

August 23, 2016

Welcome to Navarro Elementary

You may have noticed the double- entryway at Navarro. The “double-entry” system allows visitors to be funneled through the office before accessing the rest of the campus. This safety feature was installed to ensure all guests come through the office. Once in the front office you will check in with the secretary and receive a badge to wear while on campus. Prior to exiting the building, please return your badge to the front office. We have been teaching the students about the new entry system, too. This project is part of the 2014 CISD Bond program.



Lunch Time!

We invite our parents to come eat in our cafeteria during your child’s lunch time. You must bring a valid form of ID, Driver’s License or Passport, to check in. Your child may meet you in the cafeteria where you will find tables set aside for you. Only you and your child may eat together. Your child may not invite other children over to the table to join you. If you want to eat in the lunch line, the cost of an adult meal is \$ 3.75 .We ask that when lunch is over, that you please leave the campus so that our students don’t miss instructional time in the classroom.

Bringing in Food for Lunch?

You are welcome to bring food in for your child, only. Since we receive funds from the United States Department of Agriculture (USDA) to assist with nutritional meals for students, we must follow strict guidelines that do not allow students to share food, even if the food is coming from another parent.

On-Campus Guests

If you have an opportunity to visit campus for an extended time (lunch, open house, class program or activity) we ask that you respect the school dress code and dress in a manner that is respectful to our students, teachers and staff.

Morning Drop-Off Procedures

We open the school at 7:15am each morning. Students in Kindergarten, First Grade, and Second Grade report to the cafeteria and students in 3rd-5th grades report to the gym each morning. If you like to walk your child into the building, please drop them off at the big clock in the entry way and say your good-byes at that time. (Please know that if a child is dropped off prior to 7:15, they will not be supervised as our staff does not arrive until then and will remain outside until 7:15am.) **If you arrive at 7:50am or after, you must walk your child into the building and sign them in. They cannot enter the building unattended if they are tardy.**

601 South 45th Street, Corsicana, TX 75110

Principal: Lauren Hodge ☎ (903) 874-1011 office ☎ (903) 874-3874 fax



CORSICANA INDEPENDENT SCHOOL DISTRICT

CAMPUS NEWS

NAVARRO ELEMENTARY SCHOOL

Instructional School Hours

Navarro Elementary instructional times are 7:50am-3:20pm. Please be mindful of these times as instruction begins promptly at 7:50am. We kindly request Kindergarten parents to drop their child off and say your good-byes either in the car or by the big clock in the entry way. We have found that the longer the parent stays, the harder it is to say good bye each day. All students will eat breakfast in their classrooms. If your child is a few minutes tardy, their breakfast will be waiting for them in their classroom and there is no need to stop in the cafeteria. No outside breakfast foods will be allowed into the building and must be eaten prior to coming to school. We must follow the strict USDA guidelines for proper eating procedures.

Afternoon Carpool Procedures

We have 6 colored cones to indicate where each vehicle should stop in the car line. We have adults at each cone to assist students into their vehicles safely. You can help speed up the process by hanging your car sign from the rearview mirror. Some parents clip the sign to a pants hanger which is a creative and easy way to display the sign. (Example pictured on the right.) It is important you stay in your vehicle at all times. We also ask that you do not drive down the middle of both lanes, for the safety of students & staff. We have two car pool lanes running at the same time. The K- 2 carpool lane pulls up in front of the school entering from W.



Park Row. Grades 3-5 carpool runs along the other side of the school entering from 45th Street. If a family has older siblings in grades 3-5 we have asked them to come over and sit by the awning, so you would pick them all up in the front of the school. In the event of rain, we will have students indoors and bring them out 6 vehicles at a time. We will use our same radio system to call names and we will bring them to you. When parents leave their vehicles in the car line it holds up the process and creates frustration among other drivers. We appreciate your patience on rainy days, as our main focus is student safety. On a normal day we are able to run our carpool from start to finish within 20-25 min. and bring all students inside at 3:45pm. If you arrive after this time, you must come into the office and sign your child out. The first few days of school afternoon carpool always run a little longer than normal because we have an excess amount of car riders on the first few days. With a campus of 650 students, safety is our first priority.

Tuesday Folders

Every student will have a Tuesday Folder. Our hope is to reduce the amount of papers coming home on different days to only being sent home on Tuesdays. In your child's Tuesday Folder you will find graded papers, monthly campus newsletters, fundraiser forms etc.

Parent Portal

Parent Portal is a computer system that allows you to view your child's grades & attendance. Once you are in the system you have the ability to set text alerts to your phone based on criteria you set. (Ex. If your child receives a grade of 70 or below on any assignment, you will receive a text message.) You will receive access to this on Tuesday Aug. 30th and we will send home your username and password in your child's Tuesday Folder. (Kindergarten parents will only see attendance as their grades are skill based.)

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