achievement and success of our students depend on the strength of the partnerships developed among students, parents, families, schools and the community from preschool through graduation and beyond. We believe that strong partnerships can be developed by nurturing respect, sharing knowledge, supporting each partner's role, collaborating on matters of importance and appreciating the contributions each partner makes to student achievement. The purpose of our Parent/Family Involvement Plan is to focus on and strengthen these partnerships.

**Engagement of Parents**

Describe how the school will involve parents and families in an organized, ongoing, and timely matter in the planning, review, and improvement of Title I programs including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

**Response:**

Berryhill Elementary School will include students (as appropriate), parents, school faculty, and community members as partners in planning, governance, and advocacy. We will encourage participation of all stakeholders. Parents and guardians will participate in decisions that relate to and affect their child's education; pending COVID 19 restrictions. We will support this commitment by:

1. Conducting an annual meeting for parents. All parents will be invited and encouraged to attend. During this meeting, we will focus on explaining the requirements of Title I Program, the right of parents to be involved, Parent Compact, EduData website, Parent Involvement Plan, School Grade/AYP, and our School Climate Survey.
2. Offering a flexible number of meetings to accommodate the varying schedules of parents. Child care may be provided if applicable.
3. Establishing a parent involvement advisory committee (School Advisory Council) that includes faculty, staff, parents, business members, and community members. All parents are encouraged to attend/observe meetings. The Council is reflective of our school diversity. The School Advisory Council will provide input for our school, assess the effectiveness of the Parent Involvement Program, and make recommendations for positive changes regarding parent involvement. The Council shall serve in an advisory capacity to the school principal, to assist in the development of the educational program, and in the preparation and evaluation of the School Improvement Plan required pursuant to Section 230.23 (18), Florida Statutes.

# Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to other federal programs such as Home Instruction Programs for Preschool Youngsters, Voluntary Pre- Kindergarten, Title I, Part C, Title II, Title III, Title IV, and Title VI [ESEA Section 1116]

**Response:**

Pending COVID 19 restrictions:

1. STEAM Initiative - Events to provide information to Parents about SRCSD's STEAM Initiative and ideas/resources that parents can utilize at home with students. Classroom activities planned to integrate STEAM into school curriculum.
2. Title 1 and III integrated PAC - Federal Programs Parent Advisory Council – Provide feedback from parents in the school district on successes and areas of needed improvement.
3. ELL Program - ELL program/ELL teacher will work to support all English Language Learners (ELLs), while collaborating with parents, teachers, and administrators, to ensure a successful transition through the English Language Acquisition process in the areas of Listening, Speaking, Reading, and Writing.
4. Student/Parent Orientation - This takes place the week before school starts. Parents and students visit their upcoming teachers and classrooms. Parents receive information from the teachers, Transportation, Berryhill Involvement Team (BIT TEAM), and Community School (After-school child care). Parents also receive Title I information.
5. Parent Orientation - Specific grade levels have a specific day and time for parent orientation. Parents are invited to learn more about the classroom expectations and what they can do at home to help their children.
6. Distribution of the Santa Rosa Family Guide - These are distributed school-wide and contain valuable information to assist parents at home by providing specific school information and policies. Also available in Spanish, as needed.
7. Distribution of School-Wide Newsletter - The Bear Necessities - A newsletter is written quarterly with school information for all parents. It contains information and activities for parents to use at home, suggesting ways parents can enrich and support curriculum. The newsletter is available on our school website at any time and provided by hardcopy for any parent who requests.
8. Parent-Teacher Conferences - Conferences are held throughout the school year to expand student learning at home, as well as providing information about available resources, student academic progress, strengths and needs.
9. Berryhill Involvement Team (BIT TEAM) Meetings - Berryhill Involvement Team (BIT Team) Meetings are held throughout the school year to promote family involvement. We also have a BHE BIT Team Facebook page to promote involvement.
10. Contact Parents via “School Messenger” (automated phone system) - Increase communication with parents; provide updates on school functions.
11. Family Night at Book Fair and Literacy Night - Activities for parent/student collaboration are provided. We also provide information to parents on reading expectations and how parents can help their children improve in reading. Provide parents information about the FSA, including instructional shifts and the increased rigor of the standards.
12. Grandparents Tea - In conjunction with the Book Fair, we invite grandparents to attend with their student(s). This facilitates family participation in school and encourages literacy activities at home.
13. Military Family Life Counselor - MFLC program will facilitate increased communication and services for our students of active-duty military and will plan and coordinate special events/activities.
14. ESE Pre-K Program - Berryhill Elementary School ESE Liaison work together to coordinate and schedule IEP meetings to provide smooth transition in preparation for KG. These meetings involve parents and provide opportunities to address parent concerns and offer suggestions and activities for parents to use at home.
15. Student Enrollment Information - Student Health Card, Title I Newsletter, Parent Compact, and Residency Form all available in Spanish as needed.
16. Distribution of Berryhill Elementary School-Parent Compact - These will be distributed schoolwide and reviewed

 with parents via a face-face conference with classroom teacher.

17. Early Intervention Program - Academic Intervention Specialist will work with students, teachers and parents, identifying

students in need of intensive reading intervention, notifying parents of intervention, providing small groups utilizing the

95 Percent Group Program, and monitoring student progress.

# Annual Parent Meeting:

Describe the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program, the nature of the program, and a description of how the meeting will cover adequate yearly progress (AYP), SCHOOL choice, and the rights of parents.

**Response:**

Pending COVID 19 restrictions:

1. Annual Title I Meeting - Principal. Teachers - August 2020 - Parent Sign-in sheet and Agenda
2. Berryhill Parent Handbook Review - Classroom Teachers - August 2020 - Document available online schoolwide (hardcopy available upon request)
3. Volunteer Orientation - Assistant Principal - October 2020 - Sign-in Sheet and Agenda
4. School Advisory Council (SAC) Meeting - Principal - First mtg: September 9, 2020 - Sign-in Sheet and Agenda
5. Berryhill Elementary School-Parent Compact - Classroom Teachers - First 9 weeks of school - Sign-in sheet

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how the school will provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement [Section 1116]

**Response:**

Pending COVID 19 restrictions:

Berryhill Elementary School will offer a flexible number of meetings/events during morning and evening hours. Orientation is scheduled earlier in the day for those families available and that time, and various other events are scheduled in the evenings for families who are unavailable during the day.

**Building Capacity**

Describe how the school will implement activities building the capacity for meaningful parent/family involvement, relationships with the community to improve student achievement, materials and trainings to assist parents/families to work with their children, and any other reasonable support for parent/family engagement activities [ESEA Section 1116]

**Response:**



Pending COVID 19 restrictions:

1. STEAM Family Night/Day - Classroom Teachers; Administrators; School Counselor - Parent and family participate in STEAM activities that include Florida Standards in Math and Science, including the increased rigor of standards and instructional shifts. Grade levels will be scheduling individually throughout the year - Parent Survey/sign in sheet.
2. Berryhill Parent Handbook - available on school website. Hard copies available to families upon request.

Classroom Teachers - Parents will be provided with specific information regarding procedures, grades, Title I Program, school-wide calendar, and Assessment Data. August 2020 - Copy of Parent Handbook.

1. Family Night at Book Fair - Media Specialist, Administrators - Parents will gain knowledge of literacy and assessment at specific grade levels. Information will also include reading strategies for parents to use at home. September 2020 - Handouts.
2. Individual Conferences Regarding Student Achievement and Assessment Data; Face-to-face Meetings - Classroom Teachers - Teachers will conduct conferences with parents/guardians to discuss expectations, goals for the school year, and assessment results. -Throughout Year - Copy of Parent Contact Forms.
3. Contact Parents via “School Messenger” (automated phone system) - Administrators and Data Entry - Increase communication with parents; provide updates on school functions. Throughout Year - Copy of “School Messenger” Report.
4. Student/Parent Orientation - Parents rotate through classes to meet his/her child's teacher - Classroom Teachers, Administrators, School Counselor - Provide information to parents on expectations, how parents can help their children, and Title I information. August 21, 2020 - Copy of School Calendar.
5. Parent Orientation - Parents attend meeting at the school with classroom teacher and administration - Administrators and Classroom Teachers - Administrators provide information that parents need to know concerning policies and procedures. Teachers provide expectations of student achievement and parent activities to help their children. - August/ September 2020 - Copy of School Calendar.
6. Bear Necessities - Quarterly Newsletter dissemination - Principal, School Counselor, Media Specialist Provide information to parents on expectations, upcoming school events, and how parents can help their children. - Throughout Year, End of each quarter - Copy of Newsletter.
7. Volunteer Orientation; Face-to-face meeting - Assistant Principal - Increase the level of involvement of parents with students and the school. September 2020 - Copy of sign-in sheet and agenda.
8. Bear Jamboree - Administration, Faculty, Staff - Specific Activities will be provided for students and parents to participate in together to build a sense of school commitment and pride. - October 2020 - Copy of sign-up sheet for staff and volunteers; ticket and armband sales.
9. Costume Capers - Administration, Classroom Teachers - Increase parent involvement in school with

non-threatening, fun activities with their student. October 2020 - Teacher reports of participation in his/her classroom.

1. Veteran's Luncheon - Military Life Family Counselor - Provides opportunity to strengthen family ties to school, and engage parents, community partners, students and school personnel together - November 2020 - Sign-in sheet.
2. AIS Workshop with parents of students in Early Intervention Program - Academic Intervention Specialist - AIS will discuss with parents the importance of home literacy activities and give resources and ideas parents can use during home hours. - November 2020 - Sign-in sheet
3. Parent Observation of their student's EIP group - Academic Intervention Specialist - Parents will join in a 30-minute

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group lesson and work through a lesson with their student. Parents will receive information on strategies and activities to use at home to improve student academic progress. - 2nd Semester - Sign-in sheet.

15. Health and Nutrition Activity - Thanksgiving Feast Assistant Principal; Cafeteria Manager; Faculty - Provide information to families to increase their understanding of the importance of healthy nutrition and physical activity so they may strengthen the home conditions that support children at each age and grade level. - November 2020 - Visitor - Sign-in.

16. Florida State Standards and Florida Standards Assessment Information distribution - Administrators; School Counselor; Classroom Teachers - Provide parents information about the FSA, including the increased rigor of standards and instructional shifts. 1st and 2nd Semester Sign-in Sheet.

17. National Volunteer Appreciation Week - Certificates and Appreciation Letters - Assistant Principal Recognize the time and effort spent by our Volunteers and express our appreciation. This allows for increased engagement of our parents and connection between school and families. - April 2021 - Sign-in Sheet.

18. Florida Literacy Week - Guest speakers Media Specialist; Academic Intervention Specialist - Provide opportunities for parents to engage in literacy activities with their children and emphasize importance of reading. - January 2021 - Sign-in Sheet.

19. Military Child Appreciation Luncheon - MFLC Counselor - Parents/families are invited to a special lunch to celebrate Military affiliated students to develop/strengthen home/school connection. - April 2021 - Sign-in Sheet.

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# Staff Training

Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and staff with the assistance of parents/families in:

* 1. The value and utility of contributions of parents/families;
	2. How to reach out to, communicate with, and work with parents/families as equal partners;
	3. Implementing and coordinating parent/family programs and in building ties between parents/families and the school. [ESEA Section 1116]

**Response:**



Pending COVID 19 restrictions:

1. McKinney Vento Training - School Counselor/McKinney Vento Liaison - Improve the ability of teachers to work effectively with parents, sharing research statistics regarding impact of homelessness on students - October and November 2020 - Sign in sheet/survey.
2. Presentation on Value of Parental Involvement; Face-to-face meeting at faculty meeting - Principal- Motivation of staff to hear the benefits of working with parents and Berryhill Involvement Team (BIT Team). - August 2020 - Faculty Meeting Agenda.
3. Professional Development- Face-to-face- Principal - Improve the ability of teachers to build ties between parents and schools - Throughout school year - Professional Development Agendas.
4. AIS professional development - AIS - Improve the ability of the Academic Intervention Specialist to build ties between parents and schools; increase knowledge of working with families in poverty and the particular barriers and struggles they face throughout school year - Attendance documentation; EIP progress monitoring and documentation.

# Communication

Describe how the school will:

* 1. provide timely information about the Title I programs;
	2. describe and explain the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain;
	3. if requested by parents provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren);
	4. submit parents/families’ comments if the schoolwide plan is not satisfactory to them. [ESSEA Section 1116]

**Response:**

Pending COVID 19 restrictions:

Berryhill Elementary will communicate about curriculum, instruction, assessment, staff development, school programs and student progress through timely and effective school-to-home, home-to-school and school-to-community methods. An emphasis will be made to communicate effectively with those parents who have limited proficiency in English or literacy challenges. To meet this commitment, our school will:

1. Provide information on school and school system policies and regulations, programs, opportunities for collaboration, regular student progress reports, and parent-teacher conferences through various means such as newsletters,

school-parent orientation programs, distribution of the Santa Rosa Family Guide, and use of the “School Messenger” parent notification system. Many district/school forms, including Student Health Card, Title I Newsletter, and Residency Form all available in Spanish as needed.

1. Solicit and consider parent comments and concerns and make use of parent talents by use of parent surveys, solicitation of parents for special events, surveying parents through the “School Messenger” parent notification system, volunteer form requesting special talents and skills, etc.
2. Strive to ensure that staff are accessible for parent-teacher communications. Parent conferences can be arranged by contacting the staff member directly or going through the school secretary. A mutually agreed upon meeting time can be scheduled in this manner. In this conference, the teacher will share the School-Compact as it relates to the individual child's achievement if the parent has not already received it.
3. Provide timely information regarding assessments such as Renaissance/STAR, UNIFY and FSA, including what the assessment tool is, how the information is used, the student's results and how the result correlates to proficiency expectations. Also, communicating with parents through teacher newsletters, school wide notices, marquee sign in front of school and “School Messenger” call-outs, we will notify parents of the dates of these assessments and the suggestions of how to help their student perform at his/her best.
4. Using events such as Parent Night at Book Fair and Teacher/Parent Conferences and communication methods such as School Website and hard copy parent brochures as requested, Berryhill Elementary will inform parents of our change to Florida State Standards, including the increased rigor and instructional shifts, how this impacts grade level expectations, assessments used, and how parents can best help their students at home.

We will monitor the dissemination of this information through evaluation of the Parent Involvement Plan, parent surveys, and parent communication

# Accessibility

Describe how the school will:

* 1. provide full opportunities for participation in parent/family engagement activities for all parents/families;
	2. share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages the parents can understand.

**Response:**



Pending COVID 19 restrictions:

To the extent practical, our school shall 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 section 1111 in a format and, to the extent practicable, in a language such parents understand. Many district/school forms, including Student Health Card, Title I Newsletter, and Residency Form all available in Spanish as needed.

# Barriers

Describe the barriers that hindered parent participation in the previous school year. What steps will the school take during the upcoming school year to overcome the barriers (with attention paid to families who are disabled, have limited English proficiency, and parents/families of migratory children. [ESEA Section 116]

**Response:**



1. BARRIER – COVID 19 restrictions are limiting our ability to interact with families on an in-person basis. – SOLUTION – To involve parents using virtual technology.
2. BARRIER - Limited literacy, or other factors which may lead to parents/family feeling intimidated to come onto school campus - SOLUTION - Welcome parents upon arrival; have smaller groups or individual meetings when possible; facilitate increased communication.
3. BARRIER - Evening activities/meetings may occur during meal times and parents cannot afford to eat out (ED). - SOLUTION - Provide food at evening meetings/activities.
4. BARRIER - Lack of childcare/difficulty affording paid childcare - SOLUTION - Provide childcare for evening events.
5. BARRIER - Work schedule conflicts with school hours and activity times - SOLUTION - Conduct meetings and events in the evenings, when possible, to avoid conflict with workday so parent will not need to take time off work.