



School Parent, Guardian, and Family Engagement Policy Planning Template 2025-2026

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
Shannon Commerford	MCL
Mark Blanton	Teacher
Tammy Hutchinson	Teacher
Monica Gabriel	Teacher
Latoya Moore	Teacher
Gayle Dodson	Teacher
Temeka Truesdale	Teacher
Karen Moyes	Teacher
Jennifer Lundquist	Teacher
Leah Carsten	Teacher
Glory Soka	Teacher
Julie Dougherty	Facilitator

Courtney Keim	Teacher
Dana Mumaw	Support Staff
Christian Greene	Teacher

B. Briefly describe the process your school used to:
Berryhill selects participants for the School Improvement Team (SIT) and the Parent and Family Engagement Committee through a nomination process.

Our recent Open House was a great success, with approximately 150 parents in attendance. While we do not currently have an active PTO, staff members are working to reestablish one and are actively recruiting new members to join both the SIT and the future PTO. Our executive board currently serves as SIT representatives, alongside other dedicated parents and community members.

Policy implementation is a collaborative effort, involving school staff, students, parent volunteers, and community and faith-based partners.

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.

To increase parent participation in our Annual Title I Meeting, we provided a screencast outlining the Title I process. The screencast is available in both English and Spanish to support the diverse needs of our community.

Parents were invited to attend our Trunk or Teach event on October 23, 2025, from 4:30–5:30 p.m., where the Annual Title I Meeting was held. During the event, families will be offered a printed handout of the presentation slides. A screencast of the presentation, along with a PDF version of the slides, is posted on the school website. The slides have also been translated into Spanish and shared online to ensure accessibility for our Latino families.

III. Flexible meeting times

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

To provide flexible opportunities for parent and family involvement, we intentionally schedule workshops during times when families are already present on campus. This approach helps increase participation and makes it easier for families to engage in meaningful ways.

During Eat with Your Child Day/Lunch and Learn, we will host a parent workshop focused on supporting student learning. These sessions include a K–2 reading workshop, where staff model strategies parents can use at home to support their child'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

V. Parent Information and Opportunities

A. Describe how you will provide parents and families with the following:

This year, Berryhill is using ParentSquare, a communication app that allows families to receive timely updates from their child's teacher, the administration team, athletics, and special areas/electives. In addition to ParentSquare, we share important information through:

- Monthly School Improvement Team (SIT) meetings
- School newsletters
- Kiosk displays
- Classroom newsletters
- Parent workshops

Below are the seven key ways we ensure families are informed and engaged:

1. Timely information about Title I Part A Programs
 - a. Parents receive updates through ParentSquare, ConnectEd messages, paper flyers, and the school website.
2. School performance profiles
 - a. School performance data 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
 - a. Progress reports are sent home regularly. Parents can also view student grades and progress through Infinite Campus.
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 disabilities
 - a. All instruction is aligned with North Carolina state standards, with the goal of students achieving proficiency levels of 3 to 5.
 - i. ELA (K–3): DIBELS, MAP, informal assessments, and district formal assessments
 - ii. Math (K–8): Topic Assessments, MAP, informal and formal district assessments
 - iii. Math 1 (Grade 8): State exam for high school credit
 - iv. Science (Grades 5 & 8): District benchmarks, bi-weekly learning checks, end-of-grade tests
 - v. Science (K–4 & 6–7): Informal and formal assessments
 - b. To support families with language barriers or disabilities, we offer interpreter-supported conferences and use ParentSquare's translation features to communicate in families' native languages. Teachers are encouraged to send direct messages to ensure clarity and accessibility.
5. Opportunities for regular meetings to participate in decision making
 - a. Parents are invited to attend regular meetings and participate in decision-making through the School Improvement Team (SIT).
6. Timely responses to suggestions and questions raised by parents
 - a. We aim to respond to parent inquiries within 24 hours via phone, email, or face-to-face meetings.
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

- a. Parents have reasonable access to staff, provided it does not disrupt instructional time. Appointments for parent-teacher conferences are welcomed, and administrators maintain an open-door policy. Families are encouraged to participate in school activities such as Eat Lunch with Your Child Day, Lunch and Learn, and class field trips throughout the 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 reviewed and discussed with the School Improvement Team (SIT) during the spring meeting and continues into the new school year as part of an ongoing conversation focused on student needs.

All compacts are distributed to families in both English and Spanish to ensure accessibility. Parents are also informed about the compact during the Annual Title I Meeting, where the presentation is delivered in both languages with interpreter support. This ensures that all participants gain a clear understanding of the information shared.

The goals outlined in the compact reflect a shared commitment among families, staff, and students to support student learning and academic success.

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
 - a. We support parents in understanding their child's academic performance by modeling and reviewing data from MAP, DIBELS, MVPA District Benchmark Assessments, and other district assessments. These sessions help families understand what it means for students to be proficient and college/career ready. We also provide information about Title I and how parents can participate in decisions related to their child's education.
 - 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.)
 - a. We currently have a few parent engagement nights planned, each designed to build parents' capacity to support their child's learning. Each event will be strategically developed by school teams and approved by the School Administration Team to ensure alignment with our school's vision. In addition, we offer Lunch & Learn workshops that provide resources and tools to help parents assist with class assignments and reinforce learning at home. As the year progresses, we plan to expand these offerings based on parent feedback and school needs.
 - 3. Educate teachers and other staff to work with parents
 - a. Teachers receive ongoing professional development focused on building strong family partnerships. Training includes strategies for supporting parents with reading and math at home, interpreting formative data, and adjusting instruction to meet student needs.
 - 4. Coordinate and integrate parental involvement programs/activities
 - a. We encourage families to attend all school events, including family engagement nights, athletic events, school performances, and SIT meetings. Information is shared through ParentSquare, Teacher Newsletters, and paper flyers—all provided in both English and Spanish. We aim to coordinate activities that help families support learning at home.
 - 5. Develop appropriate roles for community-based organizations and businesses

- a. Our Family and Parent Advocate works to build and maintain relationships with local businesses and community organizations. These partnerships help enhance our school's capacity to support families and provide additional resources.
- 6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child
 - a. We offer hands-on parent workshops that include make-and-take activities and interactive learning games focused on reading and math enrichment. These sessions are designed to empower parents to actively support their child's academic growth.
- 7. Ensure that information related to parent involvement is sent home in the language used in the home
 - a. All communication sent home is translated into the primary language spoken in the household. ParentSquare also provides automatic translation features to ensure families receive timely and understandable information.

VIII. English Learners and Disabled Parents and Families

- A. Provide full opportunities for the participation of English Learner parents or with disabilities

Parents of Multilingual Learners and those with disabilities are provided full and equitable 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 parent 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 Teams, home visits, phone, and in-person conferences.

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