N. B. Cook Elementary School

Parent and Guardian Handbook

2026 - 2027

Welcome!

We are delighted to have your child here and encourage your participation and involvement.

Every effort will be made to keep the lines of communication open and to provide you with up-to-date information about school activities and events. Communication methods include, but are not limited to the following:

- N.B. Cook Elementary Web Page
- N.B. Parent Newsletters-Shining Star Review
- N. B. Cook Parent and Student Calendar
- Messages from E S Cook e-mails through Focus (Please ensure your email address is correct.)
- N. B. Cook PTA Facebook Page
- Notes through your child's folder

We have a very active volunteer program and encourage you to participate in one or more of the programs available for parents. Training is mandatory and will be held at various dates and times in the month of August.

Our goal is to provide a place where parents want to send their children and children want to learn. If you have any questions about the policies and procedures in this handbook, please do not hesitate to contact one of us at (850) 595-6826.

Sincerely,

Larry Knight, Principal: lknight2@ecsdfl.us

N. B. Cook Elementary School Mission: Provide children with learning experiences that will enable them to become productive members of society, of worth to themselves and others, by encouraging academic, technological, and social growth while developing aesthetic values in the creative and performing arts.

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N. B. Cook Elementary School 2026 - 2027 Faculty and Staff	
Administration Larry Knight, Principal , Assistant Principal Pati Swanz-Reiners, Guidance Counselor Kelly Burkey, Administrative Secretary Ashley Hamm, Administrative Clerk Amanda Malone, Data Clerk	**Media Center** Dawn Jackson, Media Specialist Jenny Chiasson, Media Clerk
Kindergarten Jeri Lynn MacBeth Kheri Murphy Ashley Pierce Hillary Supple Jaclyn Summers	**1st Grade** Tam Creel Courtney Govoni Rachel Grissom Deja Ramsey Austine Simmons
2nd Grade Gwen Jones Betsy Kilpatrick Joy Matthews Lisa Montgomery Jeni Sistrunk	**3rd Grade** Katie Dubuc Diedre Holliday Niya Johnson Megan Koch Nicki Smith
4th Grade Majorca Kelley Tammy Prell Christy Ueberroth	**5th Grade** Rachel Bismark Lori Martin Georgia Paduani
Special Area Heather Bell, PE Katie Olson, Music Jamie Broxson, Itinerant Music Hayley Earle, Dance Mary de Boer, Art Lindsay Riddle, Drama	**ESE and Student Services** Melissa Harold, Itinerant Gifted Heather Buehler, Speech Phala Saunders, ESE Teacher Assistant Sam Strickland, ESE Teacher Assistant Ebere Robinson-Griffin, ESE Teacher Assistant Patricia Jones, ESE Teacher Assistant Megan Habayeb, ESE Inclusion Latresha Toles, ESE Inclusion
Other Support Sharon Lopez, Health Technician	**Custodial** Brenda Campbell - Lead Custodian Vincent Gillis - Custodian Gloria Montgomery – Custodian Timothy Dunn-Custodian Trina Van Alst – Custodian Pamela McGee - Custodian

Absences, Check-Ins, and Check-Outs

Every minute of the school day is important and students arriving late and/or being checked out early are not only missing instructional time (including arts integration time vital to our plays and productions), they interrupt the learning environment for their classmates. Please avoid checking your child in late and/or out of school early whenever possible.

ALL missed instructional time requires the completion of an ECSD Absence Verification Form. The excusal designations for missed instructional time are found in the Elementary Student Code of Conduct. If you have circumstances falling outside of these excusal designations and would like the absence excused, those requests must be made in writing to the principal.

Check-Ins

- Escort students to the front office to complete an ECSD Absence Verification Form and check students in. Please do not drop your child off at the door. **If you drop your child off and pull away, will be contacted to return to the school and sign in your child. Your child will not be admitted to class until you have done this.**
- Students not in their classrooms by 7:50a will be required to check in; therefore--it's important to arrive by the 7:45a bell in the morning to allow ample time for your student(s) to get to the classroom before the tardy bell.

Check-Outs

- Bring your photo identification to check a student out early. Only adults listed on a student's Focus approved check-out list will be allowed to check students out.
- Check outs will not be permitted after 1:40 p.m. Please make arrangements to arrive at the school no later than 1:20p to allow time for the check out to occur before 1:30 p.m. This is to ensure our afternoon dismissal procedures are not complicated by last minute check outs.
- Even if a parent / guardian is helping with a classroom event, students may not be taken directly from classrooms by parents. They must be checked out from the front office.



Always bring your photo identification in order to check students out.

Other Reminders - Missed Instructional Time

- If excessive tardies, early checkouts or unexcused absences occur, parents will receive a letter from the principal requiring them to attend a meeting to discuss correction of the problem.
- Excessive tardies and/or absences are in violation of the school board policy for magnet programs and can result in your child's removal from the program.

Arrival and Dismissal



The following procedures have been developed to ensure the SAFETY of our students, EXPEDIENCY of dismissal, and COURTESY for our East Hill neighbors.

It is best when transportation is consistent for students. Parents and their students should communicate clearly with one another prior to the start of the school day about afternoon plans. Any changes to transportation should be to a minimum and also communicated to the school's front office using the change of transportation form (preferred) or a written note. For security purposes, phone communication for transportation changes will not be accepted.

Options for arriving at school are limited to the following: car riders using the designated car rider line, walkers and bikers, buses, and daycare vans. **Pulling to a curb and sending your student across the street is not an option.**

All Students

- All students must be in class by 7:50 a.m. so please allow enough time for your child to arrive on campus and walk to class before the bell rings in order to not be counted tardy.
- Breakfast begins at 7:30a and ends at 7:50a. All students eating breakfast must be finished and in their classroom by 7:50a when the bell rings, or they will be considered tardy. The exception would be if there was a problem with serving breakfast on time, in which case students would not be counted tardy.

Bike Riders

- A bike rack is located on the Lee Street side of the building near the front of the school.
- Students riding bikes should get their bikes and report to the walker location if they are crossing 12th Avenue and/or wait for an adult to assist with crossing on the Lee Street side.
- Students riding bikes home will be dismissed after traffic from the buses and cars has cleared and it is safe to ride.

Buses

- Students will remain on their bus until the bell rings and a school employee dismisses them on/off the bus.
- N. B. Cook is a Magnet School and therefore, uses a Center to Center bus system.
- Any student riding the bus must have a current bus ticket.
- To request a bus ticket, use the ECSD Request for Transportation Form.
- ECSD Transportation Homepage
- N. B. Cook's Bus Route Manager: Shanetta Scott
    - sthornton@ecsdfl.us



- 850-469-5493

Car Rider Line (Arrival)

- Enter & exit through the car rider line only.
- Enter car rider lines from 17th avenue.
- Travel west on Lloyd St. or Lee St. toward 12th Avenue.
- Do not block intersections or driveways.
- Please do not let anyone enter the car rider line at 14th, 15th, or 16th avenues nor should you attempt to enter the car rider line at these intersections. **(Word of caution: there are traffic signs giving this direction and we know of parents who have received tickets in excess of $150 for not following this procedure.)**
- Pull all the way forward in the car rider line.
- Students should exit vehicles using all numbered poles.
- Pull to the first available pole & have your child exit the vehicle.
- Have your student ready to quickly exit the vehicle; drivers & other passengers should remain in the vehicle. If your student requires more help than the faculty/staff/safety patrol can give, please legally park and assist your child(ren) out of the car.
- After drop-off, turn left onto Lloyd as you leave the driveway. Doing so keeps traffic flowing, relieves some of the congestion at the crosswalk on 12th Avenue, and makes the 12th Avenue crosswalk safer.

Car Rider Line (Dismissal)

- Dismissal for students being picked up by car will begin at 2:10 p.m.
- Car rider tags will be issued to the primary parent/guardian for display by the person picking up students. No one but a child's legal parent or guardian may pick up a car rider tag. It is up to the parent/guardian to determine who they choose to use the tag for picking up the student(s).
- **For the safety of our students, you must have this tag or you will not be permitted to pick up a student without going to the front office and checking them out. Anyone checking students out must be listed on the student's Focus account.**
- Kindergarteners, 2nd Graders, 4th Graders, and their older siblings will be dismissed on the Lloyd St. (south) side of the school.
- 1st Graders, 3rd Graders, and 5th Graders, and their older siblings will be dismissed on the Lee St. (north) side of the school.

Daycare

- N. B. Cook does not handle any daycare registrations. Daycare registrations, including for the on-site daycare (YMCA), are handled directly between the daycare and the parent.
- There are multiple daycares (for example, the Cobb Center) that require an ECSD bus for transportation to the location where the daycare picks up. It is the daycare's responsibility to communicate this procedure to you and your responsibility to apply for a bus ticket.

- Large daycare vans (for example, Wee Kare, MCA, Child Discovery Center, etc.) pick up in the front of the school. Small daycare vans (for example, Five Flags, My Little Blessings, Kinderworld, etc.) pick up on the Lee St. side of the school.
- Please contact your child's daycare provider for their policies and safeguard procedures.

Parking Reminders

- No parking on Lee St. or Lloyd St. between 7:00 a.m. and 8:00 a.m.
- Safe, considerate, and legal parking options include: McIlwain Presbyterian Church and the park titled Cordova Park at Brainerd and 12th Avenue.

Transportation Changes

- Transportation changes should be kept to a minimum.
- Transportation changes are **best communicated** using our online transportation change form.
- The only other option for communicating transportation changes is a written note sent in with your student, preferably using the carbonless copy transportation change form that is stored in your child's folder.
- Transportation changes must be communicated by 1:30 p.m. **at the latest. The earlier, the better. Transportation changes submitted after 1:30pm will not be processed.**
- If your child leaves school to go to a daycare, it is helpful if you communicate the change to the daycare as well.

Walkers (Arrival)

- Walkers should cross 12th Avenue at the corner of Lloyd St. and 12th Avenue.
- A crossing guard will be at this intersection from 7:30 - 7:50 a.m. and as needed in the afternoon to escort walkers.
- **Pulling to a curb and sending your student across the street <u>is not</u> an option.**

Walkers (Dismissal)

- Afternoon walkers should live within 1 mile of the school. Addresses will be verified.
- Walkers will be dismissed to the media center where the Media Specialist and Media Clerk will escort students from the front of the school to cross the street.
- Please make sure your child is capable and confident in his/her walking route for the afternoon.
- If escorting your child as a walker, the adult must wait across 12th Avenue to intercept your child(ren).

Arts Program

- N. B. Cook Elementary School is a magnet school of the arts. Our arts program is a vital component of our success.
- All children participate in our arts program (music, drama, dance, and visual arts).
- Each student participates in one grade level play and at least one major production each year.
- All students participate in the PTA Reflections program.
- Attendance for evening productions is an expected part of the magnet program, as indicated in the N.B. Cook Magnet Agreement

Birthday Celebrations



- Student birthdays are announced daily on our closed circuit television program and students will receive a ribbon to wear on their birthday and a pencil.
- Invitations for outside of school birthday parties may be distributed to classmates if **every child (males and females)** receive an invitation.
- No individual parties may be held at school or in the classroom.
- You may make arrangements with your child's teacher if you wish to send a store bought treat for your child's class to recognize an individual birthday.
- Balloons, flowers, and other deliveries will not be delivered to students for any occasion.

Cafeteria

Pricing

For families that pay for meals, the meal prices will be as follows for the upcoming school year:

- Reduced Breakfast: $0.30
- Reduced Lunch: $0.40
- Elementary Full Pay Breakfast: $1.50
- Elementary Full Pay Lunch: $2.75
- Adult Breakfast: $2.50
- Adult Lunch: $4.00

As in years past, families can put money on student accounts at myschoolbucks.com. If your student qualifies for free or reduced meals, charges will accrue until the application is submitted and approved. These charges must be paid.

Payment

- MySchoolBucks Online Payment System
- Free and Reduced Meal Application - Opens August 1 each year
- You may also pay by sending cash or check with your student. Please make sure to label an envelope with your child's name, the amount of money, and the purpose anytime you send money to school.

Outstanding Balances

In the event that your student's balance falls below $0, you will receive a nightly call. Should the balance remain negative, you will receive a printed letter weekly with the current balance identified. The following will occur if a student's balance becomes negative and he/she wishes to receive a meal:

- A student will receive the regular lunch meal until the account balance is negative $7.
- Once the account is negative $7, there will be no alternate meal provided at breakfast.
- Once the negative $7 balance has been exceeded, the student must select the grilled cheese entrée and will be permitted to select all available sides.
- After the account is negative $18, an alternate meal will be provided. Charging a la carte is not permitted.

Parents / Guardians Eating with Students

- We encourage healthy, nutritious eating habits. Carbonated drinks are not permitted and fast food is discouraged.
- Parents/Guardians are able to eat lunch with their children beginning September 1.
- Sign in through the front office with a photo id.
- Must sit at the designated tables. You may not sit at the classroom tables.
- When possible, inform the teacher you are coming so the cafeteria can prepare enough meals.

Lunch from Home

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 9:00 with the child's name and teacher. After 9:00am, all students must get a school lunch from the cafeteria.

Change of Address

- The information on file in Focus is used to contact you with important information. Often, when parents are upset they've missed notification about something, it's because outdated information was on file.
- Please notify the school with any change in address, phone number, or e-mail.
- A new proof of residence is required (power bill, rent receipt, etc.) for changes in address.
- As a magnet school, we do serve students from all over the county but students must continue residing in Escambia County to maintain attendance eligibility.
- Please contact our N. B. Cook Data Clerk, Mrs. Amanda Malone, with any other questions or concerns about your student's Focus contact information.

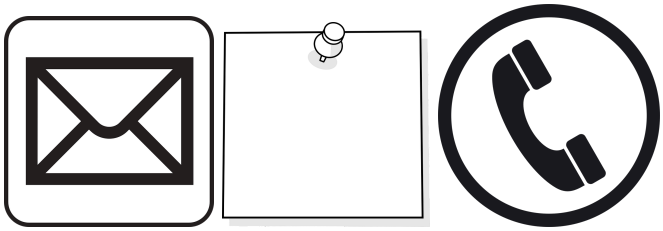
Clinic and Medications



- Our school clinic is staffed with a Health Technician and a School Nurse.
    - The Health Technician is responsible for the daily operation of our clinic and administration of medication.
    - Our School Nurse conducts health screenings, notifies parents of health issues, provides wellness/nutrition curriculum to students and serves as a resource for parents.
- Clinic forms must be completed annually and any time a change in medication occurs.
    - Dispersion of Medication Form: Any student needing to take a prescription medication at school must have an Authorization for Administration of Medication completed, signed by a physician, and on file at the school.
    - For the 2026 - 2027 school year and beyond, our clinic will not keep any otc medications on hand. As a parent/guardian, you may bring otc medications to school with your child and to keep in the clinic. Medication Protocol at School-Parent Responsibilities
- All medication must be kept locked in the clinic and administered in the clinic by the School Nurse or Health Technician.
    - For the safety of students, please do not send medication to school with your child.
    - Parents/Guardians must bring medication back and forth to school.
- When students visit the clinic, the health technician and/or nurse evaluates the situation and when necessary, notifies the parent/guardian of the child's visit.
- Check outs which occur because the clinic called the parent/guardian to come pick up the student are excused.
- If a student is sick with fever, vomiting, or diarrhea, they should remain home until they are symptom free for at least 24 hours.

Clubs

- Faculty and staff volunteer their time to offer a variety of extracurricular clubs and activities for our students.
- Participation is optional and the number of participants and/or grade levels allowed to participate may be limited. A randomizer is used to select interested students.
- Students are expected to maintain good citizenship and club attendance in order to continue participation.
- Parents must provide transportation to pick students up from club participation and it is expected that parents pick up promptly as faculty and staff are giving their time to make these opportunities available.



Communication

- We strive to make sure that parents are well informed about our day to day operations and special events.
- Communication efforts include, but are not limited to, the following:
    - N.B. Cook Elementary Web Page
    - Parent Newsletters 2025-26
    - N. B. Cook Parent and Student Calendar (Many calendar event details contain information specific to the event, as well as contact information for the person who can give more information about the event.)
    - Messages from E S Cook e-mails through Focus (Please ensure your e-mail address is correct.)
    - N. B. Cook PTA Facebook Page
    - Notes through your child's folder
- Additionally, many teachers use individual methods (Remind App, Class Facebook pages, Class Newsletters etc.) for communicating with parents.

Conferences and Parent Concerns

- When there is a concern about classroom or school issues, it is always best to first contact the faculty or staff person most immediately responsible (e.g. contact the classroom teacher for a classroom concern, the club sponsor for a club concern, the fundraising coordinator for a fundraising concern, etc.)

- Parents are encouraged to schedule a conference with their child's teacher (or other appropriate staff member) to discuss any matter of concern.
    - Schedule a conference by contacting the appropriate faculty or staff person (often the classroom teacher) by phone, e-mail, or a written note.
    - Conferences will be scheduled at times when the teacher is not responsible for students. (i.e. before/after school, during the teacher's planning period)
    - Arrival and dismissal times are **not appropriate** times for conferences or asking a "quick" question about your individual child. The teacher's attention must be on the classroom/students.
- It is the desire of administration and teachers to be of service to both parents and students and to work with you as a partner in your child's education.
- If you are unable to resolve an issue with a classroom teacher, club sponsor, etc. after a face-to-face conference, then you may reach out to administration for assistance.

Custody Issues

- The primary contact on a child's Focus record is the only person authorized to make changes to a student's Focus contact/check out/pick up/emergency record.
- The front office uses the contacts listed on a child's Focus record unless current legal documents override that information.
- Visitation arrangements should be handled outside of the school day.
- Issues regarding custody and parent contact should be handled by coming to the school in person.
- Copies of legal documents may be required.



Dress Code

Kindergarten – Fifth Grades:

Students should dress in a way that is safe and does not disrupt learning. They should come to school clean and neat.

1. Shoes shall be worn and securely fastened to the foot. Tennis shoes/athletic shoes are required for PE and recess.

2. Clothing should cover the stomach and chest area. Undergarments must not be seen. Shorts, skirts, and dresses must be mid thigh or longer. All pants/shorts should be

fastened at the waist. When wearing leggings, shirts/tops must be mid thigh or longer.

3. Head coverings will not be worn in the building unless required for religious or health-related reasons.

4. Clothes and jewelry should not show or suggest inappropriate words or pictures, or cause violence or disruption in school.

The following exceptions to the dress code shall be allowed when: 1. A student wears a costume or special clothing for a school play or other event. 2. A student wears clothing that reflects his/her religious belief.

N. B. Cook Elementary School Specific Reminders

- Students attend special area daily and our special area rotations include physical education, dance, music and drama (which all require movement), as well as visual arts (which can be messy). Students also attend recess daily.
- Therefore, daily attire and footwear at N. B. Cook should always allow the student to move freely and safely. ***An athletic type shoe should be worn at all times.*** No crocs, slides, heelies or high heeled shoes are allowed.
- No hats/hoods/headcoverings shall be worn indoors, unless for religious purposes.

Discipline

- The Elementary Student Code of Conduct outlines all of the expectations for student behavior and corresponding consequences in the event expectations are not met.
- All students are expected to exhibit the core values of responsibility, respect, honesty, integrity, equality, and patriotism.
- Disruption to the learning environment as well as disrespect to others, adults as well as students, will not be tolerated. Continued misbehavior in the classroom and/or severe misbehavior will result in a discipline referral to the office.
- The school is not responsible for lost or damaged toys, video games, IPODs, etc. that students may bring to school.
- Additionally, school district policy **does** allow students to carry cell phones to school. N. B. Cook requires students to keep personal devices including smart watches off and in backpacks. Please refer to the District's Rights and Responsibilities Handbook for students for details on the current policy. The school is not responsible for lost or stolen cell phones.
- Students are not to bring any item that could be used as a weapon or imitates a weapon, like a toy gun, toy knife, laser pointer, etc.

Field Trips

- Field trips are scheduled throughout the school year to enrich and expand on the classroom curriculum.
- A field trip permission form must be completed, signed by a parent, and returned to school in order for a student to go on the trip. Phone permission or handwritten notes cannot be accepted.
- Parents who have attended current school year volunteer training may be asked to chaperone field trips and are expected to closely supervise students and follow the guidelines set forth by the teacher. Siblings cannot accompany parents on field trips per school district policies.
- Students are expected to exhibit outstanding citizenship on field trips for safety reasons.
- Students who do not maintain appropriate citizenship may be required to have a parent accompany them in order to participate.

Guidance Services

- The school counselor serves the needs of all students, to help them develop academically, socially and emotionally. The counselor's role is constantly changing, reflecting the needs of the many people in our school community; children, parents, teachers, and administrators. A variety of services are provided to include guidance lessons for whole classes, individual counseling, group counseling, and consultation with parents and teachers about academic concerns. To request your child to speak with the counselor you may submit a request in FOCUS, send an e-mail (PSwanz-Reiners@ecsdfl.us) or contact her by phone.
- All students participate in a school-wide behavior incentive program called "Pickle Power." The counselor also works with parents to provide parent training as well as assists in the diagnostic testing needs of students.
- Military Counselor: For those students who have parents in the military, our Military And Family Life Counselor is available. This counselor can provide a wide range of support to military children. Our counselor can help with a variety of topics including school adjustments, deployment and separation, reunion adjustment, behavioral concerns, fear, grief, loss and family-child communication.

Holidays

- Academic curriculum often includes holiday celebrations.
- If you wish for your child to NOT participate in a particular holiday activity, please notify the teacher in advance and other activities will be made available for your child.

Homework

- Homework is used to reinforce classroom concepts and will not be anything that has not already been taught in the classroom.
- Homework gives students a chance to practice skills and help the process solidify in their brains.
- Reading for pleasure is the best thing a family can do together to support a child's academic success.



Inclement Weather

- Please talk with your child so he/she will know exactly what to do in the event of inclement weather, particularly if your child walks or rides a bike home from school.
- We will also likely experience some delay at dismissal on bad weather days.
- N. B. Cook Elementary School cancellations or early dismissals due to severe weather are determined by the Escambia County School District and will be publicized through district and school communication methods, as well as local public media sources, when necessary.

Library Books

- Students will be utilizing the library's materials and checking out books on a regular basis. Beginning in the middle of their kindergarten year, they will also be participating in our Accelerated Reader/Reading Renaissance Program, a personalized reading program that assesses reading progress and motivates students to read and learn. A daily at-home reading time is extremely important. Parents are encouraged to spend some time each evening reading with their child(ren).
- Students are encouraged to log their reading minutes in our Beanstack app, located on your child's Core account, to earn prizes and rewards throughout the year.
- Students will be able to reserve library books using our Destiny system. Your child will attend an orientation with our media specialist for training on how to reserve and return books at the beginning of the school year.

Magnet Agreement

- Each student at N. B. Cook Elementary School is expected to have a signed N.B. Cook Magnet Agreement on file.
- The agreement outlines the following expectations:

  From the ECSD School Choice web page: MAINTAINING ELIGIBILITY ONCE YOU HAVE BEEN SELECTED

*Upon selection for any school/program, students are expected to **maintain or exceed the minimum standards of behavior, attendance, and academic achievement** established for eligibility. If a student is selected and accepted into a program, but **his/her behavior, attendance, or academic performance declines** during the remainder of the 2026-27 school year, the receiving school maintains the right to rescind permission for that student to attend the academy/program for the 2027-28 school year.*

From the ECSD Board Rules Section 3.02(7B):

Each student applying to a magnet school or academy/program must meet and maintain the academic criteria recommended by the school's leadership and approved by the Curriculum Council. The criteria shall be on file in the Office of School Choice. Each charter school may have specific requirements based on the program design and will be available in the Alternative Education Office.

- *Maintain good attendance (no more than five (5) unexcused tardies, unexcused absences, and/or unexcused early check-outs per semester). (Always use Absence Verification Forms!)*
- *Meet academic requirements (ex. PTA Reflections Program, 4th grade speech contests and 5th grade history fair). For all grade levels, participation in productions is mandatory, to include evening performances.*
    - ***Requirements for PTA Reflections Program**: all students in Kindergarten through 5th grade will submit at least one entry each year that follows the theme of the PTA Reflections Program. More information about the categories can be found here: PTA Reflections. Deadlines will be communicated through our school newsletter, social media posts, and classroom teacher communications. Winners from each category will advance to the district level competition.*
    - ***4th Grade Speeches**: Each student in fourth grade will research and write an original speech on a topic of their choosing to present. The winners will advance to the district level competition.*
    - ***5th Grade History Fair**: Each student or group in fifth grade will research a chosen topic that fits the theme for the current school year. The winners will advance to the district level competition. Information about the state rules, timelines, and other information can be found here: Florida History Fair. Because our school will enter in the district competition, the deadlines and timelines will be different than those posted on the national website.*
    - ***Evening performances**: Each class will participate in one evening production. The date of this event will be communicated well in advance. Attendance is mandatory. Failure to attend will result in a grade of N in special areas (music, dance, and drama).*
- *Provide support. Parents are encouraged to be active and participate in school functions.*

Parent Involvement/Volunteers

- Many opportunities are available for parents interested in becoming involved in our school. These opportunities include classroom volunteers, PTA, School Advisory Council (SAC), homeroom sponsors, etc.
- District policy requires that all volunteers, annually:
    - Complete an online application, available only at the conclusion of the Volunteer Trainings.
    - Complete an Affidavit of Good Moral Character.
    - Attend an in-person volunteer training.
- Volunteer trainings are held each year.
- **Employees of Escambia County School District are still required to attend the yearly Volunteer Training if they would like to serve as a Volunteer.**

Approved Volunteers can...	Visitors can...
● Assist at school events including Book Fair, WinterFest, and Copy room ● Attend field trips ● Help in the classroom ● Plus all Visitor privileges	● Attend class parties (at the teacher's discretion) ● Attend school events ● Eat lunch with his/her child(ren) ● Attend conferences with the teacher

Park Use

- Two neighborhood parks (Blount Street & 11th Avenue and Brainerd & 12th Avenue) are used from time to time for PE classes and other class activities.
- When walking to the parks, if available, a police escort will stop traffic at the intersections on 12th Avenue and 11th Avenue.
- Teachers escort students to and from the parks where they are closely supervised at all times.
- If you DO NOT wish for your child to participate in park activities, you must inform us of this in writing.
- If no note is on file indicating you wish for your child NOT to participate, your child will participate in park activities.

Personal Items/Money

- Students are not to bring any item to school that will detract from the educational process including toys, handheld games, trinkets, etc.
- Children may have prior permission from the teacher to bring specific items for sharing.

- All money sent to school should be sent in an envelope labeled with the child's name, the teacher's name, the amount of money included, and its purpose.

Photographs/Videotaping

- Students at N. B. Cook are often featured in the local media as part of the performing arts program.
- If you DO NOT wish for your child to be photographed or videotaped, you must complete a Denial of Permission Form available in the school office.
- It is assumed your child has permission unless this form is on file.
- Please also understand this restriction will limit your child's access to the production and performance opportunities that are an integral part of the curriculum here at N. B. Cook.

Report Cards

- Report cards will be issued every nine weeks for all grades.
- Progress reports for struggling students are issued each mid nine weeks.
- Grades for all students can be checked by parents via your FOCUS account.
- You may sign up for an account at the ECSD Focus Parent Portal.
- If there are questions regarding your child's progress, please contact the teacher for a conference.

School Supplies

- N. B. Cook Elementary School follows the Escambia Elementary Core School Supply List
- Individual teachers may have wish lists for other items helpful to implement engaging curriculum.
- When possible, Crayola art products and Ticonderoga pencils are requested. They certainly are not required, but many of our teachers will spend their personal funds to purchase these brands if sufficient quantities aren't donated at the beginning of the year. Teachers have found these brands to last longer and perform better.
- If you need assistance with school supplies, please let your child's teacher or the front office know. We have donated supplies available for students in need.
- **Water bottles** are encouraged every day. However, we ask that any water bottle sent to school with your child has a closable lid or spout to prevent spills. Cups with straws will not be permitted to be used. Please label your child's water bottle with a first and last name.



Textbooks and Chromebooks

Textbooks and Consumables

- Textbooks are checked out to students for use free of charge.
- Please help your child take care of their textbooks as fines will be assessed for any lost or damaged books.
- All subjects have a consumable student workbook or newspaper style component students will also be using throughout the year.

Chromebooks

- Chromebooks are assigned to students in grades 1 - 5.
- Chromebooks may be checked out for at-home use with parent permission for students in grades 3 - 5.
    - ECSD Chromebook Video
    - ECSD Chromebook Contract (required for at-home Chromebook use)
- Please contact your child's teacher for more information.

CORE LMS

- The ECPS CORE LMS (Learning Management System) is a portal to which all students have access. Online textbooks, educational apps, and other digital resources are housed for students in this secure platform. To log in to the CORE, students need to know their six digit student ID number and their six digit birthday.

Visitors / Volunteers

- All visitors and volunteers must sign-in at the school office via computer and be prepared to show photo identification UPON EACH VISIT. This is a school and district policy and ensures the safety of the students and staff.
- A visitor badge will be given to all visitors and it should be worn at all times.
- Visitors who have not received approval to be on campus through the front office are considered trespassing.
- District policy requires that all volunteers, annually:

- Complete an application.
- Complete an Affidavit of Good Moral Character.
- Attend an in-person volunteer training.

- Volunteer trainings are held each year and will not be done on an individual basis.
- All adults, including those employed with Escambia County Public Schools, must attend the yearly Volunteer Training to serve as a volunteer.

Partners in Education

N. B. Cook is proud to be a Partner in Education with the following businesses and organizations:

GOLD STAR PARTNERS ($500+)

fishbein ORTHODONTICS

Hess Family Dentistry

MATHNASIUM The Math Learning Center

PHIL HALL, P.A. ASKALAWYERFIRST.COM

Remarkable Arts

The Tuscan Oven Wood Fired Pizzeria

PROUD PICKLE PARTNERS ($100+)

BLUE ANCHOR® REALTY

GOOD FOUNDATIONS INCORPORATED Custom Home Designs



The Skinner Family

🎨 ARTS ALLY PARTNERS ($25+) 🎨

Texas Roadhouse

We sincerely appreciate the support of our school partners for our school programs, our students, staff, and parents. Please patronize them when possible and let them know you appreciate their commitment to our school. If you are interested in having your business organization become a partner with our school, please contact the school at (850) 595-6826 or select this link.

At a Glance

Hours

- 7:30a - Students allowed on campus
- 7:50 - 2:00: Instructional Hours
- 7:30: First Bell
- 7:45: Warning Bell; Breakfast
- 7:50: Tardy Bell

Driver's License Scanning

- Everyone on campus must either have an N. B. Cook Employee badge or have his/her driver's license scanned. **Carry your license/photo ID with you at all times.**

Walking Students to Class

- Parents are not allowed to walk students to class.

Daytime Events

- Plays, Coffee with the Principal, and other daytime events use online RSVPs to expedite the badging process. However, we can't control when the Raptor system "drops" someone whose ID has been previously scanned. Please be patient on days of big events.
- Grade Level Plays begin at 8:30 a.m. Please arrive early, park legally, **bring your driver's license in with you**, and enjoy the show!

Student Information

- Student information and non-public school information will not be given out over the phone.
- Come in person, or e-mail/fax requests with a picture of your driver's license to lknight2@ecsdfl.us.

Car Rider Line

- Car rider tags are year specific. If you haven't already done so, please visit the front office to pick up a 2026 - 2027 car rider tag. Custodial parents (primary Focus contacts) may pick up a car rider tag, and must have a photo ID to do so.

Walkers

- Walkers must live within 1 mile of the school. Addresses will be verified.

Transportation

- Colored wristbands will be assigned to your child to clearly identify transportation options.
- Students should wear transportation wristbands the first week of school.
    - **RED** - RED bus
    - **BLUE** - BLUE bus
    - **BLACK** - walkers (must live within one mile of school)
    - **ORANGE** - YMCA (on site)
    - **PURPLE** - Lee Street Car Rider
    - **GREEN** - Lloyd Street Car Rider
    - **SILVER** - front daycare vans (Child Discovery Center, Cokesbury Methodist, Methodist Children's Academy, Wee Kare)
    - **PINK** - Lee Street daycare vans (Campfire USA, Child Discovery Center, Greater Little Rock Preschool, Mary's Little Lambs, Whiz Kids)
- **Transportation Changes**
    - Transportation changes should be limited and **complete by 1:00 p.m.**
    - **If necessary,** use the carbonless form in your child's folder.
    - Transportation requests over the phone or through text messages will **not** be accepted.