

Opening School Plan 2021 - 2022

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PLAN

- ◆ Order **school shirts** online by 07/15.
<http://myspiritwear.com/newberlin>
- ◆ Order **school supplies** online by 07/01.
www.EducationalProducts.com/ShopPacks. ID is **NEW143**.
- ◆ Complete **volunteer application** online.
https://dcps.samaritan.com/custom/506/volunteer_registration
- ◆ Join **PTA** <https://newberlinpta.memberhub.com/store>

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READ

- ◆ Visit the New Berlin website
<https://dcps.duvalschools.org/newberlin>
- ◆ Review principal message on Dojo each Tuesday.
- ◆ Review attached guidelines
- ◆ Review the DCPS calendar (attached)

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ENROLL

- ◆ Complete online registration (**new students only**)
- ◆ Sign up for bus transportation. Registration is required in FOCUS beginning June 14.
- ◆ Download apps (FOCUS, Class Dojo, School Dismissal Manager)
- ◆ Extended day registration will be the week of July 26
ONLINE ONLY.

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PRACTICE

- ◆ Reasonable use of hand sanitizer
- ◆ Opening lunch items independently
- ◆ Drive through the car line, locate the bus stop, walk to the school.
- ◆ Make sure students can buckle and unbuckle their seat belt independently.
- ◆ Memorize parent phone numbers.

Arrival Procedures

- Parents will utilize the last door in the bus loop for Extended Day drop off. The loop will close at 7:50 a.m.
- Car riders will use the car loop only (same as last year). Please make sure students are ready to exit the car next to the sidewalk.
- Parents may not walk students beyond the sidewalk awning due to social distancing guidelines.
- The first bell rings at 8:25 a.m. The tardy bell rings at 8:30 a.m.

Class Assignments

- Parents may access FOCUS **Wednesday, August 4** to determine **TEMPORARY** classroom assignments.
- Classroom assignments are not permanent until after the fall budget is settled.

Dismissal Options

Transportation changes can only be made via the SDM app. This ensures the change is made by an authorized adult. **We are unable to accept changes via phone or email.** The deadline to make changes is **1:30 p.m.** on regular school days and **11:30 a.m.** on Early Release Days.

- **Car Riders**

Parents will use the *School Dismissal Manager* app to notify the teacher of their location in the car line. Car rider dismissal begins at 2:40 p.m. Parents are to scan QR code as they enter the carline. Complete the neon student sign and place it in the passenger side of the windshield. We will provide the sign. This helps us move students quickly to their car once they are outside. Please remain in your vehicle. **Parents are required to use the app if a student is picked up late. Students not picked up prior to the car line closing are brought back to the building. Scanning the late pickup QR code provides official documentation the child was picked up from school.**

- **Bus Riders**

Parents will use the *School Dismissal Manager* app to register their child as a “**bus rider.**” Parents **must register for a bus stop in FOCUS** in order for their children to ride the bus. Registration will open **June 14**. Parents will also need to choose the bus number as the default dismissal option in the app. Students will be released to the bus loading zone as their bus arrives. Staff will document student boarding using the *School Dismissal Manager* app. Parents will receive notification their child has boarded the

bus and the bus has departed. The app will also provide parent notification of any delayed bus departures. **A completed Kindergarten Bus form is required for all kindergarten students prior to the first day of school. Parents may complete the form during orientation August 6.**

- **Neighborhood Walkers/Bike Riders**

Parents will use the *School Dismissal Manager* app to register their child as a “**neighborhood walker.**” School personnel will verify the student is in the correct dismissal group daily and escort the group to the end of the campus. Parents will receive notification that the dismissal group is enroute to **home**. Students will walk home unescorted.

- **Sheffield Walkers**

Parents will use the *School Dismissal Manager* app to register their child as a “**Sheffield Walker.**” School personnel will verify the student is in the correct dismissal group daily and escort the group to the gate entrance adjacent to the school. Parents will receive notification the dismissal group is enroute to **Sheffield Park**. A parent/guardian **MUST PARK and MEET** the student at the gate. Students are not allowed to walk to the car. **Parents are required to use the app if a student is picked up late. Students not met at the park on time are brought back to the building. Scanning the late pickup QR code provides official documentation the child was picked up from school.**

- **Parking Lot Pickup**

Parents will use the *School Dismissal Manager* app to register their child for “**parking lot pickup.**” School personnel will verify the student is in the correct dismissal group daily and escort the group to the parking lot for parent pickup. Parents will receive notification that the dismissal group is enroute to the **parking lot**. A parent/guardian **MUST PARK AND MEET** the student on the sidewalk where the teacher is located. Students are not allowed to walk to the car. **Parents are required to use the app if a student is picked up late. Students not met at the parking lot sidewalk on time are brought back to the building. Scanning the late pickup QR code provides official documentation the child was picked up from school.**

- **Extended Day**

Parents will use the *School Dismissal Manager* app to register their child for the “**Extended Day**” dismissal group. School personnel will verify the student is in the correct dismissal group daily and escort the group to the cafeteria for check in. Parents will receive notification the dismissal group is enroute to the **cafeteria**. Parent pickup

from Extended Day begins at 3:30 p.m. Students must remain in Extended Day until 3:30 p.m.

Early Release Day Dismissal

12:30- Car Riders

12:30- Buses

12:45 - Walkers, Bike Riders and Extended Day

Face Covering Expectations

Face coverings are optional for the 2021-2022 school year.

Breakfast and Lunch

Breakfast and lunch are free for all students. Please complete the online Free/Reduced Lunch Application beginning August 1. Qualifying families may be eligible for other programs and services throughout the year.

Orientation

Orientation will occur Thursday, August 6 from 1:00 – 2:30. This will give parents an opportunity to locate the classroom, meet the teacher, join PTA, etc. The intent of Orientation is to make the first day of school a smooth process for everyone. Parents may schedule individual conferences at a later date.

Teachers will also post welcome presentations for their class in Microsoft Teams. Parents may view the presentations at their convenience. The presentations include important general and classroom guidelines. Teachers will send directions for Teams via Dojo **Wednesday, August 4.**

Registration

- The registration process for **NEW and TRANSFERRING** students is completed online.
- Please register by **Friday, July 30 to ensure a class assignment prior to Orientation August 6.**

School Apps

ALL PARENTS will need the following **(3) apps** to effectively communicate throughout the year.

1. FOCUS – Access is available once student registration is completed.

- **Parents with active accounts** do not require new registration.
- Determine your child's teacher **(Wednesday, August 4)**
- Register for bus transportation
- Check student grades and assignments
- Check student attendance
- View progress reports and report cards

2. Class Dojo –Download needed for new parents only.

- **Parents with active accounts** will receive an invitation from the new teacher. The current account will then deactivate.
- Email your child's first and last name, grade level and your cell phone number to peterstonm3@duvalschools.org to receive invitation. This will allow you to receive the weekly principal postings during the summer.
- The 2021-2022 teacher will invite parents to join the new class just prior to the start of school.
- Daily communication with teachers including conduct reports
- Receive weekly digital Tuesday Folder inserts



3. School Dismissal Manager – Download needed for new parents only.

Please download the app now and watch the parent video

at <https://www.youtube.com/watch?v=jPyovcoaJCs> . New parents will receive a welcome letter via email with the username and temporary password **Wednesday, August 4.**

- **Parents with active accounts** will only need verify/update information and dismissal options **Wednesday, August 4.** The system will be unavailable prior to August 4 for updates.
- Setup/make changes to student dismissal account.
- Notify school of presence in car line.
- Extended Day pickup
- Early Checkout
- Receive notification of delayed bus departure.

School Spirit Shirt Packs

Orders placed **by July 15** will have a \$3.99 home shipping option. Orders placed between **July 16 and August 1** will be available for pickup August 6 during Orientation.

<http://myspiritwear.com/newberlin>

School Supplies

The safest way to acquire student school supplies is via online ordering at www.EducationalProducts.com/ShopPacks. The school ID is **NEW143**. Student orders will arrive in their names and be delivered to the class. The deadline has been extended to **Thursday, July 1, 2021**. Parents choosing to shop for supplies will need to bring supplies with them to Orientation August 6. This will allow the teachers time to organize supplies prior to the first day of school. Please use the following link to view the supply list.

<https://dcps.duvalschools.org/newberlin>

Visitors/Volunteer

Volunteer clearance is required to have any contact with students. Please make sure your volunteer application has been completed and processed prior to paying chaperone fees for field trips. Once cleared, your status is good for two years.

https://dcps.samaritan.com/custom/506/volunteer_registration

Duval County Public Schools

2021-2022

District Calendar

^If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of weather days on May 31 and June 1, there is a possibility that the school year could extend past May 27th. Should there be no need to use the Weather Days on May 31 and June 1, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25*	26	27
30	31			

SEPTEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29*	30	

OCTOBER				
M	T	W	T	F
				1
4	5	6	7	8~
11	12	13	14	15
18	19	20	21	22
25	26	27*	28	29

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17*	18	19
22	23	24	25	26
29	30			

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15*	16	17~
20	21	22	23	24
27	28	29	30	31

JANUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26*	27	28
31				

FEBRUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23*	24	25
28				

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10~	11
14	15	16	17	18
21	22	23	24	25
28	29	30*	31	

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27*	28	29

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18*	19	20
23	24	25	26	27~
30	31^			

JUNE				
M	T	W	T	F
		1^	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Board Approved 07/07/2020

Legend:

- 25* Early Dismissal
- 15~ End of Grading Period

- 7 First & Last Day of School
- 1 Employee Planning/Interservice

- 17 Schools Closed
- 25 Schools/Admin Offices Closed
- Weather