

July 28, 2023

Greetings Berkeley Elementary School Families!

Welcome to a new school year. It is a pleasure to serve as the new principal of Berkeley Elementary School. I am a graduate of Berkeley High School, and I have served students and families in our district as a curriculum coordinator and principal since 2008.

I hope the summer allowed you to find time to spend with your loved ones. The summer always allows our staff to have an opportunity to recharge our batteries and to take time to relax before preparing for the upcoming school year. Our staff is looking forward to working with students, and we are anticipating another great school year. I am so excited to meet you and our young scholars!

Please know that the staff at Berkeley Elementary School is fully committed to supporting all of our families as we move into the 2023-2024 school year. We look forward to having a chance to build and cultivate positive relationships with our students and families, while striving to provide students with a high-quality education. It is important that we ensure every student makes at least one year’s growth during the school year. Students must have time to spend on task and remain fully engaged in the learning process throughout the day. Disruptive behaviors will be addressed and handled based on the consequences within the Student Expectation Code. Please take a moment to review the Student Expectation Code on our district website with your child.

We intend to make a significant impact on student learning each and every day for **all** students. Our staff will continue to focus on elements of highly effective instruction, which include implementing high-leverage instructional practices within our classrooms. It is critical for us to ensure that all students receive daily instruction that is aligned to grade-level standards.

As a reminder, please continue to encourage your child to attend school on time each day. **School will start on August 21st.** Breakfast will be served daily at 8:35 a.m. and end promptly at 8:55 a.m. This means, everyone has to be on time and ready for the school day. School ends at 3:40 p.m. We will begin the dismissal process a few minutes prior to 3:40 p.m. each day. Please communicate with your child’s teacher to make plans for dismissal clear (For example: My child will be a bus rider daily).

**\*\*Parents/Guardians of Day care riders: Please let us know the name of the daycare and the contact person's name and phone number.**

We will make every effort to communicate often with parents regarding student expectations, progress, and upcoming events. Please feel free to contact us with any questions at 314-524-3883. You may also email classroom teachers and other school staff when you have questions or concerns. Staff contact information can be found on our school and/or district website, within the parent handbook as well as within Tyler. Thank you in advance for your support. Stay safe and let’s focus on having a very productive school year.

**Here are some important links to help you prepare for the first day of school.**

[**Enrollment and Registration**](https://www.fergflor.org/Domain/2741)

[**Arrival/Dismissal Procedure and Bell Schedule 23-2**](https://docs.google.com/document/d/1RXYW4OE6Wd1Wyg9grVGQWz_Lm2h4O8wI4ZlpvdhWx_k/edit)**4**

**UNLEASHING POTENTIAL AFTER SCHOOL CARE**

[**https://upstl.org/after-school/**](https://upstl.org/after-school/)

[Berkeley Elem 2023-2024 PBIS Matrix](https://docs.google.com/document/d/1RsfVXWf3eTV9au5R0t7J9wZPsRxKODUXmNnCL-cQhzk/edit)

We are still finalizing the class schedules, bus routes, and times. After you have completed the required Online Verification in the Parent Portal, we ask that you check the Portal closer to the start of school for any updates. Select the 2023-2024 year in the upper right hand side of the screen. If you have any questions or concerns, please don’t hesitate to contact our office staff.

Ms. Christina Jackson, Attendance Secretary

Ms. Stephanie Bess, Office Manager

Ms. Tangie Francwar, Principal

Mr. John Capuano, Assistant Principal

Mr. David Dickerson, Dean of Students

(314) 524-3883 or Fax (314) 524-3885

\*\*Berkeley Elementary School office hours are 8:00 a.m. - 4:15 p.m. - Monday through Friday.

Sincerely,

*Ms.* [Tangie Francwar](mailto:tfrancwar@fergflor.org)

Ms. Tangie Francwar, Principal