

## Parent Communication 10.9.2020

Brooks Families,

We hope you've had a fantastic week! The Brooks staff is eagerly anticipating the return of our students and working hard to prepare for their arrival. Below you'll find a great deal of information regarding reopening, as well as reference to resources that may be helpful as you begin planning for the return of your child to Brooks. I apologize in advance, because I know I've provided a lot of information, but all of it is pertinent to our reopening.

### Cohort Information

All families should have received an email from me on Tuesday, October 6, 2020 indicating the cohort rotation that their child has been placed on for the first semester. The cohort rotations are listed as A, B, C, yet the WCPSS calendar lists them as 1,2,3. See below for correlation.

- A means the same as 1
- B means the same as 2
- C means the same as 3

For students in grades Pre-K – 3<sup>rd</sup> and K-12 special education regional programs, in-person cohort rotations will start on 10/26. Below is a list of when these students will attend school in-person.

- Cohort A – Attend in person week of 10/26. Engage in Remote learning weeks of 11/2 and 11/9.
- Cohort B – Attend in person week of 11/2. Engage in Remote learning weeks of 10/26 and 11/9.
- Cohort C – Attend in person week of 11/9. Engage in Remote learning weeks of 10/26 and 11/2.
- Cohort D – Continue engaging in Virtual Academy through at least 1/15/2021.

All Pre-K – 3<sup>rd</sup> grade students and K-12 special education regional programs students will return to DAILY in person instruction on 11/16.

For students in grades 4/5, the cohort rotations begin on 11/16. Below is a list of when these students will attend school in-person. When students are not attending school in-person, they will engage in Remote Learning.

- Cohort A – Attend in person weeks of 11/16 & 12/14.
- Cohort B – Attend in person weeks of 11/30 & 1/4.
- Cohort C – Attend in person weeks of 12/7 & 1/11.
- Cohort D – Continue engaging in Virtual Academy through at least 1/15/2021.

I recognize that this can be confusing. Please refer to the [Return to Campus Guide](#) for a link to the first semester calendar that lists out cohort rotations by weeks.

### Remote Learning Days

During last week's message, I shared information regarding "Remote Learning Days." To provide further clarification, all students will engage in Remote Learning Days whether they are attending school in-person, through remote learning or Virtual Academy. Below I've listed the Remote Learning Days for the first semester. I've included in the list 3 out of the 5 remote learning days that the state required all districts to add to the calendar this year.

- Wednesday, October 7<sup>th</sup>

- Wednesday, October 14<sup>th</sup>
- Wednesday, November 18<sup>th</sup>
- Monday & Tuesday, November 23<sup>rd</sup> & 24<sup>th</sup> (state added remote learning days)
- Wednesday, December 2<sup>nd</sup>
- Friday, December 11<sup>th</sup> (state added remote learning day)
- Wednesday, December 18<sup>th</sup>
- Wednesday, January 6<sup>th</sup>
- Wednesday, January 13<sup>th</sup>

### **Materials Distribution**

Brooks will host two materials distribution dates in the coming weeks. These events will be for:

- Families to pick up carpool/walker tags
- Virtual Academy students who need to pick up 2<sup>nd</sup> quarter instructional materials
- 4<sup>th</sup>/5<sup>th</sup> grade students to pick up 2<sup>nd</sup> quarter instructional materials.

Distribution will occur on **Wednesday, October 14<sup>th</sup> and Wednesday, October 21<sup>st</sup> from 10:00 am – 2:00 pm in the main entrance area.**

There will be no car side pick-up. Parents will need to park and proceed to the tables that are set up near the main entrance for carpool/walker tags and the cafeteria doors to retrieve needed instructional materials. As a reminder, in accordance with state health guidelines and district guidance, all individuals visiting the school campus must wear a mask and make every effort to maintain 6 feet of social distance between yourself and others.

*Given the upcoming return to school, there will be some changes to our day-to-day operations and procedures that I would like to share with you.*

### **Masks**

In accordance with state and district guidance, all individuals (adults and students) that enter the school campus are **required** to wear a face covering. If a student does not have a face covering, one will be provided. Each student will be given five masks that will remain in the classroom. If a student wears one of the school distributed masks, it is the responsibility of the parents to care for it, including washing it after every few wears.

To prepare students to wear masks for the entirety of the school day, I would highly encourage families to start talking with their children about wearing masks and have students practice wearing them for extended periods of time. Please refer to the district's [Return to Campus Guide](#) for further information regarding facemasks.

### **Children Experiencing Illness at Home and School**

If child(ren) are experiencing symptoms of illness at home, they must stay home!

If a child comes to school and becomes ill with a fever or any symptoms of illness including symptoms of COVID-19 (fever, chills, cough, shortness of breath, loss of taste/smell), they will be removed from the classroom and placed in a Health Care Waiting Room. Parents will be called and are **required** to pick students up as soon as possible.

Please refer to the [Return to Campus](#) guide to see additional health and safety information regarding topics including: Returning to School After Diagnosis, Exposure or Illness and Procedure for Report of COVID-19 On Campus.

### **Cleaning and Disinfecting**

I'm sure many families have questions regarding the cleaning and disinfecting practices that will be followed in the school. Brooks will be following all district guidance in order to ensure the building is cleaned and disinfected according to their expectations. For more on these processes, please refer to page 19 of the district's "[Return to Campus](#)" guide.

### **Health and Safety Protocols**

Upon arrival on campus daily, each student will be required to complete a health screening and temperature check. Staff will be present in the bus loop, carpool and at the main entrance to screen students. Please follow the procedures listed below for arrival via carpool, walker, and bus.

### **Arrival**

Due to COVID-19, we have made several changes to our previous arrival/dismissal/transportation procedures. When we return to in-person instruction, students may enter the building at 8:45 am, and our instructional day will begin at 9:15 am. ***Families are NOT permitted to walk students to class*** because we are required to significantly limit the number of visitors in the building. Thank you in advance for your understanding and cooperation.

Carpool traffic patterns for arrival and dismissal will remain the same in the upcoming year. All carpool will start by going down Northbrook Drive to Yadkin Road, which runs into Rampart Street. Cars will turn right off Rampart Street into the Brooks parking lot for carpool. If drivers turn left into the carpool line, they will be redirected. Failure to follow the procedures set forth by the school could result in a letter from the school and/or WCPSS Security Office, as well as a ticket from the Raleigh Police Department.

During morning carpool arrival, students will *undergo health screenings and temperature checks* daily prior to exiting their vehicle. When you pull into the carpool loop, a staff member will approach the vehicle and ask you a series of required health screening questions. Students will then have their temperatures taken and recorded. If students pass the health screening and have temperatures below 100.4 degrees, they can exit the vehicle and proceed into the building. If a child does not pass the health screening, he/she will have to return home immediately. If your child has a temperature of 100.4 degrees or higher, you will be asked to pull up into a parking spot and your child's temperature will be taken again in 5 minutes. If it remains higher than 100.4 degrees, he/she will not be permitted to remain at school, and you must immediately take them home. We are aware that the screening process will likely increase the time you are in carpool; however, we are committed to ensuring the safety and well-being of our students and staff, so we ask for your patience throughout this required process.

Walker students will continue to enter the building from the main entrance. Walker students will undergo the same health screening process. Upon arriving at the front of the building, students must wait outside until the health screening is conducted. If a parent walks with their child(ren), the parent must remain with the student(s) until the screening is completed.

Students arriving on campus via buses, cabs, and daycare vans will undergo health screenings before departing the bus or vendor transportation. If they pass the screenings and temperature check, they can then enter from the Northbrook Drive entrance (bus loop door). If the students do not pass the screening, they will be escorted to our Health Waiting Room where they will wait for a parent/guardian to arrive. If your child has one of the symptoms of COVID-19 or a fever, he/she must be picked up immediately.

### **Kindergarten Arrival**

In year's past, we've had parent volunteers to walk kindergarten students to class during the first weeks of school. Unfortunately, we cannot have volunteers or visitors on campus, but we're still committed to helping our newest friends to class! Brooks staff will be in the lobby ready to greet our kindergarten friends and walk them to class. We are hopeful that this will help ease the transition back to school, as well as help them learn how to get to class on their own.

### **Dismissal**

In the afternoon, dismissal will begin at 3:45 pm. All children should be off campus by 4:10 pm. In the afternoon, all students picked up in carpool require a transportation tag which is to be hung from the rearview mirror. Please work with your students to learn their tag number as quickly as possible. Parents of students that wish to be considered walkers need to show an assigned walk zone transportation tag to pick up their students in the afternoon. Parents living in the walk zone who plan to pick up their children as walkers can stand on the "6 foot social distancing circles" in the front of the main entrance and form a line. A staff member will walkie into the building, and your child will be dismissed from his/her classroom. Walk zone transportation tags may also be used for carpool pick up. **Please note, ONLY families who live in our designated walk zone are permitted to pick up students as walkers.** Students of eligible age (grades 2-5) who need to walk all the way home independently (without a parent) must have a signed release from parents on file with our office. No K-1 students may be released as independent walkers unless accompanied by an older sibling (grades 2-5). Transportation tags will be available to pick-up at the school on October 14<sup>th</sup> and October 21<sup>st</sup> from 10:00 am – 2:00 pm during our Materials Distribution. **Refer to the section above title "Materials Distribution" for more information.**

Afternoons are very busy in our front office; therefore, all transportation changes must be made by 2:45 pm. If you need to change your child's transportation and you forgot to write a note to the teacher, please call the front office before 2:45, and the office staff will communicate these changes with the classroom teacher. We ask that you do not email the teacher as they may not check it in time to make the appropriate changes. Additionally, please do not leave this information on a voicemail as the front office is very busy in the afternoon, and there is a chance we will not check the messages prior to dismissal.

***Due to COVID-19 health guidance, parents and/or students are NOT permitted to congregate on campus during arrival or dismissal. Upon dropping off or picking up your child, please exit the campus immediately.***

### **Parking On & Off Campus**

When you visit our school campus, please park in the appropriately designated spots in the parking lot. The City of Raleigh has and will continue to make changes to the "No Parking" signage located on Northbrook Drive. At no time should you park on Northbrook Drive to walk your child into the school. While I know this may be more convenient than using the carpool line,

this is not safe and using the carpool line does not take that long in the morning or afternoon. Furthermore, the Raleigh Police Department will be patrolling the area on a frequent basis to write tickets to people not heeding the signs. Please remember this is not done to inconvenience anyone, rather, it's to maintain the safety and security of our students, staff, and families. Thanks in advance for your support with this.

### **Schedules – In-person/Remote Learning/Virtual Academy**

Currently, we are updating our daily academic schedules. You will receive copies of the schedules we'll use for Virtual Academy, Remote Learning and In-person instruction during next week's parent communication.

### **Updated Building Processes & Procedures**

To maintain safety, we've had to recreate some of our previous processes and procedures. I've listed these below.

- Students will see signage posted throughout the building reminding them to wear a mask, wait 6 feet apart and wash their hands. These will be reiterated throughout the day.
- Water fountains are closed – students are encouraged to bring a water bottle daily that can be filled up from the sink in the classroom. If students do not have a water bottle, they will be given a cup to fill up from the sink and drink from.
- Our hallways are now labeled with arrows and “6 foot social distancing” stickers on the floor. It is imperative that when students enter the building, they follow the arrows and only walk on those tiles. All students will walk on the second tile of the right side of the hallway no matter the direction they are traveling. Staff will be in place to reinforce these expectations as students learn a new way to travel in our building.
- Hallway restrooms are closed during arrival and dismissal. During the school day, teachers can send 1 student to the restroom at a time. Class restroom breaks are not permitted at this time.

To prepare your student for the return to school, you may be interested in showing them videos on face coverings, social distancing, hand washing, health screenings and water fountains. You can view the WCPSS videos [here](#).

### **Lunch/Recess/MTs**

Although breakfast and lunch will still be offered by our cafeteria, students will eat all meals in their classrooms.

Physical activity is an important part of each child's health; therefore, they will still engage in recess. Weather permitting, recess will be a time for students to go outside and play. Playground equipment is off-limits until further notice, but students will be encouraged to play on the track, field, basketball court, or area behind the school. Activities that promote social distancing will be permitted. Students cannot play basketball, football, four square or soccer, as these games do not allow for 6 feet of social distancing.

Students will still have MTs (art, music, PE, media, science), but the schedule and instruction may look a bit different. Most MT teachers will go to the students' classroom for instruction.

### **Cafeteria**

All students will receive free breakfast and lunch until December 31<sup>st</sup>.

### **Medication**

Students taking medication (over the counter or prescription) at school must have the 1702 form completed by a doctor. **These forms must be updated each year** and presented to our office prior to the first day of school. You may drop off medicine or pick-up 1702 forms during our Materials Distribution events on 10/14 and 10/21.

### **Before and After School Care**

Currently, we do not have any information regarding the operation of Before/After School Care programs in our building. I will update families when I receive this information.

### **Visitors to our Building**

To prioritize the health and well-being of all students and staff in the building, we are required to minimize the number of visitors that enter during school hours. This means parents cannot eat lunch with students, visit classrooms, or come to the office when checking students in or out. To the extent possible, visitors on our campus will be addressed through the intercom system, and office staff will do their best to meet their needs using that system.

### **Volunteers**

At this time, the volunteer registration is closed. We will not permit volunteers to be in the building. We will update this as new information becomes available.

### **Field Trips**

In-person field trips are suspended until further notice.

## **REMINDERS**

### **Technology Needs**

If you are continuing to experience technology difficulties or something arises throughout the day, please don't hesitate to contact the WCPSS Technology Help Desk at 919-694-8100. WCPSS Technology Services has also created a support page for families experiencing difficulties or needing support to learn new tech tools. You can access their website [here](#).

### **Join Memberhub**

If you're looking for ways to get connected with the PTA and other Brooks families, join Memberhub! The Brooks PTA uses Memberhub as a means of communication with families throughout the year. This platform is used to send out the PTA's weekly newsletter, provide fundraising updates, provide information regarding volunteer opportunities, and other school-wide information. Please click here to join: <https://brooks.new.memberhub.store/store>.

As always, please reach out to either Ms. Taylor or me for support. We are more than happy to answer questions, address concerns, or provide guidance when needed.

Sincerely,

Marie Palmer, Principal