



August 16, 2021

Dear Butler Bobcat Families,

I hope you are as ready as we are to start the new school year. We can't wait to be together again...safely! This year is going to be an exciting year. Not only are we welcoming back all of our Bobcats to in person learning, Butler turns 100 this year and construction has started for our new addition! To prepare you for the new school year, I have put some things together in this letter. There are a few routines and procedures that will need to be adapted to keep everyone safe and healthy.

HEALTH GUIDELINES

To ensure the health and safety of all students and staff, we will be following all guidelines from CDC, IDPH and ISBE. Every person is required to wear a mask while on school busses and indoors. Masks are optional when outside so please make sure your children know your expectation regarding masks when outside. In addition, we will continue to maintain a social distance. All desks and student seating are a minimum of 3-feet apart. Three -feet social distancing markers are placed in the hallways and on cafeteria tables to help students monitor appropriate social distance.

ARRIVAL/DISMISSAL PROCEDURES

Due to ongoing construction throughout the school year, arrival and dismissal procedures had to be adapted to ensure the safety of all students and families. We will no longer have a morning recess from 8:40 a.m. – 8:55 a.m. There is not enough space on the playground for the whole student population to be at one time. Here is an overview of the new procedures. (See photos attached to this e-mail as a guide for arrival and dismissal procedures).

Students may arrive at 8:40 a.m. Please do not arrive before this time – the school doors will be locked. Dropping off students before 8:40 a.m. is a safety concern as we do not have staff available to supervise our children until this time. If you need to drop off your child earlier, Scope is available beginning at 7:00 a.m. Families will use the playground doors for entrance to Scope in the morning.

From 8:40 a.m. to 8:55 a.m., students will be able to eat breakfast or go to the classroom to read. If students need breakfast, they will enter the building using the playground doors. If students do not need breakfast, they will enter the building using the gym doors. Students can arrive anytime between 8:40 a.m. and 8:55 a.m. The first bell rings at 8:55 a.m. and the final bell rings at 9:00 a.m. Students must be in the classroom at this time. Classroom learning begins promptly. After 9:00 a.m., the doors will be locked. Students arriving after this time are considered tardy and an adult is required to come to the office to sign him/her in for the day.

SARAH BEVERIDGE • Principal

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This year we will have staggered dismissal times to avoid unnecessary congestion when exiting the building. On Monday, Tuesdays, Thursdays and Fridays, kindergarten and first grade students will dismiss at 3:20 p.m., second and third grade students will dismiss at 3:25 p.m. and fourth and fifth grade students will dismiss at 3:30 p.m. Car riders and walkers will be on the playground for pick-up. Students are instructed to wait with their teacher/staff member until the person picking up meets them on the playground. Students will not be released to an individual whose name does not appear on the child's emergency card.

On Wednesdays we dismiss 60 minutes early for teacher collaboration. Kindergarten and first grade students will dismiss at 2:20 p.m., second and third grade students will dismiss at 2:25 p.m., and fourth and fifth grade students will dismiss at 2:30 p.m. We will follow the same dismissal procedures as Mondays, Tuesdays, Thursdays and Fridays.

Thank you in advance for being patient and driving slowly during these high traffic times. The safety of our children and our families is the top priority!

CLASS LISTS

Class lists will be posted on the Butler website at 4:00 p.m. on Thursday, August 19. A paper copy will also be posted on the playground doors as well as the gym doors.

OPEN HOUSE

Please join us for our open house on Thursday, August 19 from 5:30 p.m. – 6:30 p.m. Our building will be open during this hour for you to stop by, meet the teacher, drop off supplies and see the classroom.

FIRST DAY OF SCHOOL

Our first day of school is Monday, August 23. Students may begin arriving at 8:40 a.m. To maintain social distancing guidelines and ease congestion, Grades 1st through 5th families will not be allowed to come into the building and walk their student to the classroom on this day. Kindergarten families will meet the kindergarten teachers in the gym. At 8:55 a.m., kindergarten families will exit the building and the teachers will escort the students to their classroom to begin the first day of kindergarten!

If you need assistance, please enter the building at our main entrance on MacArthur Street. We are happy to assist you at this location.

FIRST FRIDAY COFFEE

Let's celebrate making it through the first week of the new school year! The Butler PTO invites all parents/guardians to join us for "First Friday Coffee" on the playground. We will have coffee from Custom Cup from 8:40 a.m. - 9:30 a.m. The students will follow normal arrival procedures while the parents enjoy time together on the playground. You are welcome to grab a cup to go, or hang out for a bit. Thank you to Creasey Construction for sponsoring this event!

JENNIFER E. GILL • Superintendent

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I am so genuinely happy to welcome you back to a new school year at Butler School! I look forward to seeing each of you soon.

Mrs. Beveridge, Principal

Every Child, Every Adult, Every Bobcat...Every day

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