

Berkley Charter School

2017-2018



5240 Berkley Road

Auburndale, FL 33823

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Gayle Thomas

Principal

Suzanne Martin

Assistant Principal

Board Members:

**Michelle Henninger, Travis Houlihan, Henry Manson,
Doug McPherson, Lanier Waters**

This Agenda Belongs to:

Name: _____

Class: _____

Conferences

Teachers and parents are encouraged to have at least one yearly conference. Conferences can be arranged during the teacher planning time, before, or after student contact hours. They may be arranged by letter, email, or by calling the school. If you wish to speak to a teacher personally, please leave your name and telephone number with one of the secretaries, and the teacher will return your call at their earliest convenience.

Contacting the School

The school secretaries are available to take necessary messages, make appointments, and answer questions of a general nature. Our phone number is: 968-5024. School contact hours are 7:30am – 3:30pm.

Classroom Visitation

Please bring a current Driver's License.

All visitors (including parents) must sign in at the office and receive a visitor's badge before making visits during school hours. Visits with the teachers need to be prearranged.

Report Cards

The students receive report cards at the end of each grading period. A copy will be sent home to keep. There is a tear off section, which needs to be signed and returned to your child's teacher. Refer to the calendar for dates.

Medication

No medication will be administered without a physician's/nurse practitioner's instructions and without parental authorization. Medication may be administered only if an official form (Authorization for Medication) is completed and submitted to the school. Students must have this form completed by a physician before medication can be administered at school. This includes over the counter and prescription medicine. It must be in a properly identified container and given to the clinic paraprofessional by a parent or guardian. It must include name, dosage, and time requirements. Students are not allowed personal possession of any medication while at school.

All students needing prescribed medication will report to the clinic at the appointed times and receive their medication.

Clinic



First aid is provided when necessary. In the case of sudden serious illness or accident, every effort will be made to contact parent, or other person listed on the emergency contact list. It is VERY important to have an up to date emergency contact list on file in the clinic. You must make any changes in writing.

Field Trips

All parents chaperoning field trips must be approved volunteers. Each student must have a signed permission slip for each trip. If participating in an out of county trip, a notarized Permission for Medical Treatment form must accompany each student.

Delivery Policy

We will only accept deliveries of school related items such as books, lunch boxes, etc. from parents/guardians that are listed on the student's emergency card. Gifts, flowers, and balloons for students may not be delivered or brought to the school. Balloon arrangements, bouquets, and other celebration deliveries for students are considered an educational distraction in the classroom and a safety issue in the hallways, cafeteria, and aboard buses. It is not appropriate for the school to be responsible for delivery of non-school related articles to students.

Please make arrangements with the classroom teacher prior to sending in any birthday treats to school. Edible treats must be commercially prepared items for food safety reasons. Because of allergy and medical restrictions, the teacher must be consulted prior to providing treats to the school.

While birthday treats are acceptable, this is not to be considered a birthday party for your child. Visitors, party favors, camcorders, etc., are interruptions of the educational process and are not permitted.

Lunch Procedures

Visitors coming to eat lunch may eat with their child only. Classmates will not be permitted to join another child for lunch. Visitors and their child may eat at the roundtables located inside or outside of the cafeteria.

All lunch accounts should be kept with a positive balance. You can pay with cash or a check in the cafeteria before school.

Bus Transportation



1. Students may not change buses to attend parties, after school activities, go home with a friend, or Boy/Girl Scout meetings. This is the parent's responsibility to transport students to such activities.
2. Bus riders may not be transported on buses they are not assigned.
3. If a bus rider is not to ride the bus home, a parent/guardian must contact the school in writing prior to dismissal.
4. Students are not allowed to eat, drink, or have gum on the bus.



Car Transportation

1. Car riders should arrive at school after 7:30am.
2. Parents are to drop off and pick up students at designated car pick up areas. For safety purposes, no cars are to use the bus area for dropping off or picking up students.
3. Refrain from leaving your vehicle unattended in the drop off/pick up area. If you must leave your vehicle, use a designated parking spot.
4. Do not allow children to walk across the car drop off/pick up area or parking lot unattended.

Walkers/Bike Riders



1. Walkers or bike riders should arrive at the school after 7:30 am.
2. Bicycles should be locked at the bicycle rack.
3. Parent and child should plan alternative transportation for rainy days.

Attendance

Students are expected to be in school except in cases of emergency or for reasons as explained below. The following are the only excused absences from school. Any absence will require a note of excuse from the parent.

1. Personal illness – The school requires a doctor's note after 5 absences.
2. Death in the family.
3. Out of town travel – If the trip is due to an emergency and no arrangements can be made ahead of time, the absence may be excused by the Principal after written notification by the parents.
4. Observance of a religious holiday – Any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with creed or belief.

Any other reason must be excused by the school prior to the absence.

Steps to follow:

1. Parent/guardian writes an excuse giving name of student, date, days absent, reason for absence, and signature. Student presents excuse to the teacher. Doctors notes are required for illnesses.
2. For 3 or fewer days absent, the student is to ask for make-up assignment upon returning to school. Assignments not made up will be reflected in their grade.
3. Make-up work may be picked up if the child is absent for 3 or more days. The teacher needs a 24 hour notice when requesting make-up work.

Tardiness

Promptness to school is important. Students are to be in their classroom when the bell sounds. Students arriving late should go through the office before reporting to the classroom. A student must bring a written excuse for being tardy or the parent/guardian must accompany the student to the office to sign him/her in.

Checking Out Students

The student must be checked out through the school office. The office will page the student while the parent/guardian is signing the student out. The student will be dismissed only to parents or other authorized adult. Bring a Florida picture ID.

Refrain from checking your child out early, as we like to keep classroom disruptions to a minimum.

Homework Policy

The primary purpose of homework, in addition to reinforcement, is the experience it gives students in working on their own. Homework will be assigned at all grade levels. Teachers will make an effort to coordinate projects in order to avoid excessive homework.

Homework:

- ◆ will include 20 minutes of reading every night.
- ◆ is an extension of class work.
- ◆ should be reviewed by parents.
- ◆ is the student's responsibility and should be completed and returned as assigned.
- ◆ should be copied into the agenda by the student and signed by parent on a daily basis.

Student Expectations

Students are expected to behave in a manner conducive to academic progress for themselves and others.

At all times, each student is expected to show respect for teachers, school personnel, and fellow students.

Academic Expectations

Students are expected to:

- ◆ master the basic skills, which are identified as essential in each grade level.
- ◆ participate and put forth their best effort.
- ◆ make progress toward the goal of becoming self-disciplined, self-directed learners, and problem solvers.
- ◆ bring necessary materials to class.
- ◆ complete and turn in assignments on time.
- ◆ return agendas, signed by parents, daily.

Behavior Expectations

At all times, students are expected to:

- ◆ refrain from fighting and using profane language and gestures.
- ◆ practice good citizenship.
- ◆ refrain from bringing candy, gum, and toys to school.
- ◆ assume individual responsibility for personal and school property

During all classes, students are expected to:

- ◆ remain quiet, orderly, and task oriented.
- ◆ speak courteously to any adult or student and display good manners at all times.
- ◆ remain in the classroom until dismissed by the teacher.

In the restrooms, students are expected to:

- ◆ practice safety.
- ◆ keep the restroom clean.
- ◆ be quiet and orderly.
- ◆ refrain from taking pencils, crayons, etc into the restroom.

On the walkways, students are expected to:

- ◆ walk in single file at all times, with hands to themselves.
- ◆ stay on the sidewalks.
- ◆ keep to the right.
- ◆ keep walls, doors, poles and all school property clean.

On the bus, students are expected to:

- ◆ obey the bus driver's instructions.
- ◆ remain seated at all times while the bus is in motion.
- ◆ walk to and from the bus – no running after the bus at any time.
- ◆ go directly to assigned areas as buses arrive at school.

Repeated offenses or failure to meet the student expectations and stipulations will result in disciplinary action.



2017-2018 Berkley Charter School Calendar

STUDENT, TEACHER AND PARAEDUCATOR

Dates are subject to change

Teacher Work Days	Monday-Wednesday, August 7-August 9, 2017
Paraeducator First Work Day	Tuesday, August 8, 2017
Student Orientation Day (8am-11am)	Wednesday, August 9, 2017
FIRST DAY OF SCHOOL FOR STUDENTS	Thursday, August 10, 2017
Holiday (Labor Day) – Student/Teacher/Paraeducator	Monday, September 4, 2017
Interim Report	Week of September 11, 2017
Teacher Work Day, Student/Paraeducator Holiday	Monday, September 18, 2017
Full Time Equivalent (FTE) Week	Monday-Friday, October 9-13, 2017
End of 1st 9-Week Grading Period	Wednesday, October 11, 2017
Grades Due	Friday, October 13, 2017
Teacher Work Day, Student/Paraeducator Holiday	Monday, October 16, 2017
Distribute Report Cards (9 Weeks)	Tuesday, October 24, 2017
Holiday (Veteran’s Day) -Student, Teacher, Paraeducator	Friday, November 10, 2017
Interim Report	Week of November 13, 2017
Holidays – Student/Teacher /Paraeducator	Monday-Friday, November 20-24, 2017
Storm Make-up Days (if needed)	Monday & Tuesday, November 20 & 21, 2017
END OF 1st SEMESTER/Last Day of 2nd Grading Period	Thursday, December 21, 2017
Last School Day Before Winter Holidays	Thursday, December 21, 2017
Teachers, Students, and Paraeducators Return After Winter Holidays	Wednesday, January 3, 2018
Grades Due	Friday, January 5, 2018
Holiday (Martin Luther King Jr. Day) Student/Teacher/Paraeducator	Monday, January 15, 2018
Distribute Report Cards (9 weeks)	Wednesday, January 17, 2018
FTE Week	Monday-Friday, February 5-9, 2018
Interim Report	Week of February 5, 2018
Holiday (President’s Day) – Student/Teacher/Paraeducator	Monday, February 19, 2018
Teacher Work Day, Student/Paraeducator Holiday	Monday, February 26, 2018
End of 3rd 9-Week Grading Period	Wednesday, March 14, 2018
Grades Due	Friday, March 16, 2018
SPRING BREAK	Monday-Friday, March 26 – March 30, 2018
Distribute Report Cards (9 Weeks)	Tuesday, April 3, 2018
Interim Report	Week of April 23, 2018
LAST DAY FOR STUDENTS – End of 4th 9-Week Grading Period	Wednesday, May 23, 2018
Teacher Work Day	Thursday, May 24, 2018

Designated Storm Make-Up Days: 11/20/17, 11/21/17 and 2/26/18

Reminder: Non-refundable travel tickets should not be purchased in the event that Storm Days are used as Student Attendance Days and/or Teacher Work Days.

Early Dismissal Days @ 12:30:

Wednesday, September 13, 2017

Friday, October 13, 2017

Friday, November 17, 2017

Wednesday, January 24, 2018

Wednesday, February 7, 2018

Wednesday, March 14, 2018

Wednesday, May 23, 2018

Student Testing: Dates/Information is located on the District’s website at www.polk-fl.net/parents/testing.

Florida Statewide Assessment Schedule

2017-2018

Grade	Dates	Assessment	Format
3	April 9 – May 4 April 9 – May 20	FSA English/Language Arts FSA Mathematics	Computer Computer
4	Feb. 26 – March 7 April 9 – May 20 April 9 – May 20	FSA ELA Writing Component FSA English/Language Arts FSA Mathematics	Paper/Pencil Computer Computer
5	Feb. 26 – March 7 April 9 – May 20 April 9 – May 20 April 30 – May 4	FSA ELA Writing Component FSA English/Language Arts FSA Mathematics Statewide Science Assessment	Paper/Pencil Computer Computer Paper/Pencil

*All testing dates are subject to change.



What does it mean to be **fluent**? When fluent appears in a content standard, the word means “**fast and accurate.**” It might also help to think of fluency as meaning the same thing as when we say that somebody is fluent in a foreign language: when you’re fluent, you **flow**. Fluency isn’t halting, stumbling, or reversing oneself.

Grade	Standard	Expectation
K	MAFS.K.OA.1.5	Add/Subtract within 5
1	MAFS.1.OA.3.6	Add/Subtract within 10
2	MAFS.2.OA.2.2 MAFS.2.NBT.2.5	Add/Subtract within 20 (from memory) Add/Subtract within 100
3	MAFS.3.OA.3.7 MAFS.3.NBT.1.2	Multiply/Divide within 100 (from memory) Add/Subtract within 1,000
4	MAFS.4.NBT.2.4	Add/Subtract within 1,000,000
5	MAFS.5.NBT.2.5	Multi-digit multiplication

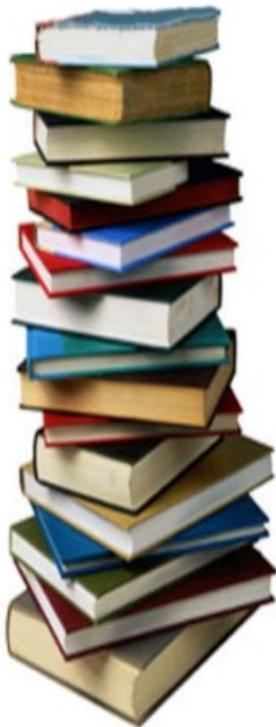
Why can't I skip my 20 minutes of reading?

Student "A"

20 minutes
each day =

3600 minutes
in a school year

1,800,000 words



Typically scores in the
90th Percentile
on standardized tests

Student "B"

5 minutes
each day =

900 minutes
in a school year

282,000 words



Typically scores in the
50th Percentile
on standardized tests

Student "C"

1 minute
each day =

180 minutes
in a school year

8,000 words



Typically scores in the
10th Percentile
on standardized tests

By the end of 6th grade Student "A" will have read the equivalent of **60 whole school days**. Student "B" will have read only **12 school days** and student "C" will have read **only 3**.
(Nagy & Herman, 1987)

WANT TO BE A BETTER READER? Simply READ!

Helpful Resources and Sites

English/Language Arts:

ConnectEd	http://connected.mcgraw-hill.com/ (K – 5)
iReady Instruction	https://login.i-ready.com/ (K-5)
NewsELA	www.newsela.com (2 nd – 5 th)
H.T.E. News	http://htekidsnews.com/ (2 nd – 5 th)
Starfall	www.starfall.com (PreK – 2)
Turtle Diary	www.turtlediary.com (PreK – 5)
ABCya!	www.abcya.com (K – 5)
Spelling City!	www.spellingcity.com (K – 5)

Math:

iReady Instruction	https://login.i-ready.com/ (K-5)
LearnZillion	www.learnzillion.com (K – 5)
Turtle Diary	www.turtlediary.com (PreK – 5)
Prodigy Math	https://www.prodigygame.com (1 st – 5 th)
SumDog	www.sumdog.com (K – 5)
Math Playground	www.mathplayground.com (1 st – 5 th)
FunBrain	www.funbrain.com
Multiplication	www.multiplication.com (2 nd – 5 th)
Shows 4 Learning	http://www.shows4learning.com/ (PreK- K)



Science/Social Studies/Technology:

PBS LearningMedia	http://www.pbslearningmedia.org (PreK – 5)
Time For Kids	www.timeforkids.com (2 nd – 5 th)
Science Mysteries	http://www.loc.gov/rr/scitech/mysteries/archive.html
Planet Arcade	http://games.noaa.gov/ (K – 5)
Typing Web	www.typingweb.com (K – 5)
Prongo	http://www.prongo.com/ (PreK – 5)

Berkley's Library Book Catalog <https://berkeleycharter.follettdestiny.com>



Parent/Guardian Contract * Polk County Public Schools

By choosing to enroll a child at Berkley Charter School, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation. Berkley Charter School expects parents and students to comply with the requirements of the school. Please read the following expectations carefully.

1. I understand my child is expected to attend school every day, to arrive promptly, and to remain throughout the scheduled hours. I agree to try to schedule medical appointments outside school hours. If my child is absent more than five days, a doctor's note will be required.
2. I understand it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult in order to leave the school grounds.
3. I understand my child is to adhere to the uniform dress code, student handbook, Polk County Schools Code of Conduct, and Florida State Statutes.
4. I understand as a parent, I must be supportive of my child and his/her school. I understand that I am required to attend parent conferences, school meetings and other activities sponsored by the school.
5. I understand it is my responsibility to review, sign, and return all written communications when requested.
6. I understand if after school tutoring is recommended by the school, the student is required to attend regularly.
7. I understand it is my responsibility to maintain a positive account (lunch, kid care, prek, etc.) balance for my child.

I understand and agree to all the above statements. Failure to follow any of the above may result in behavior probation and/or dismissal from Berkley Charter School.

Student Name (Please Print)

Student Signature

Teacher/Grade

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date