



# Louis Sheffield Elementary School

13333 Lanier Road Jacksonville, Florida 32226  
(904)696-8758

Cassandra DeLay, Principal  
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*LSE...where the path to success is SWEET!*

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August 20, 2020

Parent/Guardian(s),

Welcome back! We are so excited to begin this school year and, while this year may look and feel different from years past, we are most excited to see all of the students back in school. I want to reassure you that I am here to support you and make this year as smooth as possible for all of our students and families. While our communication may be different this year since we cannot have on-campus visitors, please rest assured that I am available to help and support you as concerns arise.

First and foremost, I want to assure you of our commitment to health and safety. As a parent and an educator, I want nothing more than to see our students in our school building learning and growing. We know that we must do this in a very intentional and thoughtful way to ensure that every child and adult that walks into our school is protected. As you will see outlined below, some of our procedures have changed. The biggest way our parents and families can support LSE this year is by following these procedures to help us have a smooth opening of school.

All beginning of the year paperwork has been sent home with your child today for you to complete and return. It is imperative that you review these forms and take the time necessary to complete the paperwork for registration. All forms should be returned to your child's teacher as soon as possible but no later than **Wednesday, August 26**.

While we may not be together on campus, there are still ways for you to get involved. You are encouraged to join our PTA and School Advisory Council (SAC). These organizations do a great deal to support us and we appreciate your support now more than ever.

Some important notes about this year:

- We will not be able to allow any visitors on our campus. All parent conferences and IEP meetings will be held virtually until further notice. If you need to speak with your child's teacher, please send a note in your child's agenda, through DoJo or email the teacher directly. Teacher email addresses can be found on our website.
- Students will be allowed in the building beginning at 8:00am. We will have adults at each arrival area for temperature checks. It is important that your child stay in the car until directed by an adult to get out.
- Patrols maybe dropped off in the front loop at 7:45am. Please wait in your cars until the patrol sponsors signal students to enter the building. Temperature checks will be required upon arrival.

- The first bell rings at 8:25am and school begins promptly at 8:30am. No student should arrive to school before 8:00am unless enrolled in Extended Day. All students will have the opportunity to eat breakfast in their classrooms beginning at 8:30am each morning. Please consider social distancing when you drop your child off and allow additional time.
- For dismissal, please try to keep your child's way home consistent. We know emergencies arise but this year it is very important that children leave the same way daily. If your child rides a bus, please make sure you have registered them in FOCUS for a bus route. All car riders will need to use the car loop. Walkers will be dismissed from the side gate and walked out to Lanier Road. No vehicular traffic will be allowed in the main parking lot during dismissal. Please be patient with us for the first few weeks as we train our students on these new procedures. As always, dismissal will get faster and easier with time. We appreciate your support!
- We will be using PikMyKid for dismissal. This is an app that will assist in allowing for us to have a smooth dismissal while allowing for social distancing in the building. If you have not already, please download the app. You will be able to make dismissal changes for your student and notify us when you are on campus using the app.
- If you need to speak with an administrator, please call the front office at (904)696-8758 or email Mrs. DeLay (Principal) at [delayc@duvalschools.org](mailto:delayc@duvalschools.org). Please allow 24-48 hours for a response from one of our administrators, as our immediate focus is always the children in our building.
- We will not be able to check out students after 2:15pm. This is a district policy.
- If you are checking your child out early, please park in the main parking lot and walk to the building. Ring the bell to the right, outside of the main entrance doors. A member of the office staff will ask how they can help you. Please be patient if others are ahead of you and remember to social distance. Please help us by limiting the number of early pickups to only those necessary.
- Please download the DCPS mobile app and FOLLOW Louis Sheffield Elementary. This is how you will receive event and emergency updates from the school.
- Please follow us on Facebook (**@SheffiePanthers**), Instagram (**@louissheffieldelementary**) and Twitter (**@SheffiePanthers**) for school updates, event reminders and to stay informed on what is happening at LSE!

Our Open House will be virtual on Thursday, September 3<sup>rd</sup>, 2020 from 6:00 until 7:00 P.M. More details will be sent home soon about how to access these meetings. We hope you can join us at Open House and we look forward to partnering with you throughout the year!

Sincerely,

Cassandra DeLay, Principal