

# Opening School Plan 2020- 2021

<b>P</b>	<b>PLAN</b>
	<ul style="list-style-type: none"><li>◆ Decide how your child will attend school</li></ul>

<b>R</b>	<b>READ</b>
	<ul style="list-style-type: none"><li>◆ Visit <a href="http://duvalschools.org">duvalschools.org</a> for big picture and general questions</li><li>◆ Review principal message on School facebook page every Thursday thru July</li><li>◆ Review attached guidelines</li></ul>

<b>E</b>	<b>ENROLL</b>
	<ul style="list-style-type: none"><li>◆ No action needed if attending face-to-face</li><li>◆ July 24 is the deadline to enroll in Duval HomeRoom</li><li>◆ Parents may change enrollment selection at the end of the grading period</li><li>◆ Sign up for bus transportation (Registration is required) beginning July 20.</li><li>◆ Download apps (FOCUS and DCPS AP)</li></ul>

<b>P</b>	<b>PRACTICE</b>
	<ul style="list-style-type: none"><li>◆ Wearing face coverings in 30-minute increments</li><li>◆ Establish a routine of packing their mask for AM use</li><li>◆ Waiting at 6-foot distance in public</li><li>◆ Frequent hand washing</li><li>◆ Avoid touching non-personal items</li></ul>

## PPE

- K-2 shields – District Provided -Shields will remain in class everyday
- 3-5 mask\_–District Provided - Mask will go home each day and student will be required to bring it back the following day(this allows for cleaning)
- Students will not be permitted on the bus without a mask ON

## Laptops

Students who checked out laptops from DCPS last school year will bring their laptop to school each day charged and ready for learning.

## Arrival Procedures

- Students will arrive either by car, bus or those in walking distance entering in the following locations; Car Rider/Walkers- East Double Doors by bike rack, Bus Riders -West Double doors on bus loop
- Car riders will use the car loop only (same as last year).
- Please remain in your vehicle we will have adults and patrols assisting with students exiting cars WAIT for one to open the door.
- DO NOT allow students out of the car until their door is opened by someone on our morning arrival team. This allows time to move students through the line for temperatures in an orderly fashion. EVERYONE's time is equally valuable
- Car Rider Entry Doors (same place as last year follow the car loop around) – Temp checks for Walkers and Car Riders at this entry point. Social distance/Mask
- No one will enter the front Lobby other than employees
- Bus Rider Entry Doors- As each bus unloads student temperatures will be scanned before entering the building
- Anyone with a fever of 100.4 will return home immediately. They will wait in the fever isolation room until parent arrives.

## Dismissal Options

- **Car Riders**
- Car rider dismissal begins at 2:40 p.m. School Issued Car Rider tag with Car # must be present for pick up DAILY. School Issued Car tag must hang from mirror and remain visible thru student placement in the car. We are dismissing 750 students at once the tag helps us keep the process moving. Please help us by keeping the tag hanging all the way thru the line. Car

numbers will be called over PA and students will walk from their classroom to the exit doors. Be patient. Once your car tag is issued (orientation drive thru), practice the student memorizing their car tag number.

- **Bus Riders**

Students will be released to the bus loading zone as their bus arrives. K students will arrive and will be loaded on the bus before all other grades. Bus numbers will flash on the closed circuit TV students must watch for their bus number on the TV screen.

- **Neighborhood Walkers**

Walkers will be released with escorts who will walk them to the Chaffee cross walk each day.

- **Dismissal Changes** will not occur after 2:15pm Student Checkouts end at 2:15

### **Students check out/pickup between the hours of arrival and dismissal**

**Arrival after 9:30am-** Call front desk at 904-693-7510 remain in your car for temperature check and signing of student in

**Early Check out** (sick, appointment, etc) – Call the front desk upon arrival in the car rider line. Remain in car your student will be escorted to you as quickly as possible. **No Checkouts after 2:15.**

### **Face Covering Expectations**

Students will wear face coverings when...

- **not able to social distance at 6ft**

### **Field Trips**

Field trips are suspended until further notice.

### **Class Assignments**

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

### **Lunch& Breakfast**

Free for all students at CTES

## Orientation

Orientation Sessions will occur virtually in Microsoft Teams Thursday, August 6 on the homeroom teacher's page. (more info for K parents on how to get to teams in their packet pick up paperwork you can received on August 3<sup>rd</sup>)

Drive Thru is in addition to Orientation. The purpose of the drive thru is to allow for the pick-up of essential information prior to day 1 of school such as car tags and first day packets- can drop supplies if you wish at this time.

**\*important note-** For those who arrive for dismissal without assigned car tag number will be diverted to a holding area. In this area, you will wait for an employee to approach your driver's window for identification. You will need to verify your identity and relation to student. Verification will occur in the following ways. You can provide the family password on the blue card for the 2020-21 school year or with a current Florida driver's license and or Florida ID.

**Drive Thru line: this line allows for pick up for Orientation packets (this does not replace orientation)**

- Monday August 3<sup>rd</sup> -1:00pm to 4pm–Kindergarten receive your teacher designation – pick paper work pickup
- Wednesday August 5<sup>th</sup> - 7:30am-11:00am all other grades paper work and car tag pick up
- Thursday August 6<sup>th</sup> 3:00-6:00 all other grades paper work and car tag pick up

**Supply List** – found on CTES webpage 7.17.20

## Registration

- The registration process is completed online.
- Supporting documents are scanned into the application system
- Please register by **Friday, July 31.**
- Registrations are by **APPOINTMENT ONLY** beginning **Monday, August 3.** Parents must remain in their vehicles until their appointment time.

## School Apps

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

## **1. FOCUS**

- Check student grades and assignments
- Check student attendance
- Register for bus transportation
- Register for Duval HomeRoom

## **2. Duval County Public Schools App**

- Emergency school communications
- Events updates
- Calendar updates

## **3. Teachers form of communication (Blooms, Reminds, Class Tag, etc.)**

- Teacher daily communications
- Events updates
- Calendar updates
- Don't miss out on your child's first day of school photo which you will receive via Blooms/Reminds/Class tag –

### **Patrols School Spirit Shirt**

Parents may purchase school spirit shirts the first week of school. Fliers will go home with students the first week of school with more details.

### **School Supplies**

- The supply list by grade level can be located on the school's website.  
<https://dcps.duvalschools.org/chaffettrail>
  - You may drop off school supplies for your child's classroom during the orientation drive thru. Be sure to clearly label the bags with your student and teachers name.

### **Visitors**

Visitors (others who are not DCPS/Chaffee Trail elementary employees or other governing body employees) are not permitted in the building at this time. This includes lunch on the patio. Meetings with teachers will be held virtually at your request and or teachers request.