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"Building our future, one child at a time."

BROOKHAVEN ELEMENTARY

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PRINCIPAL

Dr. Rebecca M. Raymond

ASSISTANT PRINCIPAL

Mrs. Rosa Kalomiris

August 2020

Dear Brookhaven Families,

We look forward to welcoming our students and families to the 2020-2021 school year, both in-person and remotely. Our Brookhaven staff has been actively preparing our school and creating protocols that follow the safety regulations set forth by the Centers for Disease Control and the Suffolk County Department of Health. The overview provided in this letter will assist you and your child(ren) as you prepare for the first day of school, as indicated below:

Cohort	First Day of In-Person Instruction	First Day of Remote Learning
MT (Monday/Tuesday)	September 8, 2020	September 9, 2020
HF (Thursday/Friday)	September 10, 2020	September 8, 2020
RL (Remote Learners)	N/A	September 8, 2020
Specialized Special Education Classes	September 8, 2020	N/A

ASSIGNED DAYS FOR IN-PERSON INSTRUCTION

Kindergarten-Third Grade Students in General Education, Dual Language and Inclusion settings will attend school according to the following schedule. In-person instruction consists of two-days in school and remote learning for three days.

- **Monday/Tuesday:** Students with last names that begin with A-K
- **Thursday/Friday:** Students with last names that begin with L-Z

*Siblings with a different last name that reside in the same household were assigned to one cohort for consistency and have been previously contacted.

Students in highly specialized Special Education programs will receive in-person instruction five days per week. These programs include the 8:1:3, Life Skills Program, 12:1:1 and the 15:1 programs.

GOOGLE CLASSROOM

K-5 students will be invited to their assigned Google Classroom prior to the first day of school. Students in grades 1- 5 should utilize their school issued username that was supplied to them last year in order to access their Google Classroom. Kindergarten students and new entrants will receive a mailing with their login information for google classroom shortly. When you log into the Google Classroom, you will be able to access the link to the google meet for the morning and afternoon meetings. Below is a link to access a Parent's Guide to Google Classroom:

[2020 Parents' Guide to Google Classroom](#)

BROOKHAVEN ELEMENTARY SCHOOL HOURS

Grades K-3: 9:20am-3:20pm (A map can be found below regarding arrival and dismissal protocols.)

The main doors of the school are locked at all times. Upon arrival at the school, visitors will be greeted by a Responder. Please note that due to safety protocols, no outside visitors may enter the school. **Parents or their designee are required to have photo ID when they are picking up a child (ren) from school.**

Any student who arrives at school **after 9:20am will be marked tardy** and must report to the Main Office. Parents should escort children to the security vestibule. Do not drop your children off in the parking lot.

Please make sure to label your child's belongings. It is recommended that you place your child's name and their teacher's name on their backpack.

CLASSROOM PLACEMENTS:

Please know that great care was taken to place your child appropriately for this school year. For the safety of our students and staff, classrooms were set up with the maximum number of desks placed in accordance with the safety guidelines. Additional accommodations involved coordination amongst school buildings in terms of siblings, last names and students academic and social emotional needs. Due to these factors, changes cannot be accommodated at this time.

It is important for you to contact the school if the information on the Emergency Contact Form changes, especially the emergency phone numbers and email addresses. You can access information regarding your child's teacher, as well as their bus route, on the parent portal. Kindergarten families will be receiving a separate mailing with their login information.

eSchool Parent Portal Registration Instructions

Before you begin, locate a copy of your child's schedule, report card or progress report.

- Click on the eSchool link to create a new account. (<https://parentportal.eschooldata.com>)
- Make sure to delete any extension to the link after .com
- Enter the requested information from your child's report card, progress report, or schedule.

Wait for verification

Please allow 1-2 business days for the parent portal team to verify your information and validate your account. Once you receive your information you can log in to the parent portal. If you do not receive an email after 3 business days, please contact parentportal@southcountry.org or call (631) 730-1511.

FACE COVERINGS

Face coverings that completely cover the nose and mouth will be required for all employees, students and approved essential visitors. Face Coverings must be worn upon entering the building, in all classrooms, bathrooms, hallways, common areas, and while on the school bus. The district recognizes families may wish to supply their children with their own face covering/mask. Acceptable face coverings/masks will include cloth-based or surgical masks that are fitted and worn in the manner designated by health authorities. Gaiter-style masks, bandanas, knitted masks and masks with one-way valves or vents are not permitted. Face coverings/masks may not contain messaging or designs that may disrupt the educational environment. Students who do not have their own face covering/mask will be provided one.

When students are appropriately socially distanced, teachers will provide a five (5) minute mask (face covering) break for every 40-45 minute instructional period at minimum. Since individual classroom circumstances may vary, teachers may also provide additional relief from wearing a face covering, provided students are appropriately social distanced. In addition to classroom mask breaks, students will have relief from wearing a face covering when socially distanced and eating breakfast or lunch. Students refusing to wear a face covering will be considered insubordinate.

MEAL SERVICE FOR GRADES K-5

The breakfast and lunch program will be available for students beginning on the first day of school, Tuesday, September 8, 2020. Both breakfast and lunch will be eaten in your child (ren)'s classroom.

The costs are as follows: **breakfast is \$1.00, lunch is \$2.25 and milk is \$0.60.** For students eligible for reduced breakfast/lunch, the cost is **\$0.25.**

FREE/REDUCED LUNCH

Benefits from last year are only valid through September, so please re-apply as soon as possible so free and reduced meal services are not interrupted. On October 1st, breakfast and lunch costs will revert to full pay and balances will accrue if an application or proper documentation has not been submitted and verified.

MY SCHOOL BUCKS®

This secure, online payment service provides a quick and easy way to add money to your student's meal account using a

credit/debit card or electronic check. This service allows you to deposit money directly into your child's school meal account and view balance/purchase information.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. Add your child using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check.

A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.

STUDENT ATTENDANCE

Attendance is an important part of your child's school routine. It is expected that students will attend school consistently, whether in-person or remotely. Please have your child complete the attendance "assignment" on the Google Classroom by 9:20 AM each day. If your child is ill, please keep them home. The New York State Education Department requires that a written note explaining the reason for the absence and signed by the child(ren)'s parent or guardian be sent to the classroom teacher when the child(ren) return(s) to school. It is the district's policy to send attendance letters to parents whose children have been absent 10% or more of the days that school has been in session. **When picking up your child, you will need to bring in proper photo identification, such as a driver's license.**

TRANSPORTATION

Information regarding your child's bus number and routes including times can be found in the parent portal. **It is important for your child to know the bus number he/she will be taking to and from school.** For the health and safety of our students, at this time students are not permitted to take a different bus home from their assigned route unless previously arranged with the bus company.

In addition, it is important to note that **kindergarten and special needs students will NOT be let off the bus at their afternoon stop unless a parent or guardian is present at the bus stop.** If you will not be available to meet your child's bus on a particular day, please send a note to your child's teacher that morning indicating who has permission to meet your child. **If you are questioning a change in bus stop or pick-up time, we kindly ask that you contact Towne Bus directly at 631-345-9600.** For all other safety concerns regarding your child riding the bus, feel free to contact us at 631-730-1700.

ARRIVAL AND DISMISSAL PROCEDURES

Prior to leaving for school each day, parents/guardians should take their child(ren)'s temperature and answer the COVID questionnaire. If their temperature is less than 100.0 F, they can proceed to the bus stop or be dropped off to school. If your child(ren) has a fever, is not feeling well or if you answer "yes" to any of the questions, please keep your child(ren) home for the day and contact the main office at (631) 730-1700.

CAR DROP OFF/WALKERS

Please arrive at the Student Drop Off Area between 9:05 and 9:20. Responders and staff members will help manage the flow of traffic. Please pull up to the curb perpendicular to the main entrance (please see picture below). Students are asked to exit the door on the right hand side of the car and proceed to the main entrance. Please be sure your child's mask is on before they exit the car. After having his or her temperature taken, students will proceed to their classrooms via the main entrance. Staff will be on hand to support the entry into the building and to their respective classrooms.

CAR PICK UP/ WALKERS

Parents and guardians will pick up walkers at the main entrance beginning at **3:10pm. Parents or their designee are required to have photo ID when they are picking up a child (ren) from school.** Once identification is checked, students will be released to their respective parent or guardian.

BUS

Students are asked to please have their masks on before boarding the bus. Students will be assigned to a seat with their siblings or another member of their household. Once at school, students will disembark the bus from the front to the back there are two designated entrances for students arriving on the buses once the students have their temperature taken, they will proceed to their classroom. Student entrances are noted below.

We understand that emergencies may arise and a change may need to be made in regards to how your child(ren) will be dismissed. Kindly, inform the main office prior to 2:00 PM if a change is necessary.

COMMUNICATION

Effectively communicating with our families is essential to supporting your child's school experience. Districtwide we will be utilizing email and the parent portal to communicate with our families. The summer mailing material has been posted on the district website.

Please note that as per our Reopening Plan, a temperature affirmation has been added and must be completed in Parent Portal by September 4, 2020, with the parent/student affirmation due by September 15, 2020.

VIRTUAL MEET THE TEACHER NIGHTS



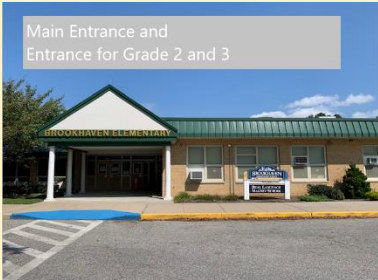

Our *Meet the Teacher* nights will be held virtually this year. Please note the dates and times below.


<i>Grade Level</i>	<i>Date</i>	<i>Location</i>	<i>Time</i>
Grade 2	Monday, September 21	Virtual	7:00pm
Grade 3	Monday, September 21	Virtual	7:45pm
Kindergarten	Tuesday, September 22	Virtual	7:00pm
Grade 1	Tuesday, September 22	Virtual	7:45pm

Together we will strive to create a positive and challenging learning environment for your child. Please do not hesitate to contact us during the school year if you have any questions or concerns.

Sincerely,
Dr. Rebecca M. Raymond
Principal

Mrs. Rosa Kalomiris
Assistant Principal

Walker Dropoff		Minibus Riders (arrival and dismissal)	
Walker Pickup		Kindergarten and First Grade Bus Entrance and exit	

		Second and Third Grade Bus Entrance and Exit	<div>Main Entrance and Entrance for Grade 2 and 3</div> 
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