



## Dear Brookview Families,

Welcome to the 2022-2023 school year! I hope you enjoyed your summer and have had a wonderful time with your family and friends! I also hope that you are relaxed, recharged, and ready to start a new school year! It remains an honor and a privilege to serve as principal of Brookview Elementary and to be part of this amazing community! I welcome and value your dedication to education and I look forward to working together as a team to do what is best for your children.

### Student Placement

A great deal of time, effort, and thought has gone into the process of student placement for the 2022-2023 school year. Classrooms have been balanced academically and socially. All of our staff works hard to make school a positive experience for ALL students.

### ARRIVAL

**\*\*THE FIRST BELL RINGS AT 7:30. TARDIES START AT 7:35.\*\***

All students will enter their respective doors.

Kindergarten: Door O

1<sup>st</sup> Grade: Door I

2<sup>nd</sup> Grade: Door H

3<sup>rd</sup> Grade: Door J

4<sup>th</sup> Grade: Door A

5<sup>th</sup> Grade: Door B

Students should arrive to school after 7:15 but before 7:30 and will come in through their designated door. They will then proceed to their assigned area outside of their classroom. Students eating breakfast may arrive at 7:15 and enter their assigned door listed above to proceed directly to the cafeteria. Children will also be allowed to enter the building at 7:10 for specific reasons such as patrol duty. **TARDIES: Please make it a goal to be to school/work on time! This will be a life lesson that your child will carry with them for the rest of their life. The beginning of their day at school will be a lot smoother if they are prepared and ready to go at the start of our day which is at 7:35**

**a.m. All students that are tardy must enter through Door A with an adult to sign them in and receive a tardy pass from the office. Thank you for your support!**

### **ABSENCES**

If your child/children are going to be absent, please contact the office as soon as possible. Please see Student Handbook that was sent home on the first day of school for more information regarding excused vs. unexcused absences.

### **BIRTHDAY TREATS**

We know that birthdays are very important to our students. All birthdays will be announced during morning announcements. The students will then receive a birthday pencil and a book from our fabulous PTO. **There will be no birthday treats allowed at school.**

### **LUNCH/RECESS TIMES:**

**First Lunch/Recess:** 10:20-11:00- Lunch: Kindergarten Recess: 1<sup>st</sup> (Switch @ 10:40)

**Second Lunch/Recess:** 11:05-11:45- Lunch: 2<sup>nd</sup> Recess: 3<sup>rd</sup> (Switch @ 11:25)

**Third Lunch/Recess:** 11:50-12:30- Lunch: 4<sup>th</sup> Recess: 5<sup>th</sup> (Switch @ 12:10)

### **INCLEMENT/COLD WEATHER RECESS:**

Students go outside for recess every day so please ensure that they are dressed appropriately. Exceptions are made **ONLY** when a child brings a doctor's note excusing him/her from outdoor recess. Recess will be supervised by non-certified staff along with the administration of Brookview Elementary.

Indoor Recess is determined by the following guidelines:

- If inclement weather is present: rain/snow showers, extreme wind
- If the temperature outside, (feels like temperature/wind chill) is at or below 0 degrees. We will make every effort to have the students go outside to play.

### **DISMISSAL: 2:00 P.M.:**

All students will exit their respective doors. Door A: 4<sup>th</sup>, Door B: 5<sup>th</sup>, Door H: 2<sup>nd</sup>, Door I: 1<sup>st</sup>, Door J: 3<sup>rd</sup>, Door O: Kindergarten. **Parents that arrive before dismissal must wait outside the respective doors. This will allow for all staff to ensure that all students are getting dismissed to the appropriate places. Thank you for your cooperation in keeping all our students safe.**

### **PARENT VOLUNTEERS/VISITORS:**

Please enter Door A located near the flagpole. Door A is secured at 7:35 so you MUST use the secured system to alert the office. Door O is handicap accessible and is located across from the handicap parking spaces. All doors are locked to ensure a safe and secure environment. All parents and visitors are required to check in with the office upon arrival and present their driver's license to obtain a visitor's badge. Visitor pass must be worn so that is visible.

If you plan to attend a school event this year, please come into the office to have your I.D. scanned at the beginning of the year. If you are volunteering or attending a holiday party, please pre-register on the RPS 205 website and scroll down to Brookview Elementary under Schools. There you will find the Visit Volunteer Pre-Registration link.

### **VISITING CLASSROOMS:**

Parents are encouraged to visit our school, as it is important for parents and the classroom teacher to get acquainted. It is important that we are a team so that your child's social-emotional and academic needs are met and allow your child to grow as an individual. Elementary students enjoy having their parents visit the classroom. As a courtesy to the teacher and the instruction taking place in the classroom, it is requested that you either telephone or send a note to the teacher with a specific date and time to visit at least 24 hours in advance of requested visit. This will ensure that your visit will be meaningful and not disrupt the learning environment. Please refer to the district handbook for more specific details.

### **DROP-OFF & PICK-UP RULES:**

Using the Car Drop-Off is a safe and convenient way to drop off students at Brookview. The success of the Car Drop-Off relies on everyone being patient and following all the rules in the drop-off area:

Morning Drop-Off:

- There is staff in the drop-off lane to help assist children. PLEASE DO NOT GET OUT OF YOUR CAR.
- Please only enter in the entrance (north) and exit through the exit(south) to keep the drop-off lane flowing. Right turn only on Madron Road when exiting.
- As you approach the drop-off area, please be sure you are NOT on your cell phone.
- Please pull forward as much as possible to utilize the whole drop-off lane. Please park on the street or use Arbutus Road path or Plum Orchard path for drop off if you do not use the drop-off lane on Madron Road.

- DO NOT PARK YOUR CAR IN THE DROP-OFF LANE OR CROSSWALK
- DO NOT ENTER INTO THE SEPARATE BUS DROP OFF AREA/Staff Parking lot. THIS IS FOR BUSES and STAFF ONLY.
- Parking spaces at the north end of the lot along the park are reserved for Sunrise buses before and after school.

We have attached the map to help to see the route and be able to understand it a little better.

Afternoon Pick-Up:

- Our staff lot will be closed from 7:10-7:35 and 1:50-2:10 p.m. during morning arrival and afternoon dismissal. Please park on the street or use one of the alternative pick-up locations. (Arbutus Path or Plum Orchard path)
- Do not block entrances or exits of either lot. Buses need extra space to turn in to and out of the parking lot.

\*\*\*\* There is **NO PARKING** at any time on the east side of Madron, in front of the school. Crossing on Madron is extremely dangerous and we don't want a child to fall victim to someone not following this rule.

Alternative child pick-up locations are numerous, and we hope that you utilize them:

- At the bike path at Arbutus Road has sidewalks, a crosswalk, and an adult crossing guard.
- The corner of Arbutus and Madron Roads has a stop sign, a crosswalk, and student safety patrols.
- The corner of Arbutus and Williamsburg Roads has a stop sign and crosswalks.
- The path of Plum Orchard Lane is another great alternative for pick-up.

By following the above rules and alternative pick-up suggestions, we can eliminate the congestion and confusion in front of the school. Although this may cause some inconvenience, safety is first. Other rules that need to be followed:

- Please walk bicycles on school grounds.
- Please use the sidewalks and crosswalks with patrols.
- Students must bring a note or parent must call school if there is a change in their normal procedures after school. Bussed students will be put on the bus without a note or phone call.

### **Update on Electronic Devices:**

Keep cell phones and other electronic items stowed away during school. The school shall provide a secure location for all electronic devices. If Parent/Guardian/Students choose to not place electronic devices in the secure location, the district is not responsible for those electronic devices.

### **Progressive Intervention for Electronic Device Violations:**

1<sup>st</sup> Offense: Confiscated and returned to parent or legal guardian.

2<sup>nd</sup> Offense: Confiscated and returned to parent or legal guardian. Cell phone prohibited for 1 week. (Student is prohibited from possessing a cell phone on school property.)

3<sup>rd</sup> Offense: Confiscated and returned to parent or legal guardian- cell phone prohibited for 1 semester. (Student is prohibited from possessing a cell phone on School property.)

I am looking forward to a very successful year. Thank you for being part of our team!! If you have any questions, please reach out to me at [Melanie.Dalton@rps205.com](mailto:Melanie.Dalton@rps205.com) or 815.229.2492.

Take Care,

Melanie Dalton (Used to be Wiest.. Got married this summer!! 😊)

Principal