

Berkeley Elementary School

Serving grades 3-5

Student Handbook 2025-2026

8300 Frost Ave.
Berkeley, MO 63134
524-3883 phone
524-3885 fax



Bulldog Creed

By: Student Council

As a Berkeley Bulldog...

I will follow my **safe** practices in all areas of the world.

I will **persevere** in times of challenge.

I am **responsible** for my actions everywhere I go.

I am **cooperative** when working with others.

I am **kind** to everyone.

Because...I am BULLDOG STRONG!

- School-wide Expectations:**
1. We are Safe
 2. We Persevere
 3. We are Responsible
 4. We are Cooperative
 5. We are Kind

Ms. Carnella Williams, Principal

Mr. John Capuano, Assistant Principal

Dr. Sharnez Givens-Williams, Assistant Principal

Like us on Facebook:

<https://www.facebook.com/berkeleybulldogs/>

Visit our schools Website:

<https://www.fergflor.org/berkeley-elementary>

Dear Parents and Students,

We are looking forward to working with you and your family this school year. We have been working very hard to ensure that we are meeting the diverse needs of all of our students so that they can reach their full potential. We look forward to building strong partnerships with you all while providing meaningful learning opportunities to embed a love of learning.

We are hopeful that this handbook will be a resource as you navigate through this school year. We always appreciate your feedback as we work hard to build our partnership with you, ultimately focused on your child's success as they prepare for grades 3-5th.

Please never hesitate to contact us with questions or feedback. We value your input and look forward to our working relationship together!

Sincerely,

Ms. Carnella Williams, Principal

2025-2026 Ferguson-Florissant School District Board of Education

8855 Dunn Road, Hazelwood, Missouri 63042

314-506-9004 (Board of Education Office)

Name	Position	Email Address	Expiration Year
Dr. Donna Paulette-Thurman	President	dpaulettethurman@fergflor.org	2026
Mr. Terry Tyson	Vice President	ttyson@fergflor.org	2027
Dr. Sheila Powell-Walker	Secretary	spowellwalker@fergflor.org	2027
Mr. Jamal Bailey	Assistant Secretary	jbailey1@fergflor.org	2026
Dr. Kevin M. Martin	Director	kmmartin@fergflor.org	2026
Dr. Courtney Graves	Director	cgraves@fergflor.org	2027
Mrs. Vivian Mansaray	Director	vmansaray@fergflor.org	2027

FFSD Mission

We provide high-quality instruction to every student in every neighborhood while prioritizing equity and compassionate relationships

FFSD Vision

All learners graduate believing that anything is possible and prepared to realize those possibilities



BERKELEY ELEMENTARY

Dear Families,

Please note the following **NO SCHOOL** dates for the *2025-2026* school year. If your child has a doctor, dentist, or other appointment please try to schedule it on these days!

FALL SEMESTER

- September 1 - Labor Day
- September 2-Professional Development Day
- October 30 - All-Day Parent Teacher Conference
- October 31- Teacher Exchange Day
- November 3 -Professional Development Day
- November 4 -Election Day
- November 26-28 - Thanksgiving Break
- December 22-31 - Winter Break

SPRING SEMESTER

- January 1-2 - Winter Break
- January 19 - Martin Luther King Jr. Day
- February 13 - Teacher Work Day
- February 16 - Presidents' Day
- March 16-20 - Spring Break
- April 6 - Professional Development Day
- April 7 - Election Day

IMPORTANT REMINDER: If your child has an appointments on a school day, they are welcome to return to school afterward - **there is no cutoff time for arrival!**

Table of Contents

Table of Contents	5-6
Absence/Attendance	7
Arrival and Dismissal	7-8
Assessments	8
Asynchronous Learning/AMI Days	8
Bicycles	8
Birthdays	8
Bookbags	9
Bulldog Blast	9
Bus-Rider Expectations	9
Cafeteria & Snacks	10
Car Riders	10
Cell Phones	10
Chromebooks (or Electronic Devices: Chromebooks and Chargers)	11
Communication	11
Concerns	11
Conferences	11
Counselors	11
Curriculum	12
Daycare/Van Riders	12
Discipline Code	12
Dress Code/Uniforms	12-13
Early Dismissal	14
Emergency Drills	14
Enrollment	14
Field Trips	14
Homework	15
Individualized Education Plan	15

Lost and Found	15
Library	15
Little Creek	15
Lunch	15
Non-Instructional Items	16
Nurse	16-18
Office Hours	18
PBIS Program	18
PBIS Student Expectations Matrix	19
Physical Education Classes	19
Pictures	19
Probe (Gifted)	19
PTG	20
Recognitions	20
Recess	20
School Day	20
Shoes	20
Social Media	20
Special School District	21
Student Email Accounts	20
Tardiness	21
Transportation	21
Visitors/Visiting	21
Walker Rules	21
Water bottles	22
Weather	22
You (the parent/guardian)	22
Zoom	23

Berkeley Elementary School - Student Handbook

Absence/Attendance (students)

Regular school attendance is necessary to learn; however, there are times when an absence is unavoidable.

If your child is unable to attend school, please call the school before 8:00 am at 314-524-3883. You can call the office at any time to leave a message or speak to the Office Manager. If you have not called by 9:30 am, the office staff will call you to verify your child's absence.

If you notify the child's teacher of an absence, they are expected to contact the office. You may still get an automated "absentee" phone call from the district's system.

According to district policy, if your child has an appointment or any absence, your child must also bring a note explaining the absence when he/she returns to school. Should a student be absent five (5) days or more, a doctor's note is required.

Ten (10) days or more of unexcused absence from school during any one semester will be considered excessive and in violation of Standard Nine (9) Truancy of The District Student Discipline Code.

According to district policy, credit for make-up work completed during an unexcused absence is left to the discretion of the individual teacher. The responsibility for obtaining make-up work rests with the student. Make-up work should be completed promptly and returned to the teacher within their set time.

Absence is marked as follows:

<i>If a child enters school between:</i>		<i>If a child leaves school between:</i>	
8:50 am-9:05 am	Tardy	3:06 pm-3:40 pm	1 hour absent
9:06 am-10:06 am	1 hour absent	2:06 pm-3:06 pm	2 hours absent
10:06 am-11:06 am	2 hours absent	1:06 pm-2:06 pm	3 hours absent
11:06 am-12:06 pm	3 hours absent	12:06 pm-1:06 pm	4 hours absent
12:06 pm-1:06 pm	4 hours absent	11:06 am-12:06 pm	5 hours absent
1:06 pm-2:06 pm	5 hours absent	10:06 am -11:06 am	6 hours absent
2:06 pm-3:06 pm	6 hours absent	9:06 am-10:06 am	7 hours absent
3:06 pm-3:40 pm	7 hours absent		

*Attendance is not only important for academic success but also the accreditation for the state for our district.

*There are 171 Student attendance days. Students should not miss more than 12 days in a school year.

Arrival and Dismissal

In order to provide a safe environment for our students, we need your cooperation with our arrival and dismissal procedures. The doors open for all

students at 8:35 a.m. **Students who arrive at school prior to 8:35 a.m. are not supervised.** Please make sure your child does not arrive before 8:35 a.m. **Parents must notify the office with a written note or phone call prior to 3:00 p.m. if there is any change in your child's means of transportation home. After 3:00, the office will be closed. Each group of students has a specific entrance and exit door.**

All children must be picked up by 3:50 p.m., at which time supervision ends. The school day is from 8:35 a.m. - 3:35 p.m.

Bus Rider Procedures

Arrival- Students will enter the building through door 13.

Dismissal- Students will dismiss through door 13.

Car Rider Procedures

Arrival- Students will enter through door 3 on the right side of the building. Students should not be dropped off prior to 8:35 am, there will be no adult supervision before this time.

Dismissal- Students will exit through door 3. A staff member will escort students to the car.

Daycare/Van Rider Procedures

Arrival- Students enter through the front door.

Dismissal- Students will exit through the front door. A staff member will escort students to assigned daycare transportation.

Walker Procedures

Arrival- Students will enter through the front door.

Dismissal- Students will be escorted out of the front door by a staff member.

See APPENDIX A for more detailed Arrival and Dismissal Procedures.

Assessments

Students are assessed throughout the school year. Assessments can be formative and summative. All K-5 students will be assessed 4 times a year on district benchmark tests: Star (reading and math), and Galileo (science). Each curriculum resource also includes weekly, monthly, or daily assessing. Data from assessments should be communicated to parents on a regular basis. Reports from district assessments will be sent home. MAP tests, Missouri State Assessments that measure academic progress, are administered one time per year. The state requires the students to complete this assessment. All families will receive information before the assessments are administered. Help prepare your students at home by ensuring a good night's rest during the assessment windows.

Asynchronous/AMI Learning

This is when students will engage in lessons/activities online from their teacher. There is not an assigned time to complete tasks, students are working at their own pace, or a time that is convenient for them and/or the family. This may occur on rare occasions of multiple, consecutive inclement weather days.

Bicycles

Our school is not responsible for damage or loss of bicycles. If students are riding bikes to school, they are not allowed to ride them on school property to ensure the safety of all students (roll the bike to its location). City ordinances require all bicycle riders to wear a helmet. It is recommended that students have a lock for their bicycle while it is on the rack during the day.

Birthdays

Parents who would like to send individually wrapped treats for the whole class to celebrate his or her child's birthday, must first check with the classroom teacher for permission. Birthday parties are not to be held at school, but birthday treats can be given out at the teacher's discretion. Lunch duty staff will not be responsible to distribute as we must stay in compliance with USDA Wellness Policy- Smart Snack Guidelines and they have other supervision duties.

Invitations from individual students to students are not to be distributed at school, unless the whole class (or all the girls or boys) is invited.

Students may not have balloons or flowers in the classroom. We ask that those items should be kept at home.

Bookbags

As part of the District's comprehensive safety and security plan, all Pre-K through 12th grade students are required to have clear book bags. Bookbag requirements:

Clear Book bags (16 in. tall x 12 in. wide x 6 in deep)

Small pouch/wristlet for personal items if needed (5.5 in. x 4 in. and does not have to be clear)

Student purchased bookbags must meet the following specifications:

- The bookbag must be at least 16 inches tall X 12 inches wide X 6 inches deep
- The bookbag must be completely clear, with the exception of the straps, zippers, and small manufacturer label
- Transparent but tinted or opaque bookbags are not permitted
- Logos, stickers, or other attachments that obstruct the view into the bookbag are not permitted
- Mesh may only cover a side pouch but may not cover the whole bookbag
- No backpack or bag may be worn under a coat or jacket

Bulldog Blast

This is a monthly newsletter for families from Principal Williams. The Bulldog Blast will give updates, upcoming events and other needed information for families each month.

Bus

In order to maintain a safe and orderly bus environment, children must follow the bus guidelines/expectations. Riding the bus is a privilege and service that can be denied temporarily or permanently.

Students who live more than 1 mile of the school will be assigned a bus through our district Transportation Department. Some exceptions are: if the route requires you to cross train tracks, or you live in The Mint Apartments.

At the bus stop, students are to:

- Arrive on time (no more than 10 minutes prior to loading).
- Stay out of the street while waiting for the bus.
- Wait peacefully and be considerate of others and neighbors.

All students may ride the school bus for field trips or access to other district events.

Rider Expectations

On the bus, students must:

- Keep hands, feet, all objects and unkind words to yourselves.
- Sit correctly and remain in their assigned seat.
 - **Kneeling, standing, or walking around is not allowed.**
- Follow directions given by the driver.
- Talk in a peaceful voice volume of one.
- Be silent when the wheels of the bus are stopped.
- Do not eat food, chew gum, or drink beverages.
- Students **must** get off at their assigned bus stop and go directly home.

Should a student choose to create a dangerous situation by violating the bus rules consequences will occur.

Cafeteria & Snacks

Our cafeteria offers free breakfast and lunch daily for all students.

Breakfast is served from 8:35 to 8:50 AM. in the classroom. Children arriving late may not receive breakfast as academic instruction begins promptly at 8:50.

Students may bring their own lunch. Doordash or deliveries for students are not allowed.

In order to stay in compliance with the Missouri health initiative guidelines, **carbonated canned or glass bottled beverages that include soda are not allowed.** Snacks are allowed to be eaten along with a child's lunch. FOR THE SAFETY OF ALL OF OUR STUDENTS, NO FOOD OR DRINK WILL BE SHARED. Only healthy snacks approved by the district are allowed at school.

Only beverages in 16 oz or less non-glass containers will be allowed in schools. Students should not bring Family sized/Party sized bags of chips with their lunch.

Absolutely no glass or fountain drinks/frozen drinks will be allowed. Water is the only drink that may be in a larger container. Students are allowed to have a water bottle following the rules of the school and/or teacher(s).

Car Riders

All car riders are to be dropped off and picked up on the right side of the building, on Independence Park Dr. To help ensure safety of our students: Students are not to be dropped off or picked up in the front of the school. Please do not walk over to bypass the car rider line. There will be a process to make sure that students are leaving with the correct adults.

When driven to and from school, car-riders must:

- Be dropped-off at the car rider drop off area along Independence Park Dr.
- Follow the directions of the adults on duty.
- Pick -up please wait at the designated areas until the car **pulls up and stops**.
- All cars must be in the car line to pick up students safely.

Cell Phones

In K-5 schools, cell phone usage is not allowed. We understand that many students may have a cell phone for safety reasons. They can NOT use them during the school day. The expectation is that every child who has a cell phone needs to turn it in to their teacher upon entering the classroom or keep it locked away in their bookbag. All cell phones collected by an adult will be returned at the end of the day.

Per Board Policy, The school will not be responsible for the loss, theft, or damage of cell phones or personal electronic devices.

In case of an emergency, you may contact your child's teacher or the main office.

Disciplinary action will be taken with students not following the cellphone expectations.

1st Offense: Cell phone taken until the end of the day with the Parent/Guardian contacted.

2nd Offense: Parent/Guardian has to pick it up.

Chromebooks (or Electronic Devices)

All students will be provided a chromebook device. Students will not be taking chromebooks home unless there are extenuating circumstances. Students are expected to sign a technology use agreement form prior to receiving or using a chrome device. There is a fee for lost or damaged chromebooks; students may also receive a consequence.

Communication

The staff of Berkeley Elementary may communicate with parents/guardians through multiple sources/outlets. We use email, text, telephone, automated messaging, newsletters, flyers, Dojo, and or personal contact. If a teacher is contacted by a parent or guardian, they have 24 hours to respond.

Concerns

If you have a concern, please contact the classroom teacher or person you have a concern with to attempt to clarify the facts and/or correct the situation. We

are committed to what is best for all students. We have a team of teachers, counselors, special educators, and more who are available for support and consultation. If you've contacted the person you have concerns with, and feel that you need further support, please contact an administrator thereafter.

Conferences

There are several conferences held throughout the school year.

Parent-Teacher Conferences: are held once a year district wide at the end of the first quarter (only). Parents/Guardians may request additional conferences with the classroom teacher to discuss student progress/concern by setting up a date and time with the teacher. Teachers are required to have a 24 hour notice before a meeting.

Behavior/Attendance Conferences: Building administrators, counselors, or teachers may request a conference with a child's parent/guardian to confer about behavior or attendance concerns. Note that an administrator can mandate these types of conferences.

Counselors

Berkeley Elementary has two counselors. The counselors work with students in multiple capacities, including small group counseling sessions, classroom lessons, and more. The counselor is also available to meet with parents/guardians as needed. Please feel free to contact the counselor (and teacher) if there are changes at home that you feel are important to share with us as they may be affecting your child at school as well (divorce, death in the family, new sibling, moving, etc).

The counselor may be able to set your child up with internal, virtual, individual counseling with our Hazel Heart resource.

Curriculum

The district provides curriculum guides per grade level as needed. Berkeley follows the Missouri Learning Standards for instruction. You may access those standards for each grade level at: <http://www.missourilearningstandards.com/> There is a required curriculum resource for each content area taught. Students have the right to receive daily research based instruction while attending Berkeley Elementary.

Day Care/Van Riders

Students will be dropped off and picked up in front of the school on Frost Ave. The school does not provide before and after school care. There are providers that provide transportation to and from school. The parent/guardian is responsible for setting this up. A few daycare providers are: Kids of Joy, Precious Days, and Little Smarties.

Discipline Code

Our School-wide Expectations:

1. Be Safe
2. Persevere
3. Be Responsible
4. Be Cooperative
5. Be Kind

Students who do not follow the school-wide expectations will receive a verbal warning. When a behavior is repeated, a consequence is given and the teacher

re-teaches the expectation. If a child continues to not follow the expectation, he/she will receive a think sheet to complete in the safe seat. This will be followed by a time out in a buddy room and then an office referral. Students are immediately referred to the principal for disciplinary action when any of the following occur: Severe school or class disruption; repeated offenses; endangerment to self and/or others; damage/theft of property; defiant or threatening actions.

Consequences assigned for disciplinary referrals may include and not limited to:

- 1. Loss of Privileges**
- 2. Parent Conference**
- 3. Restitution**
- 4. Lunch detention**
- 5. Community Service**
- 6. In-School Suspension**
- 7. Out-of-School Suspension**

*NOTE: Students are considered trespassing if they are on school grounds during the suspension period. *All consequences are based on the Ferguson-Florissant School District Discipline Code, in accordance with the Safe Schools Act.*

[Student Expectation Code](#)

Dress Code/Uniforms K-5 grades

The following Ferguson-Florissant School District school uniform will be implemented for all students in the district for the 24-25 school year. Only uniforms may be worn to school, unless on an administrator approved school spirit or incentive day.

Shirts

White, royal blue, light blue, or navy blue shirts with collars such as a polo, oxford, or dress shirt (no logos required):

- o Ferguson-Florissant School District cardigan, vest, fleeces, or blazers may also be worn
- o Students may personalize their uniforms by adding school appropriate hair accessories, socks, ties or ascots, pins or buttons, etc.

Bottoms

Navy blue or khaki pants, or FFSD Plaid walking shorts, slacks, skirt, skorts, jumper: K-5 grades

- o Shorter bottom pieces should be the appropriate length for school (below fists with hands at side).

Shoes

Safe and appropriate shoes must be worn. *Must have tennis shoes or closed toe shoes that include a back/back-strap. Sandals are not safe for recess or PE.

Other Dress Code

- ❖ Coats should not be worn in school and should be put away in a locker or designated space.
- ❖ Hoods are not allowed to be worn in the building. During the winter months, students can wear a sweatshirt or sweater the same color as our uniforms.
- ❖ Small bags/purses for boys are not allowed
- ❖ Small bags/purses for girls should be in their lockers or desk during learning time. Girls may take their purses to the restroom when they need them; but they should not be carrying them around all day.

- The bag/purse policy helps to eliminate graffiti and other inappropriate behaviors.

The Ferguson-Florissant School District dress code recognizes the fact that a student's personal appearance is the responsibility of the student and his/her parents/guardians. We expect student dress to reflect pride in the school, oneself, and one's family. The school reserves the right to deal with extreme forms of dress, personal hygiene, as well as with any form of dress that interferes with the learning of the group or the individual or the functioning of the school.

Berkeley Elementary School also adheres to the following dress code, which is listed in the Student Expectation Code and accepted by the district's Board of Education. It correlates with the new uniform policy

Students Must Wear:

Clothing including a uniform shirt with pants, skirt, shorts or the equivalent, with shoes.

Clothing must have fabric covering all private areas.

Clothing must cover undergarments.

Student Allowable Dress (If a dress down day occurs):

Hats and other headwear must allow the face to be visible.

Hoods can be worn; however, they must allow the face to be visible and not impede the learning of the individual child and should not be worn in the building.

Religious clothing/head coverings

Ripped jeans, without exposing undergarments

Any clothing that promotes special occasions, such as spirit week, etc.

Clothing that is not permitted to be worn includes, but is not limited to:

Clothing that promotes violent language or images

Clothing with images or language depicting/suggesting/advertising/advocating drugs, alcohol, tobacco, or any paraphernalia of that kind (including any illegal activity)

Bullet-proof vest, body armor, or any tactical gear

Clothing or accessories with images or language relating to hate speech, profanity, pornography

Clothing or accessories with images or language that create a hostile or intimidating

environment targeting groups of protected classes but is not limited to race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty socio-economic status, and language

Accessories that could be considered dangerous or could be used as a weapon

Any item that obscures the face or ears (except as a religious observance)

Early Dismissal

There will be half days during the school year. On these half days, dismissal is at 12:10 pm. Please arrange appropriate pick up for your child in advance, including contacting the daycare if necessary.

Please refrain from picking up your child from school early unless there is an emergency. They will miss out on vital learning and this affects their overall attendance.

Emergency Drills

Emergency procedures are established to ensure the safety of all students and staff. Drills are regularly conducted during the school year and are to be taken seriously. Instructions will be given to the students by teachers or announced through our public address system. Our drills consist of: Fire, Tornado, Earthquake, and Intruder. During an active drill, visitors may not be allowed to enter the building.

Enrollment

To enroll your child in Ferguson-Florissant, the parent/guardian must follow the online registration through Infinite Campus. If there is a problem, contact the Ferguson-Florissant Admissions Office at 8855 Dunn Rd. You may contact the office at Berkeley for further information.

[Online Student Verification/Registration](#)

Field Trips

Educational field trips that support curriculum and instruction are scheduled at various times per year. Parents are informed in advance of the date, time, transportation, cost, etc. Written permission is required for your child to attend. We cannot accept verbal permission. Administration reserves the right to not allow a student to attend a field trip. There may be an instance when a parent/guardian is required to attend a field trip with a student.

Homework

Homework may be assigned as practice, extension of an in-class assignment, or an independent project. A successful student should always complete homework as assigned. It is suggested that students spend time each evening, practicing math facts, reviewing daily concepts, and reading 30 minutes nightly. As with any skill, practice is necessary to master concepts taught during the day. Teachers have the discretion to assign homework.

We have general guidelines for homework. Please keep in mind that time requirements are approximate due to variation in individual abilities and work speed.

Third Grade = 30 minutes per day

Fourth Grade = 40 minutes per day

Fifth Grade = 50 minutes per day

Individualized Education Plan (IEP)

The Individualized Education Plan is for a student who has gone through the Special School District Process to get an educational diagnosis. This is a law abiding plan. Teachers that support students with an IEP are required to follow all parts of the plan.

Lost and Found

A lost and found container is located in a barrel in the hallway outside of door 13, near the gym. Students are encouraged to check the lost and found weekly, monthly, and at the end of each semester. All remaining items are donated at the end of each quarter.

Library

Students attend library class at least once a week as one of their 4 special classes. Library fines are assessed for damaged library materials; however, students are encouraged to report these damages to the librarian in an effort to repair them first at a lower cost. If students are late turning in a book, it does prevent them from checking out additional books during their next visit.

Little Creek

This natural preserve serves all students, Kindergarten through 12th grades, through a curriculum that offers unique hands-on learning experiences unparalleled in other school districts throughout the metropolitan area. Little Creek is located on Dunn Road, and offers students an opportunity to study a variety of biological and interrelated subjects in this beautiful and natural setting. Each grade level will attend Little Creek at least once a year. Students are required to exhibit the same behavior expectations of Berkeley Elementary.

Lunch

All students are given free lunch daily. Students will have 20 minutes to eat and 20 minutes for recess. Students may choose to bring a lunch. If a student brings a lunch, then they must bring an entire lunch (ex. Sandwich, chips, drink, fruit). Students are not allowed to only eat chips or some other snacks for lunch. Whether they eat a cafeteria lunch or bring one of their own, all items must be eaten before leaving the cafeteria and can not be shared. Glass bottled drinks and soda are prohibited.

Non-Instructional Items

Non-instructional items such as electronic devices, laser pointers, radios, tapes, fidgets/sensory items*, electronic toys, and cameras are not permitted in school and will be confiscated. This includes glass bottles, sodas, candy, games, pop-its*, fidgets, (use of) cell phones, etc. Possession and/or use of such items may cause a student to be subject to disciplinary action.

*Any items that become a weapon, toy, or distraction to the learning environment may be taken and require parent/guardian pickup.

Nurse

We have a full time nurse on staff. Our nurse also works with doctors, virtually, through Hazel Health.

Illness at School

If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person designated on the registration card is called and asked to care for the child until a parent can be notified.

It is essential to have a current emergency phone number on file in the office.

A child with an oral temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for at least 24 hours. Individual consideration will be given to each child's symptoms before the child is sent home.

Immunizations

Required immunizations should be completed prior to registration. At no times will students be permitted to attend school without proof that they have been immunized or properly exempted. Proof of immunization must show types of immunization received and dates.

Medication at School

All medications must be kept in the nurse's office. Those students with chronic health problems requiring daily medication must have a written statement from their doctor. Medication must be in a container from the pharmacy with complete instructions as to time and dose. No over-the-counter drugs may be administered to students at school unless a statement is received from a doctor. Medicine prescribed for a student by a doctor on a short-term basis that is to be given during school hours (example: an antibiotic to be taken four times a day), must be brought to school in the container from the pharmacy with complete instructions as to time, dosage, doctor's name and date. Students are not allowed to keep cough drops. A note must accompany prescription and over the counter medicines from the parent. Please see Policy 3055 for a complete description of the medication policy.

School Physicals

Physical examinations are essential for all students new to the District, and fourth grade students. The child must have been examined within one year before entering school. An Emergency Health and Medical History Record also must be completed in full by parents.

Screenings

School nurses administer vision, hearing and scoliosis (lateral curvature of the spine) screenings to students. Parents will be notified if there is a concern. Services of registered nurses are available to all students.

· Vision Screening: The school nurse gives vision screenings to all students each year. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.

- Hearing Screening: Every school year the Special School District Audiology Department provides hearing screenings for the following students: Kindergarten, 1st Grade, 3rd Grade, 5th Grade, new students, Special School District students, and any students with a hearing concern. Parents are notified of any concerns found during the screenings. The results of any further testing required should be communicated to the school nurse.
- Scoliosis Screening: Scoliosis screening (curvature of the spine) is done every year on all 4th, 5th and 6th grade students by the school nurse. A written notice is sent home prior to the screening with the date and suggested clothing appropriate for the screening. If you wish for your child to be exempt from this screening please send a written notice to the school nurse.

Health Department Requirements

Treats (cupcakes, brownies, cookies, etc.) must be store bought and in individual wrappers. Drinks provided must be store bought and unopened. If possible, individual containers are preferred. We highly recommend healthy snacks in lieu of high fat snacks.

Communicable Diseases

Parents are required to have their children immunized against communicable diseases (see immunizations). There are some communicable diseases where this is not possible. If your child contracts a communicable disease and has to stay home for a long period of time, each teacher will make arrangements for makeup work. If you are not sure when your child should be sent back to school, call the school nurse or your physician. We prefer that children make a complete recovery so they can resume normal activities when they return to school.

Conjunctivitis or “Pink Eye”

Symptoms usually include eye inflammation, itching, matting and discharge. The child should remain out of school until all symptoms have disappeared or until written permission is received from a physician.

Head Lice

Usually the only symptoms are itching of the scalp and the presence of tiny, white eggs or nits that cling to the hair shaft. Students will be sent home immediately when the school nurse determines head lice. Parents will be contacted to discuss the incident. After treatment with a special shampoo and removal of all the nits, the child may return to school. The school nurse must recheck students prior to returning to the classroom. Students from the classroom where head lice were discovered will be examined.

Emergency Forms

This form contains vital information pertaining to your child’s health and should be completed and returned with your child on the first day of school. The telephone number of the student’s family doctor must be listed on this form. For your child’s safety, please notify the school of any changes in medical information or telephone numbers immediately.

Excuses from Physical Education or Outdoor Activity

Students may be excused from going outside or from P.E. class upon receipt of a note from a doctor. This note must state the reason for the excuse, specify the dates the child should be excused, and must be approved by the principal. Students who are excused from P.E. will not be allowed to go outside at recess. Any extension of time to be excused for specific illness may be granted upon receipt of a signed statement from a doctor stating that: (a) the child should be excused from outdoor activity and P.E., and (b) the duration of time for which the excuse applies.

Office Hours

The office is open from 8:00 am-4:00 pm. **IMPORTANT:** The office will be closed daily between 3:10 - 3:40pm. All staff, including the office personnel will be busy preparing for afternoon dismissal. We have a system that we follow, and safety is our number 1 priority. Please make sure that all dismissal changes are called in **before 3:10 pm.**

PBIS Program

At Berkeley Elementary we believe in the positive behavior intervention support program. It consists of built in rewards, celebrations and social skills lessons. We explicitly teach our students what we expect of them in every area of our school. This includes expectations for behavior in the classroom, on the bus, at recess, in the cafeteria, in the hallway, in the restroom, on the way to school, on the way home from school, how to arrive and be dismissed from school. Each of these expectations has been carefully considered and is designed to create a safe and positive learning environment for all students. Please refer to the matrix below for a comprehensive list of building-wide expectations for you to familiarize yourself with as well as go over with your child.

Second Step is an additional component of our PBIS program and is a direct instruction social skills program taught to every student every day.

PBIS Student Expectations Matrix

Berkeley Elementary Expectations Matrix

I will be...	Classroom	Restroom	Walkways	Playground	Cafeteria	Bus	Gym/Assembly
Responsible	<ul style="list-style-type: none"> Follow directions Listen to the speaker Be prepared & on time Keep your area clean & organized Give cell phone to teacher for safe keeping Use materials appropriately Follow directions in a timely manner 	<ul style="list-style-type: none"> Respect the privacy of others Flush the toilet & wash hands Knock before entering Keep the bathroom clean Use restroom at appropriate times & with permission 	<ul style="list-style-type: none"> Follow line expectations Walk directly to your assigned location Report problems to an adult 	<ul style="list-style-type: none"> Follow playground expectations Be fair & honest Report problems to an adult Play by the rules taught by teachers 	<ul style="list-style-type: none"> Follow cafe expectations Enter at voice level zero with control of your body Table talk voice level 2 or lower Take only what you will eat Clean up after yourself 	<ul style="list-style-type: none"> Follow all bus expectations Enter & exit in an orderly manner Keep track of belongings Seat to seat, back to back, feet to floor Use appropriate voice level 	<ul style="list-style-type: none"> Raise my hand to speak Stay with the assigned adult Meet personal needs (restroom & drink) before assembly Attention on speaker
Safe	<ul style="list-style-type: none"> Use KHFOOTY Walk & move carefully Ask adult permission to leave area Follow emergency drill procedures 	<ul style="list-style-type: none"> Use KHFOOTY Report problems to an adult Wash hands with soap Use restroom appropriately 	<ul style="list-style-type: none"> Use KHFOOTY Report problems to an adult Keep eyes & head forward Always walk Follow instructions given for drills & emergencies 	<ul style="list-style-type: none"> Use KHFOOTY Use equipment appropriately Stay in designated area Play approved games 	<ul style="list-style-type: none"> Use KHFOOTY Walk & stay in your line Eat your own food Raise your hand to report spills & any other problems to an adult 4 on the floor Once seated, stay seated Push in your chair 	<ul style="list-style-type: none"> Use KHFOOTY Stay seated while the bus is moving Keep your body/belongings inside the bus Report problems to an adult 	<ul style="list-style-type: none"> Sit in assigned area Walk when entering & exit Use KHFOOTY
Cooperative	<ul style="list-style-type: none"> Follow directions Share & take turns Participate in class activities Solve problems peacefully 	<ul style="list-style-type: none"> Follow directions Wait your turn Exit restroom promptly when finished & return to class 	<ul style="list-style-type: none"> Follow directions Follow line expectations Use a hall pass when not traveling with an adult 	<ul style="list-style-type: none"> Follow directions Follow line expectations Practice good sportsmanship Share equipment & take turns 	<ul style="list-style-type: none"> Follow adult directions Raise your hand for help Wait your turn patiently 	<ul style="list-style-type: none"> Follow directions Enter & exit in an orderly fashion Remain in your seat Put food & drink away 	<ul style="list-style-type: none"> Listen attentively to the speaker Applaud appropriately Follow universal signal
Kind	<ul style="list-style-type: none"> Use appropriate words & actions Be friendly & helpful Treat others as you want to be treated Be patient 	<ul style="list-style-type: none"> Use appropriate words & actions Be considerate to others Knock before entering 	<ul style="list-style-type: none"> Use appropriate words & actions Wait patiently 	<ul style="list-style-type: none"> Use appropriate words & actions Share equipment & take turns Practice good sportsmanship Accept skill differences Treat others as you want to be treated 	<ul style="list-style-type: none"> Use appropriate words & actions Be considerate of others' food choices Use good table manners Treat others as you want to be treated 	<ul style="list-style-type: none"> Use appropriate words & actions Show a positive attitude Treat others as you want to be treated 	<ul style="list-style-type: none"> Be respectful to the speaker/performer & others around you Applaud appropriately Wait your turn patiently
I will... Persevere	<ul style="list-style-type: none"> Think "Ready to learn" Maintain a positive attitude Work through challenges Put forth your best effort 	<ul style="list-style-type: none"> Use restroom as quickly as possible Return to class peacefully 	<ul style="list-style-type: none"> Walk directly to your assigned location Return to class quickly & peacefully 	<ul style="list-style-type: none"> Work through challenges Ask for help from adults when needed Exercise patience 	<ul style="list-style-type: none"> Make a healthy choice Try new foods 	<ul style="list-style-type: none"> Enter & exit the bus at your stop Exercise patience 	<ul style="list-style-type: none"> Enter & exit properly Remain calm always Applaud appropriately Stay on topic & focus

Physical Education Classes

All students must wear tennis shoes for Physical Education classes. They may be worn to school on gym days. **This is required for student safety.** Other shoes, particularly sandals and flip-flops, do not provide adequate traction, thus causing slipping and possible injuries. Students also should not wear jewelry that might cause danger to self and others or disruption to the learning process during physical education. These requirements are for your child's safety.

Pictures

School pictures

We will have two picture days - one in the Fall and one in Spring. Students who miss or need to retake Fall pictures will have a make-up day later in the Fall.

Media release

If a parent/guardian wishes for their child not to be photographed for media purposes, a photo waiver will need to be signed through Infinite Campus.

PROBE (Gifted)

The Ferguson-Florissant School District operates a gifted and talented program called PROBE (Personal Research Opportunities for Better Education). Students who qualify according to the guidelines would attend a full day of classes weekly at the PROBE center (located at the STEAM High School). Students are transported via district transportation.

PTG (Parent Teacher Group)

The purpose of the Berkeley Parent Teacher Group is for Parents/Guardians to collaborate with Berkeley Elementary staff in order to identify solutions for problems that may exist at Berkeley as well as plan fun activities and fundraisers for our students and families. To make this group successful, we need parent volunteers. Please consider donating your time. Meetings will be set once the reorganization of the committee has been established.

Recognitions

Students have multiple opportunities for recognition / awards / motivation for showing their hard work and leadership at school. These may include Positive Referrals, Positive Calls Home, PBIS System of Reward, Assemblies

Recess

Students will receive 20 minutes of recess supervised by a staff member, unless reteaching is necessary. Students should come to school dressed for outdoor recess daily. In times of extreme cold temperatures, students will only stay indoors if the temperature or windchill is 20 degrees or below. In extreme heat, the temperature or index will have to be 104 degrees for students to stay indoors. Teachers may choose to have indoor recess at their discretion. Open toe shoes are not safe for students to wear during recess, therefore students need to wear tennis shoes.

During indoor recess, students may have the option to watch a movie, color, play an online game, etc.

School Day

School begins at 8:50 a.m. (doors open at 8:35) and is dismissed at 3:40 p.m. Students should not enter the building before 8:35 am. At that time students should get their breakfast and go to their classrooms. All students are dismissed by **3:40 p.m.**, unless they are designated to stay for an after-school activity. Once students leave the building, they are not expected to re-enter. Students should be sure that they have the necessary materials before exiting the building. Students are not allowed to return to classrooms after dismissal unless supervised by a staff member. Students are tardy after 8:50; students are late after 9:05 am.

Shoes

Students should wear closed-toed shoes to school; flip flops, house shoes, high heels and shoes that can cause injury are discouraged due to safety. Students will be required to have tennis shoes for PE classes as well.

Social Media

Follow us on Facebook at Like us on Facebook:

<https://www.facebook.com/berkeleybulldogs/>

Special School District

Ferguson-Florissant works cooperatively with the Special School District of St. Louis County to provide special education services to its students for all

disability areas including: autism, deaf/blind, emotional disturbance, hearing impairment/deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, learning disability, language impairment, sound system disorder, speech/fluency, speech/voice, traumatic brain injury, vision impairment, and young child with a developmental delay. In addition, the special school district provides all related services deemed appropriate by a student's individualized education program (IEP), including psychological services, physical and occupational therapy, and transportation services, as well as homebound instruction and career technical high schools. After attempting interventions within general education with no success, the Care Team is expected to initiate a referral for an evaluation for special education when there is a suspected disability. The Screening Review Committee, composed of the school psychologist and the building counselor, determines if there is adequate information to support a suspected disability and the need for special education warranting an evaluation

Student Email Accounts

The Ferguson-Florissant School District uses Google Apps for Education as an instructional tool. As part of this service, the District also provides email access to students in grades 4 through 12. **Student email correspondence is restricted to communication with District staff and students.*

Tardiness

Daily instruction begins promptly at **8:50 a.m.** Students are considered tardy and must report to the front desk for a tardy slip as of 8:50am. Research shows that tardiness affects student achievement. In an effort to be engaged and active in your child's education, please ensure they arrive on time as this may have a direct impact on your child's academic achievement. In cases of habitual tardiness, parents will be notified and appropriate action will be taken. See attendance and tardy policy.

Transportation

Please indicate with your child's homeroom teacher how they will get home from school each day. Students may be car riders, bus riders (district provided), or daycare van riders.

In the event of a change in transportation home, the parent/guardian must put in writing/make a phone call or contact the school before 3:00. For safety reasons, word of mouth from the student will not be an accepted form of communication.

Visitors/Visiting

Visits to classrooms must be scheduled 24 hours in advance with the classroom teacher. These should not interrupt instruction or the privacy of other students.

To ensure school safety, all visitors must sign in at the office and get a visitor's badge. In order to ensure instruction begins on time, parents will be unable to walk children to their classroom. *If you are visiting during instructional times*

without an appointment, you will not be able to visit the classroom. Teachers cannot come to the office to speak with a parent, unplanned, once students enter the building.

Policy: 8020 CLASSROOM VISITATION: Parents or guardians are welcome to schedule classroom visits to be supportive of their student's education. These visits shall be scheduled in advance with the teacher and principal prior to the actual visitation. In order not to disrupt the instructional process or violate the privacy of students and for safety and security, these visits will be for observation only, not for parent conferences.

Walker Rules

Students will enter and exit out of door #1.

When walking to and from school, children must:

- Walk directly to school and directly home after school.
- Stopping or playing along the way is dangerous.
- Walk on the sidewalk at all times.
- Follow the directions of the staff

Water Bottles

Can be brought to school for drinking purposes only. Students must follow the rules of their classroom. Water containers should not cause a distraction, be used as a toy, or a weapon. If students do not comply, they will be prohibited from bringing a water bottle and would only be allowed to drink from the fountain at designated times.

Bottles may only contain plain water. No juice, soda, flavored water, or sports drinks are allowed.

Water bottles must have a secure, spill-proof lid (e.g., twist tops, flip tops, or straw lids). Open containers such as cups or mugs are not permitted.

Weather

To ensure the safety and well-being of all students, the following weather-related procedures are in place:

Recess Guidelines

- **Outdoor recess will take place whenever weather permits.**
- Students will go outside unless:
 - The temperature (including wind chill) is **below 20°F**.
 - The heat index is **above 104°F**.
 - There is **active precipitation** (rain, snow, sleet) or **unsafe conditions** (ice, thunder/lightning, poor air quality).
- Please make sure your child is dressed appropriately for the weather, including **coats, hats, and gloves** in cold months.

Severe Weather

- In case of severe weather during the school day (such as thunderstorms, tornado warnings, or other emergency weather conditions), students will remain indoors in designated safe areas under staff supervision.
- The school follows district protocols and safety drills are conducted regularly. (See Emergency Drills for more information)

School Closures or Delays

- Weather-related **school closings or delays** will be communicated through the district's notification system (phone, email, and/or text), local news stations, and the school website.
- Please ensure your contact information is up-to-date in the school system.

You (the Parent/Guardian)

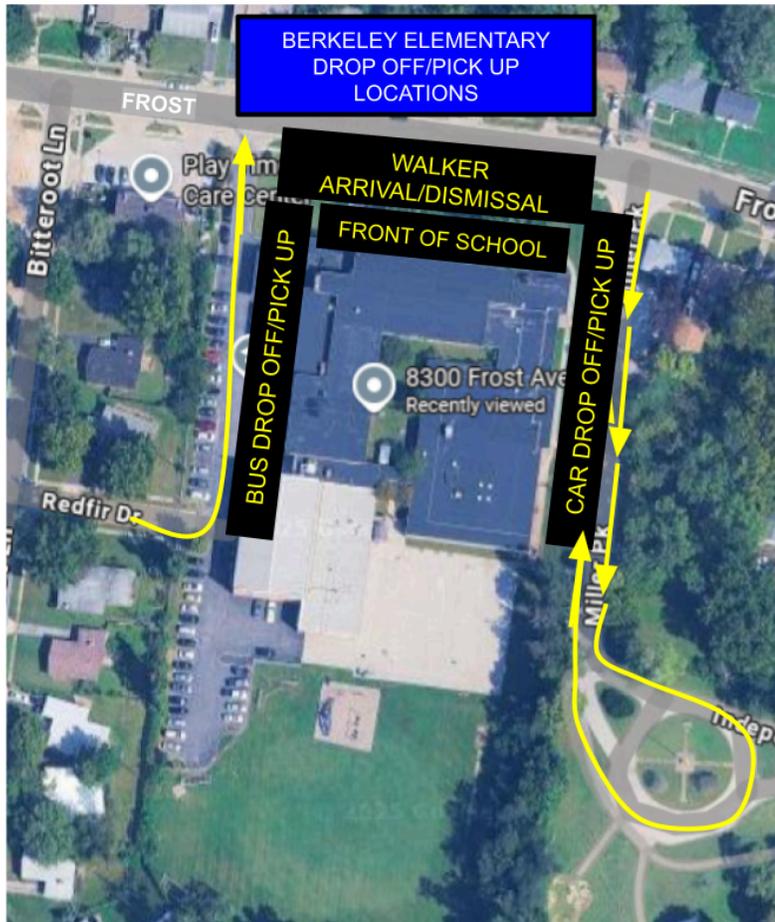
We want to thank you, the parents and guardians, for entrusting your children to us each day. We love each student and work hard to help ALL students achieve at high levels. Your hard work and support at home makes this even more possible. You are the key to your child's success!

Zoom

We may use this video communication platform for online meetings, audio conferences, training, learning, etc.

Appendix

Appendix A- Arrival and Dismissal Procedures



NEW Car Rider Procedures

Arrival- Cars rider location is no longer in front of the school building. Cars will enter on the left side of Independence Park Rd (Miller Park Rd). *This will be the opposite side of the street* Cars will continue to drive forward and circle the roundabout and drive straight to be parallel to the school on the driver's side. We will unload cars when your driver's side is closest to the school. Cars will line up and stop at the cones until 8:35 am. At 8:35 am, a staff member will come to your car to greet you and release students. Once the cones are removed, cars will be directed to exit.

Dismissal- This procedure is very similar to Arrival. Cars will enter on the left side of Independence Park Rd. *This will be the opposite side of the street* Cars will go forward and circle the runabout and continue straight. Cars will line up and stop at the cones until dismissal begins. A staff member will come to your car and ask for the student's name. Share your student's name with the staff member. A staff member will then guide your student to the car.

Daycare/Van Rider Procedures

Arrival- Daycare vans will park up along the front of the school. A staff member will greet the students and guide them to the front door.

Dismissal- Daycare vans will park along the front of the building. A staff member will escort the students to their assigned daycare.

Walker Procedures

Arrival- Students will enter the building through the front door. The doors open at 8:35 am. There will be no supervision before this time.

Dismissal- Students will be escorted out of the front door by a staff member at dismissal.

Bus Rider Procedures

Arrival-Buses will turn on Bitterroot Ln to Redfir St and enter through the gate on Berkeley's parking lot. Buses will line up along the building and release students at 8:35 am. Students will enter through door 13. Upon entering the building, students will either go to their classroom or the cafeteria to retrieve breakfast.

Dismissal- Students will go to their assigned bus room and wait for bus announcements. While in the bus room, students will adhere to the teacher's routines and procedures. Bus numbers will be called over the P.A. system. When the student's bus is called, students will go to the nearest stairs and go to door 13. An adult will monitor the students as they go to door 13. When the students arrive at door 13, a staff member will escort the students to their assigned bus.