

Opening School Plan 2020- 2021

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PLAN

- ◆ Decide how your child will attend school
- ◆ Order school supplies online by 7/25

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READ

- ◆ Visit duvalschools.org for big picture and general questions
- ◆ Review principal message on Dojo every Thursday
- ◆ Review attached guidelines

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ENROLL

- ◆ No action needed if attending face-to-face
- ◆ July 24 is the deadline to enroll in Duval HomeRoom
- ◆ Parents may change enrollment selection at the end of the grading period
- ◆ Sign up for bus transportation (Registration is required) beginning July 20.
- ◆ Download apps (FOCUS, Class Dojo, School Dismissal Manager)

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PRACTICE

- ◆ Wearing face coverings in 30-minute increments
- ◆ Waiting at 6-foot distance in public
- ◆ Frequent hand washing
- ◆ Avoid touching non-personal items
- ◆ Drive through the car line, locate the bus stop, walk to the school

Arrival Procedures

- Parents will verify daily health screening via the *School Dismissal Manager (SDM)* app prior to students arriving at school.
- Parents will utilize the SDM app to sign students in for morning extended day.
- Car riders will use the car loop only (same as last year).
- Parents may park at Sheffield Park and walk students to the sidewalk awning. School personnel will guide students to the correct entrance.
- Parents may not walk students beyond the sidewalk awning due to social distancing guidelines.

Class Assignments

- Parents choosing to enroll in Duval HomeRoom must do so by **Friday, July 31.**
- Enrollment decisions are a 9-week (grading period) commitment.
- Parents may choose to return to face-to-face learning for the 2nd grading period.
- Parents may access FOCUS **Friday, August 14** to determine **TEMPORARY** classroom (face to face) assignments.
- Classroom assignments are not permanent until after the fall budget is settled.
- Students enrolled in Duval HomeRoom will not receive a class assignment until they return to school full time.

Dismissal Options

Transportation changes can only be made via the SDM app. The deadline to make changes is **12:00 p.m.**

- **Car Riders**

Parents will use the *School Dismissal Manager* app to notify the teacher of their location in the car line. Our school safety measures have been enhanced to no longer include car numbers. Car rider dismissal begins at 2:40 p.m. **Parents are required to change the dismissal option if the student is not met on time. This is to ensure the safety of all students.**

- **Bus Riders**

Parents **must sign in to FOCUS to register** their children to ride the bus. Registration will open **July 20**. Students will be released to the bus loading zone as their bus arrives. Staff will document boarding using the *School Dismissal Manager* app. Parents will receive notification their child has boarded the bus. The app will also provide parent notification of any delayed bus departures. **A completed Kindergarten Bus form is required for all kindergarten students.**

- **Neighborhood Walkers**

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.

- **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. A parent/guardian must be present at 3:00 p.m. to meet the student. **Parents are required to change the dismissal option if the student is not met on time. This is to ensure the safety of all students.**

- **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. A parent/guardian must be present at 3:00 p.m. to meet the students. **Parents are required to change the dismissal option if the student is not met on time. This is to ensure the safety of all students.**

Early Release Days

All students will participate in virtual instruction via Teams on Early Release Days. Students **WILL NOT** report to school on Early Release Days.

Face Covering Expectations

Students in grades K-2 will receive one face shield. Students in grades 3-5 will receive one mask. The face coverings will remain in school. Parents will need to provide face coverings for student transition into the building and while riding the bus.

Suggestion: Purchase a 5-day supply of washable masks for your child to wear during their transition into the building and during dismissal.

Students will wear face coverings when...

- Boarding bus
- Entering building
- During classroom time – school provided
- Hallway transitions – school provided
- Dismissal
- Cafeteria line

Field Trips

Field trips are suspended until further notice.

Lunch Account Payments

All lunch accounts require online monitoring at www.myschoolbucks.com. Parents may use the site to add funds to their student's account and monitor dining selections. **In person payments are suspended until further notice.**

Orientation

Orientation will occur virtually in Microsoft Teams Thursday, August 6 on the homeroom teacher's page. Students will be added to Teams once classroom assignments are finalized.

Registration

- The registration process is completed online.
- Parents may bring supporting documents to the school after the online process is completed.

1. Ring the buzzer

2. Staff will greet parent/guardian at the door to collect forms

- Please register by **Friday, July 31 to avoid the need for an appointment.**
- Parents may deliver supporting documents by **APPOINTMENT ONLY** beginning **Monday, August 3.** Parents are still required to complete the initial process online. 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 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 **(Friday, August 14)**
- Check student grades and assignments
- Check student attendance
- Register for bus transportation
- Register for Duval HomeRoom

2. **Class Dojo – download needed for new parents only**

- Email your child's first and last name, grade level and your cell phone number to peterm3@duvalschools.org to receive invitation.
- Daily communication with teachers (replaces student agendas)
- Receive weekly digital Tuesday Folder inserts
- Student conduct reports



3. **School Dismissal Manager – download needed for ALL parents**

Please download the app now and watch the parent video at <https://www.youtube.com/watch?v=jPyovcoaJCs> . Username and password completion will occur once students are assigned to homeroom classes **(Friday, August 14).**

- Daily wellness check
- Setup student dismissal account
- Make changes to dismissal option

- Notify school of presence in car line
- Extended Day sign-in /pickup
- Early Checkout
- Receive notification of delayed bus departure

School Spirit Shirt Packs

Parents may purchase school spirit packages online **beginning Friday, July 17**. Orders will arrive to school in the student's name. No processing fee.

<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 **Saturday, July 25, 2020**.

- Parents choosing to shop for supplies will need to send a small number of items daily in the student's backpack during the first week of school. The supply list is listed on the school's website.
<https://dcps.duvalschools.org/newberlin>
- Parents choosing to enroll their child in **Duval HomeRoom** will receive notification regarding pickup time for supplies.
- Student headphones from the 2019-2020 school year will be delivered to the new teacher.

Transportation

All parents will need to download the ***School Dismissal Manager*** app to setup their child's dismissal plan. This will also allow parents to make changes to dismissal routines by **12:00 p.m.**

Parents **must sign in to FOCUS to register** their children to ride the bus. Registration will open **July 20**.

Visitors

Visitors (parents and volunteers) are not permitted in the building at this time.