

Don Brewer Elementary

Back to School Parent & Student Info

2020 – 2021

Get Prepped:

1. Plan Your Student's Path
 - Decide how your child will attend school for 2020-2021: face-to-face, Duval HomeRoom or DVIA
 - If choosing Duval HomeRoom, please note the following:
 - Your child's teacher could be from DBE or another school in our region.
 - Your child will retain his/her seat at DBE until they return to school.
 - You will have the option to return to DBE after each quarter.

2. Read Important Information
 - Visit the district website <https://dcps.duvalschools.org/> or the school website <https://dcps.duvalschools.org/donbrewer> for information related to the reopening of DCPS schools
 - Follow Duval County Public Schools and Don Brewer Elementary on Facebook for updates
 - Review the attached guidelines for the 2020-2021 school year

3. Enroll Your Child
 - There is no action needed if your child has previously attended DBE or Merrill Road Elementary and will be attending face-to-face instruction this year
 - The deadline for enrolling in Duval HomeRoom through your parent Focus account was July 31, 2020. Late enrollment may still be an option if space is available. Instructions are found at <https://dcps.duvalschools.org/site/default.aspx?PageID=28330>
 - If your student will ride the bus, sign up for bus transportation (registration required) through your FOCUS account. Instructions are found at <https://dcps.duvalschools.org/Domain/4424>

4. Practice!
 - Work with your child on the following:
 - Wear a face covering in 30-minute increments. Increase length of time each day. Explain the importance of wearing a mask.
 - Maintain 6 feet distance from others in public.
 - Wash hands frequently using proper procedures.
 - Avoid touching non-personal items that belong to others.
 - Open up lunch items independently.

Meet & Greet and Supply Pick-Up/Drop-Off:

- Tuesday, August 18th
 - 9:00 – 9:45 Last Name A – D
 - 9:45 – 10:30 Last Name E – K
 - 10:30 – 11:15 Last Name L – R
 - 11:15 – 12:00 Last Name S – Z

- Meet and Greet will be a drive-through opportunity to meet your teachers. Students and families will remain in vehicles at all times
- Face-2-Face students will:
 - Meet your teachers
 - Pick-up back to school packet
 - Provide dismissal information
 - Pick up car tags (2/family)
 - Drop-off DCPS laptops (from the Spring)
 - Drop-off school supplies (must be in a bag labeled with student name)
 - Teachers will have a virtual Orientation via Teams with class specific info
- Duval HomeRoom students will:
 - Meet your teachers
 - Pick-up back to school packet
 - Pick up required workbooks
 - Pick up a laptop (if you do not already have one)
 - Teachers will have a virtual Orientation via Teams with class specific info

Classroom Assignments:

- Homeroom assignments will be available on Focus Monday, August 17th
- Assignments are tentative and may change during the first months of school due to enrollment numbers

FOCUS Account:

- All parents need a FOCUS account linked to their student. For step by step instructions see <https://dcps.duvalschools.org/focus>
- Review your address, email and phone number in FOCUS
- Email taylor6@duvalschools.org if you need to make changes

Registration:

- New student registration is online at <https://dcps.duvalschools.org/domain/10370>
- All requested documents for new students can be emailed to taylor6@duvalschools.org
- Back-to-School Packets can be returned to school with your child on the first day or emailed to your child's teacher

Extended Day:

- Extended day registration is online at <https://dcps.duvalschools.org/domain/10566>
- This is a two-step enrollment process. The first step will be to apply. An online application does not mean you have a spot. You are officially registered when a director reaches out to you and you complete step 2 of the payment process.
- Spots are filled in the order of application is submitted.
- Space is limited. We will be unable to add additional seats due to Covid 19 occupancy guidelines.

Arrival Procedures:

- School Arrival 8:00am – 8:25am
- Do not drop off your student prior to 8:00am, as there is no supervision
- Temperature checks will occur before students enter the building.
 - A student temperature must be below 100.4 for them to enter the building
 - If a student temperature is above 100.4:
 - Students who are accompanied by a parent (car rider/walker) will remain with parent and leave campus
 - Students who arrive unaccompanied (walker/bus rider) will be placed in isolation and a parent will be called for immediate pick-up
- Parents may NOT walk their students into the building. If parents choose to walk with their student to the entrance, social distancing and face coverings will be expected at all times.
- Upon entering the building, students will walk to their assigned area to sit and wait with facial coverings
 - Gr3 = cafeteria
 - Gr4 = hallway outside classrooms
 - Gr5 = hallway outside classrooms
- Car Riders
 - Car rider loop is at the back of the school (follow signs)
 - Temperature checks will be taken prior to the student getting out of the car
 - Students are required to wear a mask as they get out of the car
- Bus Riders
 - Buses arrive in the Bus Loop at the front of the school (follow signs)
 - All bus riders will have their temp taken before they exit the bus
- Walkers and Bikers
 - Students will enter at the front entrance
 - Temperature will be taken before entering the building
- Extended Day
 - Hours: 7:00 am – 8:00 am
 - Enter through the car rider loop at the back of the school
 - Students arriving for Extended Day will have their temperatures checked during parent sign-in
 - Only students who pass screenings will be permitted into the building
 - Parents must wait for the temperature check prior to drop off
- Late Arrival
 - Arrival after 8:30 am is considered late
 - Students who arrive late must enter at the front door with a parent for sign-in and a temperature check. Only students will be allowed in the building.
 - Parents must wait for the temperature check prior to drop-off

Dismissal Procedures:

- Early Check-Outs
 - Before 2:15am, late check-out is not available after this time
 - Upon arrival parent needs to call the Main Office at 904-745-4990
 - Student will be called to the office

- When student arrives in the main office, A staff member will escort the student to the door, check the ID of the parent/guardian and parent will sign out the student for documentation
- All students will be dismissed from the homeroom classroom teachers
- Classroom teachers will be responsible for supervising their students in the room
- Additional staff and teachers will supervise students in hallways
- When dismissed, all students are expected to wear a mask and walk directly to their dismissal door
- Car Riders:
 - All cars must have a school-issued car tag with a number displayed on the rearview mirror
 - Administration (or designee calling cars) will use the school radio to call for students in the order in which their car is in line.
 - Car tags will be available at the drive-through Meet & Greet.
- Bus Riders:
 - Students will be dismissed from their classroom to the bus at designated times.
 - Students wear their masks as they walk through hallway, exit the building and at all times while riding the bus
- Walkers and Bikers:
 - Students will be dismissed from their homeroom at designated times
 - Students wear their masks as they walk through hallway and exit the building
- Extended Day:
 - Extended Day students will remain in their classroom with the homeroom teacher until 3:05 PM
 - At that time, the students will be dismissed to the cafeteria

Conferences:

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

Face Covering Expectations:

- Face coverings are required AT ALL TIMES while students are at school. This includes:
 - Entering, exiting and riding the bus
 - Entering and exiting the building
 - Walking and sitting in common areas
 - Waiting the cafeteria service line
 - In the classroom
 - During arrival and dismissal
- Face coverings are encouraged but not required while:
 - Outside on the playground at recess
 - Outside for PE Resource
- Face coverings DO NOT need to be worn while are sitting and actively eating breakfast in the classroom or lunch in the cafeteria

Breakfast:

- Free breakfast will be offered in the classrooms each morning

Transitions:

- All students will remain in their homeroom class for academic and resource classes. Teachers will move to classrooms to instruct students
- Students will wear masks during transitions
- Signage on the floor and on the walls will assist students with traveling with social distancing throughout hallways and common areas

Recess:

- All students will enjoy at least 20 minutes of recess daily
- Students will wear masks at 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 social distancing
- Only one class will be in a play area at a time
- Students will sanitize prior to play and after playground time

Lunch:

- All students will receive FREE lunch
- Students will wear masks while waiting for lunch and may take it off while sitting and eating
- Students will eat in the cafeteria
- Students may bring their own lunch
- The cafeteria will offer 3 entrée choices daily. Students will be able to choose entrée, but not sides. Lunches will be served in trays that have a lid.
- Duval Homeroom students can come to the school to pick up a lunch from 10:00 – 10:30am. These lunches will be served at the front of the school
- DHR students may only pick up a lunch at their home school and must show an ID

Water Fountains

- All water fountains will be taped off and not in use at this time
- If the water fountain has a bottle filler option, students may still use this feature to fill water bottles
- Recommended that students bring a personal water bottle daily with a sports or flip top

Resource:

- Art, music, and media teachers will travel to the homeroom classrooms for resource
- Physical Education will be outside, weather permitting, or inside the homeroom classroom

Field Trips:

- Field trips are suspended until further notice

Handwashing:

- All students will be expected to wash their hands upon entering and exiting the classroom, after using the restroom, and sneezing/nose blowing
- Teachers will have additional handwashing times scheduled into the school day
- All students will have access to hand sanitizer

Lunch Account Payments:

- Parents may use the www.myschoolbucks.com site or send in cash payments to add funds to their child's account.
- In-person payments are suspended until further notice

Open House:

- Open House will be virtual. Date and time TBA.

Parent Involvement Meetings:

- PTA, SAC, etc. meetings will be virtual until further notice
- Visit the school website or Facebook page for meeting dates and links

Visitors and Volunteers:

- Visitors and volunteers will not be permitted inside the school building until further notice
- Volunteers are required to complete a background check at <https://dcps.duvalschools.org/domain/10569>
- Parents and other stakeholders needing assistance will call 904-745-4990 and be provided assistance outside the front door

Prescription Medication Drop-Off:

- Parents must schedule an appointment to drop-off prescription medication
- Completed documentation and medication are required
- Call the Main Office at 904-745-4990 to set an appointment