

August 2022

Dear Families:

On behalf of the faculty and staff at Schwarzkopf Elementary, I would like to take this opportunity to welcome you and your child to Schwarzkopf! We are looking forward to another productive and successful school year and are eager to get started. We want all students to feel a part of our school community and we will try our best to achieve that. As a school and community, we will be there to support our families and keep you informed of any changes.

Our Vision and Mission at Schwarzkopf Elementary is:

Vision:           Creating Innovative Minds for the Future  
Mission:         Building Communication  
                      Enhancing Culture  
                      Active Engagement  
                      Revolutionary Instruction

The 2022-2023 school year begins on Wednesday, August 10, 2022. School hours are 7:40a.m. to 1:55p.m. Tuesday through Friday and we dismiss an hour early on Monday only at 12:55p.m. The Schwarzkopf staff and I ask for your support in ensuring the students arrive and depart from school promptly. Students will be marked tardy at 7:40 A.M. Those of you who are returning to Schwarzkopf know that for the first several weeks the student dismissal and the arriving and departing buses take a little more time. Everything tends to settle down after that and we have smooth sailing. A safe arrival and departure for students is always our primary concern. The staff and I will be on duty both when students are arriving and at dismissal to assist students. Students may arrive as early as 7:10 A.M. Since staff members are not on duty until 7:10 A.M., it is a safety issue for students to be on the grounds prior to 7:10 A.M.

### **Meet the Teacher ( Open House)**

We would like to invite all families to visit your child's classroom for Meet the Teacher on **Monday, August 8, 2022 anytime 12:00 to 3:00. Please do not park on any grass in the neighborhood.**

### **Breakfast and Lunch Program**

Our school cafeteria serves nutritious meals every day to students onsite. Students may eat breakfast (7:10 – 7:35 A.M.) at no charge, and lunch for \$2.25. Extra milk is available for .30 cents. (Lunch will not be free this year) There are also snack items for sale as well beginning the second week of school. Any family interested in applying for free meals may submit the application you received in the U.S Mail to the district office as directed. If you did not receive an application, you may complete the form found in the 1<sup>st</sup> day packet that you will receive.

Please enroll in MyPaymentsPlus <https://www.MyPaymentsPlus.com/> or you may drop off a check for the money to be added to your child's account. Parents must have the student ID number, name of student and home school information.

### **First Day Informational Folders**

You will receive an informational folder on the first day of classes, August 10<sup>th</sup>. Please look through and read each document carefully; even if you have received them in years

past, they are updated to contain new information in some cases. Some of the documents require you to complete information and return them to school. We expect all completed documents by the end of the first week.

After returning the first day folder, it will become the Wednesday Communication Folder. Each Wednesday the folder will come home with any notes, letters, flyers etc from the school. Please return it empty to your child's teacher the following day to be used again the next week. Other than emergency notices, Wednesday will be the day for all communication from the school through this communication folder. We will use parent link at various times during the year to send messages through email and call outs to families from the school. The district will also use the parent link to communicate with you periodically. Additionally, your child's teacher may use various platforms to communicate with you. They will share their way of communicating with you when school begins.

### **Bus Information**

All students at the bus stop should be supervised by parents. Due to school drop off/pick up traffic and to do your part to conserve energy, we strongly encourage all qualified students to ride the bus.

The Transportation Department Bus run information will be available at <http://www.sdhc.k12.fl.us/>.

If you have any questions, please feel free to call us 813-975-6945 where we will be happy to answer any questions you have. Please remember, if you have an ESE child receiving specialized bus services, your bus driver will be contacting you in August with specific bus stop locations, times, and bus numbers.

### **Drop Off Procedures**

We have made some changes to our drop off and pick up procedures for this coming school year to help us maintain social distancing and to keep all our Bears safe! Parents must always stay in their car. Students will exit the car only when the car door is opened for them by the patrols or school personnel.

To expedite our morning and afternoon car drop off/pickup procedures, we ask that you make only right turns into and exiting the school drive during arrival and dismissal times (Please plan your routes accordingly). Also, the County traffic division has posted a sign on Calusa Trace Blvd. which bans parking/standing in front of the school. Walkers and students on bicycles should cross Calusa Trace in front of the school at the direction of the crossing guard. Students on bikes must wear helmets. (See Drop Off and Pick up Procedures)

All students will need to enter the gates to the school alone. Parents may not walk students to class or be on campus.

\* Be certain the teacher knows how your child will be going home. If you change your child's normal way of going home, please send a letter to the teacher alerting her to the change. A child's word will not be accepted. In an emergency, please call the office secretary so she can let the teacher know of the change for that day. The number to call is 975-6945. Note: In the afternoon, walkers will be walked to the crossing guard.

Walkers will exit the front of the building. It is the parent's responsibility to be waiting by the apex of the two sidewalks in the front of the school or have called the office in an emergency if you do not want your child to walk alone. If you designate your child as a walker, that means they will walk home. You may not park and pick up your child as a walker. Walkers may only have an address on file within Calusa Trace subdivision. Car

pick up is a better choice for young students. **Thank you for helping us keep our "Bears" safe.**

**Dismissal Procedures:**

**Please see separate directions for dismissal included in this packet.**

**Visitors**

We will have a closed campus other than volunteers who have been invited to come to school. Please understand that the safety of our students and staff must come before anything else. If you wish to volunteer or chaperone on a field trip, please complete a volunteer application online. Please complete the application at least two weeks prior to when you will be volunteering. This will give the district office time to complete a background check and approve your application.

We have a mailbox outside the main office door where families may drop documents off. Please call the office and let them know you are leaving something so it can be collected. If it is unavoidable and you need to pick your child up early from school, please ring the doorbell at the main office. After you arrive, we will have your child sent to the office. Students will be excused early for appointments and not for convenience. Please try to arrange appointments after school hours.

Conferences will be held by phone, virtually, or in person as needed.

**Forgotten Items**

You may bring forgotten lunchboxes, waterbottles, medicines (you must see the nurse), eyeglasses, and home keys to the mail office. This should be a very rare circumstance. No other forgotten items will be accepted.

**Water Bottles**

All classrooms and common areas have water refill stations. We do not have any traditional water fountains or bottled water. **Your child will be required to bring a full water bottle to school each day labeled with their first name and last initial in permanent marker.**

**Tentative Teacher Assignment**

Your child has been assigned a tentative teacher for the first 20 days of school. If your child is on e-learning, your child has been assigned an e learning homeroom. Please know that all assignments of both students and teachers are tentative until the district office verifies and confirms that our student count justifies the number of teachers assigned to Schwarzkopf. If we have more or fewer students than expected, then our teachers and students may need to be adjusted. Certainly, we do not wish for this circumstance, but if it does occur, we will be forced to move students and or teachers. We will do this in the most positive way for students to feel good about their new assignment or teacher.

**Canvas**

Hillsborough County Public Schools is proud to announce the release of the Canvas Family Guide. This guide provides parents and guardians with helpful information for using Canvas to support and monitor student academic progress. Canvas is the district's new learning management system (LMS) and will replace Edsby. A Learning Management System (LMS) simplifies teaching and learning by connecting the digital tools teachers, students, and parents use in one place. This guide has been created for

parents and guardians and includes information about the Canvas Learning Management System and general instructions for using Canvas as a parent/observer. Canvas provides a variety of benefits for our teachers, students, and parents which are mentioned below:

Students will use Canvas to:

- Access class materials (calendar, assignments, quizzes, etc.) online using any device or any browser.
- Track their progress through ongoing teacher feedback tools.
- Receive course announcements, grade notifications, etc. instantaneously on their preferred device(s).
- Easily collaborate with peers and teachers.

Parents can use Canvas to:

- Review upcoming or past assignments
- Check on grades
- Receive alerts for student activity
- Communicate with teachers

To access the Canvas Family Guide, please go to one of the following sites: <https://sdhc.instructure.com/courses/3146> or <https://bit.ly/canvasfamilyguide>

### **Mandatory Uniforms**

**All students** are expected to be in uniform on the first day of school, August 10<sup>th</sup>. Students may wear maroon/ burgundy or white polo style tops and khaki or blue jean bottoms. You may purchase the uniform tops through Mascot Universe on North Dale Mabry Hwy. The company sets the price. If you do not wish to have the logo on the top, you may purchase the shirts at any retailer that carries plain (no logos, emblems, print, or embellishments), white or maroon/burgundy polo style shirts. If you should have any questions after reading through this mail out, please feel free to call the school at 975-6945. We will be happy to assist you.

Looking forward to seeing all our bears soon,

Cheryl Holley, Principal

Schwarzkopf Elementary

## **New Afternoon Car Rider Procedures**

**12:50PM Monday**

**1:50PM Tuesday – Friday**

Children with last name A-I will be in the front of the school car line.

Parents of students with last names J-Z and ALL Pre K students will form a carline in the back of the school. (See diagram)

### **Directions for Front of the school line (Last name A-I Grades K-5)**

Parents are to form a line to the right and pull up to the cone that says: Carline starts here and wait until the staff begins the carline. The buses will need to be able to pass to go through first.

Parents should not block Calusa Trace Blvd. Please pull all the way to the right of the road without getting on the grass to wait in the afternoon.

(1:50 until line is exhausted)

**Parents are to remain in the car at all times.**

Display clearly the car tag that has the child or children's names and grade level so that staff can see it.

Pull up to the cone number that the staff give you to pick up your child. Students are to enter the car on the right side of the car only.

If your child is unable to hook their own seatbelt or car seat harnesses, please pull around to one of the empty spaces and take care of that.

We ask that upon exiting the driveway, you make only right turns.

Please watch for students walking and on bikes and follow directions of staff and patrols.

### **Directions for the Back of the School Carline (Last name J-Z grades K-5)**

Parents should drive through the access road of Calusa Trace Blvd. staying as far to the right as possible to allow buses to enter and exit the driveway as well. (See Diagram)

The first car should pull up to the cone that says: Carline begins here and form a line.

**Remain in your car at all times.**

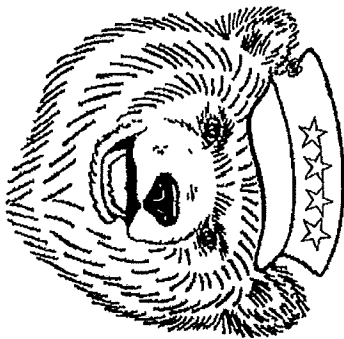
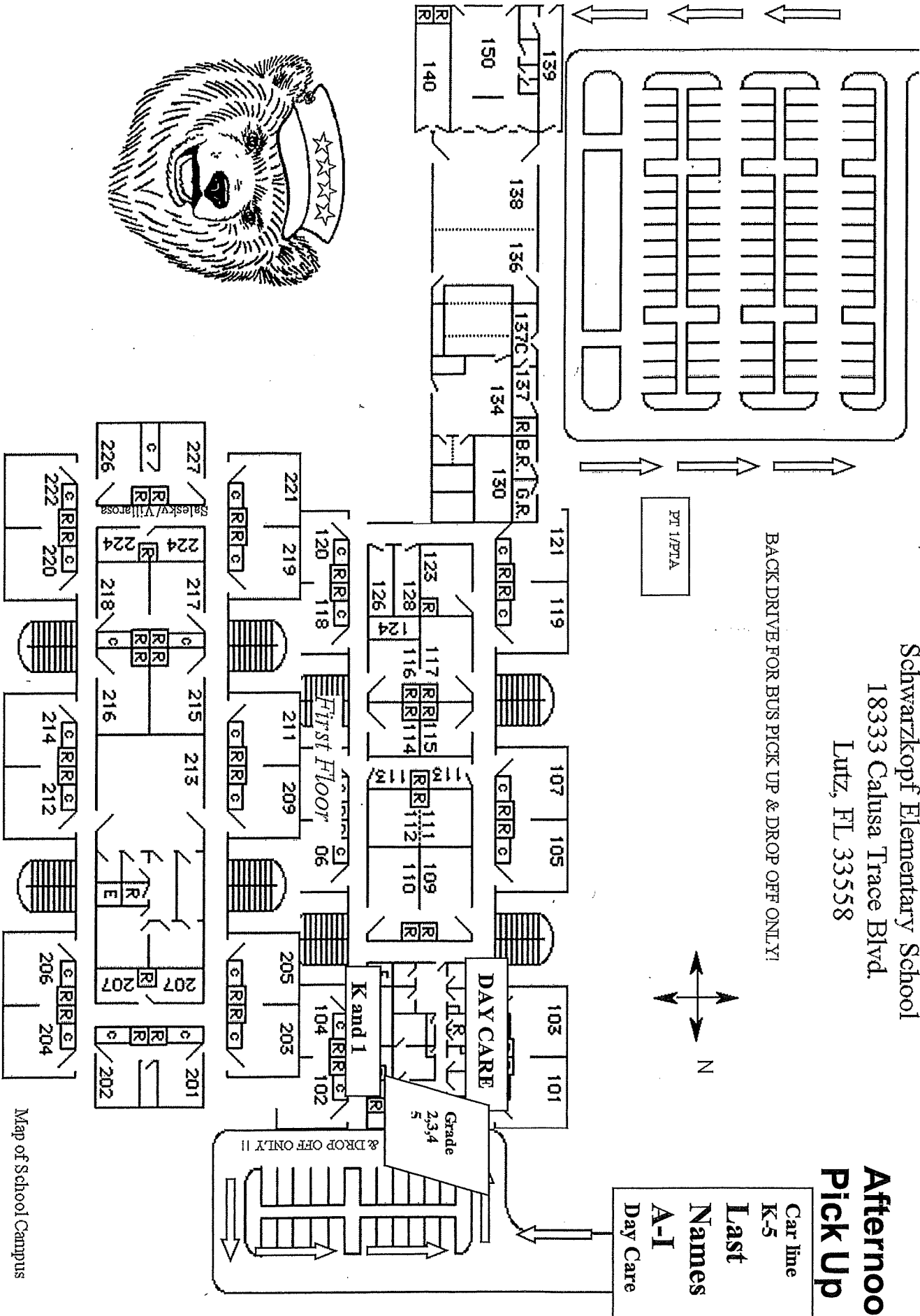
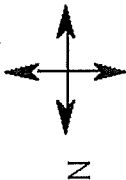
Schwarzkopf Elementary School  
 18333 Calusa Trace Blvd.  
 Lutz, FL 33558

**Afternoon  
 Pick Up**

Car line  
 K-5  
 Last  
 Names  
 A-I  
 Day Care

BACK DRIVE FOR BUS PICK UP & DROP OFF ONLY!

PT 1/EPLA



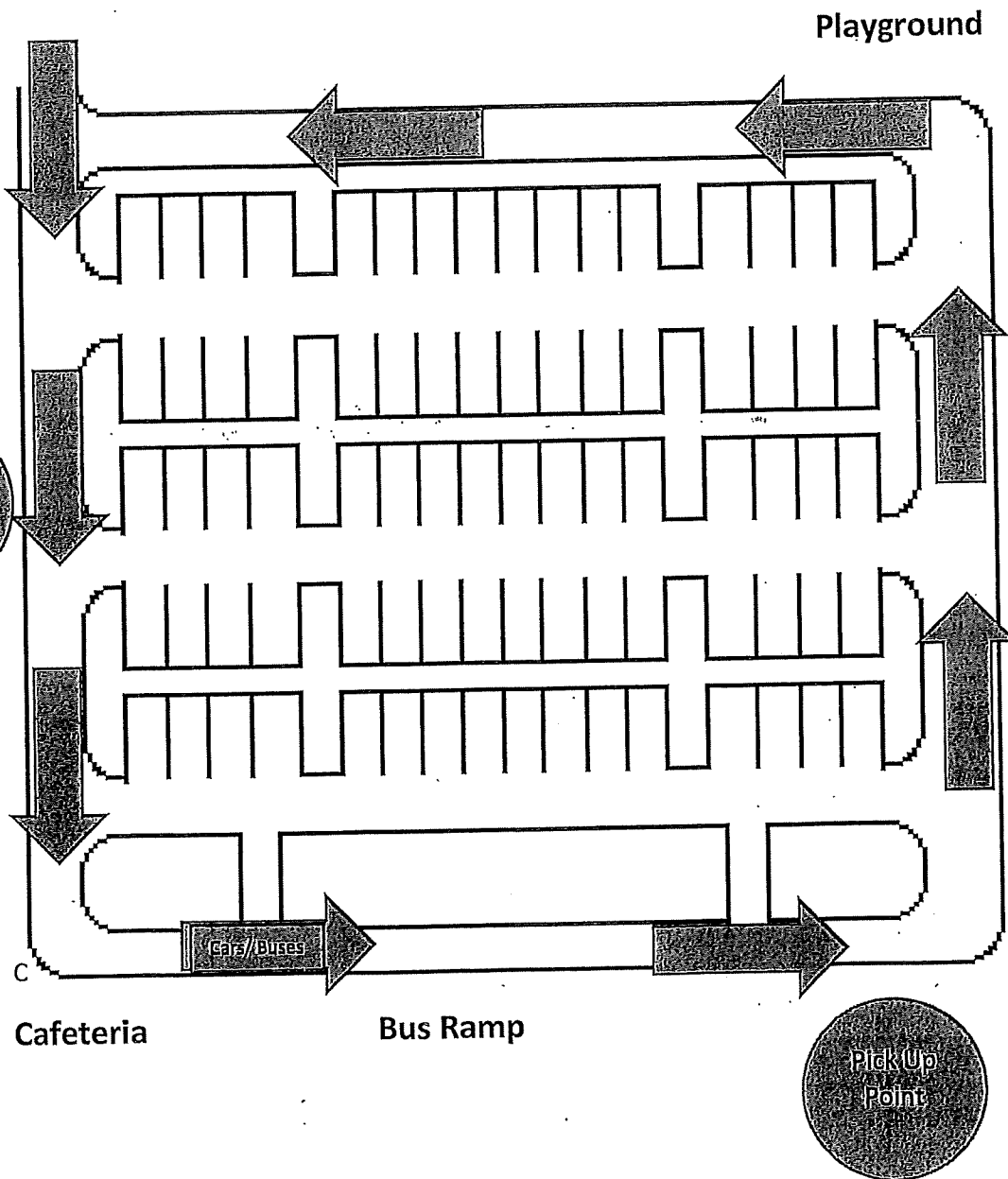
Second Floor

Map of School Campus

# Car Riders Grades K- 5 Last names J-Z

## Back Gate

Enter Here



## Pre K Students

Please follow the access road through Calusa Trace Park to the back of the school. Pre K is dismissed along the side of the ice house. (See Diagram)

Please pull up to the cone that has a stop sign. Please do not block the road to the cafeteria as the buses will need to be able to pass by towards the bus ramp.

**Parents are to remain in the car at all times.**

Please display your car tag with your child's name.

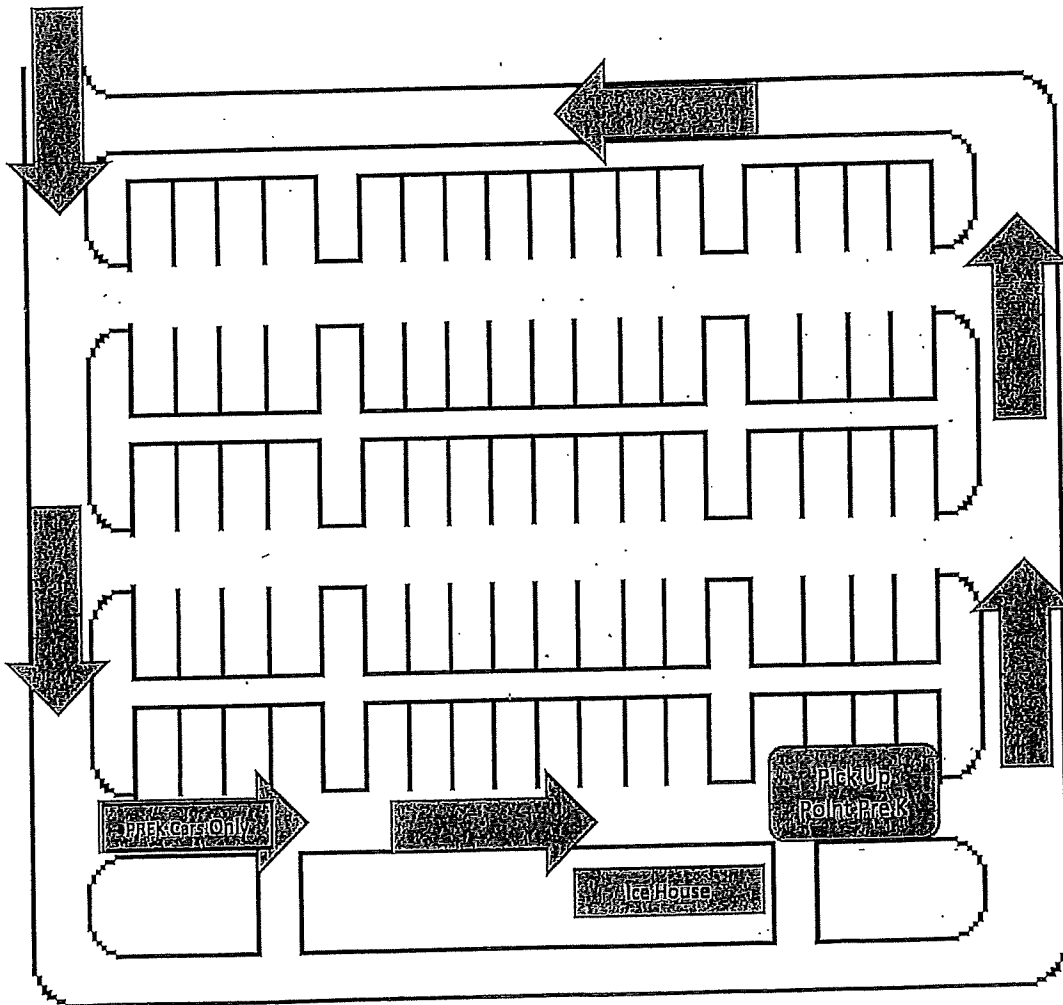
Staff will bring your child to your car and assist the child with seatbelts and car seats.

If you have older siblings to pick up, please let the teacher know that they will need to dismiss with pre K

**Back Gate**

**Enter Here**

**Playground**



**Bus Ramp**

**Cafeteria**



# Schwarzkopf Elementary

## Welcomes You!

On the outside of this letter, there is a four digit number in the upper right hand corner of the address label. Match this number with the number below to find your child's grade, teacher and room assignment. Please be aware that this assignment is "tentative" until the district office confirms that our student count justifies the number of teachers assigned to our school.

EXAMPLE: To the Parent of: 0102

The first two digits "01" show the student is in 1<sup>st</sup> Grade. Mrs. Barrow's name is next to 0102 meaning that she is the homeroom teacher.

ROOM#	TEACHER	Label Code	ROOM#	TEACHER	Label Code
116	Trudy Alex	PEP1	212	Katie Zambito	301
114	Katelyn Coggins	PVP1	214	Brittany Tindle	302
102	Stephanie Barnes	KG01	222	Jessica Schecter	304
104	Jenelle DeMeza	KG02	218	Lauren Piper	305
106	Jenna Grant	KG03	217	Jennifer Colern	306
108	Gillian Terranova	KG04			
118	Renee Allen	KG05			
105	Shira Nelson	101	206	Shelly Hill	401
107	Lana Barrows	102	204	Meghann Nelson	402
119	Samantha Ansotigue	103	203	Nicole Davis	403
121	Shannon Massari	104	205	Nicole Lamberton	404
109	Erin Robbins	105	215	Angelica San Juan	405
110	Megan Brothers	106			
101	Courtney Bertrandt	201	209	Ryan Melli	501
103	Breanna Rio	202	211	Jena Tissier	502
202	Kelly Wright	203	219	Jennifer Evarts	503
201	Jessica Oberlander	204	221	Susanne Shrewsbury	504
117	Christine Pelphrey	205			

**Teacher assignments are tentative until after the 20 day count.**

## Bus Route Information



**School Year: 2022-2023 School: 3861 SCHWARZKOPF ELEMENTARY**

**BUS NUMBER: 2100 AM /2109 PM (RED )**



**RUN NUMBER: .A01/.B01 TYPE: A/B**

STOP	AM	PM	LOCATION
005	6:44	2:23	LAKE LAKE REFLECTIONS BLVD & HAVENVIEW LN
026	6:46	2:30	VAN DYKE RD&LAKESHORE RD (50FT BEFORE)
007	6:51	2:36	LAKESIDE DR & PAULA LN
002	6:55	2:41	WINHAWK WAY & MELISSA ANN DR
014	6:57	2:40	WINHAWK WAY & PAGNOTTA DR
016	7:02	2:25	VAN DYKE RD (SE CR @ CURRIE FORD DR)
015	7:04	2:26	WHIRLEY RD & SCOTT RD
017	7:13	2:07	FALL CREEK DR POOL AREA



**BUS NUMBER: 2124 (ORANGE)**



**RUN NUMBER: .A03/.B03 TYPE: A/B**

STOP	AM	PM	LOCATION
003	6:41	2:09	N LAKEVIEW DR (SW CR @ BRIGADOON DR)
010	6:42	2:10	VALLELY DR & CRANWOOD PL
004	6:45	2:13	ROLLING ROCK DR & VALLELY DR
013	6:49	2:16	N LAKEVIEW DR(NE @ LAKESTONE DR)
012	6:50	2:17	N LAKEVIEW DR (NE CR @ LAUREL DALE DR)
020	6:51	2:06	ROUND OAK DR & CULLENDALE DR
025	6:53	2:18	N DALEMABRY HWY(SE BEFORE TURNLN TO
009	6:56	2:21	CRENSHAW LAKE RD & LITTLE RD
008	7:01	2:25	VAN DYKE RD & VIOLA SOLO PL
022	7:05	2:29	OLD TOBACCO RD(NE CR BEFORE TURNAROUND)

**BUS NUMBER: 2226 (GREEN)**



**RUN NUMBER: .G01/.H01 TYPE: G/H**

STOP	AM	PM	LOCATION
011	6:45	2:22	SAILFISH DR & GOLDFISH ST.
018	6:49	2:26	SAILFISH DRIVE & LAKE CARLTON.
001	6:54	2:31	SAILFISH DR & SAILFISH EMERG GATE.
019	7:03	2:17	LAKESIDE DR. & SHERMAN RD.

