

Parent/Student Handbook 2017-2018

Excellence is Expected!



Corkscrew Elementary School
1065 CR 858
Naples, FL 34120
(239) 377-6500 - (239) 377-6501 Fax



WELCOME TO CORKSCREW ELEMENTARY!

Welcome to Corkscrew Elementary School! As the proud new principal, I know here at CES, Excellence is Expected! Our school's mission is to foster a learning community where students will engage in experiences that develop self-confidence and a love of learning resulting in respectful and responsible citizens. Academic excellence comes from the strong partnership between the school, students, parents and community members. Our families play a pivotal role in the success of our students. CES students show each and every day they are digital learners, global citizens and forward thinkers! Our dedicated and caring faculty and staff create an environment that is focused on student engagement, rigor in the classroom and innovative learning. Together, we will have a wonderful and successful 2017-18 school year!

Sincerely,
Dr. Mehar

OUR VISION

Excellence is Expected!

OUR MISSION

To create a collaborative learning community that inspires success through high quality data-driven instruction, purposeful learning, and amazingly positive experiences for all stakeholders.

OUR BELIEFS

- Student achievement and development are the primary focus of all decisions impacting the work of the school.
- Students learn in different ways and will be provided with variety of instructional approaches to support their learning.
- Students learn best when they are actively engaged in the learning process.
- Respect, cooperation, and communication are necessary among staff members, students, parents, and the community to create a positive learning environment.
- High expectations lead to high achievement for all.
- Success influences self-concept, self-concept influences learning and behavior.
- Collaborative planning is essential in maximizing each teacher's strengths.

Corkscrew Elementary Contact Information

	Staff Member	Contact
Main Office		377-6500
Curriculum	Dr. Rebecca Merhar, Principal	377-6503
	Ms. Jessica Vieira, Assistant Principal	377-6502
Office Manager	Mrs. Debbie Reitz	377-6503
Counseling	Mr. Dan Lyberg, School Counselor	377-6506
Attendance Student Records	Mrs. Robin Dally	377-6505
ESE Program	Mrs. Sue Fialko, Intervention Support Specialist	377-6511
Reading Coach	Ms. Rebecca McCosh	377-7055
Cafeteria/Nutrition Services	Ms. Cindy Edwards, Food Services Manager	377-6512
Youth Relations Deputy	Deputy Matt Reichard	377-2166
Discipline Testing Volunteers	Ms. Jessica Vieira, Assistant Principal	377- 6502

This handbook is provided to give each Corkscrew Elementary School family information regarding the policies and procedures that have been established in an effort to create a safe learning environment for our students. Please take a few minutes to read this handbook with your children to insure they understand all school policies and procedures.

Also, a calendar is provided in the back of this handbook.

ORDER OF CONTENTS
Parent and Community Involvement
Attendance
Arrival and Dismissal
Cafeteria Programs
Health Information
Academics
General School Procedures
School Celebrations & Birthdays
Discipline Philosophy/PBiS
BYOD
Dress Code
CES School Calendar by Month
District Calendar

Parent and Community Involvement

Visitor Policy

- Corkscrew Elementary School encourages and welcomes visitors to our school. As safety is a priority, **we kindly remind ALL visitors, including parents and volunteers, to report to the office first.** All visitors are required to bring a picture ID (Driver's License) with them each time they visit our campus. On your initial visit, your picture will be taken through our Concierge System, and you will be given an individual one-day photo ID visitor pass. Each time you visit the campus a photo ID visitor pass will be given to you. All visitors must also check out using our Concierge System. Please return your visitor label each time you leave the school.
- We require all parents and community members to observe the smoke free campus expectation while at Corkscrew Elementary School as all Collier County Public School facilities are now "Smoke and Tobacco Free Environments."
- If you wish to visit/volunteer a classroom, **24-hour notice is required.** Please contact the principal or assistant principal in advance to arrange this time. A visit to your child's classroom for the purpose of observation is limited to 30 minutes.

PTA

Corkscrew Elementary School's Parent/Teacher Association (PTA) is an organization of communication and fundraising for the parents, students, teachers, and administration. Membership is open to all families and membership cards can be obtained for a \$5.00 membership fee. We extend an invitation for all to be active in our PTA, as your involvement will make the year a rewarding and meaningful experience for you and your children. This is something you won't want to miss! Monthly PTA meeting dates and times will be announced and are available on the CES website.

Volunteers

Corkscrew appreciates volunteers and all that they do for our students and teachers. In order to volunteer, one must complete the online volunteer application on the district website: www.collierschools.com. Parents and community members are encouraged to share their many talents by helping students and teachers in a variety of ways. Volunteers can perform a wide variety of services such as helping in the classroom, the media center, the cafeteria, or by tutoring children. ***Parents who wish to volunteer in the classroom or chaperone on any field trip must complete the online application and watch the power point at www.collierschools.com/ces.*** Parents and community volunteers may be asked to work in a variety of classroom settings to better serve the needs of our students and teachers. You will be graciously rewarded with many smiles and much appreciation.

School Advisory Council (SAC)

The Florida Accountability Act established School Advisory Councils (SAC) at each school site with the charge of devising and implementing a School Improvement Plan. The council is comprised of teachers, parents, non-instructional representatives, community members, and the principal that represent the demographics of Corkscrew Elementary.

These activities and various others of the SAC will be communicated to all Corkscrew parents. Parental input is vital to the SAC's responsibilities. Parental representatives will be selected occasionally, and information will be sent to all parents as to the opportunity to serve on this committee. Minutes from monthly meetings are posted on the school's website. SAC Meetings are normally held on the 2nd Tuesday of each month at 4:30PM. Please watch the monthly newsletters, website and caller for exact dates and time.

ATTENDANCE

Compulsory School Attendance

An important factor of a child's success in school is regular attendance. Chapter 232.09, Florida Law, states:

“Each parent/guardian of a child within the compulsory attendance age is responsible for the child's attendance as required under the provision of Florida School Law. The absence of a child from school is prima facie evidence of a violation of this law.”

Parents must notify the school of any child's absence by a phone call (377-6500) or by sending in a note to the front office, to report the absence that day. Any absence that is not reported will be followed up with a phone call from the school. All parents of students with unexcused absences or a pattern of nonattendance will receive notification from school administration, per board policy 5200. If the pattern of nonattendance continues, a conference will be scheduled with parent, child, Principal and/or Assistant Principal, Counselor, and District Attendance Officer in order to help parents comply with the Florida Statutes. Daily Attendance is critical for the success of your child. Our goal at Corkscrew Elementary is to work with parents to reduce truancy before it becomes a chronic problem. Please contact us with any attendance concerns.

Tardiness

Student tardiness is a concern that must be addressed in order to provide the best education for all our students. ***Prompt arrival*** at school is expected of all children. Students should be in the classroom by 8:20 AM. Late arrival disrupts the class and causes loss of instructional time. Any child who arrives at school after 8:25 AM is considered tardy and must come to the office for a pass to enter class. This also applies to children coming in late from the doctor or dentist. The only exceptions are children arriving on late buses, those on safety patrol duty, and news crew participants. All situations of habitual tardiness will be investigated. CCPS attendance policy will be distributed to all families under separate cover. **IT IS THE PARENT'S RESPONSIBILITY TO BRING THE TARDY STUDENT TO THE FRONT OFFICE FOR CHECK-IN.** *Habitual tardiness has a negative impact on student achievement and development and may result in a meeting with CES administration and/or other corrective measures.*

Please help your child develop responsible habits. Develop a morning routine that will get your child to school on time. If we can be of any assistance, please feel free to contact us to discuss the matter. Thank you for your cooperation.

MAKE-UP WORK

If a student is absent from school due to illness, emergency, etc., it is the student's responsibility to make up work missed during this time period. If a student misses more than two days for sickness, the parent may contact the school to collect information about assignments missed. Teachers must be given 24 hours to prepare assignment packets.

Daily Schedule

7:30	Office opens
7:40	Teachers arrive
7:45	Students may begin to arrive and proceed to holding area
7:50	Breakfast program begins/Student Arrival
8:17	First bell rings, students admitted to class
8:25	<i>Tardy Bell rings</i>
10:40 - 1:00	Lunch
2:50	Dismissal
3:10	End of teacher day
3:30	Office closes

ARRIVAL AND DISMISSAL

- Students should not arrive on campus prior to 7:45 AM.
- Student supervision is available from 7:45 AM until 3:00 PM (unless student is in SACC)
- All car riders should be dropped off is on the east side of school (formerly the bus loop). Please only pick up students from this area in cars. Students will not be dismissed to parents who are not in cars. Siblings that are picking up students to walk home will meet them at the bikerider dismissal area.
- Students should be off school grounds immediately following dismissal unless participating in an organized after school activity.
- Classroom instruction at Corkscrew Elementary School concludes each day at 2:50 PM. Releasing students early creates a distraction for the class and should be avoided. If you have a medical appointment and need to have your student released, please arrive no later than 2:15 PM. Parents arriving late risk having to wait until dismissal ends at 3:00 PM. The office staff will request photo identification. *Office staff will go to the classroom to pick up each student dismissed early. PARENTS ARE NOT PERMITTED TO GO DIRECTLY TO THE CLASSROOMS TO PICK UP THEIR CHILDREN.* This policy is for security purposes.
- Please inform the teacher or office by sending a note if you or someone else is planning to pick up your child early. Anyone picking up the student needs to be listed on the emergency card.
- Any change in dismissal transportation shall be submitted by the parents with a note or telephone call to the office prior to 2:00 PM. Students may NOT go home with a friend on a bus or by car unless school personnel have been notified by the parent/guardian.
- Custody concerns can only be addressed if a legal document (court ordered) has been submitted to the guidance office.

DISMISSAL PROCEDURES

For the safety and security of all students, students will be dismissed from 4 points:

- Car riders – east side of building (in the middle school bus loop)
- Walkers (students who walk from school to home) front of building through bike rack
- Walkers (students who walk from school to home) back of building by playground/hardcourt
- Bus riders - bus loop is at the front of school

BUS RIDERS

- Any pupil missing his/her assigned bus shall report immediately to the adult supervising the area. The student will then be brought to the office and the parents will be called immediately for transportation arrangements.
- A recurrent problem that has caused disappointment for children is to learn that they cannot go home with a friend on the bus to play, for a birthday party, etc. Please explain this to your child. The buses are for the purpose of transporting children to and from school. They do not function as a public carrier.
- Students who refuse to follow bus safety rules will receive a “Bus Referral” which is given to an administrator. For the first referral (depending on the severity of the referral), the student will receive a warning and appropriate consequence. Parent contact will occur upon the second referral, and **MAY RESULT IN SUSPENSION FROM THE BUS FOR 1-10 DAYS AT THE DISCRETION OF THE PRINCIPAL/ASSISTANT PRINCIPAL.**

BICYCLE RIDERS AND WALKERS

Students who walk or ride bicycles should come directly to school using designated bicycle paths and follow all traffic safety rules. It is required by state law that all children, under the age of 16, must wear helmets when riding bicycles. For security, bicycle riders must use locks for their bicycles while parked at school. Children are required to walk their bicycles while on school grounds. The privilege of riding a bicycle to school may be rescinded if safety rules are not followed.

- Only students who walk/ride a bicycle from school to their home should dismiss in the walker dismissal areas. Parents who are walking with their students to their home may meet walkers at the bike rack. All others are asked to follow proper dismissal procedures.

CAR RIDERS- FOR THE SAFETY OF ALL CHILDREN

- Parents who drive their children to school are reminded that the safety of all children is dependent upon all drivers being safe, cautious, and courteous. Please observe safe driving rules around the school. Please follow the directions of the school staff to follow proper traffic patterns for the safety of children and adults.
- Children who ride home by car are dismissed only to the east driveway (formerly the bus loop). A double line of cars will be used to facilitate the dismissal process. Children may not approach their car until all traffic has stopped in front of the loading area. Please watch the staff members on duty for instructions. Please note that any car parked in the No Parking areas adjacent the campus can receive a citation.
- Because of the amount of traffic, **ALL PARENTS SHOULD DRIVE INTO THE CAR DISMISSAL LINE AND STAY WITH THEIR CAR UNTIL SCHOOL STAFF LOADS THEIR CHILD.** We realize that some parents are volunteering in the school or attending end of the day activities and will need to cross with their children. For your child's safety, we ask that you wait for assistance from school staff to cross. Children are not allowed to cross the street without adult supervision. **PARENTS ARE NOT PERMITTED TO GO TO THEIR CHILD'S CLASSROOM TO PICK UP THEIR CHILD BEFORE OR AT DISMISSAL.**
- **STUDENTS IN THE CAR LINE HOLDING AREA WILL BE DISMISSED ONLY TO THOSE WHO ARE IN THEIR CAR, IN THE CAR LINE, FOLLOWING CORRECT CAR LINE PROCEDURES.**
- Signs with student names will be provided for each vehicle during the first week of school. Signs are to be placed on the driver's side of the dashboard or on the visor. If the sign is not displayed, the student must be picked up in the office where identification must be presented. The students will only be released if the person is on the authorized pick-up list (emergency card). If you do not receive a car sign, one can be picked up in the front office.
- Please make sure the appropriate dismissal location is clearly marked on your child's emergency card and please update this with the teacher and the office if it changes during the school year.

CAFETERIA PROGRAM

Menus for breakfast and lunch are published in advance on the Collier County School's website.

- **Breakfast** - Is served daily from 7:50 AM to 8:15 AM. Students are not admitted in the cafeteria after 8:10 AM unless they arrive on a late bus. Students who need to eat breakfast must go to the cafeteria first upon their arrival at school. Student s choosing to eat breakfast at school will not be charged. Please note the following new meal price for breakfast: adult breakfast will be \$1.50.
- **Lunch** - Hot lunch will be served daily on a schedule that allows students to be in the cafeteria for a maximum of 40 minutes (20 minutes in the cafeteria and 20 minutes at recess). Please note the following meal prices for the 2017-2018 school year: student lunch will be \$2.00 (adult \$3.00) and milk is \$.50. Families with certain income levels may qualify for free or reduced meals. If throughout the school year there is a change in the family income level; an application can be filled out at that time. The best way to apply for free/reduced meals is on-line. If you are unable to apply on-line, please contact the front office. Other a la carte items will be available for cash-only purchases.

It is recommended that meals be paid for in advance on Monday mornings. Weekly or monthly checks should be made out to “School Food Services”. Lunch checks should be placed in an envelope marked with your child’s name, student number, teacher, date, and amount. If possible, please write separate checks for each child.

- **BAG LUNCH** - If students elect to bring lunches from home, they should try to include all necessary items (spoons, napkins, etc.). Milk and water may be purchased in the cafeteria. Glass containers are not allowed. “Snap top” cans are often difficult for youngsters to open and are dangerous. Therefore, please use plastic containers for drinks and or food. Please help us to help our students make healthy choices in their lunches and do not include s o d a o r c a n d y in their lunch boxes.

Please note: Parents are welcome to enjoy lunch with their child. Please sign in, via **CONCIERGE** , in the front office prior to joining your child for lunch. For security reasons, parents may only eat with **their** child outside in the picnic area or at the parent table in the cafeteria. Also, food items such as pizza, hamburgers, etc. are not permitted to be brought to share with other students.

CAFETERIA CHARGES

The cafeteria is required by law to balance its books daily. This means no charges for lunch will be permitted without prior approval from the principal. A student who does not have lunch money will be given the chance to eat a cheese sandwich and drink a carton of juice.

HEALTH INFORMATION

Health services are an important part of a student’s total school program. School health staff promote academic success by helping to ensure that students are healthy and ready to learn. School nurses and school health assistants help students manage chronic health conditions, identify and follow-up on suspected health problems, manage illnesses and injuries, monitor immunization and physical examination documentation, and serve as a resource for health and wellness information. To help protect and promote the health of all students, parents are asked to follow the guidelines below.

- Children who have a temperature of 100 degrees or higher should be monitored at home for other signs or symptoms of illness. A child’s ability to perform in school is diminished if he or she does not feel well. If your child has repeated episodes of diarrhea or vomiting, a rash, or general weakness, please consult with your health care provider and keep your child at home until the illness passes or your doctor recommends the child return to school. Health conditions, such as pink eye, are highly contagious and must be properly treated before your child may return to school.

MEDICATION

- Whenever possible, medications should be given at home. However, if it is necessary for your child to receive a medication at school, the parent must bring the medication to school in the original container and complete and sign a Medication Authorization Form. If a prescription medication is required at school, the prescribing doctor must also complete and sign the Authorization. This form is located on the District web-site or is available from the school nurse. Medications are kept in the school clinic. Students may not carry medications at school except in very specific situations which require the written approval of the physician, parent, and school nurse. If your child has a health condition that requires medication or treatment, please contact the school nurse.
- **Parents are also required to pick up unused medication.** At the end of the year, any unused medication that has not been picked up by parents will be disposed.

HEAD LICE

Instances of head lice and nits (eggs) are not uncommon in the elementary school. Parents are called to take home those children who have infestations. These children cannot return to the classroom until the parents have successfully treated the problem. Verification of treatment must be provided to the office, and your child’s hair and scalp will be examined for nits before he/she may reenter the classroom. Re-infestation may occur if only one viable

nit remains on the hair shaft. Head lice, often spread by direct head to head contact outside of school, are most commonly found in young children. Head lice and nits (eggs) do not transmit disease and are not a significant health hazard. The Collier County Public Schools' procedure regarding management of head lice is based on recommendations from the American Academy of Pediatrics, the National Association of School Nurses and the Centers for Disease Control (CDC).

USE OF SUNSCREEN IN ELEMENTARY SCHOOLS:

- Students should apply sunscreen, if desired, before and after school
- If a parent wishes his/her child to apply sunscreen during the school day or during school-sponsored events, the parent must provide the sunscreen which must be:
 - o approved by the U.S. Food and Drug Administration for over-the counter use to limit ultraviolet light-induced skin damage;
 - o in a lotion, cream or wipe preparation. Use of aerosol or spray preparations are not permitted;
 - o labeled with the student's name, ID number, grade and teacher
- It is the parent's responsibility to instruct the child in the proper use and application of sunscreen
- Classroom teacher may maintain individually labeled sunscreens in a basket or other receptacle
- Individual plans will be developed for students that are unable to safely and properly apply sunscreen independently

IMMUNIZATION & HEALTH CERTIFICATE

Florida law requires all students enrolled in school to have on file evidence of a physical examination conducted within the twelve-(12) month period immediately preceding enrollment and an immunization certificate. The updated immunization certificate should be provided prior to the start of school each year. The Collier County HRS Public Health Unit will give free immunizations to all children. Please check with our office staff to find the nearest location that can assist you in this area.

EMERGENCY CARDS

We will send home an emergency card requesting that you provide information important to your child. This card will remain on file should it be necessary to contact you. It is imperative that you inform the office of any changes in address, phone numbers, or emergency contact throughout the school year. Should an accident or illness occur, we must have accurate information in order to contact you promptly. EMS (Emergency Medical Services) will be contacted for serious emergencies. Custody concerns must be clearly indicated and legal documentation provided. At the top of the emergency card, there are 3 choices for dismissal. Please clearly mark how your child will get home.

CONFERENCES

We encourage communication between the school and the home. If you have any questions, concerns, or wish to discuss your child's progress, please call the office (377-6500) to set up an appointment. Parents should not attempt unscheduled conferences, as teachers have responsibilities for children and other duties assigned which will not permit them the opportunity to meet at any given time. It is requested that at least one day's notice be given to the school unless it is an emergency situation. The teachers' work hours are from 7:40am- 3:10pm. You may also arrange a conference by sending a note to the teacher. Indicate a time and date that would be convenient and the teacher will confirm or suggest another time. Classroom observations may be arranged per Principal approval. Please submit a written request 24 hours prior to the request to the front office. Classroom observations will be for no more than 30 minutes. Parents must check in the office prior to any classroom visit.

WORK AT HOME

- It is the policy of the School Board that homework is an integral part of a successful educational experience. Not only does homework reinforce

learning through the practice, application, integration, and/or extension of knowledge and skills, but it also serves to develop the study skills and sense of responsibility that will enable students to become independent learners.

- Corkscrew Elementary maintains a consistent homework policy where a variety of opportunities exist for children to independently, or with parental assistance, complete homework. Regular homework assignments will begin in Kindergarten and will continue to increase in length and complexity through the fifth grade. These assignments are intended to reinforce academic skills that were taught during the day, to provide an additional drill in areas that are weak, and to develop a sense of responsibility in the child.
- Homework assignments will be reasonable, purposeful, and meaningful for the student. Because of varying teacher expectations and an awareness that each child works at a different pace, there is no predetermined amount of time to be spent on homework at each grade level. However, if a child frequently spends more time on homework than the parent deems reasonable, a conference with the teacher is recommended to determine if part of the homework is unfinished class work and/or if study skills and work habits need to be improved.

NOTIFICATION OF ACADEMIC PROGRESS - Florida Statute (232.245) requires each district to report annually to families their children's progress toward achieving district expectations for reading, writing, and mathematics as well as your child's performance on statewide assessments. To meet this state requirement, our district will send parents the results of standardized and state tests soon after they are received in the district office. In addition, one or more of the following will be used to evaluate your child's progress toward achieving district expectations. FSA (Florida Standards Assessment—3rd, 4th, 5th), i-Ready (Grades K—5th), District, school and/or state assessments, classroom work, teacher observation, grades, portfolios, etc.

TEXTBOOKS

The State of Florida furnishes textbooks to students. At the beginning of the school year, letters documenting books student are responsible for will be sent home. Students will be charged for lost books that have been issued to them and for books damaged through negligence. This rule also applies to books that have been checked out in the Media Center. Online versions of textbooks are also available. Please see your teacher regarding log-in information.

GENERAL SCHOOL PROCEDURES

- **Things to leave at home:** (unless special permission is received by teacher prior to a special event): toys, cards, dolls, games, radios, skates, skateboards, hardballs, bats, sharp objects, and items of value (such as jewelry, heirlooms, and money). Any of the above items that are brought to school without permission, will be taken by the teacher and must be picked up by parents in the front office.
- During lunch time, a parent may only take their child outside to the picnic area. Additional classmates are not permitted.
- No gum chewing allowed on campus.
- Pets/Animals may not be brought to school or on the school campus.
- **LOST & FOUND** - Please label your child's lunch box, jackets, sweaters, and sweatshirts with their name. At the end of each school day, all lost & found items will be collected from the Related Arts teachers and the playground area and sent to the cafeteria. Those items marked with a child's name will be returned to the child that day and items that are not marked will be placed in the lost & found located in the cafeteria for a period of 30 days. After 30 days, unclaimed items will be donated to charity. Note: After school programs have their own lost & found.

SCHOOL CELEBRATIONS & BIRTHDAYS

PARTIES/CELEBRATIONS:

- Four classroom parties may be held yearly. *Homemade food items are not to be brought at any time.*
 - CCPS does not allow homemade foods to be brought to school. Many students have food allergies and cannot be allowed to inadvertently eat something to which he/she may have an allergic reaction. Commercially prepared items are labeled so that ingredients are known.
- Unfortunately, birthday parties may not be celebrated at school. There are many reasons for this: hurt feelings, loss of educational time, and disruptions in the cafeteria. Please plan your child's birthday party as an after school event.
 - To avoid disruption of the school environment, we ask parents to refrain from having flowers or balloons delivered to their child at school. These items cannot be transported by bus nor delivered to the classroom during school hours.
 - Each classroom teacher acknowledges a child's birthday in various ways. In all cases, children are recognized on their special day.
 - Parent may contact the classroom teacher to discuss sharing a Bfit snack in recognition of a birthday.
 - Gum and candy is not allowed (Board Policy 8510-Wellness)
 - Distributing party invitations at school causes several problems including classroom disruptions, children's hurt feelings, and weakening in the cohesiveness of a classroom team. Please refrain from this practice.

DISCIPLINE PHILOSOPHY

Students are expected to adhere to the CCPS Code of Student Conduct.

What is Positive Behavior Intervention Support?

PBIS is a collaborative, evidence-based approach to developing effective interventions for problem behavior. The program emphasizes the use of proactive, educative, and reinforcement strategies to achieve meaningful and durable behavior outcomes. The goal of Positive Behavior Support is to build effective environments in which positive behavior is more effective than problem behavior.

School-Wide Expectations:	Classroom Expectations:	Playground Expectations:
<ul style="list-style-type: none">• Be Responsible!• Exceed the expectations!• Always do your best!• Respect! <p style="text-align: center;">Excellence is Expected!</p>	<ul style="list-style-type: none">• Come to class on time• Complete all tasks• Share ideas with others• Listen and respect others' ideas• Raise your hand to speak• Allow the teacher to teach• Keep hands, feet, and objects to yourself	<ul style="list-style-type: none">• Use polite language• Use kind hands• Use equipment properly• Think safety first• Walk quietly in designated areas• Use cooperation and friendship• Use patience and care when waiting your turn• Walk quickly and quietly to line up

PBIS Student Recognition

- Homeroom classes earn paw print points towards a class reward chosen by the students.
- Each week, a student in each classroom is chosen as the "*Star Student*," He/She will receive a sticker and choose a prize and be celebrated by his/her classroom peers.

- Corkscrew also teaches monthly character traits as part of our Positive Behavior Intervention Support program. One teacher from each grade level will choose their “*Excellence Award*” winner. All of our Excellence Award winners will participate in a group picture, receive prizes, and their names will be shown on the morning news.

How Can Parents Help with PBIS?

- Be a good role model
- Talk to your child about his/her day.
- Keep communication between you and your child’s teacher active throughout the school year.
- Focus on the ***POSITIVE!***

BRING YOUR OWN DEVICE (BYOD) AT CES

The BYOD initiative is designed to enhance learning and instruction, and is used in conjunction with the technology that is already available for our students at Corkscrew Elementary School. It is not necessary for every student to bring a device to school as these devices are utilized to enhance the learning of our students. Students will access the internet through the CCPS BYOD wireless network on a registered device. This network will provide filtered internet access as well as access to some other district systems and resources. Any and all access may be monitored for the purposes of network security and student safety.

Student Responsibilities:

- Read, agree, and adhere to the CCPS Responsible User Agreement.
- Access the internet through the CCPS BYOD network only. (Access of the internet through data plans such as 3G/4G networks is prohibited.)
- Use of the CCPS BYOD network is for instructional and school related purposes only. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
- CCPS is not responsible for any data or app charges that a student may incur from a service provider
- Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as no technology zones or any other areas where devices are not permitted.
- Follow teacher directions for use of the device.

Caution:

- If reasonable belief exists that the student has violated the terms of the Responsible User Agreement, or other district policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by CCPS.
- If teachers feel that students are not using Technology appropriately and/or they are using it in forbidden areas or at inappropriate times the teacher may take the device and give it to Administration to hold until the end of the day. Parents will be notified by Administration in these cases and a discipline referral may be completed.

Parent Responsibilities:

- Carefully read and review the Responsible User Agreement that is located online within the CCPS Parent Portal BYOD section with their child and indicate their agreement.
- Be sure their child’s device is in proper working order and is fully charged daily.

- Monitor their child's usage of their mobile devices.

Where can I get more information?

- Collier County Public Schools BYOD Website <http://collierschools.com/BYOD>

Classroom Placement

Corkscrew administration and staff will carefully consider all aspects of academic data, social development, and students' unique needs as placement criteria. Because we believe that parents are important partners in the education process and provide valuable input, those who desire to share additional information about their child, but not specific teacher names or gender, may do so in a letter of one page or less during a time frame that will be distributed each spring.

DRESS CODE

Corkscrew Elementary School Uniform	
Bottoms <i>*dress code length (bottom hem must be at or below your child's fingers)</i>	Black, Navy or Khaki Dockers-style pants or capris Black, Navy or Khaki Shorts, Jumpers, or Skorts (* dress code length) <i>Cold Weather allowances:</i> Black, Navy or Khaki/tan SOLID color leggings/tights may be worn under the above mentioned approved bottom options.
Tops	Collared Polo-style shirts (any solid color) Any emblem visible will be <u>no larger</u> than a quarter Embroidered shirts with school name are optional <i>Cold Weather allowances:</i> any SOLID color long sleeve shirt may be worn <u>UNDER</u> the above mentioned approved top options.
Friday Spirit Day/Early Release Day	Any Corkscrew T-shirt in any color allowed (this includes field day shirts, Honor Roll shirts, CES spirit shirts, classroom shirts and embroidered or printed Corkscrew T-shirts)
Jackets and Sweaters	School appropriate and modestly sized jackets, sweatshirts and sweaters may be worn to school on cold weather days. (may have CES logo)
Shoes	Ankle height sneakers/gym shoes with socks. NO knee length shoes, shoes with heels or boots, or open toed shoes.
Socks	Matching ankle or crew length

If the Corkscrew Elementary Dress Code Policy is not followed:

- First offense - verbal warning
- Second offense - warning with dress code policy reminder for parents and students to sign and return (the specific dress code violation will be highlighted on the policy sent home for signatures)
- Third Offense - result in an infraction and a consequence/loss of privilege

*If inappropriate clothing is worn to school, parents/guardians may be notified by telephone and more appropriate clothing will have to be brought to school before the student will be allowed back in class.

HELPFUL DRESS CODE GUIDELINES

- Hair shall be clean and neatly groomed. Therefore, colored hair, color streaks, Mohawk cuts, or any type of grooming with the potential to disrupt the educational setting is not permitted.
- Hats, bandanas, or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes.
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include, but are not limited to, garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Transparent, mesh, or see-through clothing may not be worn.
- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement or artwork.
- Shorts and slacks must be worn at the waistline. The shortest length of shorts and skirts should be fingertip length when arms are extended downward.
- Costumes, sleepwear and/or clothing/adornment that creates a distraction is not permitted except on designated days.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S.

COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0441 CES

2015-2016 SCHOOL FINANCIAL REPORT

CORKSCREW ELEMENTARY SCHOOL

REVENUES	Footnotes [1] and [2]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 711,720	11.60	\$ 56,596,906	12.34	\$ 3,218,391,783	13.22
State/Local (excludes Lottery)		5,421,102	88.37	401,559,372	87.55	21,080,431,230	86.62
Educational Enhancement (Lottery) Trust Fund		1,743	0.03	-	-	-	-
Private		306	0.00	485,275	0.11	39,754,607	0.16
Total		\$ 6,134,871	100.00	\$ 458,641,553	100.00	\$ 24,338,577,620	100.00

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

[2] Total school revenues do not include Race to the Top revenue.

K-12 OPERATING COSTS ** Footnote [3]	Per Full-Time Equivalent Student				TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	Not Available from State Data Base	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 5,558	\$ 5,092	\$ 4,646	\$	\$ 3,518,665
Substitute Teachers (Salaries/Benefits)	Footnote [4]				
Other Instructional Personnel ****	823	1,032	972		521,163
Contracted Instructional Services	120	204	193		75,682
School Administration	625	690	561		395,383
Materials/Supplies/Operating Capital Outlay	286	334	197		180,810
Food Service	816	529	495		516,353
Operation and Maintenance of Plant	1,133	1,112	887		717,359
Other School-Level Support Services	331	296	208		209,456
TOTAL SCHOOL COSTS **	\$ 9,692	\$ 9,289	\$ 8,159	\$	\$ 6,134,871

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs such as transportation and administration for CCPS totaled:

[3] Operating costs do not include Race to the Top expenditures.

[4] Costs of substitute teachers included in "Other School-Level Support Services" are: \$62,140

\$30,761,349 or \$694 per FTE

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student				TOTAL COSTS
	SCHOOL	DISTRICT	STATE	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [5]					
Basic Programs	\$ 4,776	\$ 4,262	\$ 3,921	\$	\$ 2,198,456
ESOL	6,715	5,633	4,774		276,242
Exceptional Programs	7,930	7,829	7,293		1,043,967
Career Education Programs		3,536	3,935		-
Adult Programs Footnote [6]		-	-		-
Materials, Supplies, Operating Capital Outlay: Footnote [7]					
Textbooks				\$	18,145
Computer Hardware & Software					114,894
Other Instructional Materials					38,134
Other Materials and Supplies					9,637
Library Media Materials				\$	3,872

[5] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[6] Not FEPP-Funded

[7] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.

CORKSCREW ELEMENTARY



Excellence Is Expected