ENGLEWOOD ELEMENTARY

2020-2021 Orientation
RETURNING TO SCHOOL

MS. REIS
PRINCIPAL

MS. DOMINGO
ASSISTANT PRINCIPAL
PRIOR TO STUDENT ARRIVAL

Prior to sending children to school, parents are asked to prescreen their children each morning. The recommended home assessment includes the following:

1) Temperature Check: Students with a temperature of 100.4°F or higher should be kept home.
2) Respiratory Symptoms: Students with a cough or experiencing shortness of breath or difficulty breathing should be kept home.
3) Additional Symptoms: Students experiencing one or more of the following symptoms should not attend school:
   - Chills
   - Muscle aches (unexplained)
   - Headache
   - Sore throat
   - New decrease in smell or taste
   - Fatigue
   - Nausea, vomiting and/or diarrhea
STUDENT ARRIVAL

Car Riders:
Students arriving by car MUST stay in their cars until a staff member comes to the car, opens the door and temperature checks each student. Students should NOT exit their cars prior to this procedure. The car line will take longer than usual due to this new precaution. Please be patient with us as we work on getting faster in this process every day.

Walkers
Students arriving by foot MUST go directly into the first cafeteria door to get their temperature checks with a staff member. Students should NOT go to their assigned morning areas prior to this procedure. A line may form outside the school due to this new precaution. Please be patient with us as we work on getting faster in this process every day.
**STUDENT ARRIVAL**

**Bus Riders:**
Students arriving by bus MUST stay in the bus until a staff member comes to do temperature checks on each student. Students should NOT exit the bus prior to this procedure.

**Face Coverings for Arrival**
All students arriving MUST be wearing their face covering prior to entering our campus. Car riders will need to be wearing their masks prior to the doors being open, walkers must be wearing their masks before they walk onto our campus (parking lot) and bus riders must wear their mask from the moment they enter the bus. Students must wear their masks during the entire duration of the bus ride. A student without a mask, will be given one prior to entering our campus.
SCHOOL ARRIVAL

Kindergarten:
In the past, we have allowed Kindergarten parents to walk their children to class during the first week of school. Due to the increased caution due to Covid-19, parents will need to say goodbye to their little ones in the parking lot. Parents and visitors are not currently allowed in our school buildings. Do not worry, we have staff members prepared to show students to their assigned areas and comfort them as they may need. Please make sure you have an identification badge (sticker) with your child's first and last name and teacher for the first week of class (Thursday, Friday, Monday, Tuesday, Wednesday, Thursday and Friday).

Identification
To assist our staff members in helping your child to their assigned morning area (outside their classroom), please make sure you put a label on your child's shirt indicating their first and last name, and teacher. This will ensure we deliver all students to their correct classrooms in a timely manner. This procedure should take place for the first full week of school. We thank you for your partnership.
Visitors:
To safeguard the health and well-being of our students and employees, access to school facilities will be limited to DCPS employees, authorized contractors, and students. Parents will not be allowed to walk students inside our campus. Pick up and drop off will occur from the parking lot at the school. To every extent possible, parent/caregiver conferences and meetings should be conducted via phone or online conferencing tools, to reduce outside exposure to our students and employees.

Volunteers
Though we are very appreciative of our school volunteers, at the current time, we are unable to approve volunteers to help within our school building. If you are interested in helping our teachers, speak to them about opportunities to safely help from home. This may include cutting, printing, and/or laminating. In those situations, please allow time for materials to quarantine when given to you and returned to the teacher. We will notify families when our school is open to volunteers again.
Classrooms:

Teachers have been working very hard to prepare their classrooms for students this fall. Though classrooms may look a bit different than when we left in the spring, students will get the opportunity to participate in face to face classes in a safe manner. Students will be seated at desks that have been spread out throughout the classrooms to maximize social distancing. Students in K-2 classrooms will have face shields to enhance protection and may choose to wear their masks in place of, or in addition to their shields. In 3-5 classrooms, students must wear their face masks and will have an additional protection through their desk barriers as well. Handwashing and handsanitizing will be frequent throughout the day and will occur anytime a transition or handling of materials happen.
Resource Classes:

Resource teachers will be traveling to your student's classroom, instead of students traveling to a resource class. This precaution will allow us to minimize the number of students who are in a certain area on any given day. Students will continue to go outside during P.E. with Coach Robinson. Students are not required to wear a face covering during this time and activities will be planned keeping social distancing in mind. Students may elect to wear their face coverings if they wish. During this time students will transition wearing a mask, and will remove the mask while outside, please send a small bag, pouch or ziplock bag labeled with your child's name to store their mask while outside.
Recess:

Students will continue to go outside for recess daily (weather permitting). While teachers will encourage students to play games and activities that encourage social distancing, if students choose to be closer than 6 ft apart from another child, we will ask them to put on their facial covering. Playground equipment will be allowed and handwashing will be scheduled before and after students go to recess. During this time students will transition wearing a mask, and will remove the mask while outside, please send a small bag, pouch or ziplock bag labeled with your child's name to store their mask while outside.
Cafeteria:

Students will continue to eat lunch in the cafeteria daily, our cafeteria layout has changed, as all cafe tables are facing the same direction and only 3 students are assigned per table. Students will be assigned a seat in the cafeteria and it is expected that students only sit at that assigned table. Also students will be given our cafe expectations which include facing forward at all times and only holding conversation with their shoulder partners at their table. Though this is much different than prior years, we want to ensure the safety of our students and staff working in the cafe. Students will transition to lunch wearing a mask, and will remove the mask only when eating and drinking, please send a small bag, pouch or ziplock bag labeled with your child's name to store their mask while the mask is not being worn. Once students are finished with their lunch and want to talk with their shoulder partner, they will be asked to put their masks back on. Handwashing will be schedule before and after lunch periods.
Hallways and Transitions:

Students will travel around the school when needed at a safe distance from one another and wearing their face coverings. Students must stay in line facing forward and follow our Englewood School expectations for transitions.
Dismissal & Early Check Out:

Students will be dismissed wearing their face coverings and following our safe procedures for keeping social distance. Grade level teams must gather students from different homerooms to prepare for dismissal, that is why it is very important for students to wear their face coverings safely at this time. K-2 students will not take their school issued face shields home, they must have a face mask or home provided face shield to use at dismissal. 3-5 students will take their masks home daily for proper washing.
Early Check Out:

We ask that parents avoid early check outs as much as possible. Parents will not be allowed into the lobby to check out their students, if necessary, please call (904)739-5280 to request an early check out (before 2:15pm). Once you arrive on campus, you will pull up to our entrance and prepare your ID to show our office staff. We will pull the student's emergency and dismissal card and verify that the person picking them up is listed on their ORANGE card by coming out to your car to see the ID. Once we have verified that you can pick up the student we will bring the student out to the car. This process may take longer than usual, please be patient as we work to keep our students as staff safe.

We will continue to follow the School Board policy that no Early Check outs can occur after 2:15 p.m. on regular school days.
Water Fountains:

All water fountains have been disabled in order to minimize the spread of Covid-19. We have been equipped with water coolers for students to fill their personal water bottles, and disposable cups for drinking water. We encourage every student to bring a clearly labeled water bottle to refill throughout the day as needed.
HAND WASHING

All children must wash hands upon arrival in their classroom. (8:30AM)
All children must wash hands before/after lunch.
All children must sanitize hands before recess.
All children must wash hands after recess.
All children must sanitize/wash hands before and after transitions.
All children must sanitize hands before dismissal.
All students enrolled in Duval Homeroom must be in attendance daily for the entirety of the day to be marked present. This means students must attend all of their classes and participate in assignments and activities. Please communicate with their assigned teacher to ensure your child is receiving and turning in all assignments. Please see the link on our website for their assigned teacher to get more information on their daily schedule and expectations.

We will see you on August 19th afternoon for our scheduled material and technology pick up for Duval Homeroom students. Pull up to the front of our parking lot and have a paper with the names and grades of each child participating in online instruction. We will bring out your materials/technology as needed.
SUPPLY DROP OFF / MEET AND GREET

Come by the school on August 19th between 12:30 and 3:00 pm to drop off supplies, wave to your teachers and get excited for the start of school on August 20th. Find your grade level and pull up to their area to drop off supplies, please do NOT get out of your cars. Though we want to ensure we answer all of your questions, this is not the time to do it. Please email or call the school with questions you may have and your child's teacher will get back to you.
**Question 1:** What do I do if my child or a member of my household tests positive for COVID-19?
Parents are encouraged to notify the school immediately upon learning of a positive COVID-19 test. The child and household members should remain home and contact the local health department for further guidance.

**Question 2:** If my child tests positive for COVID-19, what criteria is being used to come back to school?
If an individual tests positive, the local health department will provide instructions to the person and household contacts about when it is safe to return to work/school.

**Question 3:** When a student tests positive, who is informed of this and who performs the contact tracing?
The school will follow direction from the Florida Department of Health – Duval regarding communication to students, families and staff. The Florida Department of Health – Duval will lead contact tracing and investigation efforts. The School Health Services team will assist with identifying close contacts of students and staff.

**Question 4:** If a child/staff is considered a close contact of a positive case and needs to get tested, will they need to stay quarantined until a negative test?
An asymptomatic close contact will need to quarantine for the full 14 days and monitor for symptoms, regardless of a negative test.

**Question 5:** Are nebulizers allowed at school?
During the COVID-19 pandemic, the use of nebulizers should NOT be used in schools. According to the American Academy of Pediatrics, there is limited data on whether they increase the spread of COVID-19. Parents/guardians should work with their child’s pediatrician to provide an alternate procedure (e.g., inhaler with spacer).
COVID-19

Facial Covering Procedures in Schools

As we enter the 2020-2021 school year, it is necessary to make clear our expectations for students wearing facial coverings within the Code of Student Conduct in alignment with the CDC Guidelines related to the pandemic. The wearing of facial coverings will be required during certain times of the school day to mitigate the spread of COVID-19. Students who do not have appropriate facial coverings will be provided one. All facial coverings must meet the requirements of the General Code of Appearance in the Code of Student Conduct. This mandate applies not only to the school day, but also to all school sponsored events.

- Bandanas may NOT be worn as facial coverings.
- Facial coverings or shields must cover the nose and mouth only and may not conceal the majority of the student’s face.

Students who do not follow the guidelines may be charged with a Code of Student Conduct infraction and be subject to the appropriate consequences.
## School Infraction Guidance Procedures

Teachers may ask students to leave the class and report to designated area in the school if they refuse to adhere to the face mask requirements.

### Actions Taken

<table>
<thead>
<tr>
<th>Occurrence</th>
<th>Actions Initiated</th>
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| 1<sup>st</sup> Occurrence | • School will provide a face mask to the student  
• Student will complete Face Mask Safety Contract with Mask Expectation - Requires Student and Parent Signature |
| 2<sup>nd</sup> Occurrence | • Student sent to discipline office  
• Student coded for 1.06 Nonconformity to General Code of Appearance  
• Parent contacted  
• Restorative Practice on Face Mask Safety |
| 3<sup>rd</sup> Occurrence | • Student sent to discipline office  
• Student coded for 2.01 Failure to Adhere to Safety Consideration  
• Parent Conference (Virtual or In-Person) |
| 4<sup>th</sup> Occurrence | • Student sent to discipline office  
• Student coded for 2<sup>nd</sup> 2.01 Failure to Adhere to Safety Consideration  
• Parent Conference (Virtual or In-Person) & Student referred to Duval HomeRoom |
Topic: Englewood PTA Introduction Meeting
Time: Sep 2, 2020 04:00 PM Eastern Time

Join Zoom Meeting
https://zoom.us/j/95373429045?
pwd=cWRmd2haMkJBSnFPa0ZjcFIsNm90dz09

Meeting ID: 953 7342 9045
Passcode: Qr3FHg
Topic: Englewood SAC Introduction Meeting
Time: Sep 8, 2020 04:00 PM Eastern Time

Join Zoom Meeting
https://zoom.us/j/93899878320?
pwd=NC9DUVJCbk45L3lSMndDTFZtN3BNUT09

Meeting ID: 938 9987 8320
Passcode: 3bDGS9
CLASS ORIENTATIONS

On Wednesday, August 19th at 8:30 am all links to grade level and teacher orientations will be posted on our website. Go to the following page to find orientation links:

www.duvalschools.org/Englewood