

**Frank I. Brown Elementary School
37 Highland Avenue
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Dear Brown School Families,

After a summer of planning and six filled days of professional development, Brown School is officially ready to open its doors! Whether your children are returning in person or through distance learning, we are looking forward to reconnecting with our families and partnering in your children's education.

Since my last letter, there have been a few updates that I want to make sure you all are aware of. While September 8th continues to be our first day for in person instruction, distance learning (including fully distance) will not begin until devices are distributed later in the month. Superintendent Kunin's letter explaining this decision can be found [here](#); however, highlights include:

- We will have a full start to distance learning when the devices go home in September (see tentative chart below) to prepare students to effectively use the device. We will use the time until devices go home to solidify and communicate plans for our distance learning.
- Our focus and energies, are on managing the safe and positive reopening of our schools and classrooms as shown in the wonderful [SPSD welcome to elementary school](#) video.

Tentative Distribution of Technology:

Grade	Devices Home Cohort A	Devices Home Cohort B	First Google Meet for In Person Learners
K-3	9/28	9/29	9/30
4 - 5	9/21	9/22	9/23

Nutrition Program:

Another update is with regard to the district's nutrition program. The Government has extended free breakfast and lunch for all families until December 31, 2020. Therefore, lunch and breakfast will be available to students free of charge every school day. On distance days (including Wednesdays), brown-bagged lunch and breakfast will be available at the front entrance of every South Portland school from 9:45-10:30 a.m. In addition to the schools, there will be distribution stations at Brick Hill and Redbank from 11:30-12:15. However, please note we do not have a system for students to pay for milk separately for their home lunch. Therefore, families will need to supply a beverage for lunch if their child wants something other than water.

Even though all lunch and breakfast is free to families through December, it is important that parents complete the Free and Reduced application as soon as possible, to prevent being charged in the new year. You

can access this online at <https://www.spsd.org/district/food-service/free-reduced-lunch> and clicking on <https://www.myschoolapps.com>.

Arrival and Dismissal:

Below are the current details regarding arrival and dismissal for the start of the school year. Due to consistently changing guidelines and the potential need for adjustments as we go, all of this information is subject to change.

Arrival- Bus Students

All students must be wearing a mask to board the bus. Students arriving by bus will be greeted by an adult, receive a squirt of hand sanitizer, and enter through the front entrance. Staff will be outside to remind the students to keep 6 feet apart and walk in a single file line when entering the building. The students will head straight to their classrooms, walking on the right side of the hallway. On the first few days, additional staff will be outside to guide students to their new classrooms.

Arrival- Parent Drop Off

Students may be dropped off by their parents using the car drop off loop on the side of the building between 8:45-9:05 a.m. If your child cannot exit the car independently or if the loop is full, please park in one of the two adjacent parking lots and walk your child to the entrance. An adult will be outside to greet the students, provide them with hand sanitizer, and direct them into the school using the side entrance. Everyone must be wearing a mask while on school grounds.

Arrival- Walkers

Students walking to school will be greeted by staff, given hand sanitizer, and directed into the building.

Please see the attached arrival visual [here](#) for either your own reference or to review the arrival procedure with your child.

Under no circumstances are students to arrive at school before 8:45 a.m. Students must remain in cars until the 8:45 a.m. bell. There is also no access to the playground before school.

Late Arrivals

Students arriving after 9:05 a.m. will need to be escorted by an adult to the front entrance. Parents may use the button to the left of the door to alert the office of the student's arrival. Only the student may enter the building.

Dismissal

Dismissal will be from 2:45-3:05 p.m. daily. **If you pick up your child, please read through this section thoroughly.** In addition, **being on time each day is critical to making this plan work.** Dismissal will take place as follows.

- At 2:45 p.m., students who are being picked up and whose parents indicated a 2:45 p.m. pick up time on the transportation survey will be dismissed.
 - Kindergarten students will be released to guardians directly from the kindergarten classrooms behind the building.
 - 1st and 2nd grade students will be released to guardians at the side door by the car loop.

- 3rd, 4th, and 5th grade students being picked up will be released out the back door and will walk around to the parking lot to meet their parents.
- At 3:05 p.m., all 3rd-5th grade walkers/bike riders and students who are being picked up whose parents indicated a 3:05 p.m. pick up time on the transportation survey will be dismissed using the same process listed above. Please note that even if you indicated a 2:45 p.m. dismissal for your 3rd through 5th grade walker, they will remain in classrooms until dismissal at 3:05 p.m.
- Students riding buses and aftercare vans will be dismissed out the front entrance as the buses arrive.

IMPORTANT Parents who are picking up children in first through fifth grade on a regular basis are encouraged to use the car loop. On the first day of school, staff will go around to each car and distribute signs indicating which child you are picking up. Please display this sign on the passenger side of your dashboard when in the car loop, so that we can dismiss your child to you quickly and with minimal direct contact. Parents are asked to stay in their vehicle while in the loop, unless you have to very quickly buckle your child who may not be able to buckle independently. For safety reasons, vehicles are prohibited from passing while in the loop and parking lots.

If you are unsure whether you indicated a 2:45 or 3:05 pick up on the transportation survey, please email me at jonesal@spsdme.org prior to arriving on the first day. It is important that you arrive at your designated time, so that your child is ready at the corresponding location when you arrive.

Parents/guardians and students should plan on leaving school grounds immediately after picking up their children. **The playground will be closed to community use before and after school until 6:00 p.m. as it is reserved for the South Portland Recreation Program.**

Early Dismissal

If you need to pick up your child before 2:45 p.m., you must call the office at 799-5196 ahead of time to let us know. Parents must come to the main entrance to pick up their children.

There will be more information shared in the coming weeks about devices and distance learning. For now, we are all focusing on welcoming our students back in person, learning our new routines and procedures, and building a community of learners at Brown.

THANK YOU so much for your attention to this information and help with executing the procedures effectively. As always, please email me at jonesal@spsdme.org if you have any questions. I can not wait to see you all again soon.

Sincerely,



Alexis Jones