

Welcome to the 22-23 school year at Cork Elementary, Home of the Cougars!



I know that this continues to be a challenging time for all of us, but I want to assure you that we are fully staffed and are ready to serve your children. We are all looking forward to welcoming back our returning students and meeting our newest Cougars! This letter is intended to provide some basic information about our school's policies and procedures.

Homeroom Teacher: Your child will receive a postcard with "back to school" information on it. The QR code directs you to our website and from there you can determine your child's teacher. He/she will be reaching out to you before our "Meet and Greet" on Monday, August 8th. Please note that parents and students are divided by last names into time slots to minimize the number of people on campus at one time and to allow teachers to spend more quality time with each family. Please adhere to this schedule as much as possible to keep us all healthy and safe.

First day of school: The first day of school will be Wednesday, August 10th, and **parents will be allowed to walk their student(s) to class for this day only**. Instruction begins daily at 7:40 and all students should be on campus by 7:35 to prevent instructional loss.

Campus Access: Visitors on campus will be restricted and will be scheduled in advance.

Visitors: As noted previously, parent visitation on campus will be very limited for safety/security reasons. Parents are not permitted to walk students to class after the first day of school, Wednesday 8/10. I know this may be stressful for some, but I assure you that our staff will take very good care of your children and we have planned for extra adult supervision on campus to help during the first few days as students learn how to navigate the campus.

AM Student Drop Off (Pre-K - 5 Students): Student drop off will remain the same. The drop off time will be from 7:10-7:40 in the car loop located in front of the main office for all Pre-K - 5 students. (See next section for Head Start student information).

Parents are allowed to park in the church parking lot and walk their child across the lane (using the cross walk) and up to the security gate. The car line moves very efficiently once everyone gets accustomed to the procedure. However, the first week is slower, so please be patient and plan your morning accordingly so that you will not be late. Also, we ask that you work with your child to make sure they have their backpacks ready to go and can open the car door, as we will not be able to assist with getting them out of the car.

AM Student Drop off (Head Start): Head Start students will be dropped off on the bus ramp beginning at 7:35. Please wait for all buses to depart before pulling up to the bus ramp to drop off your child to his/her teacher.

PM Student Pick Up (Pre-K - 5): PLEASE DISPLAY CAR RIDER HANG TAGS UNTIL YOUR CHILD IS LOADED INTO THE CAR! These tags not only expedite car loading, but they also provide additional safeguards for the children. Drivers must pull up to the farthest car loader available. Do not stop where you see your child. They will be directed to the appropriate position for loading. Please pull forward close to the vehicle in front of you while waiting. Generally, on the first few days of school, our car line will take a long time as everyone learns the procedure. After the first week, it usually gets much quicker and we will finish by 2:10.

As in the morning, parents must remain in their cars and go through the pick-up line to get their child. No one may walk up and pick up their child during active dismissal. If you need to pick up your child early, you must sign him/her out through the office prior to 1:30 Tuesday through Friday and prior to 12:30 on Mondays. If you are picking your child up early, please walk up and buzz the main office. This will require that you present a photo I.D.

PM Student Pick Up (Head Start): Head Start students will be picked up on the bus ramp after the buses depart beginning around 2:15. **Again, parents, no one may walk up to pick up a child. You must remain in the car line.**

Breakfast & Lunch is FREE for all Students: Cork Elementary is enrolled in the federal Community Eligibility Provision (CEP) program which means all meals will be free for all students! We will serve breakfast in the morning from 7:10-7:35. Students arriving after 7:35 will be given a grab-n-go bag breakfast. **Parents and guests are not allowed to eat either breakfast or lunch with their children.** Also, parents, if your child brings lunch from home, please make sure they are able to open the packages and items you send. Snack Cart will be offered again this year. Snack Cart payments can be made with cash, check or online at <https://www.mypaymentsplus.com>.

Volunteers: We love our volunteers and still need your help, but right now volunteering will look different. Volunteers will be allowed on campus once we have completed arrival and students are securely in class. We also have many things you can do to help from home. Please contact your child's teacher to determine how you can help.

Masks: For all students, staff members, and visitors, masks are optional.

Water Filler Stations and personal supplies: Our water fountains have been replaced with water filling stations. Students are asked to bring a water bottle from home to drink from during the day. Also, students should have a pouch or pencil box where they can keep all of their daily supplies as they will not be sharing supplies in the classroom. (Refer to School Supply List by Grade)

Safety Procedures: There will be many safety procedures that we will use in the classroom and around the school. This will include frequent handwashing, cleaning desks, walking in straight lines with hands to themselves, and social distancing whenever possible. Please spend a few minutes with your child to discuss why it is important that they follow the expectations. We want everyone to stay healthy!

Movement: Movement around the school will be limited. However, movement between some classes and specials will occur. All students and staff will follow established safety guidelines for movement which will include cleaning desks between student use. Students will be asked to help with this cleaning process and will carry all of their personal supplies with them from class to class as there will be no sharing.

The Clinic: We have established a separate clinic room which will be used for students with a fever or any flu-like/COVID symptoms. Parents will be contacted immediately, and we ask that you pick up your child ASAP if they display these types of symptoms. New this year, parents must sign permission for the health services you would like the school to provide. The form will be in the first day packet. Please make sure to read this form carefully and check the appropriate boxes. Every student must have this form on file in the office.

Home Check: Please check in with your child every morning before going to school and if they are running a fever or not feeling well, please keep them at home.

Buses: If your child rides a bus there will be very clear safety procedures in place. It will be very important for all students to follow the bus rules but especially the ones that require them to stay in their seats and keep their hands to themselves. Please speak with your child about the importance these rules play in their safety during the ride on the bus to and from school.

Discipline: Cork Elementary desires an atmosphere throughout the school where the students are safe, secure, happy and have a maximum opportunity to learn. We have school-wide and classroom expectations that are clearly defined. Students who do not meet the expectations or who repeatedly break the rules will be counseled by their teacher, guidance counselor, Assistant Principal and/or the Principal. Parents will be contacted and kept informed of problems that arise. Continuous disregard for school-wide principles may result in assignment to detention or out-of-school suspension. Children will be excluded from transportation by bus if their behavior is disruptive. The school will notify the parents in the event this occurs. The child's safety depends upon his/her responsibility and cooperation in obeying the bus driver and the safety patrols.

School-Wide Principals

1. **C**ooperate with each other – Synergize to create success.
2. **O**bserve your actions – Be proactive and responsible for your actions.
3. **R**espect each other – Treat others as you would like to be treated.
4. **K**indness is the key – Nice matters!

Consequences for inappropriate behavior may include, but are not limited to, the following:

- * Parent contact
- * After-school detention
- * Time out
- * Parent pick-up from school when called by Administration
- * Work detail
- * Out-of-school suspension

If either of the following two behaviors occurs, the student will be removed from the classroom:

1. **Fighting:** Endangering others through physical aggression or instigating a fight.
2. **Continuous Pattern of Disruptive Behavior:** Disrupting the classroom or school on a continuous basis and behavior which jeopardizes the health, safety, and welfare of others.

Dress and Grooming Policy, Grades K-5: Clothing should be non-disruptive and appropriate for the learning environment. The general appearance of students should reflect neatness and good personal hygiene.

1. Shoes shall be worn and be securely fastened to the feet and have a reasonable heel height.
2. Boys' shirts shall have sleeves.
3. Midriff shirts or blouses shall not be worn.
4. See-through mesh garments shall be worn only with proper undergarments.
5. Hair shall be clean and neatly groomed. The general appearance of a student should reflect neatness and good personal hygiene.
6. Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
7. Miniskirts, mini dresses and short shorts are not permitted. Hemlines shall be no shorter than mid-thigh.
8. All pants and shorts shall be secured at the waist. Pants that are ripped or torn, shall not have holes above mid-thigh.
9. Garments which display or imply sexually suggestive, vulgar or drug-related wording, or graphics which provoke or may tend to provoke violence or disruption in the school shall not be worn.

Textbook and Library Information: It is the responsibility of pupils and parents to care for the state purchased textbooks. Lost or damaged textbooks must be paid for, and textbooks records must be cleared prior to withdrawing from school. Students are encouraged to use the library books from the media center. Parents are required to pay for lost and damaged books. Library book records must be cleared prior to withdrawing from school.

Personal Items at School: Personal items such as trading cards, cameras, electronic games, sports equipment, etc., are not permitted at school. If a student brings such items, they may be taken by the teacher and turned over to the principal. Items will not be returned to students but may be picked up by parents. The school is not responsible for the loss of such items if they are brought to school.

Birthday Parties: School policy does not allow birthday party celebrations in the classroom. In addition, parents should not send birthday party invitations to school for their child to pass out to friends. Parents need to distribute these off campus.

Annual Notification of the Availability of the Asbestos Management Plan: In accordance with 40 CFR Part 763.84 (c) and Subpart E, Asbestos Hazard Emergency Response Act (AHERA) all employees, building occupants, or their legal guardians are notified of the availability of the Asbestos Management Plan for your facility. Management plans for your site are available during normal business hours for review in the main office. Copies of the plan can be made for a nominal price per copy. The plan is also available for review by employees; without cost or restriction, before work begins. Information provided in the management plan includes the recent facility survey, response actions planned or taken, and post periodic surveillance and re-inspections activities. For more information, contact the District Safety Office at 813-840-7324.

Discrimination: On the basis of race, color, sex, national origin, marital status, disability, age or religion, no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except provided by law.

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

With Cougar Pride,

Sherri Black

Principal
Cork Elementary School