

**Frank I. Brown Elementary School
37 Highland Avenue
South Portland, ME 04106**

**Margaret Hawkins, Principal
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**Telephone 207-799-5196
FAX 207- 767-7742**

September 11, 2007

Dear Brown School Families,

I am happy to report that we had a very smooth opening of the 2007-2008 school year. It was wonderful to see so many families at our August 30th Open House. As you were able to see, the school is in great shape! Our custodial staff worked very hard all summer cleaning and polishing. The teachers spent lots of time setting up the classrooms to be very inviting interesting learning environments.

Our new staff members are settling in and realizing what an awesome community they have joined here at Brown School.

Our new kindergarten students began their first day on Monday. The class of 2020 has started their educational journey!

It is of the utmost importance to us to maintain a safe learning environment for students and staff. Please remember that if you are coming into the building for any reason you need to stop at the office, sign in and get a visitor's badge. During the school day the only door that is open is the front door. If you are dismissing a student you need to sign him/her out on the clipboard on the front counter. Mrs. Funk will call your child down to the office. If you know in advance that you will be dismissing your child you can send us a note to have him/her waiting in the office for you.

Once again, we will celebrate student birthdays by setting a date at the end of each month for students who had a birthday that month. Children will have lunch with Mrs. Hawkins, have a birthday cupcake and receive a special birthday pencil. September birthdays will be celebrated on Friday, September 28, 2007. Since we are celebrating each child's birthday in this way, we ask that you not send in birthday cupcakes or any other special treats for your child's birthday. We tried this for the first time last year and it worked very well. Please do not send any food items into your child's class without checking with the teacher first. We have several students with allergies or dietary restrictions. The teacher will be able to advise you about those issues.

During the summer we purchased a large supply of new playground equipment to use at recess. Children do not need or should not bring footballs, baseballs, softballs or tennis balls to use at recess. We have plenty of safe and appropriate equipment here at school.

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On the subject of items to leave at home, please do not let your children bring electronics such as ipods, CD players or cell phones to school. If your child needs a cell phone in order to contact you after school, they need to keep it turned off and zipped up in their backpack until after school.

An Academic Open House has been scheduled for Monday, September 17, 2007 for grades K-2 from 6:30-7:30 p.m. and Tuesday, September 18, 2007 for grades 3-5 from 6:30-7:30 p.m.

These events are planned for parents so that teachers can have an opportunity to share information about the curriculum for that grade, their own expectations for students and an overview of our Standards Based Progress Report. Later in October we will be scheduling Goal Setting Conferences and students will be a part of those.

We are hoping to send home the Brown School Handbook soon. In the meantime if you have questions or concerns about any aspect of your child's day at Brown School, feel free to email or call me. We're looking forward to seeing everyone at the PTA Ice Cream Social on Friday, September 14.

Sincerely,