

Berkley

Community School

...A GREAT
PLACE TO
LEARN!

a handbook for students and their families

2021-2022



JENNIFER L. FRANCISCO
PRINCIPAL

BERKLEY COMMUNITY SCHOOL

59 SOUTH MAIN STREET
BERKLEY, MASSACHUSETTS 02779

(508) 822-9550
FAX (508) 822-3773

"Commitment to Excellence: A Shared Responsibility"

SARAH A. COGAR
ASST. PRINCIPAL

Special Note to Berkley Community School Families

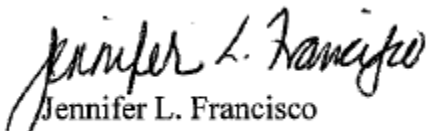
August, 2021

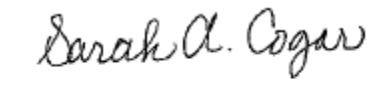
Dear BCS Families,

As we enter the 2021-2022 school year, we do so with the full realization that this year will continue to look different than most due to the COVID-19 pandemic. This handbook describes the general procedures that are used at Berkley Community School. Any procedures specifically pertaining to this school year will be shared with families, and in particular students, throughout the year. Many of these policies are contained in the Berkley Public Schools' reopening plan, which can be found on our district website.

We look forward to working with you, and to a safe and productive year of learning for the children of Berkley Community School.

Sincerely,


Jennifer L. Francisco
Principal


Sarah A. Cogar
Assistant Principal



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ASST. PRINCIPAL

Dear Students, Parents/Guardians,

Welcome to the Berkley Community School! We strive to provide a safe educational environment that fosters a strong foundation in academic skills while challenging all students to achieve their highest potential. Whether you are a new student or a returning student, we are happy to have you as a part of our school. Berkley Community School is a great place to grow and learn!


At Berkley Community School, we foster an atmosphere in which every adult is considered a teacher. We want every child to know that the grown-ups at Berkley Community School are here to help provide the best school experience ever. As parents, we want you to be assured that every decision made at Berkley Community School is done with the best interests of our student population at heart.

Berkley Community School is a PBIS school. This means that we are committed to the use of Positive Behavior Intervention and Supports to meet the needs of our students. The BCS core values of RESPONSIBLE, RESPECTFUL and SAFE will be woven throughout our school so that the children grow in their understanding of these traits and learn what each of these look like in all of the areas of our school from the classroom to the playground!

This handbook helps us to ensure that you are knowledgeable about our school's procedures and protocols, and to foster a team approach to the education of our students. Please take time to review this handbook together, and to sign the form sent home with your child, indicating that you have done so. This form should be returned to your child's classroom teacher by September 7, 2021. All policies that are referenced in this electronic handbook include links to the actual policies of the Berkley Public Schools, for your reference. A CORI form, which must be filled out by anyone who intends to volunteer at school this year, and a faculty/staff list are included in this handbook. The school calendar can be accessed by clicking on [this link](#).

As always, please feel free to contact one of us should we be able to assist you in any way.

Sincerely,


Jennifer L. Francisco
Principal


Sarah A. Cogar
Assistant Principal

BERKLEY PUBLIC SCHOOL DISTRICT PERSONNEL

Superintendent	Melissa Ryan	(508) 822-5220
Administrator for Student Services	Melissa Abrego	(508) 822-5251
Business Administrator, Food Service	Andrea Porter	(508) 822-5220
Custodial and Maintenance	Tim McCarthy	

BERKLEY SCHOOL COMMITTEE

Daniel Fagan	(978) 912-1544
Kaitlyn Robichaud	(617) 694-1485
Jilleen Solomon	(508) 824-4909
Jennifer Vincent, Secretary	(617) 999-6462
Tara Weber, Chairperson	(508) 967-7520

BERKLEY COMMUNITY SCHOOL OFFICE STAFF

(508) 822-9550 or (508) 823-7862

Principal	Jennifer L. Francisco
Assistant Principal	Sarah A. Cogar
Nurse	Shana Couto
Secretaries	Jennifer L. Pacheco
	Karen Gagne

PTO ACTIVITIES COMMITTEE

Meghan Lacasse, Co-Chair
Amy McNamara, Co-Chair

PARENT, TEACHER, CITIZENS ADVISORY COUNCIL (PTCAC)

Jennifer L. Francisco, Co-Chair
Paula Como, Co-Chair

District Website: www.berkleypublicschools.org

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PHILOSOPHY STATEMENT OF BERKLEY COMMUNITY SCHOOL

Berkley Community School is a Preschool through Grade Four school in the town of Berkley, Massachusetts, which serves just over five hundred students. Berkley Community School seeks to provide each child with a safe, nurturing, positive atmosphere that will enhance his/her ability to develop as an individual. We believe in providing a rich academic environment that challenges each child to achieve at his/her highest potential. Berkley Community School prepares children to be responsible members of both their school and community by working to build strong relationships among students, staff members and families.

Berkley Community School seeks to provide each child with a safe, nurturing, positive atmosphere that will enhance his/her ability to develop as a person. We believe in providing a rich academic environment that challenges each child to achieve at his/her highest potential. Berkley Community School seeks to teach children to be responsible members of both their school and community by working to build strong relationships among students, staff members and families.

Approved, 2019
Reaffirmed, 2021

BERKLEY COMMUNITY SCHOOL GUIDING PRINCIPLES

1. To provide a safe, educational environment that fosters a strong foundation in academic skills while challenging each student to achieve his/her highest potential.
2. To support each child's social and emotional development including a positive self-image, respect for the rights and diversity of others, and respect for authority.
3. To support families in taking an active role in their child's education.
4. To encourage a positive relationship between our school and the community.
5. To review and revise our curricula on a rotating cycle in concert with the Massachusetts Curriculum Frameworks and to provide high quality, innovative staff development and training opportunities.
6. To facilitate students' smooth transition between grades at BCS with particular focus on students entering Berkley Community School for the first time and those who are transitioning to the Berkley Middle School.

Approved, 2019
Reaffirmed, 2020

NON-DISCRIMINATION STATEMENT

Berkley School Department does not discriminate based on a student's race, color, sex, religion, national origin, age, gender identity, national origin, disability or sexual orientation. All students have equal access to admission to school, courses, extracurricular activities. Students will not be excluded for reasons of marriage or pregnancy. If a student believes s/he is a victim of discrimination, s/he should notify the Title IX, Chapter 622 coordinator, Mrs. Kimberly Hebert, Berkley Middle School Principal.

SECTION 504 POLICY STATEMENT

It is the policy of the School Committee to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Due process rights of handicapped students and their parents under Section 504 will be enforced.

Mrs. Sarah A. Cogar is the coordinator of Section 504 activities for Berkley Community School. Mrs. Jennifer L. Francisco, Berkley Community School Principal, is the District 504 coordinator.

Under this policy, a handicapped student is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) had a record of such an impairment, or (c) is regarded as having such an impairment (34 C.F.R. Section 104.3).

Students may be handicapped under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

ABSENCE REPORTING

If your student will be absent from school, report the absence using PuckUp Patrol by 8:45am on the day of the absence.

ACCIDENTS

If a student is involved in an accident, she/he should report immediately to the staff person in charge. The staff person in charge will notify the nurse or proper authorities to see that the injured student receives proper first aid treatment.

ANTI-BULLYING

Berkley Public Schools is committed to fostering and maintaining a safe and nurturing learning and work environment that encourages mutual respect, dignity and equality and is free from all forms of harassment, intimidation and bullying. The purpose of this policy is to prevent harassment, intimidation and bullying between or among any members of the school community and to offer persons who believe they have been subject to bullying an efficient and effective means by which to end it.

The full Anti-Bullying Policy can be found on [page 78 at this link](#).

ARRIVAL OF STUDENTS/DROP OFF PROCEDURE

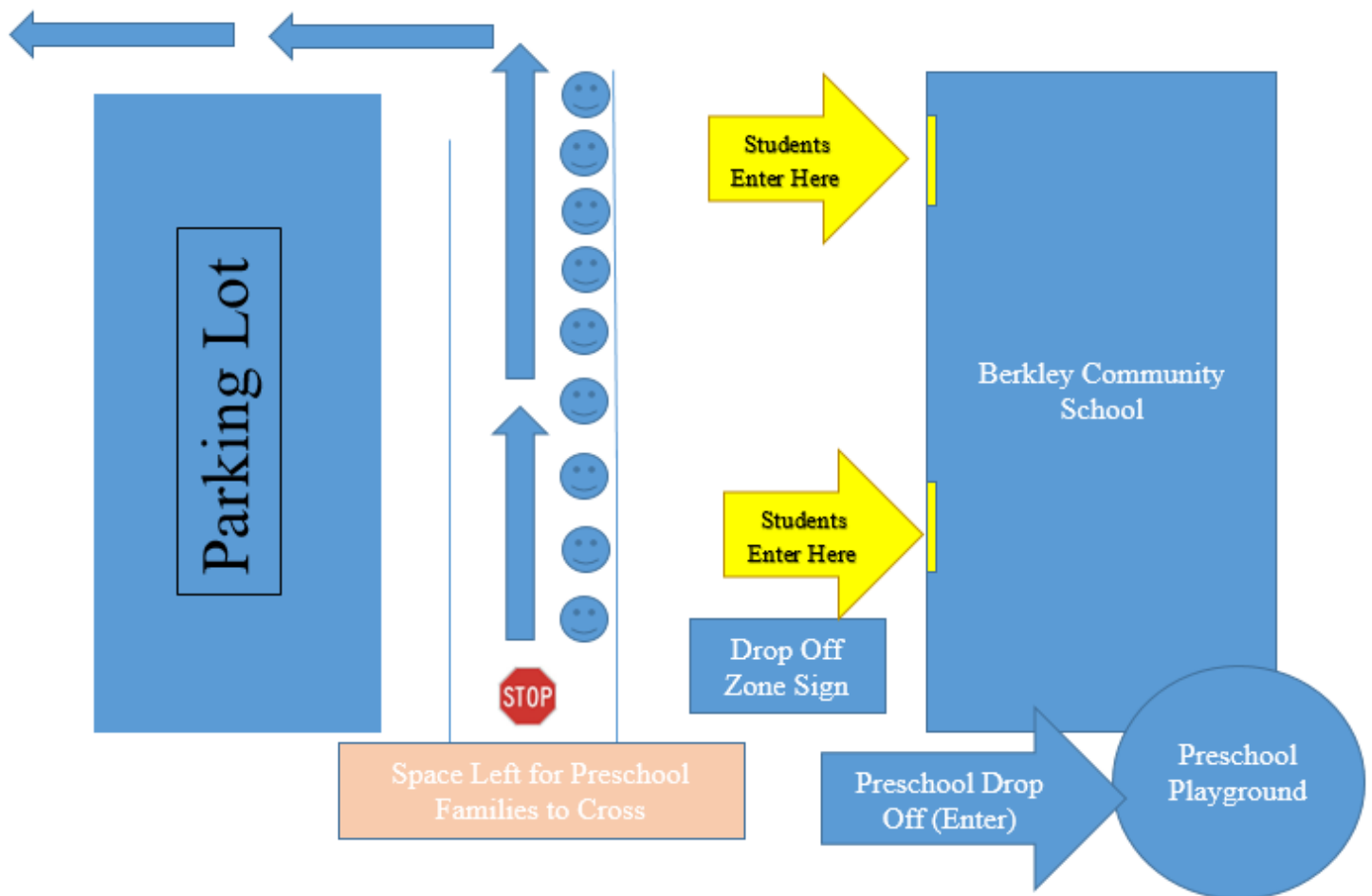
Our school day begins at 8:55 AM. All students, including those who are not transported to school by bus, are expected to enter school between 8:50 AM and 8:55 AM. Please do not drop your child off any earlier than 8:50 AM as there is no supervisor on duty. Students being dropped off must abide by these guidelines:

BERKLEY COMMUNITY SCHOOL DROP-OFF PROCEDURES

Please abide by the following procedures in order to help drop-off run more smoothly and safely.

- For students in grades K-4, cars will pull up and drop off beginning at the Drop-Off Zone Sign. This will enable 6-8 cars to drop off students simultaneously. (See smiley faces below!) As soon as these cars pull away, the next group of cars will pull up and drop off. Please do not wait until you are at the entry door to drop off; staff is there to supervise multiple students entering the building. Drivers should not exit their cars. Due to current health guidelines, no parents should be entering the school building during drop-off time.
- Staff will be present to guide students to their classrooms!
- Cars in line should note that a space will be left just before the Drop-Off Zone sign to enable preschool families to cross traffic and drop off at their designated outdoor area. This crossing zone will be designated with cones.
- Preschool parents walking children to Preschool should cross in the crossing area designated by cones.

Please reference the following diagram:



ATTENDANCE

Classroom participation is an important facet of the education process. Once lost, instruction cannot be recovered. Thus, students are expected to attend school daily, be on time and stay all day. Sickness, death in the family, and family emergencies are the only legitimate reasons for absences. Frequent absences hinder progress in school. Upon returning to school, it is the student's responsibility to make up for missed work while absent. A doctor's note is required for absences of five (5) consecutive days or longer. Notes should also be provided for any doctor's visit so that they can be coded as medically excused in the student's attendance records. A note from parents is required for all absences and tardiness. Early dismissal from school is justified only in cases of extreme necessity. Requests should be made in writing by the parent to the principal. Tardiness may result in after school make-up work. A student who is absent from school **may not** participate in a school-sponsored program on that day. Berkley Community School will enforce a strict attendance policy. Please note that frequent tardiness, dismissals, and/or absences will result in a referral to the district attendance officer.

Please note that the Berkley community School day begins at 8:55 AM and ends at 3:05 PM. Make every effort to have your child attend school daily, be on time, and stay for the duration of the school day. It is vital to your child's education that they attend school each day.

ATTENDANCE PROTOCOL

When a pupil accumulates a high number of absences, days tardy or dismissed, the parents will be notified. The attendance officer, along with the principal/assistant principal actively monitor attendance data for all students. Parents may request, but teachers are not required to provide homework for students going on trips during school time. Vacations during school time are strongly discouraged due to the disruption to the child's learning. Truancy issues will be addressed through established discipline/legal procedures. Berkley Community School will strictly enforce our attendance policy.

Regulation of School Attendance can be found on [page 11 at this link](#).



BICYCLES

Berkley Community School strongly encourages the use of bicycle safety helmets by all riders at all times, and requires their use on school property.



BUS TRANSPORTATION

Pupils must ride their assigned bus. Requests to do otherwise must be made in writing to the Principal. Bus evacuation drills will be held in accordance with state law.

The school day begins when students board their bus in the morning and ends when they depart from the bus in the afternoon. Therefore students are expected to follow all bus rules/guidelines as well as the school rules. Assigned seating on buses is strictly enforced. All bus seating is at the discretion of the bus driver and school administrators. Please be aware that a parent/guardian/caretaker must be visible to receive students off the bus in the afternoon in order to be released from the bus.

BUS RULES FOR STUDENTS

To ensure a safe bus ride, responsible behavior is expected for students:

<i>Looks Like</i>	<i>Sounds Like</i>
Students will...	Students...
<ul style="list-style-type: none">• Leave the classroom when their teacher gives them permission to do so (after the bus numbers are called and recorded).• WALK in all hallways and sidewalks during arrival and departure.• Sit in assigned seat with their feet on the floor. Belongings should be placed on the floor at their feet, or in their lap.• Sit facing forward for the entire ride.• Wait until the bus stops before standing and exiting the bus. Before crossing the road, wait for the driver to signal.• Keep hands, feet, and body to themselves.• Report emergencies to the driver immediately.• Report other non-emergency concerns to the driver when exiting the bus.• Leave all food and drinks in their backpacks for the entire bus ride. Eating and drinking on the bus is not allowed.• Leave toys or electronics at home.	<ul style="list-style-type: none">• Using appropriate voice level on the bus.• Maintaining conversations in assigned seat areas only.• Using appropriate kind and polite words (please and thank you).

SCHOOL BUS DISCIPLINE PROCEDURE

The enforcement of bus rules is the responsibility of the bus driver. An infraction of the bus rules will be brought to the attention of the pupil(s) involved by a verbal explanation and warning by the driver or assignment of a seat by the driver.

PROCEDURE

If a verbal warning is not sufficient, the driver will complete a written report on the form provided "Bus Conduct Report": with copies to the parent, driver, principal and the bus company.

PROBATION

A pupil will be placed on probation if in the judgment of the Principal/Assistant Principal, the student's behavior has been unacceptable. A pupil on probation may be suspended from the bus if there is an infraction of bus rules during the probationary period.

SUSPENSION

A pupil shall lose his/her privilege of riding on the bus for infractions which in the judgment of the Principal, and/or Office of the Superintendent, affect the safety of the driver and/or other youngsters on the bus, or for acts of deliberate vandalism.

NOTES

If a student is suspended from bus transportation, the Principal shall notify the student and his/her home in writing of this decision. A copy will be forwarded to the central office in all cases of bus suspension. A student receiving a bus suspension at the end of a school year may have the suspension continued into the following school year. Students with special needs are to comply with the same bus rules. Discipline procedures will be the same unless noted on the student's Individualized Education Plan (IEP).



COMMUNICATION

Please feel free to call the school at any time we may be of assistance to you. The telephone number for the Berkley Community School is (508) 822-9550. If you have a concern, it is always best to contact the person directly involved, usually the classroom teacher. If the matter is not resolved satisfactorily, the principal may be contacted. To encourage responsibility, phone calls home by students for his/her sneakers, library books, etc. will be carefully monitored in order to ensure that this does not become a habit. Families should access our school website for vital information about school events at www.berkleypublicschools.org. Families may also refer to our website to access our staff directory of email addresses as an additional means of communication.

CORI REQUIREMENT

To protect the safety of our students as well as to comply with state law, all persons who are employed by and volunteer at the Berkley Community School are required to have a current Criminal Offenders Records Inquiry (CORI) on file. This pertains to all volunteers, chaperones, etc. A CORI is valid for three years. A blank CORI form, which may be submitted to the Superintendent's Office or the Principal's office can be found at the end of this handbook. Please note that you must submit a copy of your driver's license with this form. The Berkley Public Schools urge all parents/guardians who may be interested in working with our students in any way to submit a form at the beginning of the school year. Please note that regulations require that the form be delivered to the Superintendent's office or Principal's office in person.

A CORI Request form can be found in [Appendix F](#).

BERKLEY COMMUNITY SCHOOL CODE OF CONDUCT

The Berkley Community School aims to prepare students for full, active and responsible participation as American citizens as well as to provide students with a safe environment both physically and emotionally. The learning process demands an environment free of distractions and conflict. The rules listed in this handbook have been established to allow our goal to be achieved. Thus, personal or public irresponsibility has no place in our school community. We have an expectation that all students will follow common rules of citizenship and respect the rights of those around them.

The classroom teacher has the first responsibility for maintaining discipline in his or her class. The teacher and all staff members should, at all times, be treated with respect by students. In return, each student has every right to expect members of the staff to treat him/her with respect.

The full Code of Conduct can be found in [Appendix A](#).

DISMISSAL CHANGES - PICK UP PATROL

PickUp Patrol is the system we use to manage dismissal time and for parents to communicate changes to their student's regular dismissal plans. Parents receive an email with instructions for how to register. Changes can be entered from a smartphone or computer days, weeks, or months in advance and at any time up until 2:30 pm on the day of the change.

After 2:30 pm, changes will not be accepted except in the case of an emergency. The end of the day is a busy time. To ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies ONLY.

E-MAIL ADDRESSES

A large amount of school outreach occurs via email. Please provide a valid email address to the school and update the school in the event the address changes.



ELECTRONICS/TOYS

Electronics and toys are not permitted in school or on the school bus. Please do not send your child on the bus or to school with: radios, IPOD's, tape players and/or recorders, CD players, TV's, beepers, cellular phones, laser lights, electronic games, toys, trading cards, stuffed animals or similar objects. These items distract students and do not provide a suitable atmosphere for learning. Security for these items cannot be provided. The school shall not accept responsibility for damage or loss of any such item.

EMERGENCY PROCEDURES

The following situations are included in our emergency procedures:

1. Presence of an intruder during school hours. It is mandatory that all visitors report to the Principal's Office to obtain a visitor's badge.
2. Bomb Threat
3. Evacuation of School Building
4. Evacuation of Site

In the event of an emergency that necessitates the evacuation of this school site, students will be bussed to the Berkley Middle School. Students will be dismissed from this location. No student will be released to anyone other than a parent unless written notification is given. Proper identification will be required.

EXTRA-CURRICULAR ACTIVITIES

Many extra-curricular programs are offered throughout the year at Berkley Community School. Students are encouraged to take advantage of these opportunities. Watch for fliers throughout the school year.



FIELD TRIPS

Field trips can be an excellent way to extend classroom learning, and may be scheduled at various times throughout the school year. The complete field trip policy can be found on [page 21 at this link](#).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

The full Family Educational Rights and Privacy Act (FERPA) Policy can be found in [Appendix D](#).



FIRE DRILLS

Fire Drills are required by law and are an important safety precaution. Procedures are posted in each classroom. Respond promptly to the signal; exit building quickly and quietly. Drills will be held a minimum of four times per school year.

HARASSMENT/SEXUAL HARASSMENT

It is the policy of the Berkley Public Schools, as well as state and federal law, that sexual harassment/harassment of a student is not tolerated. Berkley Public Schools are committed to providing a safe, positive learning and working environment for everyone. Therefore, we prohibit sexual harassment/harassment in any form.

The Berkley Public Schools recognize that harassment can include verbal or physical conduct that shows hostility or dislike toward an individual because of his/her race, color, religion, gender, sexual preference, nationality, age or disability. The standards outlined in this policy apply with equal force to such harassment. Any student who believes that he/she has been sexually harassed/harassed may seek help through the sexual Harassment/Harassment Complaint Procedure. All formal and informal, verbal and written complaints of Sexual Harassment/Harassment will be investigated. Any student or employee who is found to have used Sexual Harassment/Harassment toward another student or employee will be disciplined.

*The full Harassment/Sexual Harassment Policy can be found on page 11 [at this link](#).



HEALTH SERVICES

A child's health is important to the child, the parent/guardian, and the school staff. To achieve our common goal of keeping your child as healthy as possible, policies and procedures have been compiled regarding health issues. All inquiries regarding health services/issues should be forwarded to our school nurse.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

All students must have written proof of a current physical exam (within one year of entrance date) for grades K and 1, as well as grade 5. Immunization dates and date of lead screening, as well as physical exam, must be on file at the school prior to school entrance. No child will be admitted to school without being properly immunized.

****It is the responsibility of the parent to notify the school nurse of any changes in their child's health status, especially related to allergic reactions, medication, asthma, etc.****

HEARING SCREENINGS

According to Massachusetts State law, all children in grades K-3, as well as children who have failed the hearing screening in the past, have a yearly hearing screening at school. If any child fails a screening, a letter is sent home with the child, informing the parent/guardian. If your child should bring home such a letter, please have him/her examined by your own doctor or an audiologist. The completed form must be returned to the school nurse, so the results can be recorded in the child's health records.

VISION SCREENINGS

According to Massachusetts state law all children through grade 5 have a vision screening in school. If the child fails the screening, a form letter is sent home with the child, informing the parent/guardian of the situation. If your child should bring home such a letter, please follow up with an eye doctor. The completed form must be returned to the school nurse.

OTHER SCREENINGS

Screenings are conducted for height, weight, hearing, vision, and pediculosis (head lice).

Pediculosis Policy: Berkley Public Schools have a strict "no nit policy", meaning that children must be excluded from school with either eggs or live louse. If the school nurse finds evidence of head lice, the child will be sent home for the parent/guardian to administer treatment (family doctors, the school nurse, and pharmacists can provide treatment

advice). After proper treatment, the student must be accompanied to school by a parent/guardian and not allowed to ride the school bus until the school nurse has checked the student. If the student is sent home for having lice and/or nits three times in a school year, a fourth time will require a doctor's certificate before the student can return to school. Please call the school nurse if you suspect head lice, so that other children in the classroom can be checked.

MEDICATION

Medication includes all over the counter medications such as Tylenol, Orajel, cough drops and topical skin creams. Certain procedures regarding the administration of medication at school must be followed to ensure the safety of all children. No medication will be given, including over-the-counter products, without parental and medical authorization for administration. Relevant side effects and all other specific information must be filled out by the child's parent and the child's physician. Forms may be obtained through the school website as well as through the school nurse.

If your child needs to be on medication in school, please follow these guidelines:

1. All medication must be delivered to the school by the parent/guardian or a responsible adult designated by the parent. **Do not** send any medications in the school with the student.
2. All medication must have a written medical order from your child's primary care provider. (Orders sent via fax are acceptable). A parent/guardian permission form must also be signed and accompany the medication. *This order must be renewed as needed and at the beginning of each school year.*
3. Short term medication, such as antibiotics, may be given without medical order, but must be brought into school in a pharmacy labeled container. They must also be accompanied by a letter from the parent/guardian with the times medication is to be given.
4. All prescription and non-prescription drug container labels must include the name of the drug, expiration date, and the dosage. No more than a thirty day supply should be delivered to school. Baggies, unlabeled containers as well as expired medications are **NOT** ACCEPTABLE.
5. All prescription and non-prescription drug container labels must include the name of the drug, expiration date, and the dosage. No more than a thirty day supply should be delivered to school. Baggies, unlabeled containers as well as expired medications are **NOT** ACCEPTABLE.
6. No over the counter medications including Tylenol and cough drops will be given in school without the required, signed medication forms. **No student should be in possession of over the counter drugs, including Tylenol and cough drops, while in school.**

School personnel will not administer any medications to students unless they have received a medical order, a signed parent/guardian consent form and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of the child, there will be no exceptions to this policy.

ILLNESS

Thank you for your cooperation in following the school health precautions to protect your child and other children from illness. We know it can be difficult for working parents to have a sick child at home. A child's ability to learn, perform, and behave can depend on how a child feels physically. We ask that sick children remain at home while their illness is contagious and could cause illness in other children. We ask for your cooperation by calling the school and informing the nurse of that illness as soon as possible so we can detect similar illnesses in others sooner. If your child becomes ill at school, the nurse will call you to pick him/her up. If your child has special medical or health problems, please inform the school nurse.

WHEN TO KEEP YOUR CHILD HOME

Parents have the primary responsibility for the total health of the child. No child can achieve academically if he/she is hindered by a physical or emotional problem. Visit with your child every morning before he/she leaves for school to be

sure that he/she is well. If your child has a headache, sore throat or skin eruption, or if your child shows signs of a beginning illness, being kept home is recommended. Please report any changes your child has had regarding health to the school nurse as soon as possible, to ensure the safety to your child while at school.

Here are some reminders:

1. **TEMPERATURE** – Your child **MUST** remain home if he/she has an elevated temperature 100 degrees or above. Your child should be fever-free, without medication, for 24 hours before returning to school.
2. **DIARRHEA** – Loose stool which cannot be controlled.
3. **VOMITING** – Your child must not have vomited for 24 hours prior to returning to school.
4. **NASAL DISCHARGE** – If your child has copious, continuous, greenish-yellow nasal discharge, this increases the risk of exposure and illness to other children and staff, please keep your child at home.

SCHOOL EXCLUSION PERIODS FOR CONTAGIOUS/INFECTIOUS DISEASES

With all contagious/infectious diseases, please send your child back to school with a doctor's note stating that they have been properly treated.

Guidelines for specific illnesses are as follows:

Chicken Pox: Until all blisters have formed scabs. Usually 6-10 days after rash first appears.

Colds: Until child is without fever for 24 hours and feels well enough to participate in school activities.

Strep Throat: Until at least 24 hours of treatment with antibiotics, and until the child is without fever for 24 hours.

Bacterial Conjunctivitis: Until 24 hours after treatment begins. Viral Conjunctivitis requires no treatment.

Impetigo: Until sores are healed or can be covered with a bandage or until child has been treated with antibiotics for at least 24 hours.

Ringworm: For ringworm of the body, exclusion until 24 hours after treatment has begun, and infected area must be covered while in school. For ringworm of the scalp, exclusion until 24 hours of treatment has been completed, and student must cover their head with a hat until shedding is complete.

Scabies: Until 24 hours after treatment begins.

EMERGENCY FORMS

It is most important that you complete your child's Annual Student Health Card and Student Emergency Contact Form and return it to the school. Keep the information on the card current so that the school staff can easily contact the appropriate authorized persons if your child becomes ill or is hurt while in school. For the safety of all children, the child will be released only to those people listed on the Student Emergency Contact Form.

BERKLEY COMMUNITY SCHOOL HOMEWORK POLICY/GUIDELINES

HOMEWORK POLICY Policy #5105

Homework, both written and unwritten, is an integral part of the curriculum and it should occur on a nightly basis. Long and short-term assignments will be given with emphasis on follow-up to class work, make-up work, review and skill reinforcement, study for tests, reading, and projects. Homework is beneficial academically and also in building

responsibility and positive study habits. Individual pupil differences should be taken into consideration when assigning homework. Parents are encouraged to contact individual teachers if they have concerns about their child's homework expectations.

Any new homework assignments will not be assigned on the day prior to a school vacation. When students are assigned long-term projects, the projects will be assigned a minimum of two weeks prior to a vacation. If the due date were to follow a vacation, the due date would be on the Thursday or Friday following the vacation.

As a child advances through the grades, the number of minutes required to complete their homework assignments will increase. The chart below provides the approximate work time that children will be expected to complete their homework each night.

Kindergarten	5 - 10 minutes
Grade 1	10 - 15 minutes
Grade 2	20 - 25 minutes
Grade 3	30 - 35 minutes
Grade 4	40 - 45 minutes
Grade 5	50 minutes
Grade 6	1 hour
Grade 7	1 - 1.5 hours
Grade 8	1.5 - 2 hours

Adopted: October 16, 2006

Reviewed: October 4, 2007

Amended: October 19, 2009

Reviewed: Feb. 4, 2014

Amended: Jan. 8, 2018

HOMEWORK GUIDELINES

Teachers and parents share one common goal: to help each student in our school be successful. Each teacher and parent has an important role in student performance and achievement. Students learn best when they, their parents, and their teachers work together. Homework is one way that parents and teachers can cooperate to improve students' learning and help them achieve their educational potential.

Berkley Community School recognizes that every child is an individual, and that homework may need to be adjusted to meet individual needs. If your child is struggling to complete the assignments in a timely fashion or his/her homework does not appear to be challenging enough, please contact the classroom teacher.

HOMEWORK IS ASSIGNED:

1. **TO HELP STUDENTS LEARN BETTER:** The out-of-class time spent working on a specific skill will help develop, reinforce and strengthen that skill.
2. **TO HELP PARENTS BECOME INVOLVED WITH EDUCATION:** Students, parents, and teachers must work together. Homework is one way parents can make a meaningful contribution to help their children achieve.
3. **TO HELP STUDENTS DEVELOP SELF-DISCIPLINE AND ORGANIZATIONAL SKILLS:** Through homework, students learn how to manage their time. They learn to be responsible for their own achievements.

PARENTS:

Homework is given to help students improve skills and take charge of their own learning. There are some specific ways that you can help your child do the best possible job on homework.

1. Stress that homework is important. Help your child find a time and place for homework. Help your child to schedule his/her time. Some families, for instance, institute a rule – no television until homework is completed. Others set up a specific “Homework Time” that is used on a daily basis. Students should be encouraged to read, practice math facts, and study sight word rings on a daily basis.
2. Sometimes it is helpful to review the main points of a study assignment by talking with someone. Let your child know you’re available to listen and support their learning.
3. When your child has completed a study session, reinforce the idea that the study will help them do better in school, and praise them for a job well done.
4. Help your child pack their homework and school supplies so they are organized to return it to school.

HOMEWORK REQUESTS

Parents/guardians may request homework for students who have been absent for more than one day. **Requests must be made to the Office prior to 9:00 AM and work will be made available by the end of the school day.** When calling, please be prepared to designate who will pick up the work.

HUMAN SEXUALITY EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Berkley School Committee has adopted a policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

This policy can be found on page 11 [at this link](#).



INTERNET USE POLICY

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and students, is to promote educational excellence in the Berkley Community School by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world, also comes the availability of material that may be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school aged children. The Berkley Community School views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the school supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

Berkley Community School teacher, staff and student access to, and use of, the Internet and emails (grades 2-4) will be available through a school account.

Student learning is consistently monitored, however, the school cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district, since Internet access may be obtained outside of the school setting.

This policy can be found on page 3 [at this link](#).

LEARNING EXPECTATIONS

Every student is expected to try his/her best at all times. Each student is expected to spend time in addition to scheduled class instruction to study and to perform written assignments. The following guidelines for student are in place:

1. Students should bring necessary materials to class, listen well, be active participants in class discussions, and ask questions if he/she doesn't understand.
2. When doing school work, students should read the directions carefully, think before answering, answer questions fully, and proofread work for spelling and grammar before turning it in.
3. Students should put forth his/her best effort when completing school work.
4. Students should use neat handwriting and take pride in all assignments.



LOCKERS

Students may be assigned lockers. Books, clothing, and school-related objects may be stored in these lockers. Students are responsible for the content of their locker. Locks of any kind are not permitted. Lockers are the property of Berkley Community School. At no time does the Berkley Community School relinquish its exclusive control of lockers for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

LOSS OF PRIVILEGES

During the school year, various extra-curricular and intra-curricular activities are offered to students (ex. assemblies, field trips, activity days etc.). A student may be considered ineligible to participate in a given activity if his/her behavior is unacceptable by school standards. In addition, a student may be considered academically ineligible to participate in a given activity if his/her schoolwork is not being performed to expectation and/or assignments are not completed.

LOST AND FOUND

The lost and found bin is located in the Principal's Lobby. Please check this bin if your child is missing something. Please make an effort to label your child's belongings (i.e. jacket, lunchbox, backpack). The lost and found is periodically emptied, so please check in a timely fashion if you are missing something.



LUNCH PERIOD

During the 2021-2022 school year, there will be no cost for breakfast, lunch, or milk at Berkley Community School.

To make the cafeteria a pleasant and safe place for everyone, we expect responsible behavior.

<i>Looks Like</i>	<i>Sounds Like</i>
<p>Students will...</p> <ul style="list-style-type: none"> ● Use the bathroom and wash hands BEFORE entering the cafeteria. ● Face forward in two lines while waiting to buy lunch. Children wait in their own space until it is their turn to receive their food. ● Sit at assigned table with their feet under the table. ● Raise a hand if help is needed. ● Take one trip to the barrel to dispose of waste. ● Ask permission to leave the cafeteria. ● Clean the table and floor area. ● Walk in the hallway QUIETLY to get their jackets (if applicable). ● Place their hands on laps, eyes on the cafeteria leader, and mouths closed to prepare for dismissal. 	<p>Students...</p> <ul style="list-style-type: none"> ● Using appropriate voice level in the cafeteria. ● Keeping conversations at their own table. ● Disposing of waste quietly. ● Using kind and polite words (Please and thank you). <p>Classes are dismissed when the cafeteria is silent.</p>

NON-CUSTODIAL PARENT INFORMATION

The Legislature has created a statute which addresses the dissemination of student record information to parents who do not have physical custody of a student. G.L. c.71, §34H, establishes specific criteria for such a parent to become eligible to receive student record information.

The full policy can be found in [Appendix B](#).
Policy 6224 can be viewed on page 64 [at this link](#).



PARTIES

Parties for teachers and fellow pupils are not allowed unless the Principal grants permission. If you are sending food into your child's classroom, please check with the child's teacher about a convenient time for the snack, and most importantly to be sure that the food is safe for all children in the classroom, particularly those with food allergies.

Any food sent for classrooms must be sent **24 hours in advance** in order to allow for the items to be checked by the nurse for allergens.

PLACEMENT OF STUDENTS

The classification and placement of students for instructional purposes is the responsibility of the school with the involvement of the parents/guardians. The sole purpose of careful classification and placement procedures is to place each student in classroom and group settings in which optimal learning will take place. Please note that parents/guardians may not request a specific teacher for their child.

The entire Promotion & Retention Policy can be found on page 18 [at this link](#).

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Purpose Statement: Berkley Community School is a community of respectful and responsible citizens. We work together to create a safe and positive learning environment.

Positive Behavior Intervention and Supports (PBIS) is a system of specific procedures that are followed at Berkley Community School. This system focuses on the core values adopted by BCS: Responsible, Respectful, Safe. The core values will be taught formally in our classrooms so that students can learn what each of the values looks like in the school setting and in the larger community. Acknowledgement will be given to students utilizing the core values.

PUBLICITY

We vigorously attempt to publicize the excellent work our students do. We invite photographers and reporters from the Taunton Daily Gazette, Brockton Enterprise, Fall River Herald News, and other local newspapers to report on and photograph the students in our school, in addition to publicity that may appear on the school website. Your child's photograph may or may not appear in any or all of these publications. If for any reason you do NOT wish your child to be photographed, please send in a signed note stating your decision.



RECESS



Recess is a time for exploration and free play. We strive to provide a recess environment that recognizes and encourages safe and appropriate behavior for all children. The following recess rules must be observed:

<i>Looks Like</i>	<i>Sounds Like</i>
<ul style="list-style-type: none">● Staying in assigned areas● Lining up on your signal● Using equipment correctly● Dressing for the weather● Playing cooperatively● Keeping all body parts to themselves● Being aware of your surroundings (for example running through an organized game versus around it, looking before throwing a ball)	<ul style="list-style-type: none">● Playing by the rules for a designated game● Getting help when needed● Taking turns and sharing equipment● Welcoming and including all students● Trying to problem solve a disagreement respectfully

Students who fail to act appropriately during recess will be subject to the following actions which include but are not limited to: redirection, time-out, and/or loss of recess. Infractions termed "serious" or "very serious", as outlined within the BCS Code of Conduct will result in a disciplinary referral to the principal/assistant principal for appropriate disciplinary action. Please note that students have outdoor recess at BCS during the entire school year, with the exception of severe weather days. Please dress your child appropriately, and provide weather-appropriate outerwear as needed, especially for winter play.

REPORT CARDS

Report cards are issued three times per year. Please reference the monthly important dates listed, as well as the Principal's Newsletter and website for the specific dates report cards will be distributed. At the third and fourth grade level, we ask that students are prompt in returning the report card slip to his/her teacher.

SANITARY PRIVILEGE

The sanitary facilities may be used during the day with permission from the classroom teacher. Assigned times have also been scheduled for use of these facilities. Students are expected to use good behavior in the restrooms.



SMOKING

There is no smoking on school property, including the parking lot.

SNOW DAYS

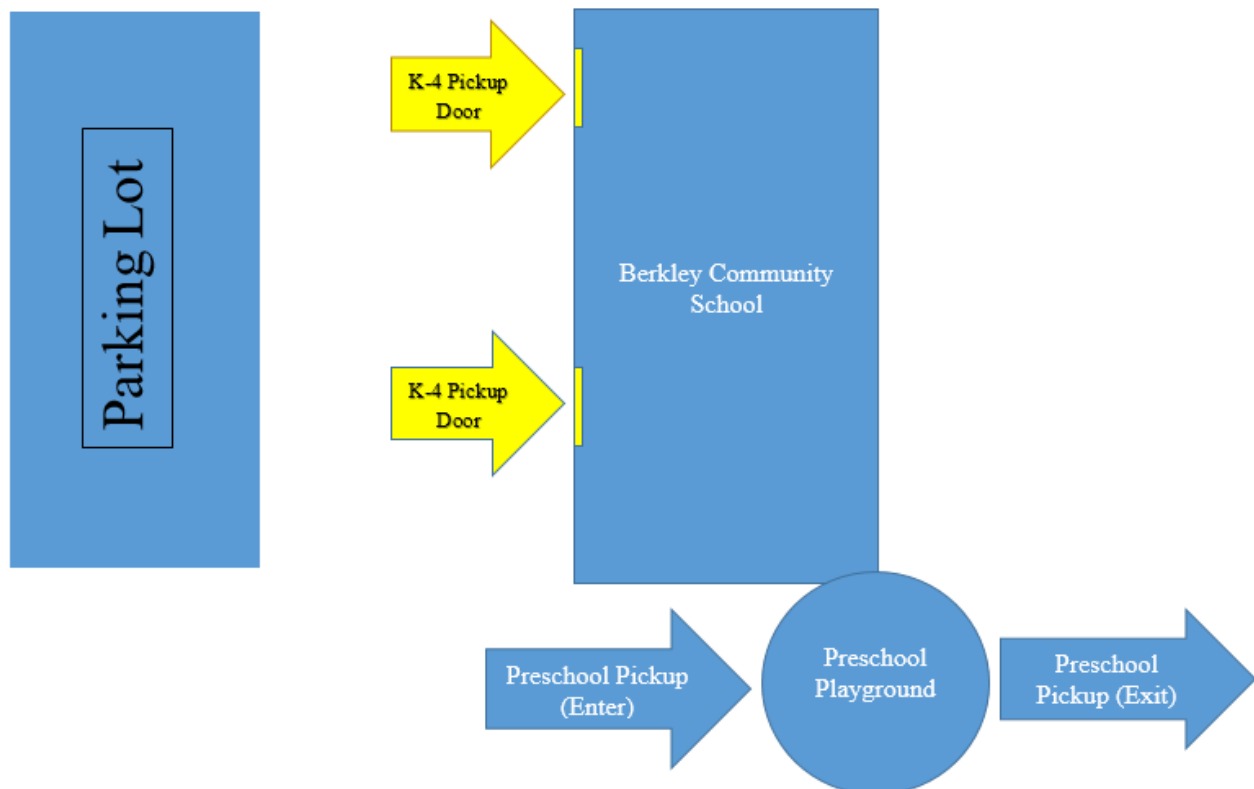
In the event of a delayed start, early dismissal or no school due to inclement weather, families will receive a telephone call from our automated phone system.

STUDENT PICK UP PROCEDURES

To ensure the smooth and safe pickup of students at Berkley Community School, the following procedures are utilized.

- If you are picking up a K-4 student at BCS, you will proceed to the sidewalk outside the Community School on the PRINCIPAL'S OFFICE side of the building. There will be two lines formed, one adjacent to the Main Office Door for students with last names A-L, and one adjacent to the Gymnasium Door for students with last names M-Z. Please limit the number of people picking up in order to ensure social distancing and please wear a mask for pickup. At 2:55, school staff will begin the process of identifying who you are picking up and calling for your child(ren) who will be waiting in the gymnasium under the direction of school staff. We will be utilizing two doors in order to make this process as swift as possible. Staff will be directing your child(ren) to the appropriate door to meet you. Please step away from the table once your child is called to allow for social distancing, but remain in eyesight of the door supervisor. Once your child exits the building, please proceed to your car to exit the parking lot. Moving immediately away from the doors will enable others to exit while remaining socially distant.
- Preschool pickup will follow the same guidelines as preschool drop-off. Individuals picking up preschoolers (one adult per child, please) will line up according to the diagram below, in the Preschool Playground area. Children will be dismissed directly to families at the playground door of the classroom.

Please reference the following diagram:





STUDENT APPEARANCE

Students should wear appropriate clothing to school. A student's appearance helps create a positive learning atmosphere. Extreme styles or inappropriate clothing such as T-shirts promoting drugs, alcohol, tobacco, or containing words or pictures and/or double expressions in poor taste; tank tops, tube, half, cut off, or sheer shirts; and extremely short skirts/shorts are distracting. Parents may be notified of such inappropriate clothing. Hats will not be worn in the school building. Flip flops are discouraged due to safety issues. "Heelies" are dangerous and are not permitted in school. No face paint may be worn at Berkley Community School.

STUDENT DAILY SCHEDULE

Berkley Community School uses a six-day cycle rather than a weekly cycle for scheduling purposes. This type of cycle allows flexibility and resolves the issue of missed classes due to holidays and/or snow days. If a weekday is a no school day for any reason (holidays, snow day etc.), the cycle resumes following the day off.

The 2021-2022 School Year Calendar can be accessed [at this link](#).

STUDENTS OF THE MONTH

Each month, teachers select Students of the Month based on class effort, conduct, participation and involvement in class projects. Students may be honored for high achievement, but also for their growth in skills or personal achievements that have been noted by their teacher. For grades 1-4, one student per classroom is chosen. Separate Students of the Month are chosen for art, music, physical education, computer, discovery zone and speech/language.

Students' names and pictures are displayed and students receive recognition in their classrooms.

STUDENT RECORDS

There are specific regulations regarding student records to ensure parents' and students' rights or confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The summary of regulation pertaining to student records can be found in [Appendix C](#).

The Student Records Policy can be found on page 2 at [this link](#).

STUDENT REFERRAL PROCEDURES

When any student experiences classroom difficulties, every effort is made to offer assistance in the regular classroom. However, if it is necessary, systematic referral procedures are initiated.

Pre-referral documentation on any student in need of assistance is tracked through the Teacher Assistance Teams (TAT). A TAT exists for each level: grades P-1, 2-4. Within the context of weekly TAT meetings, a concerned teacher may discuss a student who is experiencing difficulty in the classroom. Suggestions are gathered, documented and implemented in an attempt to help the student with any on-going academic or behavioral difficulty. Parent input and/or that of other professionals who know the child may be sought at this point.

The leader of the TAT meetings maintains a dated log (TAT Worksheet) of specific concerns, initial suggestions and follow-up information regarding any accommodations or interventions attempted. A variety of methods may be attempted within a 4-6 week period. If the student continues to experience difficulty, the matter may be referred to the Screening Team. After reviewing pre-referral documents such as the child's current report card and/or progress reports as well as the "Current Performance" sheet and "TAT worksheet", the Screening Team may consider Special Education

Assessment or make other recommendations such as classroom observation by an appropriate specialist, informal assessment to rule out specific language or motor concerns, or interviews with appropriate professionals.

If a Special Education Assessment appears to be warranted, appropriate paperwork is generated and parents' approval is sought.

SUBSTANCE ABUSE

The school environment is the place in which intelligence, capabilities and skills are developed and enhanced. Physical and psychological dependence upon chemical substances creates health problems and is counterproductive to the goals of education. Frequent use of any drug results in impaired performance. The use, possession or sale of illegal drugs, or alcohol cannot be permitted as it undermines the educational process. The full Memorandum of Understanding re: Substance Abuse can be found in [Appendix E](#).

SUBSTITUTE TEACHERS

A substitute teacher is an important person in our school. This person replaces a teacher who is ill or attending meetings. All students should be polite, helpful, and considerate with such individuals. Students are expected to follow all classroom rules as they would if their regular teacher was present.

SURROUND CARE

The Berkley Surround Care Program operates within the Berkley Community School facility. The Surround Care Program is an on-site before and after school program for children ages 5-14 years. The program operates at both the Community School and Middle School and extends its services to working families before and after the school day, during school vacations, and in the summer. The program follows guidelines set forth by the State of Massachusetts Department of Elementary and Secondary Education. The program is financially self-supporting and funded entirely by program tuition and runs at no cost to the school department or community of Berkley. If you are interested in learning more about the Surround Care program, please contact Michelle Terrien, Program Administrator at 508-822-9550 x304.

TESTING/ASSESSMENT

Throughout the school year, multiple methods are used to assess students. Individual student progress is monitored through the use of classroom assignments, assessments, and observations. Students are assessed on their attainment of skills in Mathematics, English Language Arts and Integrated Content Areas throughout the school year. Students' development of age appropriate social skills and self-help skills are assessed through classroom/school observation. The Massachusetts Comprehensive Assessment System is administered to students in grades three and four in the spring in the areas of English Language Arts and Mathematics. All K-4 students participate in the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessment to monitor the acquisition of reading skills.



TEXTBOOKS

Textbooks are valuable learning tools and must be treated with care by students. If a textbook is lost or damaged, a student should report it immediately to his/her teacher. If the book is damaged or lost, students are expected to pay the cost of replacing the lost textbook. In order to take proper care of textbooks, any hardcover textbooks should be covered.

TITLE I

Berkley Community School is a Title I school. At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers.

UNIVERSAL PRECAUTIONS

Berkley Community School helps to ensure the health/safety of all students and staff through the use of Universal Precautions.

The full policy of Universal Precautions can be found on page 47 [at this link](#).

VACATIONS DURING SCHOOL TIME

Parents are discouraged from taking students out of school for vacations. Absences due to vacations count toward students overall attendance record. A calendar with school vacation dates is published for the school year and should be consulted before making vacation plans. The learning process is more than reading and doing homework; classes include hands-on activities, group learning, class discussion, and student presentations as part of each day's schedule. Every lesson, class and school day is important. Written make-up assignments provide only a small portion of your child's learning experience. Parents may request, but teachers are not required to provide, work for students going on trips during school time.

VANDALISM

The School Committee will take appropriate measures to protect school facilities, equipment, and other property against vandalism, and if necessary, will resort to its legal rights to prosecute vandals. Individuals, and their parents/guardians, who damage, either maliciously or unintentionally, any school property or the property of school employees or members of the School Committee shall be held monetarily responsible for repair or replacement of the damages. In addition, where appropriate, complaints will be sought in the criminal court against those who damage such property.

TYPES OF VANDALISM:

Malicious

The individual(s) deliberately or purposefully damages school property, defaces school property, or the property of staff or school committee members.

Unintentional

Accidental damages arising out of an otherwise innocent activity or the result of carelessness. For example, children playing on school grounds after school may accidentally hit a baseball through a window. Students involved in horseplay may unintentionally damage school property or the property of another. Such acts, nevertheless, still entail financial responsibility.

WEBSITE

Please access our website at www.berkleypublicschools.org to receive the most up-to-date information about happenings at our school.

APPENDIX A

Berkley Community School Code of Conduct

The Berkley Community School aims to prepare students for full, active and responsible participation as American citizens as well as to provide students with a safe environment both physically and emotionally. The learning process demands an environment free of distractions and conflict. The rules listed in this handbook have been established to allow our goal to be achieved. Thus, personal or public irresponsibility has no place in our school community. We have an expectation that all students will follow common rules of citizenship and respect the rights of those around them.

The classroom teacher has the first responsibility for maintaining discipline in his or her class. The teacher and all staff members should, at all times, be treated with respect by students. In return, each student has every right to expect members of the staff to treat him/her with respect.

Category 1-Classroom Behavior Addressed by the Classroom Teacher

It will be a primary role of the classroom teacher to employ classroom management strategies. A teacher may utilize any effective classroom management strategies i.e., changing a student's seat, granting or withholding privileges, positive reinforcement, private reprimand, discussion, telephoning a parent/guardian, and/or referral to an administrator.

The following Category 1 student actions or attitudes are irresponsible:

1. To fail to follow homeroom, classroom, playground, cafeteria and/or general school rules
2. To fail to submit assignments or be prepared for class
3. To disturb or distract others from learning
4. To refuse constructive criticism from a teacher
5. To be inattentive to classroom instruction
6. To be rude and/or discourteous to teachers, school personnel, or fellow students
7. To cheat/forgery
8. To fail to carry out reasonable requests from teacher or school personnel
9. To misuse school property, materials, or resources

We expect teachers to inform and discuss these infractions with a pupil and to consult with parents and administrators as needed. Make-up work or detention after school (provided transportation is arranged) may be used by teachers to resolve these problems. We expect teachers to notify parents of a student's misbehavior by phone and/or conference. We request that teachers keep a log detailing their efforts for resolving problems with students.

NOTE: Teachers will refer students to the office for disciplinary action in extreme cases and/or for repeated infractions after trying several of the following disciplinary measures:

- a. On the spot corrections
- b. Student/teacher conferences
- c. Notification of Parent/Guardian by letter/phone/email
- d. Principal/Asst. Principal/Parent/Guardian conference

Category 2 & 3-Serious Breaches of the Berkley Community School Code of Conduct

In all instances of major violations, the parents/guardians will be contacted. If a suspension is deemed necessary, the length (not to exceed 10 days) and type of suspension is determined by the administration. It should be noted that students functioning under 603 C.M.R. 28.00 (special education) formally referred to as Chapter 766 and P.L. 94-142 (I.D.E.A.) or under a 504 plan will be treated in accordance with the recommendations of their individual educational plans.

The following Category 2 acts are considered serious breaches of conduct:

1. To harass and/or intimidate other students
2. To use abusive language
3. To leave class without permission
4. Fighting and/or rough housing
5. Disrupting assemblies, class trips, extra-curricular activities, and/or social functions
6. Creating a disturbance that results in the hallway or common areas of our school
7. Tampering with computer hardware and/or software

Once these infractions are reported by the teacher(s) witnessing the act, the Principal/Asst. Principal will resolve them. The Principal/Asst. Principal will inform the student of the reported act. A discussion between the Principal/Asst. Principal and the student will take place. Parents will be notified of the infraction and resulting consequence.

The following Category 3 acts are considered very serious breaches of conduct:

1. Threatening/abusive language and/or gestures toward a staff member
2. Theft/extortion
3. Leaving school grounds without permission
4. Malicious vandalism
5. Truancy
6. Defiance of authority
7. Unauthorized opening of a secured outside door
8. Assaulting school personnel
9. Use of tobacco products in school and/or on the school grounds
10. Possession or uses of fireworks, a dangerous instrument or weapon, and/or contraband
11. Setting off a false alarm or calling in a bomb scare
12. Arson
13. Hazing (General Laws C.269, s. 17-19 [conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student])

Once these infractions are reported, the Principal and or Asst. Principal will resolve them. The Principal and/or Asst. Principal will inform the student of the reported act. A discussion among the Principal/Asst. Principal and student will take place. Parents will be contacted by either phone, letter, and/or conference.

As with all issues that arise at Berkley Community School, it is our goal to communicate effectively with student and their parents/guardians about discipline related issues. Communication about student behavioral issues by school personnel is an important component of the Berkley Community School Discipline Policy. In the event that a student engages in a behavior that may result in the student being suspended from school, a meeting with the child and his/her parents will take place according to the Student Discipline Regulations (603CMR53.00) effective July 1, 2014. Additionally, written notification of in-school and out of school suspension will be provided.

Sanctions/Consequences for Violations of the Berkley Community School Code of Conduct

Classroom Consequences-Student may be assigned consequences such as losing classroom privileges, loss of recess, etc. at the discretion of the classroom teacher.

Lunch/Recess Detention- Student may be assigned a lunch and/or recess detention by the Principal/ Assistant Principal. Students in lunch detention or lunch/recess detention eat lunch in the office followed by an assignment related to their infraction (i.e. writing an apology letter)

Office Detention-Students are assigned to office detention by the Principal/Asst. Principal.

- A student may be assigned detention for any instances of repeated unacceptable behavior or for repeated failure to complete required assignments.
- Parents/Guardians are responsible for making necessary transportation arrangements.
- Detention is served from 3:00 PM-3:45 PM or 8:15 AM-9:00 AM.
- Office detention is a completely silent and work centered detention. A writing assignment will be provided by the administrator and/or teacher.

In School Suspension-Assignments will be served in a designated area under the supervision of the Principal or designee. Students will be separated from other students for the specified period of time. Students will not be allowed to participate in extracurricular activities until the suspension is complete.

Out of School Suspension-Assignments will be served away from school under the supervision of the student's parents. Students will be expected to make up all missed work upon their return to school. Students will not be allowed to participate in extracurricular activities until the suspension is complete.

Disciplinary Due Process

1. EMERGENCY SUSPENSION: The Principal may give a student an emergency suspension if the Principal has reasonable cause to believe that:
 - a. The physical safety of the student or of others is substantially endangered and will continue to be endangered; or
 - b. The student is causing and will continue to cause substantial interference with classroom instruction.

As soon as practicable following the imposition of an Emergency Suspension, the student shall be provided with an opportunity to respond to the charge on which the suspension is based.

2. SHORT TERM DISCIPLINARY SANCTIONS: Except where an Emergency suspension is warranted, a student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.
3. LONG TERM DISCIPLINARY SANCTIONS: Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.
4. STUDENTS WITH DISABILITIES: Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's

Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

Discipline and Students with Disabilities/Notice of Procedural Safeguards

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year.

The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement," building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.
3. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determines that the student's conduct was not a manifestation of the student's disability, the school may discipline the appropriate public education to those students with IEP's. The student's Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to a new placement or until the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

NOTES:

If the designated person in charge in the absence of the Superintendent and/or Principal deems it necessary to suspend a student from school, an attempt to contact the Superintendent and/or Principal shall be made before such action is taken. The Superintendent will be informed of all cases of suspension and drug-related problems. In cases of in-school and/or out-of-school suspension, parents will be notified by letter.

“The Berkley Public Schools complies with the provisions of 603 CMR sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, Director of Special Education and the Superintendent’s office.”

Procedure for Expulsion

Students may be expelled for the following:

- a. Possession of a dangerous weapon, not limited to gun or knife, or, possession of a controlled substance not limited to marijuana, cocaine or heroin on school premises or at a school sponsored/related event.
- b. Assault on a principal, assistant principal, teacher, teacher aide, or other educational staff member at school or at a school sponsored/related event

If a student is charged with (a) or (b) above, he/she shall receive written notice of opportunity for a hearing, at which the student may have representation and present evidence and witnesses before the school principal. (M.G.L. Chapter 71, Section 37H).

The principal may suspend instead of seeking expulsion but he/she shall state in writing to the superintendent his or her reasons, and shall represent his or her opinion that the student does not pose a threat to safety, security and welfare.

Any student expelled from school may appeal to the superintendent of schools within 10 days. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal not be limited solely to a factual determination of whether the student has violated any provisions of state law as identified above.

If the student is expelled, and applies for admission at another school, the sending superintendent shall notify the receiving superintendent of the reasons for expulsion.

Approved June, 2017

APPENDIX B
NON-CUSTODIAL PARENT INFORMATION
GENERAL LAWS CHAPTER 71, SECTION 34H

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Regulatory Authority:

603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

Policy 6224 can be viewed on page 64 [at this link](#).

APPENDIX C

REGULATIONS PERTAINING TO STUDENT RECORDS

The state Board of Education has adopted Regulation Pertaining to Student Records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. (They also apply to all private schools that have state approval to provide special education services under Chapter 766, the Special Education Act.) They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a School Committee on a student in a manner such that s/he may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; and evaluations and comments by teachers, counselors, and other persons; as well as other similar information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding their student records, as provided by the Regulations pertaining to Student Records:

INSPECTIONS OF RECORD

A parent, or student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two days after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

CONFIDENTIALITY OF RECORD

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student records without the specific, informed, written consent of the parent or the student.

AMENDMENT OF RECORD

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have the right to a conference, and the principal must render a decision in writing.

If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

DESTRUCTION OF RECORDS

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system.

Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be received from your school.

GENERAL LAWS CHAPTER 71, SECTION 34H

The Legislature has created a statute, which addresses the dissemination of student record information to parents who do not have physical custody of a student. G.L. c.71, §34H, establishes specific criteria for such a parent to become eligible to receive student record information.

For such a parent to be eligible to receive certain information, he/she:

1. Cannot have been denied custody of the child based on a threat to the safety of the child or the custodial parent, or
2. Cannot have been denied visitation or have been ordered to supervised visitation or have access to the child or custodial parent restricted by a temporary or permanent protective order which has not been modified to permit access.

An eligible parent must submit a written request annually to the school principal, which includes the following:

1. A certified copy of the probate court's order or judgment relative to the child's custody.

The order or judgment must indicate that the parent has not sought nor been denied shared legal custody and is entitled to unsupervised visitation with the child.

In the alternative, the parent can submit an order of the probate court which specifically orders the information be made available to the parent. Such an order must certify on its face that it is being made after a review of any court records of any judgment of custody and criminal history of the petitioner; that the provision of information has not been determined to pose a safety risk for the custodial parent or child(ren) in his/her custody; and it is in the best interest of the child that such information be released.

2. An affidavit of the requesting parent that no temporary or permanent protective order is in effect restricting access to the custodial parent of child(ren) in his/her custody.

Upon receipt of a request for information, the school must "immediately" notify the custodial parent by registered and by first class mail in the parent's primary language. The school may seek reimbursement for the postage from the requesting parent.

The notification to the custodial parent must state:

The information shall be provided to the requesting parent after 21 days unless the custodial parent submits to the principal documentation of a court order prohibiting contact with the child or the distribution of the information, or documentation of a temporary or permanent order issued for the protection of the custodial parent and child in his/her custody from abuse by the requesting parent.

In subsequent years, a requesting parent must annually inform a school principal that he/she remains eligible to receive this information. Upon a subsequent request for information, a school must again notify the custodial parent in the manner set forth above. Any request made when a permanent protective order is in effect shall constitute a violation of the protective order.

The student record information which each public elementary and secondary school must provide in a "timely and appropriate manner" is: report cards and progress reports; the results of intelligence and achievement tests;

notifications of referral for a special needs assessment, or enrollment in a transitional bilingual program; notifications of absences and illnesses; notifications of any detentions, suspensions, expulsions or permanent withdrawal.

The Student Records Policy can be found on page 2 at [this link](#).

APPENDIX D
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official Committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationship;
 6. Legally recognized privileged relationship, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students marketing or to sell or otherwise distribute the information to others.
 - *Inspect, upon request and before administration or use-*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, D.C. 20202-5901

APPENDIX E

MEMORANDUM OF UNDERSTANDING REGARDING SUBSTANCE ABUSE

PARTICIPANTS

Berkley School Department
Berkley Police Department

MISSION

The school environment is the place in which intelligence, capabilities and skills are developed and enhanced. Physical and psychological dependence upon chemical substances creates health problems and is counterproductive to the goals of education. Frequent use of any drug results in impaired performance. The use, possession or sale of illegal drugs, or alcohol cannot be permitted as it undermines the educational process.

It is the mission of this memorandum of understanding to establish our commitment to maintaining healthy growth and development in our students and to preserve the quality of our educational environment.

The policies established in this memorandum apply to students attending any school-supported activity or event on or off school grounds.

STUDENTS SEEKING VOLUNTARY DRUG/ALCOHOL ASSISTANCE

The school will provide, without penalties, assistance to any student who voluntarily seeks drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use and has not been apprehended for any violations, the school staff will take the following action:

1. Immediately develop a treatment plan including in-school and community resources.
2. Parents should be involved as soon as it is considered to be appropriate.
3. Students will be given the opportunity to make up any school work that is missed.

A Crisis Intervention Team consisting of school personnel, parents and student will be convened on a case by case basis to:

1. Clarify the problems that are interfering with the student's education.
2. Describe relevant school policies and procedures that might have an impact on a student if this plan is not followed.
3. Develop a plan to address these problem areas.

DRUG AND ALCOHOL POLICY

If a student voluntarily confides a drug/alcohol problem to a staff member, the following steps will be taken on a confidential basis to develop a treatment option:

1. Staff member should refer student to Principal
2. School Nurse may be involved if physical symptoms are suspected.
3. No disciplinary action to be taken.
4. Refer to Special Services if necessary.
5. Parental involvement as soon as deemed appropriate. If a student is suspected of being under the influence of drugs or alcohol, no substances (contraband) having been found:

- School Nurse to be notified to assess potential medical risk.
- Designated Administrator will notify parents to take students home.
- Administrator, student and parents will hold conference to develop background information and treatment options.
- Primary focus of intervention is medical evaluation, parent involvement, in-house team meeting and counseling.

Student found to be in the presence of other students using or distributing substances:

1. Staff member will notify designated Administrator.
2. Administrator informs parents of student's involvement.
3. Referral to counselor for further exploration.
4. Possible disciplinary action of suspension for up to five (5) days may occur at the discretion of Administrator.

Student found to be in possession of drugs and/or alcohol:

1. Staff member will notify designated Administrator.
2. Administrator informs parents of student's involvement.
3. Immediate notification of police. Any drugs found must be turned over to a police officer.
4. Referral to Special Services for follow-up counseling.
5. Suspension for up to five (5) days.
6. Crisis Intervention Team meeting with parents, police, administrator and student.
7. Readmission to school may be contingent upon a request from a physician regarding the student's fitness to continue his/her studies.

Student found selling or distributing drugs:

1. Staff member will notify designated Administrator.
2. Administrator informs parents of student's activity.
3. Referral to Special Services.
4. Immediate notification of police. Any drugs found must be turned over to a police officer.
5. Suspension for up to five (5) days.
6. Crisis Intervention Team meeting with parent, police, administrator and student. A staff meeting will be held during suspension period to discuss the student's behavior/problem and to consider recommendations and treatment.
7. Readmission contingent upon hearing with documented successful treatment from community substance abuse treatment services.

The above procedures are applicable for students in grades P through 8. Repeated violations of the drug and alcohol policies by a student will be referred to the Crisis Intervention Team. The team, after evaluation, will make recommendations to the Superintendent of Schools for appropriate action.

APPENDIX F

CORI FORM



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

_____ Berkley Public Schools _____ is registered under the
(Organization)
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to _____ Berkley Public Schools _____

(Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____ Berkley Public Schools _____

(Organization)

with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The _____ Berkley Public Schools _____ may conduct
(Organization)

subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that _____ Berkley Public Schools _____, must first provide me

(Organization)

with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____
* Last Name: _____ Suffix (Jr., Sr., etc.): _____
Former Last Name 1: _____
Former Last Name 2: _____
Former Last Name 3: _____
Former Last Name 4: _____
* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____
* Last SIX digits of Social Security Number: _____ -- _____ ☐ No Social Security Number
Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____
Driver's License or ID Number: _____ State of Issue: _____
Father's Full Name: _____
Mother's Full Name: _____

Current Address

* Street Address: _____
Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date



Berkley Community School Faculty
2021-2022



Principal – Mrs. Jennifer L. Francisco - jfrancisco@berkleypublicschools.org
Asst. Principal – Mrs. Sarah A. Cogar - scogar@berkleypublicschools.org

Preschool
Preschool
Kindergarten
Kindergarten
Kindergarten
Kindergarten
First Grade
First Grade
First Grade
First Grade
Second Grade
Second Grade
Second Grade
Second Grade
Second Grade
Third Grade
Third Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fourth Grade
Fourth Grade
EL Teacher
Math Intervention
Reading Clinic
Reading Clinic
Reading Clinic
Special Education (K)
Special Education (1)
Special Education (2)
Special Education (3)
Special Education (4)
Special Education (The Learning Center)
PT/APE
Behavior Specialist
School Adjustment Counselor
School Adjustment Counselor
OT
Speech
Speech
Speech
School Psychologist
Art
Computer
Discovery Zone
Music
Physical Education
Nurse
Secretary
Secretary
Computer Technician
ABA Tutor
ABA Tutor

Mrs. Bringle - mbringle@berkleypublicschools.org
Mrs. Tavares - atavares@berkleypublicschools.org
Mrs. Hooper - khooper@berkleypublicschools.org
Mrs. Doehler - hdoehler@berkleypublicschools.org
Mrs. Mills - jmills@berkleypublicschools.org
Miss Siedentopf - msiedentopf@berkleypublicschools.org
Mrs. Clement - dclement@berkleypublicschools.org
Mrs. Crockett-Hicks - pcrocketthicks@berkleypublicschools.org
Miss Danaher - kdanaher@berkleypublicschools.org
Mrs. Morin - cmorin@berkleypublicschools.org
Mrs. Carlesi - rcarlesi@berkleypublicschools.org
Mrs. Como - pcomo@berkleypublicschools.org
Mrs. Gray - dgray@berkleypublicschools.org
Mrs. Lindsay - mlindsay@berkleypublicschools.org
Miss Mills - kmills@berkleypublicschools.org
Mrs. Borges - kborges@berkleypublicschools.org
Miss Freitas - dfreitas@berkleypublicschools.org
Mrs. Guilmette - jguilmette@berkleypublicschools.org
Ms. Nunes - lnunes@berkleypublicschools.org
Miss Hickson - khickson@berkleypublicschools.org
Miss Lucius - slucius@berkleypublicschools.org
Mr. Soens - dsoens@berkleypublicschools.org
Miss Yuen - ayuen@berkleypublicschools.org
Ms. Drew - adrew@berkleypublicschools.org
Mrs. Campos - pcampos@berkleypublicschools.org
Mrs. Buron - bburon@berkleypublicschools.org
Mrs. Correia - kcorreia@berkleypublicschools.org
Mrs. Maxwell - dmaxwell@berkleypublicschools.org
Mrs. Mickune-Santos - kmickunesantos@berkleypublicschools.org
Miss Rusek - vrusek@berkleypublicschools.org
Mrs. Longe - jlonge@berkleypublicschools.org
Mrs. Andreasen - dandreasen@berkleypublicschools.org
Mrs. Lincoln - slincoln@berkleypublicschools.org
Mrs. Cordery - scordery@berkleypublicschools.org
Mrs. Sullivan - dsullivan@berkleypublicschools.org
Mrs. Lee-Vieira - aleevieira@berkleypublicschools.org
Mrs. Brandolini - nbrandolini@berkleypublicschools.org
Miss Sohn - lsohn@berkleypublicschools.org
Mrs. Soqui - jsoqui@berkleypublicschools.org
Mrs. Fletcher - sfletcher@berkleypublicschools.org
Ms. Neely - dneely@berkleypublicschools.org
Mrs. Uon - cuon@berkleypublicschools.org
Mr. Richmond - mrichmond@berkleypublicschools.org
Mrs. Carter - scarter@berkleypublicschools.org
Ms. DiMascio - tdimascio@berkleypublicschools.org
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