Cordova Park Elementary School Student/Parent Handbook

2026-2027

Mission: In all that we do, we teach, so that in all children do, they have the opportunity to learn.

School Phone Numbers

Main Office	850-806-5151
Fax Number	850-595-6835
Cafeteria	850-595-6839

Calendar

August 12 -First day of school
September 7 -Labor Day Holiday
October 9 - End 1st Nine Weeks
October 12 - Teacher Planning Day - No Students
November 11 - Veteran's Day Holiday

November 24 - 26 - Fall Break
November 27 & 28 - Thanksgiving Holidays

December 18 - Last Day before Winter Holidays (Early Release 12:20)
December 21 - End of 2nd Nine Weeks
Winter Break Begins

January 4 - Teacher Planning Day - No Students
January 5 - Students Return
January 18 - Martin Luther King Holiday February 15 - Teacher Planning Day - No Students

March 12 - End 3rd Nine Weeks
March 22-26 - Spring Break
May 25 - Last day of school (Early Release 12:20)

School Daily Schedule

Arrival Time - 7:30 -7:45 am
School Start Time - 7:50 am
Dismissal Time - 2:10 pm

Bus Procedures

It is important that you and your child know the number of the bus that he/she rides. School Board Policy states the "Students will not be granted permission to ride a bus other than the one assigned nor will they be granted permission to get on/off the bus at a stop other than their regularly assigned stop." Any request for a change will be submitted to the principal for prior approval and will become the permanent stop for the entire school year."

Transportation Changes

All students must have a **written** note from their legal parents/guardians if they are leaving school by a method that is different from their regular routine. If a note is not provided, the student must go home his/her regular way. Transportation changes may not be made by telephone, via email, etc..... All notes must be handwritten and signed by the legal parent/guardian.

Absences/Tardies/Check-Out Procedures

If your child is absent from school, complete and send an Absence Verification Form or handwritten note within 3 days of your child's return. Forms are available on the school's website and in the school's office. Contact the school by 7:45 am if you would like to obtain make-up work for an excused absence. Makeup work will be available in the lobby after our PM dismissal. Students not in classrooms when the bell rings at 7:50 am will be marked "tardy".

Only those listed on the student's registration and with valid picture ID may check out the student. Students may not be checked out after 1:40 pm. Please make every effort to schedule doctor and dentist appointments after school hours. Check-outs require an interruption to classroom lessons and take your students away from valuable learning opportunities.

Volunteers/Visitors

We welcome visitors to our school; however, classroom visits/conferences must be pre-arranged with the teacher. All volunteers/visitors must sign in at the front office, provide proper photo ID, and wear a volunteer/visitor badge. Please do not stop by the room prior to the start of a school day, as the teacher will be busy preparing for the students. Siblings cannot attend with parents when volunteering at school or for school events.

To volunteer, you may contact the classroom teacher, your child's room mother or the volunteer coordinator. All volunteers must annually complete an Affidavit of Good Moral Character and pass a volunteer background check.

Thank you in advance for your help. Our volunteers are an integral part of our success!

Lunch

No outside food/drink deliveries will be permitted. This includes Door Dash and/or dropping off fast food or meals from restaurants. Forgotten lunch boxes must be dropped off no later than 10:00 with the child's name and teacher. After 10am, all kids must get a school lunch from the cafeteria. Parents who wish to eat lunch with their child may only do so in the courtyard. No parents/adults may sit at the cafeteria tables.

Cafeteria

The national waiver providing all students with free meals has expired. If you believe your child is eligible for free or reduced price meals, a meal benefits application should be completed.

Breakfast is served from 7:30 – 7:45 am. Students may bring a packed lunch from home. Please **do not** send carbonated beverages, food that needs to be sliced, peeled or heated. Please **do not** send items in glass containers.

Meal Prices

Breakfast	**$1.50 regular**	**$.30 reduced**
Lunch	**$2.75 regular**	**$.40 reduced**

Milk $.50 Adult & out of town student meals $3.25

We encourage all parents to fill out the lunch application. The form can be accessed online. Click here to fill out a meal application.

Dress Code

Cordova Park Elementary is governed by the District-Wide School Uniform Standard. The District's uniform consists of the following:

Tops: Shirts shall be collared and will be solid red, white, or navy blue. Breast emblems may be no larger than 2"x 2". Sports team or college logos are not permitted. Pull-over sweat shirts or solid sweaters that are intended to be worn inside during the school day must be red, white or navy blue and may be worn over a uniform shirt or blouse. Allowable collars for shirts will be: scallops, turtlenecks, mock turtlenecks, button-downs, and plain traditional collars. Collars must be of the same color of the body of the garment. The current Cordova Park t-shirt may be worn any day of the week. Previous designs of the Cordova Park t-shirt, AR recognition t-shirts and jogging club t-shirts may be worn only on the designated t-shirt or "Spirit Day" (Tuesdays). Undergarments should not be visible.

Bottoms: Pants, skirts, shorts, skorts, or jumpers shall consist of solid colored light khaki(no brown tones), navy or black material. Denim may be worn and must be solid med./dark blue (no faded or stonewashed material) without any embellishments or designs.

Socks and Leggings: Must be solid in color and of uniform color – red, white, navy blue, black, or khaki.

Shoes: Tennis/athletic shoes are required to participate in PE and/or recess and shall be worn every day. Students are not allowed to "change out" shoes for recess/PE.

Outerwear Garments: The dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments. These sweaters or jackets may only be worn outside the building. All sweaters or jackets worn inside the school must be solid red, white or navy blue (both inside and outside of the garment).

Disciplinary Code for Dress Code: Each nine weeks, failure to adhere to the uniform policy shall constitute a violation of the Student Code as follows:

First Offense – Verbal instruction to student; student provided appropriate clothing to wear from school clothes locker or by parent; parent notified in writing of violation.

Second Offense – Phone conference with the teacher and parent to include a written documentation and reply from parent; student provided appropriate clothing to wear from school clothes locker or by parent.

Third Offense – Conference with the principal and parent to include written documentation and signature of parent; student provided appropriate clothing to wear from school clothes locker or by parent; student shall receive one letter grade drop in citizenship grade on the report card; and/or other discipline action to be determined by the school as set forth in the most recent edition of the Elementary Student Code of Conduct.

There will be up to a 30-day transition period during which discipline consequences regarding uniforms will be deferred.
A threshold of eligibility for free/reduced lunches was established as the standard for requesting assistance with school uniforms. Those requesting and qualifying for assistance will be provided at least two sets of uniforms from the school clothes locker.
All other general district policies may be found in the Student Rights and Responsibilities Book.

PE/Recess

Students will participate in physical education class and/or recess each school day and must wear proper footwear. Students must wear athletic type shoes to school. No sandals, boots, flip-flops or crocs, etc… will be allowed. Students are not allowed to "change out" shoes for recess/PE or for After School Daycare.

Medications

Obtain a form called "Dispersion of Medication" from either our office or clinic staff members. This form should be completed and signed by the

parent/guardian in the presence of office or clinic staff. A photo ID is required. Clinic personnel will then be able to administer the daily dosage for your child. Clinic personnel can also administer non-prescription medication. Parents/guardians may also come to school to administer medications.

Illness

In accordance with Health Department policy, if your child has fever, vomiting or diarrhea, he/she must be symptom-free without fever reducing medications for 24 hours before returning to school.

Articles/Money Brought from Home

Students should not bring toys, electronic games or extra money from home. Money intended for school should be sent in a labeled envelope. Students should have teacher approval for items for school projects or "show and tell." The school is not responsible for items brought from home.

Birthdays

Please do not send flowers or balloons. Because we have so many children with birthdays each day, this could become quite cumbersome and distracting. We ask that if you wish to share your child's birthday with his or her classmates, send a light snack, which may be eaten with lunch. Birthday party invitations may be passed out in class only if every class member is invited. Please confirm the lunch snack with the classroom teacher at least 48 hours prior. Only individual snacks such as doughnuts/cup cakes or cookies are allowed. Teachers will not cut up cakes for students.

Cell Phones & Electronics

The use of cell phones, smart watches, bluetooth earbuds, and bluetooth headphones, and recording devices is not allowed.

Withdrawals/Transfers

If your student is withdrawing or transferring, notify office staff and teacher as soon as possible. Make sure that all textbooks and library books are returned to the school.

School Website

Please visit our school's website www.cordovapark.org for additional information.