

Important Information for Brockway Elementary Families for the 20-21 School Year

1. Start Time and End Time (Flex Day Dismissals)
 - a. The school day for students is still 8:15 AM until 2:40 PM when the first bus is called for dismissal. If you are driving your child to school, students can be dropped off by the Kindergarten doors starting at 7:25 AM until 8:15 AM when classes begin. Students being dropped off between 7:25 and 7:45 will wait in the cafeteria/lower gym area socially distanced with teachers supervising. At 7:45, the bell will ring to dismiss students to their homerooms. Classes start at 8:15 AM. Students arriving after 8:15 are considered late.
 - b. Flex Day dismissal time is noon. (See the school calendar for important dates.)
2. Drop off and pick up areas.
 - a. The drop off area is outside the Kindergarten doors. Approximately 4 cars can drop off at one time all along the sidewalk. Please have students ready to exit the car and exit on the right hand side of the car (the side of the school). Follow the flow of traffic exiting near the HS bus circle.
 - b. The pick-up area is at the Kindergarten doors. You may park along the sidewalk where drop off is or in the parking lot. If you are in the parking lot, please walk to the Kindergarten doors to pick up your child. We do not want children crossing traffic. There will be orange cones in front of the sidewalk line. Once the children are safely across, the teacher will pull the cone and allow traffic to move.
3. Temperature Checks
 - a. Temperatures will be taken at the elementary school inside the Kindergarten entrance and at the main entrance by staff members. If a child has a fever of 100.4 or higher, he or she will be sent to the nurse for additional screening and sent home.
4. Masks
 - a. Students will wear masks or shields in the hallways, on the bus, and when unable to maintain social distancing.
 - b. Students do not need to wear them when eating in the cafeteria/lower gym, at desks which are socially distanced or outside at recess.
5. Hallways
 - a. We have cute, little Rover paws in every hallway for students to stay distanced.
6. Visitors in the building/ Sign in and out of the office
 - a. Visitors entering the building – This will be very limited. IF SOMEONE MUST come into the building, the SPO or office personnel will take their temperature and screen them with questions at the front entrance; visitors must wear masks or shields. We will have a small table in the entrance area for parents to drop off forgotten items and sign students in and out. Please state your name and reason for entering when ringing the bell to enter.
7. Attendance
 - a. ALWAYS send in an excuse (either from you or the doctor) within three days from when your child was absent.
 - b. Keep your child home if she or he has a fever over 100.4 degrees.
8. Dismissal Changes (Changing Buses or going out with walkers for the day)

- a. Notes must be sent in the morning. There is a form available online and in the office to complete for a bus change. Dismissal changes cannot be made during the day. If you have a doctor's appointment or need to come get your child, you can just come in to the school.
 - b. There is not a special form for a walkers note. Please just send in a note to the teacher saying the date the child is walking and who will be meeting them or where they are walking to.
9. School Lunches
- a. Breakfast and lunch are served daily at the school starting day 1. (The exception to this is on 2-hour delay days. No breakfast is served since lunch starts very soon after the kids arrive.
 - b. You can send in a check or cash to the cafeteria. Breakfast is \$1.00 and Lunch is \$1.50. If you think you may qualify for free or reduced lunch based on your income, there is a form to complete in your Kindergarten handouts. Reduced prices are .25 cents for breakfast and .40 cents for lunch.
 - c. You can check your balance on School Café. (Information is on our website.)
 - d. If you have a negative balance of \$20 or more, you will receive an email from the office reminding you to add money to your account.
 - e. Breakfast is in to go bags to take to the classrooms to eat. Lunches will be served in the cafeteria/lower gym with social distancing in place. Students do not have to wear face coverings at while eating breakfast or lunch.
10. Specials
- a. Students will still travel to special classes. They will need to wear face coverings in the hallway. We are able to social distance in the special classrooms. Students will hand sanitize or wash before and after special.
11. Recess
- a. We will have outdoor recess whenever possible. Students will hand sanitize or wash before and after recess. Only one grade level will have outdoor recess at a time. We also will be using both playground areas. For indoor recess when needed, students will wear a face covering if unable to socially distance. No outside toys are to be brought in. Toys in the room will be sanitized. We have an electrostatic sprayer which we will use nightly.
12. Personal items
- a. Students may bring in their backpack, lunchbox, and coat. I would recommend spraying these items or wiping them down with Lysol at home if you have a concern. Drawstring bags will be provided for each student to keep in their classrooms for personal items such as their face shield, face mask, pencil box with art supplies, and water bottle. They can take these drawstring bags to specials if needed. You may send in your own water bottle if you wish. The school will also have water bottles available. Water bottles will be sent home weekly for cleaning. If possible, please buy a pencil box, pencils, glue or glue stick, small box of crayons, and kid scissors for your child. A cheap set of earphones is also a good idea to use with our computers if needed. The school will have these items for your child if you are unable to provide them. I recommend labeling what you can.

13. Hand sanitizer
 - a. Hand sanitizers will be in every classroom. We will also have hand sanitation near the doors heading to the playground. You may send in a small, personal hand sanitizer to keep in the drawstring bag if you choose.
14. Departmentalizing
 - a. Students in grades 3-6 will move in their grade level for departmentalized classes. Desks will be sanitized between classes and individual materials will be used for instruction. Students will also be socially distanced at desks. When seated at the separated desks, students will not need to wear the face coverings. Face coverings will be worn for group work or labs where social distancing is not feasible.
15. Classroom parties and Birthday Treats
 - a. We are no longer permitting outside treats or snacks to share. (For Halloween, Christmas, and Valentine's Day – The school will provide an individually wrapped treat and drink.)
16. What do I do if I have a problem or a question?
 - a. Contact your child's teacher first. Each has an email address. Phone messages can be left for them to return before or after the school day. Most of the time issues and questions can be resolved at the teacher level.
 - b. If the issue isn't resolved or can't be answered, then contact the office.
17. Weekly emails
 - a. Every Friday, the school sends home an important email to parents about the up and coming events happening at our school and things you need to know. It is very important that you have the correct email address listed with our school. If do not receive the emails, please contact the school.
18. School cancelations and delays
 - a. Your phone number will be registered through the business office into our One Call Now system. On cancelation and delay days, you will receive a call to notify you of what is happening with the school. The announcement will also be on Sunny 106 Radio, Bigfoot Country Radio, and WJAC TV.
19. Summer Reading Logs and Math Packets
 - a. Students may turn in completed Summer Reading Logs and Math Packets to their homeroom teachers for a treat or bonus points. These were NOT required this year.