

Welcome to the 20-21 school year at Cork Elementary, Home of the Cougars!



I know that this is a challenging time for all of us but I wanted to assure you that whether you chose eLearning or face to face, our teachers and staff are ready to serve your children and we are all looking forward to getting back into the classroom! Instead of your normal postcard, I have put together this letter to try and answer some of the questions you may have and to tell you how some things will look very different this year due to COVID-19 restrictions. This letter is divided into three different parts. In the first section, you will find general information that everyone needs to know regardless of the learning structure you chose for your child. The second section is specific to families that chose eLearning and the third section pertains to face to face.

Part 1 – Information for everyone!

- 1) **Homeroom Teacher:** Your child’s teacher has contacted you by now with all of the information you will need for “Smart Start Week”. We’ve included a map so you can see where your child’s homeroom class is located.
- 2) **First day of school:** The first day of school will be Monday, August 24th for both eLearning and face to face. However, for the first week, all classes will use the eLearning format. We will not be giving out devices to students who are planning on attending face to face so we will be very flexible that first week. It will primarily be a “get-to-know-you” week for our face to face students and our teachers will reach out via phone if you do not have a computer or internet for your child to use. As long as we are able to make contact with you or your child daily, your child will be counted as present for that first week.
- 3) **Visitors:** Visitors on campus will be very limited. However, our office is open from 8:00-4:00 every day and you can call us at (813)757-9353 with any questions or concerns you have.



Part 2 – Information for eLearning:

- 1) **Homeroom Assignments:** All eLearning students have been assigned to an eLearning homeroom teacher who will be your major point of contact during the semester. In some cases, our teachers will team teach so your child may have one teacher for English Language Arts and Social Studies and another teacher for Math and Science. Your child will also receive virtual instruction from our specialists in Art, Music, and PE.
- 2) **Lunch:** Our school will serve a “Grab and Go” lunch to all enrolled eLearning students. Pick up will be on the bus ramp located on Cork Road from 10:00 to 11:00 on Mondays, Wednesdays, and Fridays beginning on August 24th. We are only allowed to serve

students who attend Hillsborough County Schools and have been assigned to our school. Also, you must have the child's student number to pick up lunch. Unlike the summer, the normal lunch charge of \$2.25 will apply unless your child receives free or reduced lunch.

- 3) **eLearning Structure**: The eLearning design will be very different than the emergency eLearning program that was in place last spring. There will be clear, assigned times for students to check-in. Assignments will be required and graded, and eLearning students will be held to the same standards as other students who attend face-to-face classes. The eLearning schedule is designed to mirror a six-hour classroom day and your child must log onto the computer at various points during the day in order to be counted as present. Virtual lessons scheduled for specific times are combined with scheduled time periods for students to complete assigned work independently. If your child is not able to log in at the assigned times, your child will be marked absent. In addition, if they are not able to complete and turn in assignments, it will adversely affect their grade. If you have concerns about your child being able to log in at various points during the day or complete assignments independently, you may want to consider different options. Please feel free to call our office to discuss it with us.
- 4) **Materials**: Each child in the eLearning program will receive all of their textbooks and a device if needed.
- 5) **Device/Material Pick up**: We scheduled device and textbook pick up for all of our eLearning students on Thursday, August 20th from 8:00-7:00. eLearning teachers will be calling this week to check in with parents who were unable to pick up their materials and to schedule another time for pick-up.

Part 3 – Information for Face to Face:

- 1) **Parent visitation**: As noted previously, parent visitation on campus will be very limited due to COVID-19. **Parents will no longer be allowed to walk students to class.** I know this will be difficult, but I assure you that our staff will take very good care of your children and we have planned to have extra adult supervision on campus to help in the first few days. If your child is a Kindergarten student, we have scheduled a special parade on Monday, August 24th, from 4:00-6:00 for those parents and students to meet the teacher and pick up some items that will make it easier for us to get them safely to their classrooms. There will even be a photo opportunity to document their first experience as a Cork Kindergartner!
- 2) **AM Student Drop off (Pre-K - 5 Students)**: Student drop off will remain much the same. The drop off time will be from 7:10-7:38 in the back of the school for all Pre-K - 5 students. (See next section Head Start student information). **New this year: Parents are not allowed to park and walk their child up to the school or to class. Parents, you must remain in the car at all times. This will increase the amount of time in the car line, so please make note of this change and plan your morning accordingly so that you will not be late.** Also, we ask that you work with your child to make sure they have

their backpacks ready to go and can open the car door as we will not be able to assist with getting out of the car.

- 3) **AM Student Drop off (Head Start):** **Head Start** students will be dropped off on the bus ramp. Please wait for all buses to depart before pulling up to the bus ramp to drop off your child to his/her teacher.
- 4) **PM Student Pick up (Pre-K - 5):** Afternoon pick up is in the same location as drop off (faculty parking lot in back of the school). Generally, on the first few days of school, our car line will take a long time as everyone learns the procedure. After the first week, it usually gets much quicker and we will finish by 2:15. **As in the morning, parents must remain in their cars and go through the pick-up line to get their child. No one can walk up and pick up their child during active dismissal.** If you need to pick up your child early, you must sign him/her out through the office prior to 1:30 Tuesday through Friday and prior to 12:30 on Mondays. If you are picking your child up early, please walk up and buzz the main office. We will bring the sign out to you and ask you to wait outside while we get your child from class.
- 5) **PM Student Pick Up (Head Start):** Head Start students will be picked up on the bus ramp after the buses depart beginning around 2:15. **Again, parents, no one can walk up to pick up your child you must remain in the car line.**
- 6) **Breakfast & Lunch:** We will serve breakfast in the morning from 7:10-7:35 at no charge to students. The cost of lunch is \$2.25, and you may pay in advance online at www.mypaymentsplus.com. You will need your child's student number when you pay online. For the first three weeks of school, we will not be offering a snack option with lunch. After that point, we will introduce a limited menu of one different snack each day. **New this year, parents and guests are not allowed to eat either breakfast or lunch with their children.** There can be no exceptions to this rule as it is a district mandate. Also, parents, if your child brings lunch from home, please make sure they are able to open the packages and items you send.
- 7) **Volunteers:** We love our volunteers and still need your help but right now volunteering will look different. While volunteers are not allowed on campus this year, we have many things you can do to help from home. Please contact your child's teacher to determine how you can help.
- 8) **Masks:** All students, staff members, and visitors on campus are required to wear a mask. There will be some exceptions. Students can take off masks during PE, at lunch and recess, where social distancing can be safely maintained. Please help your child understand why this is so important. Students may wear masks from home, or we will give them one from school. Masks worn from home must meet the county's dress code rules. Each student will be given a lanyard to attach to their mask. This way when they are not wearing their mask, they can leave it hanging on the lanyard. This will keep them from getting dirty, lost, or confused with someone else's mask.
- 9) **Water Fountains and personal supplies:** Our water fountains will not be available. Therefore, we are asking each student to bring a water bottle from home to drink during the day. Also, students should have a pouch or pencil box where they can keep all of their daily supplies as they will not be allowed to share supplies in the classroom.

- 10) **Safety Procedures**: There will be many safety procedures that we will use in the classroom and around the school. This will include frequent handwashing, cleaning desks, walking in straight lines with hands to themselves, and social distancing whenever possible. Please spend a few minutes with your child to discuss how things may look different and why it is important that they follow the expectations.
- 11) **Movement**: Movement around the school will be limited. However, movement between some classes and specials will occur. All students and staff will follow established safety guidelines for movement which will include cleaning desks between student use. Students will be asked to help with this cleaning process and will carry all of their personal supplies with them from class to class so there will be no sharing.
- 12) **The Clinic**: We have established a separate clinic room which will be used for students with a fever or any flu-like/COVID symptoms. Parents will be contacted immediately, and we ask that you pick up your child ASAP if they display these types of symptoms.
- 13) **Home Check**: Please check in with your child every morning before going to school and if they are running a fever or not feeling well, please keep them at home.
- 14) **Buses**: If your child rides a bus there will be very clear safety procedures in place and students must keep masks on while riding the bus. It will be very important for all students to follow bus rules like staying in their seat and keeping hands to themselves. Please speak with your child about the importance these rules play in their safety during the ride on the bus and in keeping safe from the COVID virus. At school, we will be using a rainy day schedule every day to load buses. This will ensure that students get on their bus safely with minimal exposure. This may mean it takes a little longer to load busses so you may find that students arrive a few minutes later to their stops.
- 15) **Special Activities**. At this time, we will not be planning any special activities such as chorus performances, family nights, or field trips. We are hopeful that this will change in time but for now, we must follow the district guidelines and CDC recommendations.

Thank you for taking the time to read through this detailed explanation and please know we appreciate all of your support as we open this year. I hope that I have answered some of your questions, but of course, you may have more. Please feel free to call our main office at (813) 757-9353 if you have any additional questions or concerns.

Sincerely yours,

Sherri Black

Principal
Cork Elementary School