

Berryhill Elementary

2020-2021

Student & Parent Handbook

WELCOME to BERRYHILL!

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

PHILOSOPHY

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

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

OUR VISION

We believe each child is unique. We strive to instill in each student the ability to think critically, work cooperatively, pursue knowledge, respect others, and make healthy choices.

OUR MISSION

The mission of Berryhill Elementary School is to provide the necessary skills for students to reach their maximum potential for functioning successfully in both their present and future worlds.

Attendance Policy

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

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

The school day at Berryhill Elementary is from 7:25 AM to 1:39 PM. Attending school regularly helps children feel better about school – and themselves.

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

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

Tardiness

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

Late to School Check-In or Early Check-Outs

Students arriving after a school's designated start time are considered late to school and will receive a

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

Unexcused/Excused “Late to School Check-ins/Early Check-outs”

Unexcused

Missing the bus
Oversleeping
Skipping
Excessive illness without doctor’s verification
Repeated Late Check-ins/Early Check-outs
Other avoidable events

Excused

Personal illness
Doctor/Dentist appointment
Special event approved by administration
Other unavoidable events

Berryhill Elementary TARDIES:

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

General Policies

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

Masks or Face Coverings

(Per Santa Rosa County District’s Emergency Order.)

Masks or face coverings are mandatory for students. Masks or face coverings will be worn in school (closed spaces, crowds and where social distancing is difficult). Masks or face coverings will not be required when students are outside for recess or PE or when they can social distance.

Failure to adhere to this policy will lead to dress code violation in accordance with the Code of Student Conduct. Face coverings or masks should be appropriate to the educational environment and have appropriate logos, graphics, or designs that do not cause disruption.

Checkout (During the School Day)

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

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

Daily Procedures for Arrival and Dismissal

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

◆ DROP-OFF

Students transported to school by car should use the main entrance or bus ramp entrance. Please use extreme caution while driving on school grounds. Parking and driving on the grass are prohibited.

The bus ramp is designated strictly for the buses except in the morning. Drop off on the bus ramp begins at 7:05 AM in the morning and is prohibited in the afternoon due to safety issues.

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

◆ PICK-UP

There is only one pick-up point for students who ride in cars – the main entrance. We have adults on duty in the afternoon to supervise the pick-up of students as well as to direct the traffic flow. Please follow their directions. Parents are asked to be prompt in picking up their student(s). Students not picked up by 1:50 will wait in the main office or in the principal or assistant principal's office. Students must not be picked up on the bus ramp, or in back parking lot.

◆ BUS ROUTES

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

Much cooperation is needed by pupils, parents, and the school to make our bus service effective. Pupils are asked to be ready in the morning and not to keep the buses waiting. Loud talking, changing seats, running, arms or heads out the windows, fighting, and similar behavior is not permissible. The

same behavior patterns expected in classrooms are also expected on buses. Repeated violations of any of the above policies will result in disciplinary action or suspension of bus privileges.

◆ **NOTE FROM HOME**

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

Discipline

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

Berryhill School Rules:

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

Remember: Think before you act!

Cafeteria Rules:

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

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

◆ **Detention**

Teachers may schedule detention for students. This will be communicated and scheduled with the parent/guardian. Detention will be held every Tuesday and Thursday from the dismissal time until 2:05 P.M. Parents will be given adequate notice either by a phone call and/or a discipline referral slip. The discipline referral will need to be signed and returned the next day. The signed discipline referral indicates to the school that the parents are aware their child has detention. Teachers will supervise detention. Parents will need to make arrangements or be responsible for picking up their child in the front office at 2:05 P.M. on these days. No school transportation will be provided.

◆ **Suspension**

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

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

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

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

Dress Code and Grooming of Students

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

(Per Santa Rosa County District's Emergency Order.)

Masks or face coverings are mandatory for students. Masks or face coverings will be worn in school (closed spaces, crowds and where social distancing is difficult). Masks or face coverings will not be required when students are outside for recess or PE or when they can social distance.

Failure to adhere to this policy will lead to dress code violation in accordance with the Code of Student Conduct. Face coverings or masks should be appropriate to the educational environment and have appropriate logos, graphics, or designs that do not cause disruption.

Emergency Information

It is each parent's responsibility to keep the school informed of any change of address, home and/or work telephone numbers and a telephone numbers of people that can be reached in case of an emergency.

Guidance

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

Internet

Parents must sign the "Acceptable Use Policy for Students" each year before a student will be given Internet access. Each student's use of the network will be under the teacher's direction and monitored as a regular instructional activity. Failure to adhere to guidelines established by the Santa Rosa County School Board and Berryhill Elementary School may result in suspension or revocation of the student's privilege of access. For additional Internet information, please see the Santa Rosa County School District *Code of Student Conduct*.

Medication

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

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

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

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

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

Parent Communication

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

Kindergarten	
MP	Meets Proficiency
DP	Developing Proficiency
BP	Below Proficiency

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

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

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

◆ **School Planners** are issued to students in grades 4 and 5. It is our hope that these will be a positive communication tool between the school and the home. We ask that students take the planner home each day. Parents are asked to sign the planner as evidence of having seen it.

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

Parent Resource Center

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

Berryhill Involvement Team (BIT)

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

Parties

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

School Breakfast and Lunch Program

Elementary	Full Price (Student)	Adult
Breakfast	\$1.05	\$1.75
Lunch	\$2.60	\$3.25

Students may pre-pay for meals. Checks for meal payment only are to be made out to Berryhill Cafeteria. The cafeteria cannot cash a check and provide the remainder for non-lunchroom items. Please write your child's name in the "Memo" portion of your check and send a separate check for each child.

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

Sack lunches for field trips are available from the cafeteria for free, reduced, and full price students. Parents should note on the field trip permission slip if they would like a sack lunch from the cafeteria for their child.

The school's tardy bell rings at 7:30 a.m. Students who are car riders and eat breakfast at school are expected to arrive in time to complete their breakfast and be in their classroom before the tardy bell rings. Any student who is late to class will be marked tardy. Exceptions will be made for students who are tardy due to a late bus.

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

Unpaid Meals

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

Visitation

Due to COVID-19 restrictions, all non-school district personnel entering the school should be asked screening questions and have their temperature taken upon entry to the school. Masks or face coverings are required.

Visitors will be limited to those that have a legitimate reason for being at school, i.e. picking up a sick child. Visitors must check-in at the school office, as they normally would. They will be asked about their health and temperature screened. Visitors must wear a mask or face covering.

Volunteers

No volunteers are allowed in the building during the first semester – except in a situation where the volunteer is essential to the safety of students. We will re-evaluate the use of volunteers at the end of the first semester. The principal is the person at the school site who will determine if volunteers are essential to certain activities or events. There will be almost no situations requiring "essential" volunteers since all extra events/activities are on hold.

Student Supervision

The school's responsibility is to provide supervision of students for 30 minutes before and after school and when the students are in transit by bus. The hours of formal supervision on school grounds are 6:40 A.M. until 2:09 P.M.

Supplies

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

Textbooks

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

Toys

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

Use of Telephone

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

Berryhill Elementary School-Wide Title I Program

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

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

1. Our school completes a comprehensive needs assessment of the entire school to help us make decisions about the academic program.
2. Our school purchases special equipment, curriculum materials, and services that help children do

their best. We address the needs of all children in the school, but particularly the needs of low-achieving children and those at risk of not meeting the State standards.

3. Our highly qualified teachers participate in special staff development activities that are designed to meet the needs of all students.
4. We coordinate and integrate other Federal, State, and local services and programs to meet the needs of our students and their families.

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

Parents Right to Know:

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

Parent Resource Center:

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

School Web Site:

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

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

SPAR Reports Results:

Title I schools (like all of the other schools in our district) take academic achievement VERY seriously. To access the most up-to-date information pertaining to School Public Accountability Reports, go to:

<http://www.fldoe.org/> —A copy of the report is also available in the front office.

School Public Accountability Reports (SPARS)

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

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

If you would like to discuss any of the publications with the PERA staff, please contact PERADataRequests@fldoe.org.