



Dear Parents and Guardians,

Welcome to the 2020-2021 School Year at Neptune Beach Elementary. We thank you for choosing Neptune Beach as the school for your child to attend. We take great pride in our school and we look forward to providing excellent care and learning for your child.

This year will look different in many ways and will take some adjustment on all our parts. Please work with us as we all ease into these changes. I'm sharing some general information to help guide you.

Online Information is Available and Helpful:

- Be informed. The District's reopening plan can be found online at: <https://dcps.duvalschools.org/domain/11723>
- Follow Duval County Public Schools, Neptune Beach Elementary, and Neptune Beach Elementary PTA on Facebook for updates.
- Download the Duval County Public schools APP, available on iPhones and Androids. Lunch menus, your FOCUS account, the school calendar, etc. are available through this app. Look for the DCPS bridge logo!
- Register for a FOCUS account. Tentative teacher assignments, bus assignments, report cards, and more are available through this valuable tool.

Duval HomeRoom Updates:

- Duval HomeRoom Rosters are still being created. We are working diligently to get classes set up. They will all be ready to go on time.
- Your child's teacher could be from Neptune Beach or another school in our region.
- You will have the option to return to Neptune Beach after every quarter/nine weeks period. Classes will be filled according to enrollment numbers to ensure equity.

Enrollment and Registration:

- There is no action needed if your child has previously attended Neptune Beach and will be attending face-to-face instruction this year.
- You MUST sign up for bus transportation (registration required) through FOCUS at <https://dcps.duvalschools.org/site/Default.aspx?PageID=28229>

- If you need assistance with registration or FOCUS, call (904) 247-5954.
- Homeroom assignments will be available the week of preplanning, August 12th. These are tentative through the first 10-days of school, where attendance determines our budget. Please make sure you plan on attending school beginning August 20<sup>th</sup>!
- Please do not wait for the first day of school to register. We will have to take appointments for all in-person registrations. (If you have all required paperwork, the process should be brief!)
- All requested documents for new students can be emailed to Michelle Sizemore at [Sizemorem@duvalschools.org](mailto:Sizemorem@duvalschools.org).
- Back-to-School Packets can be returned to school with your child on the first day of school or emailed to your child's teacher.
- FOCUS Approvals take place during office hours, Monday through Friday, 8:00 AM-3:00 PM.

#### First Day of School Drop Off:

- Due to Covid-19 restrictions, no parents will be permitted to drop off students at their classroom door, nor will you be allowed inside the school building. You are welcome to drive through our car rider loop or walk up to our Front Office doors to "practice" the first day drop off. Thank you.

#### Gifted:

- Gifted students will report for their gifted day in its entirety. They will not return to their class for resource, but instead will be worked into the existing Resource schedule. This may mean that some resources are experienced in the homeroom and Gifted setting.

#### Open House:

- Open House will be virtual. Dates and times TBA.

#### Arrival Procedures:

Extended Day 7:00 AM-8:00 AM—if you are registered only!

- Students arriving for Extended Day will have their temperatures checked by school personnel daily. Only students who pass screenings will be permitted into the building through the front door of the school. Parents must wait for the temperature check prior to drop off.

### School Arrival 8:00 AM-8:25 AM:

- Please do not drop off your student prior to this time, as there is no supervision.
- All students will be greeted and will have their temperatures checked when they arrive to school. Only those students who pass the screening will be admitted to class. Students who do not pass the screening will be escorted to a designated area in the Main Office to contact parents.
- Parents may not walk their students into the building. If parents choose to walk with their student to the entrance, social distancing will be expected at all times.
- Students that desire breakfast must report directly to the cafeteria, where they will dine using social distancing expectations. They will then be released to the hallways.
- All students will be asked to sit outside of their classroom in the hallways with facial coverings.
- Students who arrive late must enter at the front door for a temperature check. Parents must wait for the temperature check prior to drop off.

### Car Riders

- Parents can drive through the car line in front of the school off Florida Blvd. Temperature checks will be taken prior to the student getting out of the car.
- Please remain in your vehicle to ensure all students are given a temperature check.

### Bus Riders

- All bus riders will have their temp taken as they exit the bus.

### Walkers and Bike Riders

- Students who walk to the front of the school, will be greeted at the Front Entrance. Temperature checks will be taken. The students who come in through the back gate will still be permitted to enter through the back gate and have their temperature taken from that entrance point.

### Dismissal Procedures:

- All classroom teachers will dismiss from the classroom through the School Dismissal Program. Parents must download the program to their cell phone. Information coming soon. Classroom teachers will supervise students during dismissal.
- Any changes in dismissal must be made via the app.
- When dismissed, all students are expected to wear a mask and follow directional signage to their areas.

### Early Check-Out:

- If parents/guardians wish to check-out their students early, they will be asked to call the school when they are in the front parking lot/loop and meet a staff member at the front door. The student will be called to the front office with their belongings and walked to the front door. A staff member will check the ID of the parent/guardian and sign out the student for documentation.
- No early check-outs after 2:15 P.M. on regular school days.

### Car Riders:

- Car Rider dismissal begins at 2:55, immediately after PM Announcements. Students will wear masks and will be in classrooms until cars are called.
- Please remain in your vehicle.
- All cars must USE THE SCHOOL DISMISSAL APP and have a school-issued car tag with student names and homeroom teacher to ensure the process is safe and as efficient as possible. Car tags will be provided at the drive through Meet & Greet or by the 1<sup>st</sup> Day of School.

### Bus Riders:

- Buses are called in order of their arrival, beginning at 3:00. All Kindergarten bus riders must have a Kindergarten Bus Rider Information form completed before boarding the bus in the afternoon. This information is available via FOCUS.
- Kindergarten students will be escorted to the bus area. They will need to wear their face masks to the area and will board the bus.
- ALL Bus Riders must select their bus route and stop via FOCUS.
- 1st-5th students will be dismissed from their classroom to the bus at designated times.
- Attendance is taken as students load the bus to ensure your child has left school property and safely loaded the bus.

### Walkers and Bikers:

- All walkers and bikers must exit out the Front Office doors or the back door and will be the last group to exit after most buses and cars have cleared campus.
- The Office will call for Walker and Bike Rider dismissal.
- Due to Covid-19 restrictions, we ask that if you choose to walk up, you remain on the sidewalks and remain socially distanced from one another.

When you make contact, we ask that you leave the property. We do hope to lift this as soon as it is safe to resume gathering spots. Thank you for your understanding in this matter.

#### Extended Day:

- Extended Day students will remain in their classroom with the homeroom teacher until 3:10 PM. At that time, the students will be escorted to Extended Day locations for snack. Students will be socially distanced in areas while they eat snack or engage in physical activity.

#### Other Daily Considerations:

##### Conferences:

- All conferences will be held virtually until further notice. These will need to be scheduled in advance and can be held via phone, Skype, or Go To Meeting.

##### Face Covering (PPE) Expectations:

- Students will be asked to wear face coverings when they are
  - Boarding/riding/departing the bus
  - Entering the building
  - Walking in common areas
  - In the cafeteria line
  - Being dismissed
  - In the classroom
- Face shields (K-2nd) and cloth masks (K -5th) will be provided for students. We recommend purchasing at least 3-5 extra masks. Please write your child's name on the back of ALL masks. Masks that are lost/found without a name will be disposed of.

##### Field Trips:

- Field trips are suspended until further notice. We will do our best to provide enriching experiences in the classroom and may supplement with virtual suggestions for at-home field trips.

#### Handwashing:

- All students will be expected to wash their hands upon entering and exiting the classroom.
- Teachers will have additional handwashing scheduled into the school day.
- All students will have access to hand sanitizer.

#### Lunch Procedures:

- Students will eat in the cafeteria at a reduced number, with additional tables and designated locations to sit at to practice social distancing.
- Students that bring their lunch will go directly to their assigned location and begin dining.
- Students purchasing a lunch will be escorted to the line. The cafeteria will be serving in disposable trays with a lid.
- Duval Homeroom students can come to the school to purchase a lunch between 10-11.
- Lunch monitors will monitor the cafeteria and will sanitize tables between each class.
- Students will sanitize hands before and after lunch times.
- Please Note: We will be unable to accept food deliveries or lunch drop-offs during this phase of Covid-19. If your child forgets their lunch, they will be offered a hot meal.

#### Office as Drop-Off Location

- We will be unable to accept deliveries and drop-offs for students, including lunches, sports bags, weekend bags, etc.

#### Parent Involvement Meetings:

- PTA, SAC, etc. meetings will be virtual until further notice. Due to the late start, these meetings may not start until September.

#### Prescription Medication Drop-Off:

- Parents can contact the school for an appointment to drop-off prescription medication. It is important to bring all required documentation with you.

#### Programs:

- Service programs (Patrols, TOTS, with some limitations).
- Community Ed will not be available for the first nine weeks.

#### Recess:

- All students will enjoy recess.
- Students will transition from their classroom and escorted to the assigned playground at a scheduled time.
- Students are expected to remain in their assigned area and maintain an appropriate distance from other students.
- The number of classes on the playground at one time will be limited.
- Students will sanitize prior to play and after playground time.

#### Resource:

- Art, music, and media teachers will travel into the classrooms for resource. Instruction may be provided outside as deemed appropriate.
- Physical Education will be outside, weather permitting.
- Students will sanitize hands before and after resource.

#### Transitions:

- All students will remain in their homeroom class for most of the school day. Instruction may be provided outside as deemed appropriate.
- Departmentalized grade levels will switch teachers (not the students) at an assigned time.
- Signage will assist students with traveling appropriately throughout hallways and common areas.

Visitors and Volunteers:

- Visitors and volunteers will not be permitted inside the school building at this time to protect everyone's safety.
- Parents and other stakeholders will be provided assistance at the front door/barrier in the lobby of the school.
- You must sign-in upon entry, have your temperature taken, and state your purpose of your visit prior to entering. Appointments may be made by contacting the Front Office at 247-5954.

Water Fountains

- All water fountains will be taped off and not in use this year.
- If the water fountain has a bottle filler option, students may still use this feature to fill water bottles.
- We recommend every student bring a personal water bottle daily. Please make sure personal items are labeled with your name.

I know some of this information is a repeat of the PowerPoint online, but hopefully it is still helpful for you to hear it again. We have been busy cleaning and preparing our school for staff and children. The building has been cleaned and sanitized and is ready for the teachers to put their final touches on classrooms.

Teachers will be in contact with you SOON! Classes are changing based upon Duval HomeRoom enrollment. We want to keep class sizes as uniform as possible.

If your child has a student ID, from last year, please have them wear it Day 1. This ID is used for lunch and will help the new teacher with their name. Thank you!!

See you August 20<sup>th</sup>,

Elizabeth Kavanagh

Principal

Neptune Beach Elementary



August 10, 2020