



## Spring Brook Elementary School

2700 Seiler Drive  
Naperville, IL 60565  
(630) 428-6600 - Fax: 428-6601  
Principal: David Worst

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July 23, 2018

Dear Parent(s) or Guardian(s),

Welcome to Spring Brook Elementary School! We are excited to have you and your child as a part of our wonderful school. Enclosed you will find some pertinent information for you and your child.

Please carefully review the following information:

### **Important\*\*\*Classroom Teacher Assignment\*\*\***

You will be able to access **classroom assignments starting August 13<sup>th</sup> at 4 PM in eSchoolPlus**. To learn your child's classroom, you will need the eSchoolPlus username and password. You may then access the information by clicking here: [Home Access](#). New students to the district will need to register for HAC on the log in screen on [Home Access](#). If you need assistance, please call the school's main office at 630-458-6600.

While you are in eSchoolPlus, please take a moment to verify that we have your correct phone number and email for important school-to-home communication. You can view your phone number and email address by clicking the "Edit Information" link at the bottom of the "Registration" page. The primary guardian can edit his or her email address if it is incorrect. Additional email addresses and phone numbers can be corrected by calling Spring Brook to update the information.

### **Beginning of the Year Information**

- **Meet and Greet** will be on **August 16<sup>th</sup> from 8:30-9:30 AM**. Parents and students will meet their teacher in their classrooms. You may bring your school supplies and drop them off when you visit your child's classroom. If you ordered a school supply kit, they will be delivered to your child's classroom.
- **Tuesday, August 21<sup>st</sup>** is the **first day** of school for **1<sup>st</sup> through 5<sup>th</sup> grade** students. School hours are 9:05 a.m. to 3:35 p.m. **We will follow our normal arrival and dismissal procedures on the first day of school.**
- On **Tuesday, August 21<sup>st</sup>, Kindergarten** students will follow an altered schedule to facilitate orientation and transition. Kindergarten students will attend small group 45-minute orientation sessions with their parent(s). If you are unable to attend the session with your child, please arrange for a relative or caregiver to accompany him/her. A letter will be sent from your child's teacher with your scheduled time.
- The first day of regular Kindergarten attendance is Wednesday, August 22<sup>nd</sup>.

### **Student Arrival and Entry**

- Staff supervision begins at 8:50 AM. Students should not arrive before supervision begins.
- All students are directed to go immediately to their classrooms upon entering the building.
- **Bus Riders and Daycare Riders** will enter the building through **door 2** at 8:50.
- **Walkers** will enter the building through the playground **doors 7, 8, 9** at 8:50.
- **Car Riders** will enter the building through **doors 1 and 2** at 8:50.
- Students arriving after the 9:05 AM tardy bell should enter the building through the main front door and report directly to the office for a pass to the classroom. These students are marked tardy.

### **Student Dismissal and Departure**

- **Bus Riders and Daycare Riders** will be dismissed at the 3:30 bell.
- **Walkers and Car Riders** will be dismissed at the 3:35 bell and will exit the building through the door closest to their classroom.

Walkers, or students driven to school, should begin arriving around 8:50 a.m. On this first day, please drive to school only if you feel it is necessary, as traffic congestion is a concern.

Students driven to school should be dropped off/picked up using the following arrival/dismissal procedures:

- Parents are asked to prearrange pickup locations with children to avoid congestion on the front sidewalk and doors.
- The front circle driveway will be open as an alternative **AM drop-off area only from 8:50 AM - 9:05 AM**. The system will be a “**kiss and ride**” procedure to drop off students - parents may not park or leave their car along the driveway. All vehicles must enter from the south and exit north along Seiler Drive. The circle offers one way flow. Cars enter as space permits and are directed to pull forward for drop-off. Please be patient and cautious, as traffic will move through the circle quickly. **No left or U turns** into or out of the circle drive from Seiler is permitted.
- Children must exit cars on the red safety curbside. Students may conveniently use all sidewalks to walk to entrances.
- Circle drive passes are available in the office for students needing front pickup related to medical reasons.
- **The front driveway is not to be used for student PM pickup.**
- The **Parking Lot** north of the building is for the buses and daycare vehicles. It is not designated for pick-up or drop-off of students by parents. There is no admission / departure during arrival and dismissal times except for the buses and daycare vehicles.

Please carefully review and save this information and patiently follow it any time you drive to school.

For students who are eligible for bus service, bus information is posted on the district website: [www.ipsd.org](http://www.ipsd.org) Click on Transportation/Bus Routes.

Remember that **Tuesday, August 21<sup>st</sup>** is a full day of school and a lunch is needed. Students may either bring their lunch to school or they may purchase a lunch. If you are interested in purchasing lunch for your child, please visit [www.pushcoin.com](http://www.pushcoin.com)

### **Digital Citizenship**

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families at Spring Brook to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents, if you have permission to post and how that post may affect others. Your family can explore and pledge to be good Digital Citizens through the following links: <http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and <http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.common sense media.org/educators/digital-glossary>
- Parent Concerns: <https://www.common sense media.org/parent-concerns>
- Topics surrounding Social Media: <https://www.common sense media.org/social-media>

### **Other Notes**

- Please return any missing registration immediately. **All registration must be completed and fees paid, or your child will not be assigned a teacher.**
- Medication may not be taken at school without proper authorization. Necessary forms are available at the school office.
- Also, if your child will be absent, it is necessary for you to call the office by 9:30 AM. An “absence hotline” answering machine is provided for this purpose at 428-6600 – press option 3.
- Spring Brook, District 204 and PTA information will be shared with parents via e-mail and our webpage. Every effort will be made to reduce or eliminate paper communication when possible.
- The District 204 elementary homework statement is on our web page. Please take time to read.

### **Please mark your calendars for the following dates:**

<b>Wednesday, August 8</b>	<b>New Student Orientation Grades 1-5 only 10-11 AM</b>
<b>Thursday, August 9</b>	<b>Kindergarten Picnic 11:30-1:00</b>
<b>Monday, August 13</b>	<b>Classroom Teacher Assignments available at 4 PM on eSchoolPlus</b>

<b>Thursday, August 16</b>	<b>Meet and Greet 8:30-9:30 AM</b>
<b>Tuesday, August 21</b>	<b>First Day of School!</b> 9:05 AM - 3:35 PM (Grades 1-5) Kindergarten - See information on page 1
<b>Wednesday, August 22</b>	<b>First Day of Kindergarten</b>
<b>Friday, August 24</b>	<b>Ice Cream Social 5-7 PM</b>
<b>Thursday, August 30</b>	<b>PTA Meeting – 9:30-10:30 AM</b>
<b>Friday, August 31</b>	<b>No School – Institute Day</b>
<b>Monday, September 3</b>	<b>No School – Labor Day</b>
<b>Friday, September 7</b>	<b>Picture Day</b>
<b>Wednesday, September 12</b>	<b>Curriculum Night</b> 5:45-6:15 Grades K-2 and Project Arrow 6:20-6:50 Grade K-5 and Project Arrow 6:55-7:25 Grades 3-5

**Professional Development (PD) Wednesday**

District 204 will continue to adjust the starting time for students on Wednesday mornings for the 2018-2019 school year. Elementary teachers will have 60 minutes before school to work collaboratively with the focus on improving student learning. The start of the school day will be adjusted slightly on Wednesday mornings to accommodate this program:

Elementary School Staff: 8:00 am  
Elementary School Students: 9:15 am

The district is assisting elementary parents who might not have flexibility in their morning schedules. Elementary school parents unable to make the 10 minute adjustment will be permitted to drop off their student at the same time as other school days, and supervision will be provided for those additional 10 minutes.

Parents who must drop off their children at 8:50 on Wednesdays are to use the same drop-off lane that is used for all morning car rider arrival. A staff member will be there at 8:50 and escort students to the gym. Students are to bring a book to read until they go to their class at 9:00. Regular morning car-rider arrival procedures will be followed from 9:00-9:10 on Wednesday mornings. As always, DO NOT drop-off your child if no staff members are present.

**Staffing Changes for the 2018-2019 School Year**

Kate Sims – Psychologist                      Courtney Macchiarella – Reading Improvement  
Rich Vieira – Project Arrow                  Victoria Zielinski – Grade 3 Teacher

We want to extend an invitation to each of you, as part of our Spring Brook community, to become actively involved with the staff and students in fostering an enthusiasm for learning. We have much to learn and discover, and we welcome and encourage you to be a part of this process.

If you need further information or have any questions, please do not hesitate to contact the school at 630-428-6600.

Sincerely,

David Worst  
Principal