

Brookview Banner



Brookview Elementary School
Waukee Community Schools
8000 E.P. True Parkway
West Des Moines, IA 50266
Phone: 987-5166
Attendance: 987-2744
www.waukee.k12.ia.us
Terry Hurlburt, Principal
Stephanie Guiter, Asst. Principal
January 17, 2014

Dates to Note:

- Jan 20 No School
- Jan 22 2 hour early dismissal (1:40) – Professional Development for Staff
- Jan 27 South Middle School Parent Night for 2014-15 6th graders
- Feb 03 Kindergarten Enrollment begins for 2014-15 School Year
- Feb 03 Fifth Grade Band Solo Night
- Feb 05 2 hour early dismissal (1:40) – Professional Development for Staff
- Feb 14 Valentine Party (2:30 – 3:15 PM)
- Feb 19 2 hour early dismissal (1:40) – Professional Development for Staff
- Feb 21 No School – Teacher Work Day
- Feb 26 2 hour early dismissal (1:40) – Professional Development for Staff
- Feb 28 PTO game night – details coming soon
- Mar 05 2 hour early dismissal (1:40) – Professional Development for Staff
- Mar 14-21 No School
- Mar 26 2 hour early dismissal (1:40) – Professional Development for Staff
- May 28 Last day for students.

District Calendar

The last day for students is Wednesday, May 28 due to two inclement weather days. Please visit www.waukeeschools.org/wp-content/uploads/2011/06/2013_14.pdf to view an updated district calendar. Any additional inclement weather days will be added to the end of the year.

Conferences

Parent, student, teacher conferences will take place March 1st – 7th. All teachers will hold conferences from 2:00-4:00 on Wednesday, March 5th and from 4:00-8:00 on Thursday, March 6th. Each teacher will also schedule four additional hours outside of the school day during the week for conferences to occur. The online schedule window will be open February 3 – February 16. Beginning February 3rd, use the following link to schedule your child's conference www.canyoncreeksoftware.com/scheduler/ia/waukee.



2014-15 Kindergarten Enrollment Begins Feb. 3

Below are three important dates for Kindergarten Enrollment

- February 3 – Begin submitting required paper documents to District Office
 - February 18 – District Office will be open 4 to 8 p.m. for an optional Q&A session
 - March 11 – Online enrollment portal opens to complete final step in registration process
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Kindergarten Requirement: Your child must be five years of age on or before September 15, 2014.

Step One: On February 3, required documents, along with the registration cover sheet should be turned in to the District Office at 560 Southeast University Avenue, Waukee, Iowa 50263. Required documents are listed below.

Online directions and the registration cover sheet can be downloaded [here](#).

- Proof of Residency – ([PDF](#) / [Web](#))
- Proof of Child's Birth
- Copy of Immunizations Record – ([PDF](#))
- Home Language Survey – ([PDF](#))

FEBRUARY 18

District Office will be open on February 18 from 4 to 8 p.m. to answer questions parents may have about the kindergarten enrollment process. Parents will have the opportunity to speak with a building principal and enrollment services staff. A boundary map to determine which attendance center your child will attend can be located [here](#). For any questions regarding attendance centers please call 987-2706.

MARCH 11

Step Two: Complete the registration process. Once you have submitted all required documents, you will receive a SnapCode via email, along with instructions. The online enrollment portal to complete registration opens March 11 and will be open for three weeks.

If you have not completed and turned in the required documents you will not receive the SnapCode email.

Initial SnapCode emails will be sent the afternoon of March 11. Completing the online registration is the first item used to determine student placement per board policy 501.15.

Families wishing to complete the enrollment process using the paper may do so by picking up materials at the District Office beginning March 11.

Kindergarten enrollment and placement is in accordance with board policy [501.15](#).

Kindergarten registration will be open in February. Please note that kindergarten registration materials will be available on the district website or paper copies may be obtained at the district office. If registrations exceed capacity, parents will be asked to voluntarily transfer to a school that has available space. If not enough voluntary transfers can be identified, students will be placed in the neighborhood school based the following sorts: (1) kindergarten registration materials as defined on the district website turned in by the specified due date (2) siblings already in the neighborhood elementary (3) those students living closest to the neighborhood school within the defined boundary limits. Those students who are not registered for kindergarten during the registration period will be placed at their neighborhood school if possible. that school is full, they will be placed at a school that has space available and put on a call back list according to the date of registration.

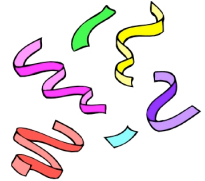
Parent Middle School Night

Parent night for 6th grade students attending South Middle School in the 2014-15 school year will be held on Monday, January 27 at 6 p.m. in the South Middle School cafeteria. **This is a parent night only.** Parents will learn about courses offered and have a chance to ask questions. Students will have an opportunity to learn about middle school when they tour South Middle School on Wednesday, April 30.

Parent night for students attending North Middle School will be Monday, February 3 at 7 p.m. in the Waukee Middle School gym.



Valentine Party, February 14



The Brookview Valentine parties will be held Friday, February 14 from 2:30-3:15. We anticipate there will be a lot of people in the building. With these events, you can expect that the parking lot will be full. To help reduce the crowd and traffic, we would ask that those who are not actually working at the parties to please consider visiting at another time.

When our parking lot fills, please do not park along the curb in the parent drop-off/pick-up lane. This lane is considered a fire lane and it is important that we ensure the safety of our students by keeping this lane clear. If you do park in this lane, you may be ticketed.

The field between the parking lot and 81st Street may be used as overflow parking if you feel your vehicle can safely clear the curb and navigate this area. We have also been given approval to use Beautiful Savior Lutheran Church as additional parking. However, please do not park at the Arbor Springs Assisted Living Center. Cars may be towed from Arbor Springs.

Please understand that the main office doors will be the only doors available to enter the building. All visitors must first check in at the office and wear a visitor badge while in the building.

Fine Arts Dates

Kindergarten: May 8; BV Gym at 6:00/7:00 PM
1st Grade: May 1; BV Gym at 6:00/7:00 PM
2nd Grade: March 10; BV Gym, Time - 6:30 PM
3rd Grade: Feb. 20; WHS Auditorium, Time - 6:30 PM
5th Grade: April 15; WHS Auditorium, Time - 6:30 PM



Lost and Found

Brookview's Lost and Found has accumulated a large quantity of jackets, coats, sweatshirts, hats, gloves and lunch boxes. Please check the Lost and Found area by the music room. **Anything not claimed by Spring Break will be donated to a charitable organization.**

News From The Health Office



Cold and flu season guidelines: In order for an ill child to return to school, he/she should have a normal temperature and be free from vomiting and/or diarrhea for 24 hours. As stated on page 21 of the Waukee Elementary Parent Handbook, a normal temperature is a temperature of less than 100 degrees.

Strep throat: After being diagnosed with strep throat, a student may return to school, after they have been on antibiotics for 24 hours and are fever free for 24 hours. As stated on page 21 of the Waukee Elementary Handbook, fever free is a temperature of less than 100 degrees.

Head Lice: Head lice can be a common occurrence among school age children. We suggest you check your child on a regular basis. Thorough, close visual examination under good lighting is required. Examine the hair and scalp, especially around the ears and at the nape of the neck. Lice are very small, only about 1/16 of an inch long. They are grayish-white with dark edges. While they cannot fly and do not jump, they move quickly. That's why it is difficult to find them in a child's hair. More evident may be the lice eggs--known as "nits", which are fastened to the hair shaft. Nits are teardrop in shape and also very small, only about 1/32 of an inch. They are "glued" to the hair and cannot be washed or brushed out like dandruff. Getting rid of head lice and nits need not be difficult. It is a matter of washing the hair with a lice killing product, and then attempting to remove the nits.

Health Information: To view and subscribe to Brookview health alerts, visit the district website at www.waukeeschools.org. From the main page, choose "schools" on the purple toolbar. On the next page, select "Brookview". Next, choose "Health Information" located on the left side of the page. From here, you can view health alerts and subscribe for alerts to be sent to your email.

Brookview PTO News...

****Classroom Valentine's Day Parties 2014** - Parties will be Friday, February 14 from 2:30 to 3:15.

****Boxtops for Education** - Thank you to all students and families who participated in the Boxtop Contest. Mrs. Carter's 4th Grade class submitted the most Boxtops and won the contest.

New prizes have been added to the Boxtop prize bin in the teacher's lounge, so keep collecting and submitting your Boxtops. Remember, submit 50 Boxtops at a time in a ziplock bag. On the zip lock bag, write the student's name, his/her teacher and the total Boxtops included. After the Boxtops are dropped in the Boxtop bin in the office, go choose one prize from the Boxtop Prize bin in the teacher's lounge.

The Boxtop for Education program is an easy way to earn money for our school, so keep up the great work! Please contact Jean McGee with any questions at jeanmcgee21@gmail.com

****Brookview Gear Sales = Success!** Thanks to all those who ordered Brookview/Waukee spirit wear through the PTO. Sales went very well this year and we hope you are enjoying your purchases. Your participation resulted in a little over \$1,000 profit for the PTO to put toward Brookview's wish list items. Thank you Brookview families!

**Art Town – We are very excited to bring Art Town back this year. The date is [Friday, April 11](#). We are looking for anyone who is interested in leading an Art Project for the day. The project can relate to music, dance, drama, art or any other new ideas you'd like to share. More information will be coming out as the year progresses. Please contact Jill Kaldenberg at jilkald@gmail.com or Valori Bross at valoribrad@gmail.com

The next Brookview PTO Meeting is Monday, February 17 at 7pm in the Brookview library. Hope to see you there!

**Brookview PTO is on Facebook! "Like" us at "Brookview Elementary PTO-Waukee" for timely information.

**Brookview PTO Website - <https://sites.google.com/site/brookviewpto/>



Bundle Up For Recess

Students go outside for recess everyday unless the wind chill is 0 degrees or below. **Students are not allowed to stay indoors for recess without a medical excuse.** Please make sure your child is dressed appropriately. Hats and gloves are especially important during the winter months. Boots and snowpants are needed when there is snow on the ground. On snowy days, students are required to stay on the blacktop unless they are wearing boots and snowpants. Please remember to label all of your child's winter clothing.

Inclement Weather Information



Information regarding weather related late starts, early dismissals or closures will be communicated to parents and guardians through SchoolMessenger. Messages will be sent via text message, voice message and email. If your cell phone number or email address has changed, please call the Brookview office at 987-5166.

Late start and early dismissal announcements will also be made on the following TV and radio stations: KCCI – Channel 8, WHO – Channel 13, WOI – Channel 5 and radio station WHO – 1040AM.

Breakfast is not served on late start mornings. Please make sure your child eats breakfast before arriving to school.

