

Brookhaven Elementary School

4610 Renn Street

Rockville, Maryland 20853

Office- 240-740-0500, Attendance Only-240-740-0501

www.montgomeryschoolsmd.org/schools/brookhavenes/

#WhateverItTakes

July, 2019

Dear Parents and Guardians:

On behalf of the Brookhaven staff, I would like to welcome you to the 2019 – 2020 school year. It's hard to believe that we will be back to school very soon. We hope that you have been enjoying your summer and staying cool. I want to remind parents that all Brookhaven students in grades 1 – 5 are expected to complete a summer reading and math packet that was distributed in June unless they attended ELO for the summer. If you are new to our school and have a student entering those grades, please visit the above website, under Quick Links, Back to School 2018 or stop by the school office to get a learning packet for your child. Students who complete their packet will be invited to a special treat during the second week of school.

Please help inform families who are new to the area that **school begins on Tuesday, September 3, 2019**. New families should register for school as soon as possible by calling the school office at 240-740-0500 to set up an appointment. MCPS staffing allocations are based on projected enrollment and we hope to meet our projected student population before the first day of school.

I want to invite all parents and students to attend our open house on Friday, August 30th from 1:00 to 3:00 pm. Student safety patrols should visit Mr. Moore in Room 222 to pick up their patrol belts.

Below are the current Mission and Vision Statements for this school year. We ask that all stakeholders (Staff, Parents, and Students) become aware of these statements as we work throughout the year on student achievement. It is important that these statements manifest into actions by all and that we are all on one accord.

School Mission Statement: The students of Brookhaven Elementary School will meet or exceed yearly MCPS math and reading benchmarks. Students will achieve these goals by being critical thinkers and meeting high academic expectations. Students will receive rigorous and differentiated instruction. All Brookhaven stakeholders will work together to build socially responsible, hardworking and college ready citizens.

School Vision Statement: We, the Brookhaven Community, work collaboratively to instill a passion for learning and foster a responsible, respectful, caring, and honest environment. We expect social and academic success from all students.

One of the cornerstones of an effective school is a high level of parent participation and involvement. The primary vehicle for parental involvement in schools is the Parent-Teacher

Association, or PTA. Please make a commitment to join the PTA this year. This year's officers are: President- Mrs. Kameya Shows-Ciers; Vice President- Ms. Shannon Sarino; Secretary- Kristen Woodruff; and Treasure- Ms. Katty Simms. Please be on the lookout for the PTA calendar and the monthly updates. We also have PTA information on our school website.

Arrival for School: The student day is 9:00-3:25. Students are to arrive at school between 8:40 and 8:50. Students should be in their classrooms ready for learning at 9:00. An adult should accompany all students entering the building at 8:55 or later, as they will most likely be tardy and will need to be signed in. Once the school doors are opened, students will line up inside the building. Students in grades K – 2 will line up in the hall outside their classrooms. Students in grades 3 – 5 will line up in the all-purpose room. If you drive your child to school, you cannot park in the drop-off area. For the first two days of school, a parent or family member can escort Pre-K, Kindergarten and new students to class. On the third day of school, parents will not be allowed to walk students directly to class without signing in at the main office. We need students to develop independence, although it may be difficult please drop your children off at the door. Controlling the number of adults in the building helps us ensure safety for all students. Parents cannot hold conferences with teachers at arrival and should later request a time to do so. If this policy creates a problem for any parent/guardian, a meeting with Mr. Kimber or Ms. Liess should be requested.

Back-to-School Night: Please mark your calendar for our annual Back-to-School Night, which will be held on Tuesday, September 10, 2019, from 6:00 until 8:00 pm. Our evening will begin with a brief PTA meeting, followed by the introduction of the Brookhaven staff. You will then meet with teachers who will provide you with important information about what your child will be learning this year. We encourage parents to arrange for babysitting so that they can give the teachers their full attention.

Breakfast Program: We will continue to offer free breakfast to ALL students through the Maryland Meals for Achievement Program. Under this program, all students will receive breakfast each morning when they arrive at school. There is no charge for the breakfast program. Since we complete breakfast by 9:05, it makes it even more important that students arrive at school no later than 8:55.

Bus Information: Please look at the transportation letter; it includes bus schedules and route numbers along with helpful information. Please note that the buses are identified by the route number, which is posted on the window on the side of the bus, not the number painted on the bus. Please be sure that your child learns this route number. Buses will also be identified by a color to help our younger students remember which bus they ride. If you live outside of the Brookhaven attendance area and your child is enrolled in one of our special education classes, you will receive your bus information from the Special Education Transportation Office. Exceptions have been made for students who attend Brookhaven on a COSA (Change of School Assignment) to ride the school bus. However, if the bus becomes overcrowded or if there are behavior issues, students on a COSA will not be able to ride the bus.

Cell Phones: Elementary school students are not to have cell phones at school. If some unusual circumstance makes it necessary for your child to have a cell phone, parents must write a letter to the principal explaining why it is necessary. The phones are then to be given to the school secretary when students arrive for school and may be picked up at the end of the day. The school

cannot accept responsibility for any lost or damaged phones. If a phone is on during the school day and is used by a student, it will be confiscated and returned only to the student's parent.

Class Assignments: Postcards will be mailed to students informing them of their class assignments.

Dismissal: At 3:25, the students who walk or ride in a car will be dismissed. These students will exit from the gymnasium entrance. Parents who are meeting their children should wait at this entrance. The main doors are for bus riders only. Office staff will not call into a classroom to change a dismissal plan for a student or for early dismissal after 3:10 p.m. With the exception of appointments and emergencies, students should be in the habit of completing a full day of school; 8:50 am to 3:25 pm. every day, our staff does their best to send the message to children that school is of the utmost importance. We encourage this to be reinforced by parents. Habitual early departures or late arrivals create a mindset that school is not important.

Lunch prices: The price of school lunches has remain the same this year. The cost for lunch remains at \$2.55. The cost of reduced-price lunch also remains at \$.40. Families are encouraged to use our prepaid payment system in which money is deposited into the child's personal account and then money is deducted through the use of a PIN each time a food purchase is made. **Application forms for families who feel they may qualify for free or reduced-price meals will be sent home during the first week of school. It is critical that all families complete an application and return it as soon as possible. Families must reapply every year to be considered for free/reduced price meals. The completion of this form designates if we will be a Title I school the following year, which benefits our students through additional federal funding. You must continue to pay for your child's lunch until you receive a response form the division of Food Service.**

Medications: Any medications that are given at school must be hand delivered in the original container by the parent and accompanied by the physician's written order on MCPS Form 525-13. This includes both prescription and over-the-counter medications. These procedures are designed to ensure the safety of your child.

MCPS policy on weapons: It's an unfortunate sign of the times in which we live that I need to remind all parents that in order to safeguard students and staff, all weapons or look-alike weapons are prohibited. This means that any student who brings a weapon, look-alike/toy or explosive of any kind to school, or who uses an object as a weapon (for example, stabs another student with a pencil to inflict harm) may be immediately suspended and recommended for expulsion. A weapon is defined as any implement that can cause bodily harm, including guns, knives, razors, explosives (firecrackers, smoke bombs, etc.), and any item used as a weapon. **PLEASE BE SURE THAT YOUR CHILD KNOWS THAT THESE ITEMS CANNOT BE BROUGHT TO SCHOOL AT ANY TIME FOR ANY REASON.**

School Hours: The student school day is **9:00 until 3:25**. Students should not arrive to school earlier than 8:40 since there are no staff members on duty prior to that time. **Students should arrive no earlier than 8:40 and no later than 8:55.** We have a chronic problem with tardiness, generally with students who are brought to school by their parents. If you bring your child to school, you must arrive at school by 8:50 in order to ensure your child will be in his/her classroom by 9:00. Students who arrive late frequently feel embarrassed, which negatively impacts their learning. They also disrupt the class, which negatively impacts the learning of all

of the students. Bringing your child to school late sends a message of indifference about the importance of school and the value of being punctual. Students who arrive after 9:00 are tardy and must be signed in at the office by their parent. These tardies are reflected on students' report cards and may result in further action. Thank you for your cooperation. Please also note that if you are picking your child up at the end of the day, you must arrive no later than 3:25. If you need extended hours care for your child, Global Children's Center offers before and after-school care. Please contact Global at 301-972-5982.

School Supplies: Please look for the school supply list for a list of personal school supplies that you may wish to purchase for your child. While all necessary materials are supplied by the school, your child may prefer to have his/her own personal supplies.

Open House: The Brookhaven staff invites all families to attend our Open House visitation on Friday, August 30th from 1:00 until 3:00. This is an opportunity for students and parents to visit the classrooms and meet their teachers. If you have, an individual concern that needs to be discussed privately, please schedule an appointment with your child's teacher after classes begin on September 3rd.

Special Safety Note: Traffic congestion around school at arrival and dismissal time can create dangerous conditions for our students. Parents who drive their child to/from school are strongly encouraged to drop their children off along the loop by the parking lot closest to Marianna Drive. Cars should enter the lot and follow the traffic around to the right, then exit via the same driveway. Also, please do not allow your child to exit the car unless you are at the sidewalk. **There is no parking allowed anywhere along the parent drop-off loop and driveway and no waiting at the entrance to the loop.** If you want to walk your child to his/her line, you must park in a legal parking space to do so or park on the street. The parking spaces for handicapped parking are reserved at all times for drivers displaying the appropriate MVA tags or placards. Please note that the driveway to the right of school is for school bus use only and is not to be used as a drop-off area. Lastly, it is important for adults to model appropriate behavior. Honking at each other, yelling in anger at someone else by adults, or leaving your vehicle parked in the loop unattended sends the wrong message. Understand that during arrival and dismissal, patience will be needed. The volume of vehicles converging on such a small area will create back-ups. Our school staff and administration are not obligated to police the actions of adults.

Student Absences: If your child will be, absent from school, please call to let us know. Information can be left on the school's answering machine 24 hours a day. We have a phone number for attendance only that is 240-740-0501. Please include your name, your child's name, your child's teacher's name, and the reason for the absence. Maryland State Department of Education regulations require that parents/guardians provide a written note explaining the reason for any absence. Thank you for your cooperation. Also, please note that absences due to family vacations or trips are unexcused absences. Please arrange these trips during times that school is not in session.

The staff and I are looking forward to a wonderful year of learning for your children. I am looking forward to everyone seeing the new look of our building. This summer, we received a brand new roof and colorful paint throughout the school. We value your continued support as we work together to provide your children with the finest education possible. Please take time to read or print out the other documents mentioned in this letter so that you are well informed for the school year.

Enjoy the rest of your summer and we will see you on Friday, August 30th from 1:00-3:00 for our Open House.

Sincerely,

Xavier Kimber
Principal

Barbara Liess
Assistant Principal