

SHELLEY  
BERKLEY  
ELEMENTARY



# 2023-24 PARENT HANDBOOK

9850 COPPER EDGE ROAD, LAS VEGAS, NV 89148

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# WELCOME TO SHELLEY BERKLEY ELEMENTARY!

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The Shelley Berkley Elementary Staff present this handbook as a way to summarize our educational goals and to inform you about the basic operations of our school. This handbook describes activities and procedures at the school. It is based on regulations and policies of the Clark County School District (CCSD).

We are glad your child is here at Shelley Berkley Elementary School. We intend to do our best to make every child and family feel safe, welcome, and excited about learning. We are proud of our educational program and have developed strategies and procedures so each child can achieve to their best ability.

A big contributor to success is establishing, communicating, and maintaining high expectations. We ask that parents demonstrate the importance of a good education by making school a priority, ensuring students attend school daily, assignments and homework are completed, and communicating with the teacher frequently.

Please review this information with your child and use it as a reference throughout the school year. This and other information can be found on our school website. If you have any questions, feel free to call our front office at 702.799.2525.

Follow us on Instagram @berkleyelementary to stay up-to-date with all the Berkley fun!

Diana Gomez, Principal



*Home of the Bulls*

# HOURS OF OPERATION



Office hours are from 6:45AM to 3:15PM.  
School hours are from 8:00AM to 2:11PM.

Students may not be on campus prior to 7:45 AM when gates open as there is no adult supervision .

Parents are expected to pick up students on time. It cannot be assumed SafeKey will be available due to limited enrollment. Parents must have a alternate plan for pick up in the event of an emergency. We understand emergencies occur; however, chronic lateness will result in a parent conference with administration.

Person(s) picking up a student must at least 18 years of age and be listed in Infinite Campus as emergency contacts.

## SAFEKEY

The county operated SafeKey Program is available for those students who need supervision before or after school. All students must be pre-registered and prepaid. SafeKey hours are 6:30AM to 7:45AM and 2:11PM to 6:00PM.

For more information , please contact SafeKey directly at 702.455.8251 or [ccsafekey@clarkcountynv.gov](mailto:ccsafekey@clarkcountynv.gov)



# COMMUNICATION



At Shelley Berkley Elementary, we want families to have a clear understanding of what students are learning and our expectations; therefore, we have various ways to communicate with families. It is very important that we have the most updated contact information on file (phone numbers and email addresses). If your information changes throughout the year, please stop by the office to update it.

## **PARENT CONCERNS**

We want everyone to be pleased and satisfied with every aspect of the school operation. However, we know that on occasion you may have a concern. If the concern relates to your child and/or the classroom, the first step is to contact your child's teacher. If the concern relates to lunch or recess, the first point of contact is the supervising staff.

If after the initial phone call/meeting, the matter is not resolved, contact the front office who will involve administration.

## **MEETINGS WITH ADMINISTRATION**

We like to remain available for important matters as they arise; therefore we cannot conduct on-the-spot meetings. Our commitment is to see/speak with you in a timely manner. As with any professional office, meetings with administration need to be scheduled in advance.

## **MESSAGES TO STUDENTS**

To ensure the safety of your child, we cannot take and deliver messages to your child over the phone. You must come into the front office and present proper identification.

## **CLASSROOM NEWSLETTERS**

Knowing what your child is learning is important. Teachers will email weekly classroom newsletters to inform families of the skills being taught for the week and ways to support your child at home. Newsletters can also be found on our website.

## **PARENTLINK**

Schoolwide informational phone calls, email, and text will be sent to families via ParentLink throughout the year. Weekly Principal Messages will occur every Sunday. Additionally, the system will make automated attendance calls to households when students are absent or tardy.

# ATTENDANCE MATTERS

## ATTENDANCE

The importance of regular attendance cannot be over emphasized. We expect students who are physically able to attend, to be in school every day. The learning lost during an absence can rarely be made-up through completing make up work. Any work made-up at home may not be used for a grade. Make-up work can be completed at school, only for an excused absence; however, this can only be done after the absence as the teacher needs to provide instruction before assigning work. An absence note is required within 3 days to be considered “excused.” Absence notes may be sent with your child or uploaded onto our website.

If your child will have an extended absence due to a family emergency, please contact the Front Office. Per CCSD policy, students will be considered for retention after 20 absences - excused or unexcused.

## TARDIES

The first 10 minutes of school sets the tone of the day. Please see that your child arrives on time. Students arriving after 8:10AM are considered tardy. Tardies are disruptive to the classroom and have an adverse effect on students’ educational progress. Excessive tardies may require a parent conference.



## ACCOUNTABILITY

Parents will be notified about student absences via phone call from the teacher at 3,6, and 9 absences. Letters will be sent to parents when absences become excessive regardless of the absences being excused or unexcused. A required parent conference will be scheduled for 10+ absences.

## EARLY DISMISSAL

Early dismissal is highly discouraged. Each day we try to maximize instructional time. We ask that appointments are scheduled after the school day. If it is necessary for students to leave early, parents must sign out their child before 1:45PM. Please do not call to ask for a student to wait in the office prior to arriving to the school. Parents must be ready to provide proper identification at the time of check-out. Students will not be released after 1:45PM. Students will be not released to a person who is not listed in Infinite Campus.

# S.T.R.O.N.G. CORE VALUES



Schoolwide expectations and procedures create an environment optimum for learning. Here at SBES, we teach students how to make responsible choices through our core values.

Additionally, we teach students how to be successful in their classrooms and common areas with our Positive Behavioral & Intervention Supports (PBIS) and CHAMPS initiatives. PBIS & CHAMPS are both evidenced-based programs that teach positive behavior expectations and hold students responsible for the behavior they engage in.

## POSITIVE REINFORCEMENT

Positive reinforcement is considered the best method for developing desired behaviors. Students will be recognized for demonstrating their "BERKLEY STRONG" attitude and behavior. The goal is student self-responsibility.

Student recognition from their teacher may include positive calls or notes home, verbal praise, special privileges. In addition to teacher recognition, students have the opportunity to be recognized monthly with our "BERKLEY STRONG" core value certificate.

## CODE OF CONDUCT

SBES has a progressive discipline plan that takes a Multi-Tiered System of Support approach; however, when misbehavior occurs, school administrators will utilize corrective actions aligned with the CCSD Code of Conduct. As a school and community we will work together and be proactive to correct inappropriate behavior to minimize the impact of students' learning. The entire Code of Conduct can be found on our website.

# STANDARD STUDENT ATTIRE



## TOPS

Royal Blue  
Navy Blue  
Light Blue  
White

## BOTTOMS

Navy Blue  
Khaki

Families of the Shelley Berkley Elementary School community voted to implement a mandatory Standard Student Attire policy. The policy is as follows;

All items of clothing must be in solid colors only - no patterns, words or logos.

Tights/leggings may be any color but must be worn under approved clothing - skirts, jumpers, dresses. Tights/leggings may not be worn solely as outerwear.

Sweatshirts, hoodies, and jackets if worn inside classrooms must be in solid Standard Student Attire colors. Heavy coats and outerwear may only be worn while outside and do not need to be in uniform colors. During winter months, long sleeve shirts may be worn under the collared shirt.

Students must wear shoes that fit securely on their feet. Shoes with wheels in the sole or house slipper-like shoes are not permitted. Shoes must have a sole and a heel counter (heel back).

If clothing is not allowable per the Standard Student Attire, parents will receive a phone call and will need to bring approved attire for students to change into.

## SPIRIT GEAR

Spirit shirts are available for purchase in the Front Office for \$12 cash only. Spirit shirts are an optional purchase. Spirit t-shirts may be worn any day of the week, as it is considered part of the approved school “uniform.”



# INSTRUCTION

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## **CONSISTENCY**

Here at SBES, teachers plan lessons/units collaboratively to provide grade level consistency. The curriculum used has been adopted by CCSD and aligns to Nevada Academic Content Standards (NVACS). Assignments will be a combination of assignments on paper and on Canvas.

## **TECHNOLOGY**

Students attending Berkley will be issued a Chromebook. The Chromebook is intended for instructional purposes. Students may only use CCSD/SBES approved websites. Students will be expected to use the Chromebook with care and according to the Acceptable Usage policy (signed via Infinite Campus at time of registration). All school issued Chromebooks will be monitored by teachers via GoGuardian. Students may lose access to a Chromebook if not used appropriately. *Families will be financially responsible for any damage to the Chromebook and/or replacement fees.* Fees will be assessed in accordance with CCSD Cost Table.

## **SPECIALISTS CLASSES**

Students will attend specialists classes on a 6-day color rotation. Specialists include Art, Computers, Library, Music and P.E. Students need to wear closed toed shoes on PE days. Teachers will inform families of color rotation days via class newsletter.

## **HOMEWORK**

Homework will have **two** main focuses; 1) reading and 2) math. Homework logs/agenda will require parent signature. Homework will be checked by teachers but does not count toward a grade in the report card (see grading policy).

Reading homework will consist of reading AR books - in kindergarten reading sight words and practicing letters/sounds. Math homework will consist of learning math operation facts (+, -, x) using math fact fluency practice sheets and practice from the day's lesson.

# ACADEMIC UPDATES

## PROGRESS REPORTS

All students will receive progress reports from their classroom teacher. Progress reports will be sent home (paper copy) the first Friday of every month. Infinite Campus - Parent Portal will be updated with grades every two weeks. Concerns about grades should be addressed immediately with the teacher.

## REPORT CARDS

Elementary schools operate on a semester calendar; the first semester ends in December, the second semester ends in May. Report cards will be accessible in Infinite Campus - Parent Portal the Monday after the semester closes. Additionally, a paper report card will be sent home with students at the end of each semester.

# GRADING

CCSD reports student achievement to identify mastery of the Nevada Academic Content Standard (NVACS). Academic grades will not be influenced by behavior or other non academic measures such as participation, or homework. Learner behavior grades will be recorded separately in the gradebook.

Late assignments will become "Missing" assignments with the weight of 50% by the end of the month, if the student does not submit the assignment.

Kindergarten grades are reported as "Meets" = 2 and "Approaches" = 1. The grading scale for grades 1 to 5 is listed below.

## GRADING SCALE: GRADES 1-5

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	50-59%

*SBES entire grading policy is located on our website.*

# ASSESSMENTS

## REASSESSMENT

All students who are not successful on summative assessments will have the opportunity to automatically retake assessments for identified grade-level standards. Any student who met the standard can reassess. In that case, parents will need to email the teacher requesting the opportunity to reassess. Dates for reassessment will be communicated via the class newsletter.

# LEARNER BEHAVIOR RUBRIC

<b>SBES Learner Behavior Grading Rubric</b>			
<b>Learner Behaviors</b>	<b>Exceeds</b> (0-1 Behavior Events)	<b>Satisfactory</b> (2-4 Behavior Events)	<b>Needs Improvement</b> (5+ Documented Incident Reports)
<b>Observes School Rules (S.T.R.O.N.G)</b>	Student consistently observes school wide behavior expectations	Student mostly observes school wide behavior expectations, responding positively to reteaching	Student struggles following school wide expectations
<b>Follows Classroom Rules</b>	Student consistently observes all classroom expectations	Student mostly follows classroom expectations, responding positively to reteaching	Student struggles following classroom expectations
<b>Follows Directions</b>	Student consistently follows directions from school staff	Student mostly follows directions from school staff	Student struggles following staff directions
<b>Accepts Responsibility</b>	Student consistently accepts responsibility for their choices	Student consistently accepts responsibility for their choices	Student struggles displaying ownership over their choices
<b>Works Independently</b>	Student consistently completes work independently with positive behaviors	Student mostly completes works independently, responding positively to reteaching	Student struggles following classroom expectations
<b>Works Cooperatively</b>	Student consistently works cooperatively and actively with peers	Student mostly works cooperatively and actively with peers, responding positively to reteaching	Student struggles positively collaborating and actively working with peers
<b>Completes and Returns Homework on Time</b>	Student consistently completes homework on time	Student mostly completes homework on time, responding positively to reteaching	Student struggles consistently completing homework on time
<b>Quality of Work</b>	Student quality of work consistently meets expectations	Student quality of work mostly meets expectations	Student quality of work is consistently below expectations

# RECOGNITION

## Grades 1 -5

Students will be honored at the end of each semester for academic and excellent behavior achievements.

**A HONOR ROLL** Academic achievement earning all A's in all academic areas

**A/B HONOR ROLL** Academic achievement earning a combinations of A's and B's in all academic areas

**CITIZENSHIP** Outstanding behavior and citizenship earning all E's in all learner behavior categories (see learner behavior rubric).



## GRADE 5

**GREAT AMERICAN** Students who complete the following tasks will be honored at our Fifth Grade Promotion Ceremony.

- Writing the Pledge of Allegiance
- Recite the Preamble
- Recite the Star Spangled Banner
- Recite all 50 states and capitals
- Recite the names of the presidents in chronological order
- Recite the Gettysburg Address



**LEADERSHIP** Students need to be nominated to be considered for this award. Nominations are reviewed by committee and selected recipients will be honored during our Fifth Grade Promotion Ceremony. Criteria will be provided by Grade 5 Teachers when the nomination period opens.

## KINDERGARTEN

**PRINCIPAL'S AWARD** Mastering 100 sight words

**CITIZENSHIP** Outstanding behavior and citizenship earning all E's in all learner behavior categories (see learner behavior rubric).

# HEALTH & MEDICATION



Students who become ill at school will be sent to the Health Office. Parents will be notified if their child is seen in the health office. Students will be sent back to class if the School Health Assistant (SHA) deems no further action is needed. If the SHA determines the illness or injury is of such nature that the student should go home, parents are expected to pick up their child. Students will not be permitted to leave school without a parent/guardian signing them out through the Front Office.

## **MEDICATION**

A student needing medication during school hours must have a completed Medication Release form which can be obtained from Health Office personnel. The medication must have been prescribed by a licensed prescribing practitioner. Over-the-counter (OTC) medication may not be given without a prescription. Students may not have their own medication, inhalers, or other over-the-counter medication (OTC) on their person (i.e. cough drops).



## **EMERGENCIES**

The school must have a current address, home telephone number, work phone number, and an emergency telephone number on file. The phone numbers may not be the same. This information is essential in case of student illness or accidents.

Please notify the front office if any of the information changes. If, for any reason, the parent or emergency contact cannot be reached, the principal and/or designee will use his/her best judgement in deciding on medical attention.

## **ACCIDENT OR ILLNESS**

Every accident or injury occurring during school hours or a school sponsored event must be reported immediately to the teacher in charge and the School Nurse. A student who is too ill to remain in class will be sent to the Health Office and parents will be contacted. School health personnel are not permitted to diagnose illness or injury.

# PERSONAL ITEMS

## CELL PHONES



Per CCSD Policy, student cell phones may not be used during the instructional day. CCSD/SBES is not responsible for lost, damaged, stolen, or missing devices. If you chose to send your child to school with a device, cell phone and/or smart watch, it must to be “OFF” and in students’ backpacks for the duration of the school day. Students are not permitted to use their cell phones to call home. Calls home must be made in the front office using a school phone.



## LUNCH BOXES & WATER BOTTLES

Please label students’ coats, water bottles, and lunch boxes. This will aid in returning any lost items. Any lost items can be claimed at our Lost & Found. Any items not claimed will be donated three times a year - winter, spring, and summer breaks.



## PERSONAL ITEMS & TOYS

Personal belongings such as toys, roller blades, Heelys, sports equipment, and video games are not to be brought to school. These items are a distraction to our educational program and will be considered a nuisance item, per CCSD Code of Conduct. CCSD/SBES does not assume responsibility for any item(s) brought to school.

# MEALS

## SCHOOL MEALS

SBES has been approved for the Community Eligibility Provision (CEP). CEP is a provision from the Healthy, Hunger-Free Act of 2010 that allows schools to provide free breakfast and lunch to all students regardless of individual household eligibility. CEP schools do not collect meal benefit applications. This program will be in effect through the 2023-24 school year.

## BREAKFAST

Students will eat breakfast in their classroom.

## LUNCH

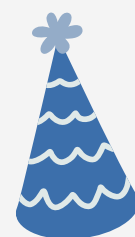
Students are welcome to bring lunch from home, if preferred. To ensure everyone's safety, parents cannot have lunch with their child.

Lunch menus are available on our website or at <https://schools.mealviewer.com/school/BerkleyShelleyES>



# BIRTHDAY CELEBRATIONS

Parents wishing to celebrate their child's birthday may do so by making arrangements in advance with the teacher. Celebrations will take place the last ten minutes of the day. Birthday celebrations are not a class party. Families and/or siblings are not allowed to attend. Under no circumstances will homemade items be permitted for consumption. All items must be individually wrapped by the vendor (i.e. granola bars, chips, etc.) and in accordance with CCSD Approved Snack List. Only one item per student is permissible. Cakes, cupcakes, gifts, or balloons are not allowed.



SBES PTO has class sets of snack shack "Georgie Birthday Bucks" for sale as an alternative to parents purchasing birthday snacks. Twelve Georgie Birthday Bucks for \$10.

Birthday invitations may not be distributed in the classroom. Invitations for the entire class may be distributed by the student at dismissal. Classroom teachers may not provide class students' names.

CCSD Approved Snack List can be located on our website.

# VOLUNTEERS



Parents who wish to volunteer must complete an application, fingerprinting, and training. Volunteers approved by the CCSD Human Resources department will be permitted to volunteer across the campus. Once approved, volunteers will receive a CCSD Volunteer badge. Volunteer hours/work must then be coordinated with the teacher or front office in advance. It is very important that all volunteers model our behavior expectations and dress code when in the building.

Please visit <http://ccsd.net/community/protect-our-kids/> for more information and application.

# OBSERVATIONS

Individuals who wish to visit a classroom must make prior arrangements with the teacher. Our responsibility for the safety of hundreds of students is taken very seriously. On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, we have established the following guidelines to limit disruptions to the classroom setting:

- Classroom observations must be scheduled with your child's classroom teacher in advance.
- Classroom observations will be limited to 30 minutes.
- Parent must be accompanied by a staff member.
- Other children may not be part of the observation.
- The parent cannot disrupt the educational setting, i.e., talk to or distract the child or classroom teacher during instruction.
- Upon arrival, parents need to sign in at the front office and receive a visitor's badge. Once in the classroom, the teacher will show visitors where to be seated during the observation.
- If a visitor's presence or actions cause a distraction to the learning environment, the observation will be concluded. Any future observations will be scheduled at the discretion of the Principal.

After a classroom observation, any conversation with the teacher should be held when students are not present.



# ARRIVAL

Safety is our number one priority. There is one way in and out. Berkley ES serves over 700 students. Please plan accordingly and leave your house with ample time. Abide by ALL traffic signs/laws. DO NOT leave vehicles unattended. It takes all of us to ensure everyone is safe.

## ARRIVAL OPTIONS

### OPTION # 1: CAR LANE

- Cars may form a single line, beginning at 7:35AM, stopping at the **YELLOW** Carpool Sign near the northwest double gate
- Double gate will open at 7:45AM
- Students will be assisted to exit vehicle
- Students will independently walk to their designated line-up area

### OPTION #2: PARK & WALK

- Families may park their vehicle in the parking lot beginning at 7:35AM
- Gates open at 7:45AM
- Parents and students may walk (using the crosswalk) to the gate.
- Students will independently walk to their designated line-up area.

### OPTION #3: WALKERS & BIKERS

- Students who walk or ride a bike can enter using the west gates beginning at 7:45AM.
- Students will independently walk to their designated line-up area or park their bikes inside the bike rack area.
- Students who walk with their parents, can be walked to the west gate. Students will independently walk to their designated line-up area

For safety precautions, parents will not be allowed onto the blacktop (after the first week). Students will walk to their designated line-up spot independently.



# DISMISSAL

Safety is our number one priority. There is one way in and out. DO NOT ask students to leave their line without making contact with the teacher or to jaywalk. Abide by ALL traffic signs/laws. DO NOT leave vehicles unattended. It takes all of us to ensure everyone is safe. Please inform your child's teacher if your "typical" dismissal plans change.

## DISMISSAL OPTIONS

### OPTION # 1: CAR LANE

- Cars may form a single line, beginning at 2:00PM, stopping at the **YELLOW** Carpool Sign near the northwest double gate
- Double gate will open at 2:10PM
- After all pickups & walkers are dismissed, carpool numbers will be called by duty staff
- Students will be assisted to their vehicle by staff member
- Follow directions given by staff members

### OPTION #2: PARK & WALK

- Families may park their vehicle in the parking lot beginning at 2:00PM
- Parents may walk to the designated line-up area using the northwest gate.
- Students must stay in line until dismissed by the teacher.

### OPTION #3: WALKERS & BIKERS

- Families who wish to walk, may enter the west gate beginning at 2:10PM
- Parents may walk to the designated line-up area.
- Students must stay in line until dismissed by the teacher.
- Students who ride their bikes **MUST** exit using the northwest gate and follow the "walking path" to Maule Avenue



# PARKING REMINDERS



Area #1: **No parking** in the red zone areas

Area #2: This is a **turn lane only**. Vehicles are **not allowed** to **"wait"** or **park** in this area. **U-turns** are also not allowed.

Area #3: **No parking** in the red zone area.

Area #4: This is **PRIVATE PROPERTY**. Only Onyx Point Homeowners may use these lanes.

**\*Following these guidelines ensures the safety for all students.**

# PARENT HANDBOOK ACKNOWLEDGEMENT

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This handbook has been designed to serve as a quick reference guide of Shelley Berkley Elementary School's well-defined school procedures and expectations.

Please review the handbook with your child. **Sign and return this page of the handbook to your child's teacher.**

Your signature indicates you have read and are responsible for understanding and adhering to the contents of this handbook.

.....  
Student Name

.....  
Parent Signature