



## Atlantic Beach Elementary School

298 Sherry Drive  
Atlantic Beach, FL 32233  
Phone: (904) 247-5924

Kim Gallagher, Principal  
Sam Thompson, Assistant Principal

## ABE Opening of School Information 2022-2023

**School Hours: 8:30 AM- 3:00 PM**

**It's time to prep!**

<b>P</b>	<b>Plan Your Student's Path</b>
	<ul style="list-style-type: none"><li>• Decide how your child will arrive and be picked up from school for 2022-2023.</li><li>• Discuss this plan with your child.</li><li>• Return your child's Dismissal Form to the homeroom teacher.</li></ul>
<b>R</b>	<b>Read Important Information</b>
	<ul style="list-style-type: none"><li>• Visit <a href="https://dcps.duvalschools.org">https://dcps.duvalschools.org</a> for Duval County Public Schools for Back to School information.</li><li>• Follow Atlantic Beach Elementary on Facebook for updates.</li><li>• Review the attached guidelines for the 2022-2023 school year.</li></ul>
<b>E</b>	<b>Enroll Your Child</b>
	<ul style="list-style-type: none"><li>• There is no action needed if your child has previously attended ABE and will be attending face-to-face instruction this year.</li><li>• Sign up for bus transportation (registration required) at <a href="https://dcps.duvalschools.org/Page/31291">https://dcps.duvalschools.org/Page/31291</a> or through your Parent Focus account.</li></ul>
<b>P</b>	<b>Practice!</b>
	<ul style="list-style-type: none"><li>• Work with your child on the following:<ul style="list-style-type: none"><li>○ Saying their first and last name.</li><li>○ Open up lunch items independently.</li><li>○ Tie shoes.</li><li>○ Using the restroom independently.</li><li>○ Ability to recognize their written name.</li></ul></li></ul>

# **ABE Opening of School Information 2022-2023**

## **New Family Orientation**

- **Thursday, August 11, 2022 at 5:00 PM**
- This is an opportunity to meet the principal and assistant principal. School procedures will be discussed. We are happy to answer all questions during this time.
- We are asking that families limit their parties to new ABE students and parents.
- Enter at the front door.
- PTA, Friends of Atlantic Beach Elementary, and the School Advisory Committee will have organizational information and how you can get involved in your child's school.
- A tour of Atlantic Beach Elementary School will follow the presentation in the cafeteria. Tours will not include classroom visits.

## **Meet & Greet and Supply Drop Off**

- **Friday, August 12, 2022**

	PK, VPK
<b>9:00-9:30</b>	Kindergarten
<b>9:30-10:00</b>	1 <sup>st</sup> grade
<b>10:00-10:30</b>	2 <sup>nd</sup> grade
<b>10:30-11:00</b>	3 <sup>rd</sup> grade
<b>11:00-11:30</b>	4 <sup>th</sup> grade
<b>11:30-12:00</b>	5 <sup>th</sup> grade

- Meet & Greet will be an opportunity to meet your child's teacher, explore the classroom, receive class information, and drop off school supplies.
- We are asking that families limit their parties to ABE students and one/two parents or guardians. This is in an attempt to reduce large crowds.
- Please enter in the front door of the school and proceed the cafeteria at your designated time for a brief overview of school procedures. Then students and families may proceed to their child's classroom. Maps of the school will be available.
- Back-to-School Packets will be available during the Meet & Greet in your child's homeroom.
- Students will receive important dismissal tags. Please attach your child's tag to their tote or backpack for the remainder of the year.
- ABE t-shirts and tote bags will be available for sale outside.

## **Classroom Assignments:**

- Classroom assignments are available in Focus. The teacher connected to Conduct is the student's homeroom teacher.
- Back to School postcards will be mailed to students who have registered prior to July 21, 2022.

## **Registration:**

- Only new students need to enroll. Enrollment begins at <https://dcps.duvalschools.org/Page/30616>
- All requested documents for new students can be emailed to Cathie Gillette at [gillettec@duvaslschools.org](mailto:gillettec@duvaslschools.org)
- Back-to-School Packets can be returned to school with your child on the first day of school or emailed to your child's teacher.

## Arrival Procedures:

### **Extended Day 7:00 AM-8:00 AM**

- Students arriving for Extended Day will enter at the front door. Extended Day personnel will greet and sign in students.

### **School Arrival 8:00 AM-8:25 AM Please do not drop off your student prior to this time, as there is no supervision.**

For the safety of our walkers, skaters and bikers, **NO CAR DROP OFFS IN THE FRONT BUS LOOP.**

- All students will be greeted when they arrive to school.
  - **PK students** will proceed to the cafeteria for breakfast.
  - **K-3<sup>rd</sup> students** will be asked to sit outside of their classroom in the hallway near their classroom door.
  - **4<sup>th</sup> and 5<sup>th</sup> grade students** may go to the court.
  - Students who arrive late must enter at the front door.
  - Late arrivals will be documented with a Tardy for attendance.
- **Car riders**
    - Parents can drive through the **back** car rider loop between 8:00-8:28. The gate is locked promptly at 8:30.
    - **Car drop offs are not permitted in the front bus loop**, with the exception of 5<sup>th</sup> grade Ambassadors at 7:50 AM.
  - **Bus riders**
    - Students will be greeted at the front bus loop. All bus riders will enter through the front door.
  - **Walkers, Bikers, and Skaters**
    - Student may enter at the back gate (corner of Seaspray Ave. and Poinsettia St.) or the front door.
    - All bikes should be secured with a personal lock. The school is not responsible for stolen bikes.

## **Dismissal Procedures:**

- **Please complete and return the Dismissal Form to your child's homeroom teacher ASAP. You may email the form to your child's homeroom teacher.**
- If parents/guardians wish to check-out their students early, they will need to provide identification. A staff member will check the ID of the parent/guardian and sign out the student for documentation. The student will be called to the front office with their belongings.
  - No early checks out after 2:30 on regular school days.
  - No early check outs after 12:30 on Early Release days.
- All classroom teachers are equipped with individual walkies for their classrooms to facilitate dismissal. Classroom teachers will be responsible for supervising their students in the room while other personnel will supervise students in assigned dismissal areas and hallways.
- All students will have dismissal tags to identify their dismissal method. When dismissed, all students are expected to follow directional signage to their areas.

### **PK Dismissal**

- Front side door, bus rider, or car rider only. Contact your child's teacher for more details.

### **VPK Dismissal**

- Half Day: Front side door
- Full Day: bus rider, or car rider only. Contact your child's teacher for more details.

### **Kindergarten-5<sup>th</sup> Grade Dismissal**

#### **Car Riders:**

- All VPK, Kindergarten and 1<sup>st</sup> grade car riders will be escorted to the cafeteria with a designated adult. All 2<sup>nd</sup> -5<sup>th</sup> grade students will proceed to the cafeteria at the designated time. All students will remain seated and will wait until their names are called to be dismissed.
- Administration (or designee calling cars) will use the school radio to call for students in the order in which their parents are in line.
- **All cars must have a school-issued car tag with student names to ensure the process is safe and as efficient as possible.** Car tags will be available at the Meet & Greet.

#### **Bus Riders:**

- All bus riders must register for bus transportation. Sign up for bus transportation (registration required) at <https://dcps.duvalschools.org/Page/31291> or through your Parent Focus account.

- All Kindergarten bus riders must have a Kindergarten Bus Rider Information form completed before boarding the bus in the afternoon.
- PK, Kindergarten, and 1<sup>st</sup> grade students will be escorted to the bus.
- 2<sup>nd</sup> -5<sup>th</sup> students will be dismissed from their classroom to the bus at designated times.

**Walkers, Bikers, and Skaters:**

- All walkers, bikers, and skaters must have a signed dismissal form permitting them to leave campus on their own.
- PK and VPK will students will be escorted to the designated parent pick-up location.
- Kindergarten and 1<sup>st</sup> grade students will be escorted to the front and back gates.
- 2<sup>nd</sup> - 5<sup>th</sup> students will be dismissed from their homeroom at the designated time.

**Extended Day:**

- Extended Day students will remain in their classroom with the homeroom teacher until 3:10 PM. At that time, the students will be picked up by their Extended Day teacher.
- Parents of Extended Day students will use their QR code and ID to pick up students from Extended Day at the front door.
- Extended Day students may not be picked up via the QR code prior to 3:30.

## **Conferences:**

- All conferences must be scheduled in advance.

## **Breakfast:**

- Breakfast is served from 8:00-8:25 AM.
- Breakfast is free for all students.
- In the morning, the cafeteria will be designated only for students who are eating breakfast.

## **Recess:**

- All students will enjoy at least 20 minutes of recess daily.
- Students will transition from their classroom and escorted to the assigned playground at a scheduled time.
- Students are expected to remain in their assigned area and maintain an appropriate distance from other students.

## **Lunch Procedures:**

- Students will eat in the cafeteria.
- Each lunch is 30 minutes.
- Lunch is free for all students.
- Parents may use the [www.myschoolbucks.com](http://www.myschoolbucks.com) site or send in cash payments to add funds to their child's account. Parents may also customize student lunch accounts at this site. For example, parents may select which days their child may purchase ala carte items.
- Ice cream is available for purchase on Thursdays.

## **Resource:**

- Students will have a daily resource class including physical education, art, music, media, technology and Spanish.
- Physical education will be outside, weather permitting. Students should wear athletic shoes on P.E. days.

## **School Safety**

- All school classroom doors are locked during school hours.
  - An Atlantic Beach Police officer is on duty at ABE during school hours.
  - The school is monitored by camera surveillance and monitored controlled access systems.
  - Staff and students participate in monthly evacuation drills (fire drills) and emergency and lockdown ("code red" and "code yellow") drills.
  - Report all suspicious activity to <https://www.getfortifyfl.com/>
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### **Field Trips:**

- Field trips will be scheduled by the classroom teacher.
- All chaperones must have an approved visitor application.  
<https://dcps.duvalschools.org/site/Default.aspx?PageID=29120>

### **Open House:**

- September 1, 2022
  - PK-1<sup>st</sup> 5:00 PM
  - 2<sup>nd</sup>- 3<sup>rd</sup> 5:30 PM
  - 4<sup>th</sup>-5<sup>th</sup> 6:00 PM

### **Parent Involvement:**

- PTA President, Joy Carson [lj\\_clif@hotmail.com](mailto:lj_clif@hotmail.com)
- F.A.B.E. President, Tom Haggerty
- S.A.C. Chairperson, Lindy Mullen [lindy.y.mullen@gmail.com](mailto:lindy.y.mullen@gmail.com)

### **Visitors and Volunteers:**

- Visitors and volunteers must be registered and approved at <https://dcps.duvalschools.org/site/Default.aspx?PageID=29120>
- Visitors and volunteers must sign in at the front desk with an ID.
- Conferences and volunteering must be scheduled in advance with your child's teacher.
- Visitors and volunteers must wear a visible Visitor ID sticker at all times when on campus.

### **Prescription Medication Drop-Off:**

- Parents must complete the DCPS medication form available at the front desk.
- Medication must be in the original bottle.

*Have a safe and wonderful school year!*