

Dear Brooks Families,

I hope this message finds everyone safe and healthy. I don't know about you, but I'd venture to say that we are winding down the most interesting academic year that we've ever experienced!

The purpose of today's communication is to share end of year (EOY) processes and procedures including report card distribution, retrieval of student belongings and medication from school, returning school materials, and intent for next year.

Report Cards

Over the next week, teachers will be working to finalize student report cards. These will be emailed to you by the end of the day on Friday, June 5th. Please make sure your child's teacher has a working email address so will be able to receive it without issue. If you have questions regarding your child's report card, please reach out to your child's teacher.

Retrieval of Student Belongings

Distribution of student materials will take place during the week of **June 8th – 12th** during the hours of **9-11 and 1-3**. Each student will be assigned a specific day to attend, based on last name. The breakdown of days is below:

- Monday, June 8th – Last names beginning with A – E
- Tuesday, June 9th – Last names beginning with F – J
- Wednesday, June 10th – Last names beginning with K – O
- Thursday, June 11th – Last names beginning with P – S
- Friday, June 12th – Last names beginning with T – Z

We recognize that we have families that have multiple children, and some may have different last names. If that is the case, please let your child's teacher know which day you'll be attending (based on one of the last names).

Teachers will be reaching out soon to let you know what belongings students may have at school. This can range from notebooks to personal books to clothing to water bottles. It is up to you whether you want to pick up these items. If you choose not to pick them up, please let the teacher know whether we can dispose of them or keep them until your child returns to school in the fall.

When coming to school to retrieve materials, we are asking that you follow the process outlined below to ensure the safety and health of all involved.

1. Use the carpool loop to pull up in front of the school where staff will be prepared to assist you.
2. Give the staff member the name(s) of your child(ren) and let them know if you have medication to pick up.
3. Return any items belonging to the school or school staff.
4. Remain in your car while staff retrieve your items.
5. Receive your items and leave campus

During this time, families will not be permitted to enter the building, so please remain in your car throughout the entirety of your visit. Additionally, I cannot require you to wear masks on campus, but I do ask that you consider it for the safety of yourself and others.

Picking up Medication

If your child has medication at school, you have two options. You can either pick it up when you come to retrieve their other materials during the week of June 8th – 12th or you can leave it at school until the fall. If you choose to leave it at school until the fall, it will remain in a locked cabinet as it normally does. Upon return to school in the fall, you will receive a new 1702 form to be filled out by the doctor in order to allow the medication to continue being kept in the school building.

Returning School Materials

If you have materials that belong to Brooks or the Brooks staff, you can return them using the above-mentioned schedule. This does not include library books, chrome books or hotspots. You can keep all of these items until the fall, unless you know you're moving out of WCPSS or the state. If you are moving outside of the county or state, please let the teacher know and return the items listed above. Upon return of any materials, they will be housed in the gym and remain undisturbed for 14 days, per WCPSS and CDC guidance.

Intent for Next Year

I know there is probably apprehension regarding what next year will look like. Wake County Public Schools is currently working to develop a comprehensive plan for reopening our schools. Safety of our school communities is of utmost importance, and all schools will follow all state and district guidance when we are able to return to our buildings.

Each year we send out a "Family Intent Form" in March so that we can gauge how many students are returning to Brooks the following year. Our form was set to go out on Monday, March 16th, but unfortunately, that was the beginning of our COVID-19 related school closure. This information is critical in helping us create a staffing plan for classroom teachers, so I'm asking for your help.

If you are not planning on returning to Brooks next year, please fill out the survey linked here: [Brooks Elementary Student Intent Form](#). If you are planning to return, you do not need to fill it out.

As always, thank you for your continued support during this time. The Brooks staff is incredibly thankful that you have taken on the role of "homeschool teacher" and worked to ensure your students are engaging in remote learning during this extended school closure. We look forward to a time when we can be together again as a Brooks community!

Take care,

Marie Palmer, Principal