

A message from BROWN ACADEMY

Parents and Guardians,

In response to inquiries and questions from our most recent PTA board meeting and the first Community Coffee, I would like to offer a detailed explanation of our recently modified dismissal procedures below.

Before sharing the new procedures, however, I wanted to take a moment to share with you the rationale for the modification of the change in procedures. My first action after being appointed the principalship here at BIA was to elicit input from teachers regarding their concerns/challenges. Likewise, I also included a parent survey in the student registration packets this year. Both teachers and parents identified the dismissal process as a major concern. The decision to look closely at dismissal procedures was my attempt to be responsive to the concerns and desires of the important stakeholders here at Brown Academy. After observing the dismissal process for the first week of school, I collaborated with teachers and used their suggestions and feedback to devise a modified plan. It is outlined in detail below.

Dismissal procedure for parents that enter the building:

In order to ensure that all students are accounted for at all times, parents are asked to wait in the foyer, or if they wish they are welcomed to come into the cafeteria to watch the 2:30 news from BIA students. The students who are picked up from the cafeteria (for logistical and safety reasons, we refer to them as **walkers**) are to walk down the front steps and enter the cafeteria. Parents are to wait for a BIA staff to dismiss students to them. If a parent decides not to get in the car rider line and enter the building, but their child is with the car riders (by the aquarium) a BIA staff member will walk down and bring the child to the parent. Keeping the traffic of parents confined to the front hallway allows us to have a smoother and SAFER dismissal of students.

Dismissal procedure for car-riders:

Mrs. McElwain and Coach Fike are in charge of car-rider dismissal. There will always be four teachers on duty outside. These four teachers collaborate to ensure that students are lined up correctly inside before exiting the building. In order to assign duty in an equitable manner, these four duty teachers will change weekly for a total of four weeks' worth of duty teams. This may explain why we are still working out some of the glitches as we have not had an opportunity for each of the duty teams to go through the process yet. Duty Teacher #1 will walk students in a line straight to the car-rider area. Duty Teacher #2 will walk the next group of eight students in line to the bottom of the stairs and have them ready to go. Duty Teacher #3 will be lining up the next group of students by the aquarium and have them wait until the group in front of them moves. Duty Teacher #4 will wait near the door for Duty Teacher #1 to fill cars. Once that happens, Duty Teacher #2 will walk down the stairs and line up the students on the sidewalk. Duty Teacher #3 will exit from the aquarium and

line up on the stairs, and Duty Teacher #4 will enter the building and begin lining another group up at the aquarium.

This may sound like a logistically sophisticated process, but please rest assured that teachers had an extensive amount of input in developing this plan and they are very clear on what to do, and they are very committed to carrying out these tasks and they strongly believe doing so will allow dismissal to be quicker- and more importantly- SAFER for students.

At the outside dismissal area, no child is allowed to walk to cars while there are cars moving. Mrs. McElwain will use and “Stop and Go” sign to let the teacher on the steps know when it is safe to move.

Parents are not allowed to park their car in the car-rider line and walk in the side door (by the aquarium) to get their children. This holds up the car-rider line and it stifles the orderly process we are implementing for dismissing students from the inside. If you would like to come inside to get your child, please park in the Brown Academy parking lot and enter through the front of the building.

Thanks for your continued support parents. Please know that I have an open-door policy and am always eager to talk with you. Feel free to email me at spates_jennifer@hcde.org

Kindly,

Dr. Jennifer Spates
Principal- Brown International Academy, IB World School