



**Berryhill Elementary School  
Parent and Student Handbook 2021-2022  
Home of the Bears**

**Dawn Chapman, Principal  
Leann McCombs, Assistant Principal**

**4900 Berryhill Road  
Milton, FL 32570  
850-983-5690**

# **WELCOME to BERRYHILL!**

We are looking forward to working with you and your child. Only through a combined effort between school and home can your child progress to his/her potential both academically and socially.

## **PHILOSOPHY**

The faculty of Berryhill School believes that the educational process involves the interaction of students and teachers using the curriculum as a framework for living in a democratic society. The curriculum should always provide for the physical, mental, social, emotional, and aesthetic development of the child.

Guided by a basic respect for human dignity, we acknowledge that while the child's individuality is precious, it must find outlets and expression in a society characterized by groups. Education should provide the freedom to learn and the guarantee of educational opportunity for all. The greatest responsibilities of education are to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, the thoughtful formulation of worthy goals, and the development of a positive attitude toward work.

## **OUR VISION**

Our vision is to forge strong, positive connections with students and families so our students can achieve independence, build confidence, and gain academic knowledge.

## **OUR MISSION**

The mission of Berryhill Elementary School is to provide the optimal learning environment for students to reach their maximum potential in a respectful and inclusive manner that creates a foundation for life-long learning.

# **Advisory Council**

Our School Advisory Council (SAC) consists of school based employees, parents, business partner representatives, and the administration. Its role is to advise in major areas of school concerns.

Parental input is needed in school planning; therefore, throughout the year the council may solicit your ideas/suggestions on areas of concern. The school newsletter will include information for you

regarding the school advisory council and we encourage parents to give their input. Members on the council serve for a two-year term. Elections are held each year to replace vacancies left by members completing their two-year tenure. Nominations for new members will be requested from parents and other stakeholders. Information about school advisory councils is on our website.

## Attendance Policy

Details of the Santa Rosa County ATTENDANCE Policy can be found in both the *Student Code of Conduct* and the *Student Progression Plan*

**COVID-19** Information link can be found at the Santa Rosa County website at <https://www.santarosa.k12.fl.us/> with additional information regarding attendance.

**The school day at Berryhill Elementary is from 7:25 AM to 1:39 PM.** Attending school regularly is imperative for their success both academically and personally.

- All absences are unexcused unless proper written notification is received within three days upon the pupil's return to school. The school shall determine if the absence is excused or unexcused. **At Berryhill Elementary, parents may excuse up to nine (9) absences by written note in each school year. A doctor's note will be required for all other absences.**
- For an excused absence all make-up work shall be completed within three days upon the student's return unless an extension is given by the teacher. Tests announced or assignments given prior to the absence are due upon the student's first day back. Zeroes will be given for class work and assignments missed during an unexcused absence and may not be made up for grading purposes unless an exception is made by the Principal or designee.
- Parents of students with **excessive absences (15 days excused or unexcused) may be required to attend a truancy conference.** At the truancy conference, the parent shall be informed of the requirements of the compulsive attendance laws and develop a written Truancy Intervention Plan.
- When a student is absent repeatedly or for a prolonged period of time due to an illness or injury documentation from a physician or health care provider is required. Berryhill requires a note from a physician's office to excuse any absences of 5 or more consecutive days due to an illness or injury. If the requested documentation is not provided, the absence will be unexcused.
- **Elementary School Absenteeism:** After review by the Multi-Tiered System of Supports (MTSS) at each school, the Principal has the authority to retain students who have been absent 20 or more days excused and/or unexcused. The Principal has the final authority, for the grade placement of each student.

# **ATTENDANCE from Santa Rosa County STUDENT CODE of CONDUCT:** **(See Santa Rosa District Schools Attendance Policy for more information.)**

## **Tardiness**

A student is considered tardy if the student is present on campus but is absent in class when the tardy bell rings. There are no criteria for excused or unexcused tardies. Arriving to school late is defined as "Late-to-School." (See Section 4.506). Repeated and/or excessive incidents of tardiness may potentially result in disciplinary action for the student.

## **Late to School Check-In or Early Check-Outs**

Students arriving after a school's designated start time are considered late to school and will receive a "Late to School Check-In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check-Out" coding. "Late to School Check-ins" and "Early Check-outs" will be identified as unexcused or excused. **Three (3) unexcused "Late to School Check-ins" and/or "Early Check-outs" will equate to the student receiving one (1) unexcused absence.** Section 1003.02, F.S., "authorizes district school boards to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day and early departures from school to be recorded as unexcused absences."

## **Unexcused/Excused "Late to School Check-ins/Early Check-outs"**

### **Unexcused**

Missing the bus  
Oversleeping  
Skipping  
Excessive illness without doctor's verification  
Repeated Late Check-ins/Early Check-outs  
Other avoidable events as deemed by administration

### **Excused**

Personal illness  
Doctor/Dentist appointment with doctor's verification  
Special event approved by administration  
Other unavoidable events deemed excusable by administration

## **Berryhill Elementary TARDIES:**

1. A tardy is the absence of any student not in his/her classroom at the time the tardy bell rings at 7:25 AM. (Late arriving buses do not count as tardiness against a pupil.)
2. Parents are required to walk their child to the main office to receive a tardy pass for class when arriving to school after 7:25 AM.
3. Students who choose to eat breakfast at school are expected to arrive early enough to complete their meal and be in their classroom prior to the tardy bell.
4. See *Student Code of Conduct* (and information above) for more information concerning the tardy policy as it pertains to the Santa Rosa County School District.

## **Lice**

Students presenting signs/symptoms or complaints of head lice and/or nits may be examined by a school health technician/clinic to determine if head lice and/or nits are present. If it has been determined that a student has lice infestation, then the student will be required to go home. A student may not return to school until "nit free". Students will not be allowed to ride the bus to school until they are cleared. Student must be accompanied by an adult to the clinic for readmission screenings. This must be done between 7:45 and 9:15 am if possible. Please check in through the front office

to receive a pass to the clinic. A student who has been sent home with headlice and/or nits should return to school free of head lice and nits within 2 calendar days. Absences from school during the 2 calendar days will be excused. **For each occurrence of head lice and/or nits, absences beyond 2 calendar days will be unexcused.**

For additional information, please refer to School Board Policy 4.5036 and 5.5033.

### **Checkout (During the School Day)**

All students must be checked out through the main office. For the safety of your child, you will be required to show your Driver's License or another appropriate form of identification. Extra steps are in place to protect those students with sensitive custody issues. Early checkouts are discouraged unless absolutely necessary because important academics are covered throughout the day. **After 12:00 PM, checkouts are for medical appointments only.**

At no time is the parent, or anyone approved by the parent, permitted to take the child out of school without permission. In cases of legal separation or divorce of parents, it is the responsibility of the parent or guardian with legal custody to file a certified copy of the custody agreement with the school office. If this applies to you, please contact the school office for more information 850-983-5690.

Please refrain from placing the school in the middle of family divorce/custody issues. Simply provide us with the court approved papers, and we will follow the law explicitly.

## **General Policies**

**COVID-19** Information link can be found at the Santa Rosa County website at <https://www.santarosa.k12.fl.us/>

### **Berryhill Involvement Team (BIT)**

This is an organization of parents and teachers working for the benefit of students. BIT assists with school orientation, the Bear Jamboree, provides information, and plans other activities throughout the year. You are encouraged to join and to support this worthwhile organization. Please contact the school at 850-983-5690 for more information.

### **Bus Delays/Severe Weather**

During rainy/severe weather, there may be a delay in buses leaving the school. Please wait an additional thirty (30) minutes before contacting the school if your child is late arriving on bad weather days.

Bus Misconduct: We want to provide an appropriate, safe bus ride for children. Riding the bus is a privilege which can be denied to students who disrupt the safety and behavioral environment of the bus. Parents can play a strong role in promoting good bus behavior by communicating with their child

about the importance of good behavior and holding their child accountable for a good standard of behavior. Drivers should notify parents, either by written notice or phone call, if it is clear their child is disrupting the safety and/or environment of the bus. Students whose behavior continues to cause problems may receive a referral without prior communication with the parent. Students who have repeated behavior problems and /or extreme misbehavior may lose the right to ride the bus for a time period. **Parents are responsible for arranging transportation if a child has lost the right to ride the bus.**

## **Code of Student Conduct Highlights**

- The use of profanity, inappropriate language or obscene gestures will not be tolerated.
- Devices or items that may cause damage to electronic devices are not allowed on campus. Any damage to school property may be considered vandalism.
- Students are not allowed to sell personal belongings on school campus.
- All forms of dishonesty will be addressed. Lying, cheating, or forging names will not be tolerated.
- Electronic devices such as MP3 players and video game devices are not to be brought to school or on the bus. Any of these devices seen or heard will be taken from the student. The student will not be allowed possession of the device and a parent/guardian will be required to pick up the device.
  - Weapons of any kind will not be tolerated on the school campus or on buses.
  - Energy/Stimulant drinks are prohibited.
- Cell phones may be brought to school but must be powered off- not on vibrate mode.

## **Daily Procedures for Arrival and Dismissal**

Your child will be sent home in the usual manner unless a note from home indicates otherwise. If there is to be a change in the normal afternoon arrangements, send a note to the child's teacher on the morning of the change stating such arrangements for the afternoon. Please make these plans in the morning before your child leaves the home. All phone calls regarding a student dismissal must be made before 11:00 AM. **Please save afternoon telephone calls for emergencies.** Should excessive changes in afternoon transportation begin to occur, the school may allow only one change per day.

### **◆ DROP-OFF**

Students transported to school by car should use **the main entrance (6:45-7:25)** or **bus ramp entrance (7:10-7:25)**. Please use extreme caution while driving on school grounds. Parking and driving on the grass are prohibited.

**The bus ramp is designated strictly for the buses prior to 7:10 am. After 7:10, students may be dropped off on the bus ramp. Afternoon access is strictly prohibited due to safety issues.**

If you are coming from Milton, be sure you abide by the "No Turn on Red" sign. When we have cars turning on red, we begin to have problems with the flow of traffic because those coming from Pace cannot turn into the school parking lot due to the congestion. Please allow those cars the right-of-way.

### **◆ PICK-UP**

There is only one pick-up point for students who ride in cars – the main entrance. We have adults on duty in the afternoon to supervise the pick-up of students as well as to direct the traffic flow. Please

follow their directions. Parents are asked to be prompt in picking up their student(s). Students not picked up by 1:50 will wait in the main office or in the principal or assistant principal's office. Students must not be picked up on the bus ramp or in back parking lot.

#### ◆ **BUS ROUTES**

School bus routes are determined by the School Board. Drivers, principals, or parents may not alter these routes without permission of the School Board. Questions concerning bus routes should be directed to the Santa Rosa County Transportation Department 850-983-5100.

Much cooperation is needed by pupils, parents, and the school to make our bus service effective. Pupils are asked to be ready in the morning and not to keep the buses waiting. Loud talking, changing seats, running, arms or heads out the windows, fighting, and similar behavior is not permissible. The same behavior patterns expected in classrooms are also expected on buses. Repeated violations of any of the above policies will result in disciplinary action or suspension of bus privileges.

#### ◆ **NOTE FROM HOME**

Please make definite arrangements for your child's transportation to and from school. Your child will be sent home in the usual manner **unless a note from home indicates otherwise**.

There are no guest riders on the buses this year. Students may not ride buses home with friends.

### **Discipline**

The entire staff of Berryhill Elementary School shares the goal of establishing an atmosphere throughout the school in which students feel safe, secure, happy, and have a maximum opportunity to learn. The following school-wide rules will be observed:

#### **Berryhill School Rules:**

1. Respect yourself and others.
2. Take care of school property.
3. Be on time and ready for class.
4. Walk quietly and in an orderly manner.

*Remember: Think before you act!*

#### **Cafeteria Rules:**

1. Enter the cafeteria quietly.
2. Walk following correct traffic flow.
3. Eat silently – Talk Quietly (varied times)
4. Clean your area.
5. Use your "Berryhill" manners.

Each teacher has a plan for classroom behavior. Teachers will communicate their plans by sending home notes, newsletters, conferences, and phone calls.

◆ **In-school Time-Out** is the least restrictive, temporary removal of a student from his/her classroom for a specified amount of time as determined by administration. Students are housed in the office area or a different classroom for the specified amount of time. Work can be completed and grades taken.

◆ **In-school Detention** is the temporary removal of a student from his/her classroom for a specified amount of time as determined by administration for disciplinary procedures. Students are housed in the office area or a different classroom for the specified amount of time. Work can be completed and grades taken.

◆ **In-School Suspension** Student suspensions are recommended by the administration for serious and/or chronic behavior problems. These are recommended as a last resort when other discipline procedures have not been successful.

◆ **Out-of-School Suspension** is the removal of the student from attending school for a specified period of day(s). Assignments provided to a student suspended out-of-school are due upon the student's return to school.

◆ **Bus Suspension** is when a student is prohibited from riding the bus for a specified number of day(s). Parents are then responsible for providing transportation for their child to and from school during this period.

## **Dress Code and Grooming of Students**

For more information, see *Student Code of Conduct*.

Children have PE every day during which improper footwear at play may cause problems. Children are not allowed to wear clothing that displays suggestions of any drugs, cigarettes, alcohol, sexually explicit graphics, or has profanity imprinted on it. Halter-tops or other clothing that leaves the body too bare are not allowed. Tank tops that are similar to a sleeveless shirt may be worn, but not tank tops with large openings under the arms and sides. Hats should not be worn inside the school building, unless it is for a special school activity. No bandannas are to be worn as a headdress and wallets connected to a chain are not allowed. Shorts, dresses, and skirts should be about fingertip length or longer. The hem of the garment should strike close to or below the fingertips, when standing.

While we understand the desire for some parents to have their child express themselves through their physical appearance this cannot be disruptive to the learning environment and take attention away from academics. Learning, hopefully, is every parent's top priority and focus for their child.

## **Emergency Information**

It is each parent's responsibility to keep the school informed of any change of address, home and/or work telephone numbers and a telephone numbers of people that can be reached in case of an emergency. **Changes to addresses and on information cards must be made in person.** We will not change information via phone, email, or note.

## **Guidance**

Berryhill Elementary has one school counselor: Heather Dale is our full-time school counselor. If you have any questions related to guidance issues, please contact her at 850-983-5690.

## **Gum**

Gum is not allowed at school. It can create a mess and damage the carpeting and furniture.

## **Internet**

Parents must sign the "Acceptable Use Policy for Students" each year before a student will be given Internet access. Each student's use of the network will be under the teacher's direction and monitored as a regular instructional activity. Failure to adhere to guidelines established by the Santa Rosa County



School Board and Berryhill Elementary School may result in suspension or revocation of the student's privilege of access. For additional Internet information, please see the Santa Rosa County School District *Code of Student Conduct*.

## **Lunch with Students**

Parents are allowed to eat lunch with their children during their child's assigned lunch time. Parents must check in through the front office before meeting their child in the lunchroom. Parents will not be allowed to go to the lunchroom to wait for their child or wait in the main hallway. There will be designated seating for you and your child. Other students will not be allowed to eat with you and your child. We also ask that you are mindful of the lunch schedule and ensure that your child is ready to go back to class with their peers when the lunch time is over.

## **Masks or Face Coverings**

### **(Per Santa Rosa County District)**

Masks or face coverings are recommended for students. Masks or face coverings can be worn in school (closed spaces, crowds and where social distancing is difficult). Masks or face coverings will not be required when students are outside for recess or PE or when they can social distance. Face coverings or masks should be appropriate to the educational environment and have appropriate logos, graphics, or designs that do not cause disruption.

## **Medication**

No student is allowed to have medication, prescription or nonprescription, in his/her possession on school grounds, on a school bus, or at a school function with the exception of an Epipen, insulin pen, or asthma inhaler. Epipens, insulin pens, or asthma inhalers will be permitted to be carried with parental permission and physician's signature on the "Dispersion of Medication Form." The parent/guardian of a student with diabetes should contact the school to update the "Student Health Care Plan for Insulin Dependent Diabetes Form".

Parents should not request teachers to give medicine to their child. Regulations do not permit teachers to administer drugs of any type to students. Any medication, either prescription or nonprescription, to be administered to a student on school premises must be brought to the school clinic by the parent, guardian, or authorized adult representative. Medications must be brought to school in the original prescription container, properly labeled with the child's name, doctor, and name of medication, dosage, directions, and expiration date.

The parent/guardian/authorized adult representative and a school staff member/health technician must count the medication jointly. A School Board approved medication form must be completed for **EACH** medication that is to be administered. The parent/guardian and school staff member/health technician must both sign the "Registry of Medication Form" both for the initial prescription and each time additional medication for the same prescription is brought to school. Nonprescription medication should also be in the original container and the procedures previously described for dispersion and registering of medication apply.

Any unused medication must be picked up by the parent/guardian by the end of the school year. Any medication not picked up will be properly disposed of. Medications are not held over from year to year.

Parents are encouraged to request prescriptions for medications that do not need to be given during school hours. The first morning doses should be given at home with only mid-day doses administered by a school staff member/health technician.

## Parent Communication

- ◆ **The Bear Necessities**, our school newsletter, will be available quarterly on the school website. (To request a hard copy, please send a note to your child’s teacher.) Please read this newsletter as we try to keep you informed about school events. All grade levels will be sending home a parent newsletter at least once a month; some may send newsletters more frequently.
- ◆ **SchoolMessenger** is a web-based parent notification service. It provides automated calls to update and inform parents on various topics including school functions, school closings, attendance, and emergency information. *SchoolMessenger* is used regularly throughout the school year.
- ◆ **Parent-teacher conferences** may be scheduled anytime during the school year by either party. This allows parents and teachers the opportunity to discuss any problems or to ask pertinent questions about a child’s progress. Do not hesitate to schedule a conference if a need is felt. Much understanding and progress can come from a good conference.
- ◆ **Mid-term progress reports** are sent home at the mid-point of each nine-week grading period to all students. The grade average is indicated and needed information is transmitted to parents. You are asked to sign and return the progress report promptly.
- ◆ **Report cards** will be issued every nine weeks, or four times during the year. Report cards have been developed that best suit the reporting needs at each grade level.

Kindergarten	
E	Exceeds Expectations-Student meets or exceeds proficiency of the targeted standards with independence, accuracy, and quality.
S	Satisfactory-Student performs at a satisfactory level and is developing proficiency toward targeted standards but requires additional support.
N	Needs Improvement— Needs Improvement – Student performs below proficiency of the targeted standards even with additional support.

Grades 1 - 5	
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Report cards are generally not issued to new students who have been enrolled less than one-half of the days in a grading period.

Parent conferences regarding possible retention will be conducted during the second semester of the school year. During these conferences, the teacher will review documentation of each child's progress and lack of progress with parents. Teachers will submit final recommendations for retention and supporting data to the principal prior to the last day of school. The principal of the school has the final authority for the grade placement of each student; however, Florida Legislature requires that students must be retained at the end of grade three if the student scores below the specific levels of performance in reading.

Often a teacher will require parents to sign and return various papers to the school. The signature does not imply approval; it simply lets the teacher know that you have seen the papers. If you do not receive papers as often as you think you should, contact your child's teacher.

## **Parent Resource Center**

The Parent Resource Center is located in Guidance. Books, magazines, pamphlets and videos are available to check out for a period of two weeks. Materials are added and updated frequently. Computers with internet access are also available for use by parents/guardians.

## **Parties**

Birthday party invitations, other notices/invitations, or special recognition granted to individual students are not permitted. It is particularly distressful for students who do not receive invitations to such events; therefore, we can only permit invitations to be given out at school if it is an event that ALL students in the classroom will be given an invitation. Please do not request that the teacher permit invitations to be given out to specific individuals. It is up to the teacher as to what time of day the invitations will be passed out. This MUST not interfere with the routine classroom schedule.

## **School Breakfast and Lunch Program 2021-2022**

- **All meals are free to all students again this year.**

In the past, to be eligible for the Free and Reduced Lunch Program, an application must be completed and approved each school year. **The parent is responsible for all meal payments until an application has been submitted for meal benefits, and the application has been officially approved at the Food Service Office. This includes those who are on Food Stamps or TANF.** The school system is granted 10 days to process a food service application. If your child/children were approved the previous year, they will be covered under the program for the first 30 days of the new school year. During that time period, a new application must be completed and officially approved. Otherwise, after the first 30 days, the student(s) will be considered full pay.

The school's tardy bell rings at 7:25 a.m. Students who are car riders and eat breakfast at school are expected to arrive in time to complete their breakfast and be in their classroom before the tardy bell rings. Any student who is late to class will be marked tardy. Exceptions will be made for students who are tardy due to a late bus.

Snacks and other ala Carte items are sold separately. Students may bring their lunch from home, but all students must eat their lunch in the cafeteria. "Happy Meals" and other fast food meals are highly discouraged because this provides an unnecessary distraction for your child's classmates. Nutritious lunches and snacks are encouraged. Candy, chewing gum, and beverage drinks are not encouraged. The school microwave is for teacher use only.

## **Student Supervision**

The school's responsibility is to provide supervision of students for 30 minutes before and after school and when the students are in transit by bus. The hours of formal supervision on school grounds are 6:45 A.M. until 2:09 P.M.

## **Supplies**

It is necessary for pupils to have supplies for schoolwork. A list will be furnished to students when they enter school. It is recommended that parents see that their child has supplies all through the school year. Supplies are suggested but not required. **In no instance are these supplies required or collection of fees mandatory according to School Board Policy.**

Rolling backpacks are not allowed without provider documentation is presented to the school.

## **Textbooks**

Textbooks are furnished to students at no cost by the State of Florida. However, the pupil is responsible for the care of the books. A reasonable amount is assessed for damaged and/or torn books. A student is required to pay for any lost and/or damaged textbooks.

## **Toys**

Toys such as stuffed animals, trading cards, dolls, and electronic hand-held toys, etc... interrupt the learning environment. Toys should not be brought to school unless cleared by the classroom teacher or administration.

## **Unpaid Meals**

See School Board Policy 8.42 at <http://www.santarosa.k12.fl.us/>

## **Use of Telephone**

Students are only allowed to use the school telephone in cases of emergencies. A student must have permission from his/her teacher to use the phone at any time. A change in afternoon activities is not considered an emergency in regard to use of the school phone. **See *Student Code of Conduct* for policy regarding cell phones, pagers, and other wireless communication devices.**

## **Cell Phones/Wireless Communication Devices**

If a student brings a cell phone or other wireless communication device to school, it must be in the "OFF" position and must not be visible at all during the school day unless the teacher has requested it to be used for academic purposes. Students may not use their cell phone at school to make a phone call or text another person. Please also refrain from contacting students during the school day through a smart watch due to disrupting the students learning environment. Instead, please call the front office at any time, and we will make sure your child gets your message. For many of our families, a cell phone is the only means of communication available when a student arrives home from school. Failure to follow guidelines may result in the following (found in the code of conduct)

1. Discipline student in accordance with the school's discipline plan. Device may be confiscated, or possession prohibited on school campus for a period of time.
2. Depending on the degree of the offense in the use/possession of the electronic device, a student may receive an out-of-school suspension period of up to ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion. The device may be confiscated, or possession prohibited on campus for a period of time.
3. Notification of law enforcement as necessary.
4. Notification of the parents/guardians of the discipline and their right to receive the device confiscated at the earliest opportunity.

## **Visitation**

Visitors will be limited to those that have a legitimate reason for being at school, i.e. picking up a sick child. Visitors must check-in at the school office, as they normally would.

If you are visiting campus to eat lunch with your child, please stop by the office to pick up a VISITOR badge. You are welcome to eat with your child at the designated tables set aside for you, however, we ask that you not invite other students to sit with you and your child. We also ask that you respect the established lunch time of your child and ensure they are ready to return to their class with their classmates once lunch time is over. We discourage fast-food from being brought in.

## **Volunteers**

Berryhill Elementary takes great pride in its volunteer program and encourages parents/guardians to take an active role in their child's learning experience.

The role of a school volunteer is to assist teachers or staff members in various activities.

Volunteers:

- Must complete the proper paperwork Level 1 Volunteer paperwork found on the district website prior to volunteering.
- Must answer all application questions honestly. In the event an applicant provides false information, volunteer status will be denied.
- Must be screened for criminal activity and have a background check.
- **Must be School Board approved.**
- Should attend volunteer orientation.
- Must adhere to the same dress code as students.
- Should remain in the area of which they reported at sign-in. Visiting other classrooms or students can disrupt the learning environment.
- Should never approach a student regarding personal affairs.

- Are required to respect the privacy of all students and teachers regarding personal information, permanent records, and grades, by keeping all school information confidential.
- May not bring siblings or other parties who are not approved volunteers when volunteering.

## **Berryhill Elementary School-Wide Title I Program**

We are pleased to inform you that Berryhill Elementary is a school wide Title I school. The purpose of this program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Title I program is designed to help your student meet the challenging Sunshine State Standards as measured on the Florida Standards Assessment (FSA).

Because we are a school wide program, every student in our school benefits from supplementary activities that include the following:

1. Our school completes a comprehensive needs assessment of the entire school to help us make decisions about the academic program.
2. Our school purchases special equipment, curriculum materials, and services that help children do their best. We address the needs of all children in the school, but particularly the needs of low-achieving children and those at risk of not meeting the State standards.
3. Our highly qualified teachers participate in special staff development activities that are designed to meet the needs of all students.
4. We coordinate and integrate other Federal, State, and local services and programs to meet the needs of our students and their families.

We want you to know that your role in our school is incredibly important. You can participate in activities at the school through joining the BIT, representing the school on the District Parent Advisory Council for Title I, volunteering for special events, participating in parent-teacher conferences. We are a “father-friendly” school that encourages fathers (and other significant males) in a student’s life to participate in special events.

### **Parents Right to Know:**

Parents of each student attending a Title I school may request, and the district will provide, in a timely manner, information regarding the professional qualifications of their children’s classroom teachers, and if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications. Contact the school to make this request.

### **Parent Resource Center:**

As a Title I school, we also have a variety of educational resources that may interest you. The resources are available in the Parent Resource Center located in the Guidance Office. To check out materials or use our parent resource computer, please contact Heather Dale between the hours of 7:30 AM and 2:00 PM on Monday - Friday.

### **School Web Site:**

You will find a very valuable link to information and parent resources on our school’s web site:

<http://www.santarosa.k12.fl.us/bhe/>

### **SPAR Reports Results:**

Title I schools (like all of the other schools in our district) take academic achievement VERY seriously. To access the most up-to-date information pertaining to School Public Accountability Reports, go to: <http://www.fldoe.org/> —A copy of the report is also available in the front office.

## School Public Accountability Reports (SPARS)

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), sets forth new requirements for state, district, and school report cards that were previously met by Florida's School Public Accountability Reports (SPARS). These new requirements are effective beginning with the 2017-18 school year and are reflected in the [Florida Report Cards](#) that are available through the [EduData Portal](#). Historical data can be found through the [SPARS](#) database.

- [Florida Report Cards](#) (Begin in 2017-18)
- **Historical Data:** [School Public Accountability Reports](#) (SPARS)

If you would like to discuss any of the publications with the PERA staff, please contact [PERADataRequests@fldoe.org](mailto:PERADataRequests@fldoe.org).