Dear Sherwood Families,

We are looking forward to welcoming our families back to Sherwood Elementary home of the Archers for the 2020-2021 school year. We are committed to providing academic excellence for ALL students, even during a global pandemic! We have been working hard this summer to prepare our campus and have implemented many changes to make our campus safer for our staff and students.

Registration is a 2-part process!

- **Part 1:** Complete a Registration packet for each student attending Sherwood. These packets may be picked up from school inside the glass box or parents may complete the electronic registration packet by accessing these links:
  - Electronic Registration Elementary
  - When completing electronic registration forms, download the form, save to your computer desktop, enter your student’s information, save, and email to: SherwoodElementary@brevardschools.org

- **Part 2:** Call 321-254-6424 to make an appointment to finalize all required paperwork. *(This step is required for ALL students.)* Pick up information regarding lunches, after care, schedules, car tags, bus information, and select educational option (eLearning or on Campus).

New Safety Measures / Changes due to COVID-19

Below is a list of some of the new safety measures we will be implementing this year.

**School Visitors**

- **NEW** - Visitors in school are limited to parents and legal guardians for the purpose of registering a student, attending mandatory school meetings, or checking in/out students. Visitors must make an appointment.

- **NEW** - Authorized visitors are required to wear a face covering when social distance cannot be maintained or upon request of a school employee. Non-essential visitors and volunteers will not be permitted on school campuses.

- **NEW** - When social distancing of 6 ft apart cannot be adhered to, it is required that students, staff, and authorized visitors wear a face covering.

- **NEW** - Parents may NOT drop off items for student pick up that are not medically or academically required. This includes student lunches. If a student forgets their lunch, our cafeteria staff will be able to provide this to your student.
✓ **NEW** - To minimize face-to-face interaction and excessive outside contacts, parents/guardians may not walk students to class or eat lunch on school campus at this time.

✓ **NEW** - Parents/Guardians are asked to maintain 6 feet distancing and wear face coverings whenever they are on campus. For the safety and well-being of all students and staff, parents/guardians are asked not to congregate on campus or in common areas.

**School Learning Environment**

✓ **NEW** - One-Way traffic patterns have been developed in all hallways and common areas of the school to minimize face-to-face interaction.

✓ **NEW** - Social Distancing 6 feet apart vinyl floor markings have been added throughout campus to indicate appropriate walking patterns and waiting areas.

✓ **NEW** - All teachers and staff will be provided face masks and a face shield.

✓ **NEW** - Students in grades Pre-K-2nd are expected/recommended to wear face coverings when social distancing cannot be adhered to.

✓ **NEW** - Students in grades 3-6 are required to wear face coverings when social distancing cannot be adhered to. *The student dress code applies to face coverings and only the nose and mouth should be covered, not the full face.*

✓ **NEW** - All teachers will remove extra furniture and clutter from classrooms to maximize space and allow for more social distancing.

✓ **NEW** - Student desks and workspaces will be turned to face the same direction to minimize face-to-face interaction.

✓ **NEW** - Water fountains will ONLY be used to refill water bottles with supervision from staff members.

✓ **NEW** - All classrooms will be equipped with hand sanitizer, cleaning products, soap, and paper towels.

✓ **NEW** - Plexi-glass barriers have been placed in appropriate office areas and/or any small group or intervention group settings.

✓ **NEW** - Students will use hand sanitizer upon entering and exiting a classroom or the cafeteria. Hand sanitizer will also be available in common spaces where there are not sinks.

**Brevard After School (BAS) Program**

✓ BAS will be available to Sherwood students. Applications are online:

✓ [Brevard After School (BAS) application](#)

✓ BAS coordinator: Heidi Jacobson 321-254-6424 Extension 51213
Programs on "HOLD" during the first 9 weeks of school

✓ NO off-campus Field Trips
✓ NO Extracurricular Clubs
✓ NO Strings
✓ NO Chorus
✓ NO Morning Mile
✓ NO Volunteer programs
✓ NO PTO activities on campus

***Please note some programs may continue on a VIRTUAL platform***

Breakfast and Lunch

✓ NEW- Elementary Lunch Price is $1.95 or Reduced Lunch Price is $.40
✓ NEW- Parents/Guardians are asked to use www.mypaymentsplus.com to prepay for their student(s) lunches, including any a la carte items such as snacks, drinks, and treats. This is necessary to minimize cash handling in the cafeteria.
✓ NEW- Parents may NOT drop off items for student pick up that are not medically or academically required. This includes student lunches. If a student forgets their lunch, our cafeteria staff will be able to provide this to your student.
✓ Parents/Guardians may continue to send in lunch money or snack (a la carte) money to be deposited into their child's account each week on Monday. The use of cash is discouraged for sanitary reasons.
✓ ALL families are highly encouraged to complete the Free and Reduced-Price Meals application: www.brevardschools.org/Page/3478. This information may help Sherwood become a Title I school again, bringing much needed funding and additional programs to our students.
✓ NEW- The entrances and exits to the cafeteria have been modified to create one-way traffic flows. Floor decals and table markers have been provided to maintain social distancing.
✓ NEW- Hand sanitizer stations have been strategically placed throughout the cafeteria, including the entrance, serving line, dining area, and exits.
✓ NEW- Increased dining capacity for breakfast and lunch with additional seating in the cafeteria, main entrance, outdoors and empty classrooms.
✓ NEW- Decreased number of students assigned to lunch tables. Only 2 students may sit at a cafeteria table on opposite ends. Students will maintain 6ft distance inside the cafeteria and all eating areas.
✓ Continued services include providing grab and go meal packages in addition to items on the serving line. All cafeteria tables, serving lines, and high touch points will be cleaned in between lunches.
Clinic

✓ NEW - Temperatures will be taken upon entering the clinic.
✓ NEW - If the temperature is over 100F, parent/guardian will be notified the student is too ill to remain in school.
✓ NEW - If students with symptoms associated with COVID-19 (loss of taste and/or smell, serious headache, nausea, diarrhea) comes to the school, they will be sent to the health clinic for evaluation.
✓ NEW - While waiting for a parent/guardian, the student will be given a face mask and be socially isolated.
✓ NEW - Handwashing and hand sanitizer will be mandatory upon entering and exiting the clinic.
✓ NEW - Students sent to the clinic will maintain social distancing at all times.
✓ NEW - Students that are sick are encouraged to stay home. (There will NOT be any Perfect Attendance awards/recognitions this year.) Students who are kept home by parents or school officials for health-related reasons will be considered excused. Students who are ill should prioritize their health- the school will support individual circumstances with an academic plan.
✓ NEW - Sherwood will identify a location for ill students to wait for parent/guardian pick up.
✓ NEW - Custodial staff will be notified when that space has been vacated, so the room can be sanitized. Clinic areas will be cleaned throughout the day.
✓ NEW - Thermometers are available for use. Teachers will have the option of using a touchless thermometer, following guidelines established by the district, to screen students prior to entering the classroom.

Sanitation and Deep Cleaning

✓ NEW - Sherwood custodians have been trained in NEW cleaning and disinfecting protocols in response to COVID-19 and CDC guidelines.
✓ NEW - HVAC filters have been changed. Air conditioning will run before and after building occupancy for additional air circulation.
✓ NEW - Students will use hand sanitizer upon entering and exiting a classroom or the cafeteria. Hand sanitizer will also be available in common spaces where there are not sinks.
✓ NEW - Bathrooms and other common spaces will be cleaned multiple times each day.
✓ NEW - The Custodial Strike Team* will be deployed when a school has a positive case, is significantly short-handed, or has a unique event requiring additional support.
Student Arrival: 7:30-8:00 a.m.

- Students are expected to follow the Brevard School Board (BPS) Policies regarding face coverings when entering the school building. See below

When social distancing cannot be adhered to, it is required that students and staff wear a face covering. The student dress code applies to face coverings and only the nose and mouth should be covered, not the full face.

*Social distancing is defined as 6 feet

These guidelines may change depending on local, state, or federal recommendations.

Guidelines – Exceptions to Required Face Coverings

While maintaining social distancing (six (6) feet minimum) as much as feasible, a face covering is not required in the following instances:

Infants - A face covering shall not be required for persons younger than two (2) years old.

Pre-K through Grade 2 - While a face covering is strongly recommended for students in Pre-K through Grade 2, it shall not be required.

Medical Certification - A face covering shall not be required for persons who present school district staff with a certification from a licensed health care provider that the person has a medical, physical, or psychological contraindication that prevents the person from being able to safely wear a face covering.

IEP/SO4 – A face covering shall not be required for persons who have documented through an IEP or SO4 plan that the person has a medical, physical, or psychological contraindication that prevents the person from being able to safely wear a face covering.

Students with Supervisor’s Approval - A face covering shall not be required for a student if the school district staff supervising the student authorizes the student to remove their face covering during that activity provided that the student maintains social distancing (six (6) feet minimum) from other persons when not wearing a face covering.

Employees - A face covering shall not be required for a school district employee provided that the employee maintains social distancing (six (6) feet minimum) from other persons when not wearing a face covering.
Before and After School (BAS) Program- 2:22p.m.

- Kindergarten and first grade BAS students will be escorted to the cafeteria at the end of the day.
- Grades 2-6 will be dismissed. Hallway monitors will ensure they follow hallway protocols.

Car Riders -2:30 pm.

Car signs are required for car riders every day in the car loop. Parents/Guardians without a car sign will need to park and go to the front office for student check-out. Adults entering the school building are requested to wear a face covering.

- Mrs. Yount will stand by the front gate entrance and call names of car riders.
- Students will be dismissed by the classroom teacher from their classroom until BPS guidelines are lifted regarding social distancing.
- A new traffic pattern has been created for the first nine week, or until social distancing requirements are lifted. See “Dismissal Video” on our Sherwood website. https://www.brevardschools.org/SherwoodES
- While driving in Sherwood’s car loop, drivers are asked to always do the following:
  o Drive slowly
  o Never use a cell phone
  o Stop at cones
  o STOP and PLACE CAR in PARK when students are LOADING
  o Be cautious at all times

As we work to ensure the safety of our students, we ask for grace and flexibility from all of our families. We are navigating through new waters. We will stay afloat together as one team!
- BPS offers all students a free breakfast daily from 7:30-7:45 a.m.
- All students entering the school building will filter through the cafeteria due to a one way walking pattern throughout the school building.
- Students choosing to eat breakfast will stay seated in the cafeteria until dismissed by a staff member at 7:45 a.m.
- Cafeteria tables are 6ft. apart and are facing the same direction to meet BPS guidelines.
- Students choosing not to eat breakfast will sit in the hallway of their classroom from 7:30-7:45 a.m.
- Hallway monitor will supervise students choosing not to eat breakfast.
- Classroom teachers will welcome students into their classrooms and provide them hand sanitizer upon entering.
- Students are considered tardy after 8:00 a.m.

**Student Dismissal**

- Due to the **Jessica Lunsford Act**, changes of transportation will **NOT** be permitted over the phone. All changes in transportation must be provided in writing.
- Emails to staff regarding changes of transportation will not be permitted.
- All student check-outs must be done prior to **1:45 p.m.**

**Walkers & Bike Riders-2:20 p.m.**

- Staff monitors will walk K and 1 walkers to the gate at **2:20 a.m.**
- Mrs. DeLena or a back-up staff member will unlock gate by Post Road.
- **Florida ID’s or car signs will be checked before dismissing kindergarten students at the gate.**
- A student will **not** be dismissed to an adult that is not written on the white card.
- Please plan ahead when changing a pick-up person for your child.
- All walkers/bike riders need an emergency, severe weather pick-up plan.
These guidelines will be reconsidered throughout the year based on prevailing conditions.

All assemblies and/or parent nights will continue virtually.
Individual school pictures are scheduled for December 2020. There will be safety protocols in place!

We look forward to continuing to serve our students with excellence.
This IS going to be a year like no other; however, it IS going to be a GREAT year working together!

Sincerely,

*Sandra Marines*, Principal

*Adrea McDonough*, Assistant Principal