

Matthew D. Burch, Principal



Jessica E.A. McMaster, Assistant Principal

August 31, 2022

Dear Parley Coburn Elementary School Students, Parents, and Guardians,

Opening day will be here soon! We hope you are enjoying the summer and will find this upcoming year to be a time of new opportunities and experiences resulting in your most successful school year yet. Please take a moment to read the enclosed information about the start of school and student schedules.

OPENING DAY

We are excited to welcome all Coburn students back to school on **Tuesday, September 6th**. We have an exciting opening day planned and look forward to the orientation process for all of our students.

TEACHER ASSIGNMENT

Teacher assignments for the 2022-2023 school year have been finalized and a copy was previously mailed for your review. As a reminder you can also access your student’s information via Parent Portal. As students arrive on September 6th, Coburn staff will help guide them to the appropriate spaces.

BELL SCHEDULE

During the school year, we will ensure that our students follow a fluid schedule throughout the academic day. Classroom blocks vary in time depending on the classroom structure and grade level. It is imperative that our students practice excellent attendance. Please make every effort to support your student and be present and punctual for all school activities. Suggested arrival time at school is 7:30 am – 7:45 am. The building opens at 7:30 am with restricted access until 7:55 am. After school, all students need to exit from the building and leave campus unless with an afterschool program or teacher; this includes the playground area, which is used by afterschool programming until 3:30 pm. After this time, the community is welcome to enjoy the playground until close.

<i>Parley Coburn Elementary School Schedule Notes</i>	
<i>Bus Arrival Time</i>	<i>Approximately 7:30 am</i>
<i>7:30 am - 7:55 am</i>	<i>Breakfast and Arrival</i>
<i>*After 8:05 am</i>	<i>Students will need a late pass</i>
<i>7:55 am - 8:15 am</i>	<i>AM Duties and Announcements</i>
<i>10 am - 1:05 pm</i>	<i>Staggered Lunch</i>
<i>2:15 pm - 2:25 pm</i>	<i>Pack Up and Dismissal</i>
<i>***1:15 pm - 1:25 pm</i>	<i>Wednesday’s Dismissal</i>

BREAKFAST/LUNCH

All students receive breakfast and lunch free of charge. Students are welcome to have breakfast upon arrival to school. School lunch choices will be ordered during morning duties. A copy of the lunch menu is available @ [elmiracityschools.com](https://www.elmiracityschools.com).



TRANSPORTATION

Transportation information is provided by the District. If you have any questions, please contact the ECSD Transportation Office at 607-735-3950. The District also provides bus information for individual students through Parent Portal. Parent Portal is a secure online way to connect caregivers to the school.

DROP-OFF, PICK-UP, AND PARKING

- ALL students and visitors may only enter through the Coburn main entrance on Mount Zoar Street.
- For morning drop off: caregivers are encouraged to use the Canton Street drop off area.
 - Be advised: for safety purposes-NO vehicles allowed in Mount Zoar bus loop when buses are present. Parking is available in our lot nearest Rite Aid and also in the Canton Street lot.
- For dismissal and pick up: Bussers will be released to the main entrance at the 2: 25 pm bell. Caregivers will be notified of the grade level exit plan for students not riding the bus. Please use a school parking lot if you plan to pick up your student.

SECURITY

As part of our continual effort to improve school security, we will continue to use a safety feature for visitors to the building during the school day. When visiting our schools during the regular hours, visitors will be asked to present their driver's license to school personnel at the reception desk. We will then print out a badge with the visitor's name, photo, and destination. This will allow our staff and students to identify visitors to the building. Raptor (the software) instantly screens the National Sex Offender Registry while managing visitors, faculty, and volunteers. Over 10,000 schools and facilities nationwide rely on Raptor's web-based technology to keep students safe. Again, the primary purpose of this process is to allow us to manage visitor traffic in an efficient and safe manner.



CODE OF CONDUCT

Please review the *Elmira City School District's Code of Conduct* (available on ECSD website or via the provided QR code). Grade level meetings will be held during the first few days of school to review school and district policies and to also give students the opportunity to define goals and expectations for the school year.

1:1 STUDENT DEVICES

Our 1:1 Technology Initiative continues this year for all students. Paperwork associated with the 1:1 Initiative will be sent home when students receive their device. Students will receive their devices during the first few days of school.

STUDENT OPPORTUNITIES

We look forward to your participation this year and wish you every success at Parley Coburn Elementary School. As you prepare for the upcoming school year, it is our hope that you will consider becoming involved in some of the many activities offered at Parley Coburn Elementary School. There are many activities that will help you make friends, meet new people, and promote your success in a variety of areas. It is our goal to make your school experience as rewarding and successful as possible! Stay tuned for further information.

OPEN HOUSE

Please mark your calendars: Our Open House will be Thursday, September 15th, from 5:00 pm – 6:30 pm.

WE LOOK FORWARD TO 2022-2023!

Our administrative team is greatly looking forward to this coming school year at Parley Coburn Elementary School! Enjoy the remainder of your summer and if you have any questions or concerns, please feel free to contact the school at 607-735-3650.

Sincerely,

Matthew D. Burch
Principal