

## Mission Statement:

### TEAM

### Together Everyone Achieves More

In order to provide the safest environment for our children, our staff has created the following procedures in accordance with the district guidelines.

As parents, you are encouraged to be an active part of your child's school. Our faculty and staff are committed to providing quality instruction that meets each child's individual needs. Our goal is to encourage, inspire, and motivate students to become lifelong learners. Please contact the office or your child's teacher if we can assist you in any way. Additional information about Brooker Elementary is available at our school website, <http://brooker.mysdhc.org>. We look forward to an amazing year!

Check out our BACK TO SCHOOL VIDEO HERE:

<https://youtu.be/bLL0ctsq3Ls>

School in session

7:40 AM – 1:55 PM

Warning bell . . . . .

7:35 AM

Tardy bell . . . . .

7:40 AM

Dismissal bell . . . . .

1:55 PM (Tuesday-Friday)

12:55 (Monday)

### **Arrival / Breakfast**

Our staff welcomes our students to campus at 7:10 a.m. Students should not arrive before 7:10 a.m. as supervision is not available to provide for the safety of our children. If your child is a car rider, your child should wait with you in the car until 7:10 a.m. Please refer to the time on your cell phone so that we can all reference the same time. Cars should approach the school from Bama Road and enter the large parking lot near the cafeteria. Parents / guardians wishing to walk their child to the gate should park in the large lot

on the east side of the school and walk their child to the front gate. Please stay with your child until the gate opens at 7:10 a.m. Please observe social distancing and wear your mask while waiting on campus.

In order to provide the safest environment for our children, parents will not be able to walk their child to their classroom. Additional staff is available to walk children to their classroom. If your child is in kindergarten or a first grade student, please attach a card to your child's book bag that identifies your child's first and last name, grade level, and name of their teacher.

Classroom teachers will be standing at their doors to ensure students are wearing their mask, provide assistance in finding classes, and to remind students of the school-wide expectations.

Teachers without homeroom assignments will be stationed throughout the school to assist our students.

### **Breakfast Pick Up Locations**

This year our students will enter the school at one of three locations.

Car riders – Students will enter the school through the cafeteria door. Your child's face covering should be in place before they exit the car. Car riders who wish to eat breakfast will pick up a Grab and Go breakfast in the cafeteria and report to their classroom to eat their breakfast.

Bus riders – Students should have their face covering in place upon boarding the bus. Bus drivers will provide students with a paper mask upon boarding the bus if the student does not have a mask. Bus drivers will direct students to sanitize their hands upon boarding the bus and upon exiting the bus. Bus riders who wish to eat breakfast will pick up a Grab and Go breakfast at one of the three carts in the main breezeway. Students will take the breakfast to their classroom to eat their breakfast.

Walkers/bike riders – Students should have their face covering in place upon entering the school

grounds. Walkers and bike riders will enter the school at the west gate near the media center. Walkers and bike riders wishing to eat breakfast will pick up a Grab and Go breakfast at one of the three carts in the main breezeway. Students will take the breakfast to their classroom to eat their breakfast.

### **Dismissal**

Our staff has created a safe and organized plan to dismiss our students. This includes a staggered schedule for students to move to their dismissal location. Students must wear their mask during dismissal.

Car riders will be dismissed from the cafeteria. The first few weeks of the school year the car line will take longer than normal as we work to ensure that all children are released to the designated adult. Your patience and understanding is appreciated.

Bus riders will be dismissed from the front loop of the school. It is normal for the buses to run a few minutes late the first week of school. The additional time is needed for bus drivers to ensure that students get off at the correct stop and to verify the adult picking up a kindergarten student.

Kindergarten walkers will be dismissed from the media center. We ask that parents wait in the grassy area by the media center, wear a face covering, and model social distancing for our students. Once your child's name is called, the parent may approach the media center door. If your kindergarten student is to be released to an older sibling, please provide this information to all teachers of your children. The older sibling will report to the media center to pick up the kindergarten student. Walkers and bike riders in 1<sup>st</sup> – 5<sup>th</sup> grade are dismissed at the gate west of the media center.



### **Emergency Cards**

#### **Emergency Contact Information**

It is important that the school have parents and guardians current contact information. We must be able to contact all parents in case a child is ill or if the child has come into contact with a child who is ill.

#### **Lunchroom Procedures**

Students must wait in line in a socially distanced manner. Students will select a Grab and Go bag lunch and go to their assigned seats. Seats have been closed off in the cafeteria to provide social distancing while the students eat lunch. Students may not pass or share any items, including food with other students. When a student is not eating or drinking, they must wear their mask.

Students who receive free or reduced lunch will have these meals provided at no cost. However, students not on free or reduced lunch will be charged \$2.25 for elementary students.

#### **eLearning Student Lunches**

Brooker eLearning students may pick up Grab and Go meals at the school on Monday, Wednesday, and Friday from 10:00 – 11:00 a.m. Students will receive their meal for that day AND the next day (except on Friday).

Students who receive free or reduced lunch will have these meals provided at no cost. However, students not on free or reduced lunch will be charged \$2.25.

#### **Bathroom Procedures**

All students must use the restroom in their classroom before going to specials, lunch, recess or dismissal. Students may only use the restroom in their classrooms. Only fourth grade classes are permitted to use the hall restrooms.

#### **Controlled Movement Patterns**

Students will walk on the right-hand side of hallways and, where possible, one directional hallways have been established to assist with the flow of student

movement. Signage has been posted throughout the campus to remind students of the traffic flow.

### **eLearning Attendance**

Students will be counted in attendance when they log into a live session with their teacher. In elementary schools, students will log into their teacher's live session at the beginning of the school day. Students must enable the camera function on their computers so that the teacher can identify them. Students who log into Canvas to do their daily assignments but do not log into the live sessions with their teachers may be marked as absent unless other arrangements have been made with the teacher.

### **eLearning Class Tardiness**

Students must log into their teachers' live session at the time determined by their school. Students who do not log into the live session with their teachers at the predetermined time may be marked as tardy. A student is considered tardy to class if the student isn't present at the moment attendance is taken.

### **Campus Attendance / Tardiness**

Each student is expected to be in attendance each day unless they are ill or a family emergency arises. In accordance with state law, public schools are required to be knowledgeable of the absences of students enrolled in their schools. Therefore, we are requesting that you call the attendance line at **744-8184 (option 1)** before 8:15 a.m. to notify us of your child's absence. Leave your name, your child's name (spell the last name), the teacher's name, the date, and the reason for the absence.

It is important for each child to arrive at school on time each day. Instruction begins at 7:40 a.m.. He/she should be in his/her classroom before this time so that no directions or other information is missed. Any child arriving to school after 7:40 a.m. is considered tardy and must be signed in the front office by a parent or guardian to receive an Admit Slip.

### **RELEASE OF STUDENTS FROM SCHOOL**

In the interest of security, any student who must leave prior to dismissal time (due to doctor's appointment, illness, etc.) must be released through

the school office **NO LATER THAN 1:15 p.m. TUESDAYS-FRIDAYS AND 12:15 p.m. ON MONDAYS.** If someone other than a parent or guardian, or authorized person wishes to check out a child, a note from the parent or guardian will be necessary before we can release your child to them. This person must also have photo identification. Please keep your child's emergency card up-to-date to prevent delays.

### **BIRTHDAYS / CELEBRATIONS**

In order to protect the instructional day, no balloons, flowers, or gifts will be delivered to students for any occasion. Birthday treats may be shared among **Pre-K and Kindergarten students only. These items must be prepackaged, store bought items.**

### **PICKING UP MISSED WORK**

When your child is absent from school, for 3 or more days, and needs his/her homework assignment, please telephone the school office in the morning. The homeroom teacher will be notified and will make a folder which includes all homework from each of your child's teachers. Appropriate books will be sent home when necessary. Homework assignments can be picked up in the office within 24 hours.

### **ADMINISTRATION OF MEDICINE**

Authorized personnel will assist students in the administration of prescription medicine when the following conditions have been met:

\*Only prescription medication will be administered at school.

\*Over-the-counter or sample medication must be accompanied by orders from the physician. Without these orders, the medication will be returned and will not be administered.

\*Parents must deliver the medication to the school nurse in the container it was purchased. At no time should a child transport medication of any kind.

\*Parent's authorization forms must be completed in order for the student to take medication.

	Dismissal	Hallway	Cafeteria	Classroom On campus & eLearning
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>✚ Bring all materials with you</li> </ul>	<ul style="list-style-type: none"> <li>✚ Bring all materials with you</li> </ul>	<ul style="list-style-type: none"> <li>✚ Clean your hands</li> <li>✚ Use restroom prior to lunch</li> </ul>	<ul style="list-style-type: none"> <li>✚</li> </ul>
<b>On Task</b>	<ul style="list-style-type: none"> <li>✚ Follow the flow of traffic</li> <li>✚ Go directly to your dismissal area</li> </ul>	<ul style="list-style-type: none"> <li>✚ Follow the flow of traffic</li> <li>✚ Go directly to your destination</li> <li>✚ Respond immediately to all adults' directions</li> </ul>	<ul style="list-style-type: none"> <li>✚ Follow the flow of traffic</li> <li>✚ Stay seated</li> <li>✚ Look for your teacher to dismiss you</li> </ul>	<ul style="list-style-type: none"> <li>✚</li> </ul>
<b>Listen Attentively</b>	<ul style="list-style-type: none"> <li>✚ Follow voice level directions</li> <li>✚ Listen for your name</li> </ul>	<ul style="list-style-type: none"> <li>✚ Follow voice level directions</li> </ul>	<ul style="list-style-type: none"> <li>✚ Follow voice level directions</li> <li>✚ Eyes on speaker</li> </ul>	<ul style="list-style-type: none"> <li>✚</li> </ul>
<b>Treat Others with Respect</b>	<ul style="list-style-type: none"> <li>✚ Wear mask!</li> <li>✚ Be kind!</li> </ul>	<ul style="list-style-type: none"> <li>✚ Wear mask!</li> <li>✚ Be kind!</li> <li>✚ Be aware of others learning</li> </ul>	<ul style="list-style-type: none"> <li>✚ Wear mask when not eating</li> <li>✚ Be kind!</li> <li>✚ Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>✚</li> </ul>
<b>Safe Choices</b>	<ul style="list-style-type: none"> <li>✚ Keep hands, feet, &amp; objects to yourself</li> <li>✚ Keep materials in backpack</li> </ul>	<ul style="list-style-type: none"> <li>✚ Keep hands, feet, &amp; objects to yourself</li> <li>✚ Do not touch the walls</li> </ul>	<ul style="list-style-type: none"> <li>✚ Keep hands, feet, &amp; objects to yourself</li> <li>✚ No sharing food</li> </ul>	<ul style="list-style-type: none"> <li>✚</li> </ul>

## BOLT BEHAVIORS

## TRAFFIC SAFETY

### Arrival and Dismissal

PLEASE HELP US TO PREVENT THE RISK OF SERIOUS INJURY BY CAREFULLY ADHERING TO ALL RULES OF TRAFFIC SAFETY:

1. Please approach Brooker Elementary School from Bama Road during peak traffic times (7:10 - 7:40 and 1:45 -2:15). This vehicular traffic pattern reduces hazards and conflict with other motorists and school buses, especially on rainy days.
2. Please do not drop off children before 7:10 in the morning. This is for safety reasons because there is no adult supervision until 7:10 a.m. If you arrive before 7:10 a.m. please have your child stay in your vehicle until 7:10 a.m. when the bell rings.
3. School dismissal begins at 1:55 PM Please keep in mind that it takes a minimum of five minutes for children to arrive at the pick-up area. Once the children are there, the line will move smoothly.
4. Please form a single line during drop-off and pick-up times. This will allow emergency vehicles to pass in the event of an emergency.
6. Please have your Car Rider sign visible at all times during dismissal, this allows staff members to call your child for pick up. Please do not remove the sign until your child is in your vehicle. If you do not have a car rider sign in your car, you will be directed to the front office to sign out your child.
7. Please listen for the cone number and drive slowly to your assigned cone; your child will be waiting for you at the cone.

8. If your child is not prepared to load when you approach your assigned cone, you will be asked to pull forward and a staff member will escort your child to your vehicle. Please do not come to the cafeteria doors to pick up your child.

9. For the safety of all children cars should be loaded from the passenger side of the car and there is no cell phone use while in the car line.

10. Please do not park on the grass in front of the school. "No Stopping/No Standing" signs are posted as a reminder. Motorists who park in front of the school should be aware that they might receive a citation from law enforcement officials for illegal parking. The School Board has no control over this process.

REMEMBER: The primary objective is the safety of all students. It takes much patience to be a driver for the car rider drop-off/pick up. Your understanding and courtesy toward other drivers is appreciated by all. Please do not schedule yourself to be elsewhere at 2:30 a.m. Allow yourself ample time for this task – especially on rainy days.

PARENTS NEEDING TO SIGN OUT THEIR CHILDREN FOR AN APPOINTMENT MUST DO SO IN THE OFFICE BEFORE 12:30 p.m. TUESDAYS – FRIDAYS AND 1:15 p.m. ON MONDAYS.



