

# Corkscrew Elementary School



## Parent/Student Handbook and Calendar

Excellence is Expected!



[www.collierschools.com](http://www.collierschools.com)

Dr. Kamela Patton  
Superintendent of Schools

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This report has been prepared by The District School Board of Collier County.  
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**Coordinated by:**  
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**VISION STATEMENT**

By providing exceptional educational opportunities that motivate and engage each student, all students will complete school prepared for ongoing learning as well as community and global responsibilities.

No person in this district, shall, on the basis of race, national origin, sex, disability, marital status, religion, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in employment conditions or practices conducted by The District School Board of Collier County.

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# WELCOME to CORKSCREW ELEMENTARY!

Dear Parents and Students,

Welcome to Corkscrew Elementary School for the 2015-2016 school year. Our school vision, “Excellence is Expected” will continue to be the guiding principal as we work towards the best possible educational experience for our students. Corkscrew will provide an environment where every student has the opportunity to reach their academic and social potential via academic rigor and fun. We look forward to working in partnership with our Corkscrew families to fulfill this school vision.

Ronna Smith  
Principal

*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. Adjustments that need to be made to the calendar will be published in the CES monthly newsletter.*

## 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

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

# PARENTS AND COMMUNITY

## It's All About Involvement & Partnership

### 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 FAST PASS 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 FAST PASS 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 observe a classroom, 24 hours notice is required. Please contact the 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 <https://corkscrewpta.membershiptoolkit.com/home>.

### 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](http://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 chaperone on any field trip must complete the online application and attend the volunteer orientation offered prior to the field trip.** 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 the 2nd Tuesday of each month at 5:00 PM. Please watch the monthly newsletters 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 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.

### **PLEASE NOTE changes in early pick-up:**

**Whenever possible**, please schedule your child's appointments outside of school hours. Parents who need to pick up their children during the school day must report to the office and sign out the child. Students may be dismissed from the office ONLY. **Early pick-up disrupts the class and causes loss of instructional time, therefore, in an effort to maximize educational opportunities and minimize such disruptions, early pick-up will be noted in the school computer system along with tardies, as well as on K-5 Standards Based Progress Reports. In order to avoid disruption of classroom instruction, students picked up after 2:00 PM will be dismissed to office personnel from the classroom.** Office personnel will only get a student upon the parents arrival in the office. If a child is to be picked up by someone other than a parent, advance arrangements must be made with the office. **Photo identification is always required.**

**\*\*\*Any change in dismissal transportation shall be submitted by the parents with a note or telephone call prior to 2:00 PM to assist in notification of students prior to dismissal.**

### 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.

### Daily Schedule

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

## BYOD at CES

This 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 Use 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 Use 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 Use 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.

## ARRIVAL AND DISMISSAL

**\*PLEASE NOTE: 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 rider drop 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 bike rider dismissal area.

1. Students should be off school grounds immediately following dismissal unless participating in an organized after school activity.

2. 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.

3. 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.

4. 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.

5. 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:

1. Car riders – east side of building (in the former bus loop)
2. Walkers (students who walk from school to home) front of building through bus loop (former car loop)
3. Walkers (students who walk from school to home) back of building by playground/hardcourt
4. Bus riders - bus loop, 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.**



## **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.**

## **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 expectation 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. Since the needs of our ESE students (Exceptional Student Education) vary, homework in these programs will be determined by the individual class teachers based upon the student's Individual Education Plan. Please contact your child's teacher if you should have any questions concerning homework.

### **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.**

### **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.

### **Parent 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.

### **Student Records**

Parents have the right to view their student's records. If you would like to see these you may set up an appointment with the Guidance Department by calling the office (377-6500). During the conference, the counselor will explain and interpret various entries and test scores. If you would like to have copies of any records, we would be happy to make them at a charge of \$0.15 per page.

### **Textbooks**

The State of Florida furnishes textbooks to students. A book cover may protect each textbook issued to a child for regular use. 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 may not be brought to school or on the school campus.

## **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 4 choices for dismissal. Please clearly mark how your child will get home.

## **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 following 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).

## **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.

## **CAFETERIA PROGRAM**

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

### **Breakfast**

Breakfast will be 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. Students 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 35 minutes (20 minutes in the cafeteria, 15 minutes recess). **Please note the following meal prices for the 2015-2016 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 soda or candy in their lunch boxes.**

**Please note:** Parents are welcome to enjoy lunch with their child. Please sign in, via FAST PASS, in the front office prior to joining your child for lunch. For security reasons, parents may only take their child outside to the picnic area. If you prefer to eat inside, a Family Table will be available. 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.

### **Birthday Recognition**

Birthday celebrations are special for each student, but should remain an outside of school activity. Treats for birthdays must fall on the approved B-fit list developed by teachers. Please note teachers can not share or distribute private party invitations of any kind. Students and parents wishing to celebrate a birthday could consider a "Birthday Book". For \$20.00, a student can choose a book to be donated to the media center. Their name and birthday will be placed inside the cover of the book.

## Lost & Found

Please mark 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.

## Dress Code

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

Bottoms	Black, Navy or Khaki Dockers-style pants or capris Black, Navy or Khaki Shorts, Jumpers, or Skorts (* dress code length) Cold Weather allowances: Black, Navy or Khaki/tan SOLID color leggings/tights may be worn under the above mentioned approved bottom options. <b>***Dress Code length (Bottom hem must be at or below your child's fingers)</b>
Tops	Collared Polo-style shirts (any solid color) Any emblem visible will be no larger than a quarter Embroidered shirts with school name are optional  Cold Weather allowances: any SOLID color long sleeve shirt may be worn UNDER the above mentioned approved top options.
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)
Friday Spirit Day/Early Release Day	Any Corkscrew T-shirt in any color allowed (this includes field day shirts, CES spirit shirts, classroom shirts, and embroidered or printed Corkscrew T-shirts)
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

## Helpful Guidelines:

- Hair shall be clean and neatly groomed. Therefore, colored hair, 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 skorts 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.

# Discipline Philosophy

## What is Positive Behavior Support?

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

## PBS Student Recognition

Individual students are recognized for following school/classroom expectations by receiving a "*Paw Print*" paper token from faculty and staff members. Paw Prints are turned into grade-level buckets in the media center. On our morning announcements, a grade level is chosen each day to be represented. The morning anchor will chose 2-3 winners from that grade level. These winners may come up the office to choose something from our treasure box.

Each week, a student in each classroom is chosen as the "*Star Student*" and he/she will receive a sticker and choose a prize and be celebrated by their classroom peers.

Corkscrew also teaches monthly character traits as part of our Positive Behavior 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 PBS?

- 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!***

**Students are expected to adhere to the CCPS CODE OF STUDENT CONDUCT.**

# Corkscrew Elementary Contact Information

## **CURRICULUM**

Mrs. Ronna Smith, Principal 377-6503

Ms. Jessica Vieira, Assistant Principal 377-6502

## **COUNSELING**

Mr. Dan Lyberg, School Counselor 377-6506

## **OFFICE MANAGER**

Mrs. Debbie Reitz 377-6503

## **WITHDRAWING A STUDENT**

Mrs. Robin Rochelle 377-6505

## **ESE PROGRAM**

Mr. Kyle Lapaglia, INSS 377-8787

## **READING COACH**

Ms. Rebecca McCosh 377-7055

## **CAFETERIA**

Ms. Teresa LeCrone, Manager 377-9703

## **TESTING**

Ms. Jessica Vieira, Assistant Principal 377-6502

## **DISCIPLINE**

Mrs. Ronna Smith, Principal 377-6503

Ms. Jessica Vieira, Assistant Principal 377-6502

## **ATTENDANCE RECORDS**

Mrs. Robin Rochelle, Data Entry 377-6505

## **YOUTH RELATIONS DEPUTY**

Deputy Matt Reichard 377-2166

## **VOLUNTEERS**

Ms. Jessica Vieira, Assistant Principal 377- 6502

Florida Sheriffs Association - School Safety Hotline -Report drugs,  
guns, weapons, and other criminal activities in schools.  
CALL TOLL FREE and REMAIN ANONYMOUS 1-877-723-2728

# SCHOOL CALENDAR 2015-2016

August 17, 2015	First Day for Elementary Students
September 7, 2015	Labor Day - No School**
September 14, 2015	Early Release Day
September 23, 2015	Early Release Day
October 19, 2015	Teacher Planning Day - No School
October 20, 2015	Teacher Professional Day—No School
November 11, 2015	No School, Veteran's Day**
November 23-27, 2015	Fall Break—No School**
December 17, 2015	Early Release Day
December 18, 2015	Early Release Day
December 21-31, 2015, January 1, 2016	Winter Recess**
January 4, 2016	Teacher Planning Day — No School
January 5, 2016	Hurricane Make-up Day
January 18, 2016	Dr. Martin Luther King Day—No School**
February 15, 2016	Presidents' Day - No School **
March 11, 2016	Teacher Planning Day — No School
March 14-18, 2016	Spring Break - No School**
March 25, 2016	No School**
April 12, 2016	Early Release Day
May 12, 2016	Early Release Day
May 27&30, 2016	No School/Memorial Day**
June 6, 2016	Early Release Day
June 7, 2016	Early Release Day/Last Day of School

**\*\*Schools will be closed**

## REPORT OF SCHOOL PROGRESS

### **GRADES K-5 INTERIM REPORTS**

September 24, 2015  
December 1, 2015  
February 12, 2016  
May 4 2016

### **GRADES K-5 REPORT CARD**

October 29, 2015  
January 14, 2016  
March 30, 2016  
June 7, 2016



