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WAKULLA COUNTY SCHOOLS DIRECTORY

SCHOOL BOARD MEMBERS

Verna Brock, District I	421-3730
Cale Langston	270-8847
Jo Ann Daniels, District V	926-7905
Greg Thomas, District IV	984-5488
Melisa Taylor, District II	926-4402

WAKULLA COUNTY DISTRICT OFFICE STAFF 926-0065

Robert Pearce, Superintendent of Schools

Angela Walker, Chief Human Capital Officer

William Bristol, Executive Director of Facilities and Maintenance

Sunny Chancy, Chief Academic Officer

Tanya English, Executive Director of ESE and Student Services

Randy Beach, Chief Financial Officer

Lori Sandgren, Curriculum Coordinator

Jim Griner, Coordinator of Safety and Risk Management

Krista Sharin, Director of Special Programs and District Assessment

Tim Stephens, Director of Technology Services

Dodd Walker, Director of Adult, Athletic and Diversity Recruitment Program

TRANSPORTATION OFFICE

Pat Jones, Coordinator of Transportation	926-7550
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SCHOOLS

Crawfordville Elementary	926-3641
Medart Elementary	962-4881
Shadeville Elementary	926-7155
Riversink Elementary	926-2664
Riversprings Middle	926-2300
Wakulla Middle	926-7143
Wakulla High	926-7125
Wakulla Educational Center	926-8111

Riversink Elementary School Directory

Administrators

Simeon Nelson, Principal

Catherine Cutchen, Assistant Principal

Teachers

Kindergarten

Meredith Adams
Amber Boutwell
Gabriela Oliveira
Jennifer Gilbert

First Grade

Charlotte Irons
Amy Gaylord
Donna Temple
My Mitchell
Jillian Woods

Second Grade

Casey Fletcher
Melissa Lytle
Pamela Anderson
Lisa Wilson

Third Grade

Amanda Hofheinz
Erin Collins
Bobbie Dotson-Scarry
Ashlee Guess

Fourth Grade

Molly Jones
Amy Sampson
Audra Stokley
Mallory Harrison

Fifth Grade

Cassie Johnson
Amanda Heller
Mari Kimbrel

ESE&EBD

Kimberly Musgrove
Beverly Revell
Joyce Jennings
Madeline Domning

Special Area

Bonita Salib, Guidance
Katie Hart, Media Specialist
Natalie Begley, Art
Kristen Dow, Music
Brian Roddenberry, PE

Reading Coach

Holly Harden

Staff

Bobbie Jo Crouch, Admin. Secretary
Regina Mitchell, Secretary
Mikelia Wilson, Data Entry

Paraprofessionals:

Delia Brannan
Gwendolyn Brady
Victoria Foreman
Karen Haines
Breon Parker
Shante' Grimmett
Patti Schipper
Jennifer White
Selina Williams

Maintenance/Custodial Staff

Charlie Peltier, Foreman
Dennis Franklin
Blair Mills
Mike Weeks
Ronald Parker

Principal's Introduction

This faculty handbook is an important guide and tool to assist you in understanding the policies, programs, and activities of Riversink Elementary School. The purpose of this compilation of suggestions and regulations is to aid all faculty/staff members in adjusting themselves to the policies of our school; and to enable everyone to have, in concise and readily available form, answers to those questions, which come up each school year. Undoubtedly, some rules change from time to time as circumstances change. We improve by discussing our problems and by experimenting with new ideas.

It is with excitement and enthusiasm that we enter 2020-21 school year. We dedicate ourselves to progress in all aspects of teaching as we expand and work toward our ultimate goal of providing the finest possible education for every student in our school in relation to the individual child's needs and abilities.

I sincerely feel that with everyone working together, Riversink Elementary School will be as fine of an institution of learning as you will find anywhere!

Simeon Nelson
Principal

SCHOOL HOURS

8:50 AM	Students are dismissed from multipurpose room to go to their classes
8:50 AM	Students are dismissed from buses to go to their classroom.
3:25 PM	Students are dismissed from their classes and escorted by their teachers to the buses
8:25 – 8:55 AM	BREAKFAST PROGRAM
8:10 AM – 3:40 PM	Work Hours for Teachers and Support Staff
8:00 AM – 4:00 PM	Work Hours for 12 month employees

BEFORE SCHOOL PROCEDURES

Students remain on the school buses until the bell rings at 8:50 AM unless they are eating breakfast at school. Bus drivers release students participating in the breakfast program around 8:25 AM. All students remain in the lunchroom after eating breakfast until the bell rings. Students that arrive to school by other transportation are to report to the multipurpose room until the bell rings. Classrooms, hallways, and playgrounds are off limits to these students with the exception of Safety Patrols, School Store Helpers, and WRES News Crews. See *EMPLOYEES WITH CHILDREN IN OUR SCHOOL* for more information.

EMPLOYEES WITH CHILDREN IN OUR SCHOOL

Children should stay in their parent's work area. When teachers' assistants leave for their duties, their children should report to the multipurpose room. In the afternoon, children should remain in their parent's work area. When the teacher leaves for meetings, children should stay in their parent's classroom or report to the multi-purpose room. On planning, evaluation, and early release days, students should not be on the school campus. Middle and high school students should follow the same guidelines when they come at the end of the day unless they are working in a volunteer capacity. In this case they must have completed a volunteer form.

FACULTY/STAFF MEETINGS

All employees should reserve Thursday mornings from 8:10 -8:55 AM for faculty meetings, and Tuesday mornings from 8:10 -8:55 AM for Grade Level Meetings. On occasion, we will schedule faculty/staff meetings on other days as the need arises. Attendance is required unless the principal or assistant principal approves the absence.

PTO MEETINGS

Riversink Elementary School's Parent-Teacher Organization is an important part of our school's success. Its goals are:

- To promote overall quality and constant improvement of the educational capabilities of the school
- To provide a forum for the exchange of information and ideas among parents, teachers, and school administrators
- To provide an informational liaison between the school and community
- To provide opportunities for children to display work and/or perform for parents and other community members
- To raise funds for school improvement

The membership of the PTO includes, but is not limited to, parents, guardians, grandparents, teachers, support staff members, and school administrators. The expectation of employees of the school is to attend at least four meetings per year.

VOLUNTEER ORGANIZATION

Parents willingly devote time in helping school personnel meet our students' needs through tutoring students, assisting teachers in preparing materials, and working with small groups of students in special interest areas.

If you would like to have a volunteer assist you, please talk to the parents of our students and/or the school volunteer coordinator. Parents receive a volunteer sign-up form in their child's First Day Packet of Information. Volunteer forms can also be found online at wakullaschooldistrict.org.

It is important to prepare for the volunteer. Please make certain you plan the work and time well. Poor planning and wasted time can result in loss of interest on the part of the volunteer. A volunteer is a valuable asset to you and to the students. Remind your volunteer to log their time on the sign-in sheet in the front office.

DRESS CODE FOR FACULTY AND STAFF

Educators are professionals. Our daily attire should portray a professional appearance. Care should be given to dress in a fashion, which will gain you the respect of fellow educators, parents, and students. Comfort and neatness as you carry out your particular job responsibilities are factors to be considered. Please, no shorts for anyone other than the Physical Education Teachers. The secretaries and paraprofessionals are expected to abide by the dress code with the same care as the instructional staff. Other personnel should follow set regulations/stipulations as their job description states for appropriate dress; e.g., custodians should wear the county assigned uniform and lunchroom workers should dress as instructed by the Food Service Rules. Jeans are appropriate on casual Friday's with a school shirt. *See WCSB Personnel Handbook.*

CLASSROOM ENVIRONMENT

Teachers are responsible for maintaining a safe and clean environment in their classrooms. This is a shared responsibility. Encourage your students to involve themselves in the everyday cleanup of the classroom. Pick-up all papers, pencils, crayons, etc. at the close of each day before the custodians come to clean your classrooms. Please ask the custodian that cleans your room for cleaning supplies for desks, counters, etc. Instruct your students to tidy their desks often and keep the chairs pushed under the desks when not in use to avoid creating an unsafe area. Please try to remove dust from your computers and printers on a weekly basis.

To decorate your classrooms, please use an easily removed medium for adhering things to the walls. Use staples, tacks, or pins on the bulletin boards. Please remove these from the bulletin boards at the end of the year. Avoid leaving staples on the floor because damage to the vacuum cleaners can result.

Make sure counters and windowsills are clear of clutter. Clean marker boards on a regular basis and maintain attractive bulletin boards. Please keep your rooms clean, attractive, and ready for visitors at anytime.

Remember; keep pathways to the door and to the emergency window free of furniture and other items. The emergency fire escape window and sill should be free of clutter (no curtain).

ACCOUNTABILITY

Teachers are liable for their students' safety at all times. A School Board Employee should accompany students in the hallways throughout the school day. Students should not be left without an adult present in any area of the school campus.

Teachers should walk with their students as they go from place to place as a group throughout the school day. Escort students as a group to the bus loading area each afternoon. This will help with proper supervision and a safer loading procedure. Encourage all students to behave responsibly and make sure they board the correct buses.

Students are required to have 150 minutes a week of structured play. This play is required to be in 30 minute blocks. On days not scheduled for PE, the classroom teacher is responsible for providing 30 minutes of structured play. Please limit the number of students on the playground by coordinating with other teachers. Afternoon announcements will be made around 3:00 PM.

Submit your class schedules to the assistant principal by the end of the second student day of school. This schedule should be sent as an attachment in Word using your district email account.

Other Duties:

- Record the attendance of homeroom students daily and report to the attendance clerk. Record the information online on the attendance roster for your homeroom class. Students that arrive after 9:00 AM are tardy and should check in with the front office before proceeding to class. Students should be marked as unexcused until you or the attendance clerk receive an excused reason for that absence. Coordinate with the attendance clerk who should be marked excused. Record your attendance by 9:30 AM each morning. Expect students to attend school every school day unless they are ill or there is illness in the family. Parents can make prearranged absences for other planned absences. Contact the parent to ascertain the reason for the absence if a child is absent and the parent has not made contact with you. The accuracy of the attendance information is crucial, and auditors check our records periodically. *See the Wakulla County School Board Attendance Policy for specific procedures. See the Attendance Policy for additional attendance requirements during the school day.*
- Record grades in your online grade books and keep them current on a weekly basis. All grade books will be posted online every Tuesday at 3:30 PM. Mid Term Progress Reports will be printed by the assistant principal. Check the grades against the proof sheets provided and coordinate changes with the Secretary before the date for printing the attendance reports. *See the yearly calendar for specific dates.* Distribute the computer-generated report cards to the students on the scheduled days, and account for the timely return of the report cards signed by the parents.

Distribute to your students and collect as necessary all forms, surveys, and other informative flyers as directed by the school and district administrators. Keep a current list of who has returned the forms and make copies of the forms for yourself prior to filing the originals.

- Review information contained in the cumulative folders of your students. At the close of the school year, file all documents outlined in the End-of-the-Year Packet. Ultimately, the responsibility of the cumulative folders lies with the teachers; however, paraprofessionals may help with this task.
- Review your job description and adhere to the duties outlined in the Personnel Handbook.
- Review and follow all IEPs, 504's and plan of care documents.

DISCIPLINE PLAN

Students are expected to follow the school rules and adhere to the rules outlined in the Wakulla County School Board adopted Code of Student Conduct and Attendance Policies for 2020-21. All employees are responsible for correcting student misbehaviors and reporting problems to the homeroom teachers or the school administrators. Students not supervised by an adult should carry a hall pass. The Riversink Elementary School Discipline Plan will be developed during preplanning and reviewed throughout the school year in accordance with the WCSB Code of Student Conduct and Attendance Policies.

Each student's citizenship grade is determined during each nine weeks grading period based on their behavior, and the homeroom teacher is responsible for issuing this grade. Parents are notified of their child's citizenship grade on the midterm progress report and on the end of the term report card. Citizenship grades determine the end of the year awards for citizenship. *See Awards.*

CURRICULUM

The Wakulla County Curriculum guides identify curriculum responsibilities for each teacher by grade level and subject area. Teachers developed these curriculum guides, which are the official school board adopted documents for planning lessons. The assistant principal is the general curriculum contact for materials, curriculum guides, revisions, and concerns.

GRADES

Teachers have the responsibility to evaluate and assign grades. Nine weeks grades should be based primarily on in class tests and quizzes. Daily assignments and homework may figure into a student's grade, but should make up less than ten percent of their average. Projects, both individual and group, may contribute to the student's grades. Teachers may not lower a student's grade as a disciplinary action. However, in accordance with the School Board Policy, in cases of unexcused absences or absences resulting from suspension or dismissal, the student may earn a lower grade because of work missed. Please read the attendance policy for elementary students. Note the section on conferencing with parents and the section about adding one point to all nine weeks' averages if the student has perfect attendance. Although a student's grade may result in a number greater than 100, the highest grade accepted by our computer generated report card software is 100. Please override a nine weeks average greater than 100 online before the grades are sent electronically. Send report cards home on the designated school day following the end of each nine weeks' period. Teachers should account for the returned copies with the parent's signature. Send the last report cards home with the students on the last day of school. *See the End of the Year information for teachers.*

REPORT CARD GRADES - Kindergarten and ~~Pre-first~~ students will receive E, S, N, and U grades in all areas. Students in first through fifth grades will receive numeric grades which correspond to letter grades (A, B, C, etc.) for reading, language, writing, math, science, and social studies; E, S, N, and U grades will be used for citizenship, work habits, handwriting, and special areas.

Send Midterm Progress Reports to all students noting the students' grades in all academic areas and citizenship. Teachers should account for the returned copies with the parent's signature. *See the yearly calendar for dates to send these reports.*

ACADEMIC AWARDS

Students receive awards for their academic achievement and citizenship through this program using the following criteria.

AWARDS PER NINE WEEKS

- Ribbons shall be given for A and A/B Honor Roll in grades 1-5. Subjects include reading, language, writing, spelling, mathematics, science, and social studies.
- Academic Improvement ribbons are awarded for overall improvement from the previous nine weeks grading period in grades 1-5.
- In the event that the criteria for both honor roll ribbons and improvement ribbons are met, only the honor roll ribbon will be awarded;
- Excellent Citizenship ribbons shall be given for earning an “E” in grades K-5.
- Perfect Attendance Ribbons shall be given in grades K-5.

END OF THE YEAR AWARDS

Citizenship Excellence

Award for “E” all nine weeks grading periods

Academic Awards Kindergarten

Each student will receive a certificate chosen by the teacher

1st – 5th Grades

“A” and “A/B” Awards

Medallion for at least 3 out of 4 grading periods. This includes the students that receive A-B Honor Roll for all 4 nine weeks.

All “A” Awards

Straight A’s 4 out of 4 nine weeks earn a medallion and a trophy.

Perfect Attendance

Must be enrolled from the first day of school and may not be absent any full day.

President’s Award for Educational Excellence

Guidelines are forwarded from Washington, DC each school year.

Art

One certificate per grade level, selected by our school art instructor.

Physical Fitness

The two fitness awards are the Presidential and National Fitness Awards. The Presidential Physical Fitness Award is earned by scoring at or above the 85th percentile on all five tests on the President’s challenge. The National Physical fitness Award is earned by scoring at or above the 50th percentile on all 5 tests of the President’s challenge.

Music Class Awards

A certificate will be given to one outstanding music student from each grade level.

LESSON PLANS

Long range planning and goal setting should be done by the nine weeks, semester, and school year. Complete short range planning by Friday in preparation for the coming week. Plans should be written clearly and be as specific as possible. Handwritten and/or electronically generated plans are acceptable. Print out electronically developed plans

weekly. Document the standards in your lesson plans, and lesson plans should reflect accommodations for ESE and ESOL students. See the ESE student's IEP for the accommodations. The principal and/or assistant principal will review daily lesson plans during Classroom Walk Through visits. *See the Personnel Handbook, Job Description, and Curriculum Guides.*

COPY MACHINES

Each teacher has a 1500 maximum number of copies per month. Copies will be made by the parapro assigned to that position. Copies should be turned in at least 24 hours in advance.

TECHNOLOGY PROCEDURES

Report all computer and printer problems by district email to the technology resource teacher. Remember; provide your room number, name, property record number, a description of the problem, and when you first encountered the problem.

BULLETINS, PHONE MESSAGES, AND MEMOS

Check your district email, your voice mail, and your mailbox in the workroom when you arrive each morning and before you leave in the afternoon. You should respond to parents/guardians within 24 hours.

STUDENT PROGRESSION CHECKLISTS AND PROGRESS MONITORING PLAN

See the Reading Curriculum, the District Reading Plan, the Progress Monitoring Plan, and the Response to Intervention guidelines. These documents outline the requirements for referring students to the Child Study Team (CST). See the Assistant Principal, to schedule a CST meeting, to obtain referral forms, and more information. Bring the completed forms to the CST meetings. If other personnel are needed for the CST meeting, please see the Assistant Principal and Mrs. Crouch to coordinate scheduling personnel to cover classes.

END OF YEAR REQUIREMENTS

The end-of-the-school year packet, complete with forms and guidelines, outlines the requirements for closing out the school year.

EMPLOYEE ABSENCES

Employees who find it necessary to be absent from school for any reason should notify Mr. Nelson and or Mrs. Crouch between 6:30 and 7:30 AM on the day of the absence if prior notification has not been made.

At times, employees may need to leave school during the day due to emergencies. If this occurs, the employee should notify the principal at once to inform him of the need to leave school and to arrange for leaving the campus. If Mr. Nelson is not available, contact Mrs. Cutchen.

Teachers are allotted ten leave days per school year, six of which may be used as personal leave, provided no more than ten percent of the faculty request personal leave on the same day. See the WCSB Personnel Handbook for acceptable use of personal leave. Four of the ten days are provided during the first month of employment and the remaining days are accumulated one per month thereafter.

Apply for personal leave at least two days in advance. Complete leave forms within five days upon return to school after sick leave that was not prearranged. The Wakulla County School Board reserves the right to grant or deny personal leave in excess of 20 days; however, permission for maternity leave is mandatory upon request.

Complete Temporary Duty Elsewhere (TDY) forms for anytime you plan to be out of your classroom for workshops, conferences, in-service programs, etc. Attach an agenda of the meeting to your TDY request form if available prior to your meeting. If not, forward the agenda to the finance department following the meeting as soon as possible.

See the WCSB Personnel Handbook for more details.

PLANNING FOR A SUBSTITUTE

Provide the following to your substitute:

- Daily Lesson Plans
- Schedule of the day
- Attendance sheet printed from your online homeroom grade book
- Discipline plan and forms needed
- Seating chart and bus numbers
- Other pertinent information
- How to accommodate ESE, 504, Plan of Care students.

Note: For days that you have not planned to be absent, provide the above in a folder labeled “Emergency Lesson Plans”. Provide lesson plans for these emergencies that are generic in character. Locate this folder in an easy to find location. Make your coworkers and paraprofessional aware of the folder’s location.

PARENT/TEACHER COMMUNICATION

Conferences are important. Frequent school-home communications are encouraged. Teachers should initiate conferences and document topics discussed during conferences. Hold conferences with all parents during the first eight weeks of school. Teachers need to communicate academic and behavioral concerns during conferences, through telephone conferences, emails, and/or notes sent home with the students. Give special attention to parent requests for conferences. Encourage parents to come for conferences at scheduled times rather than interrupting lessons during the school day.

CLASS PARTIES

Obtain permission from the principal for parties other than Halloween, Christmas, and Valentine’s Day. Students and teachers participate in a Halloween Parade prior to the Halloween Party.

FIELD TRIPS

Obtain approval for all field trips from the principal. Approval by district office personnel is required at least one week prior to the trip. Notify the lunchroom manager two weeks in advance of a scheduled field trip.

Included in the first day packet for students is a blanket field trip permission form. After students return the completed forms, make a copy for your files and put the original signed forms in the students’ cumulative folders. Prior to a field trip, notify parents of the trip and provide any pertinent information. Take a copy of the field trip permission notes with you on the trip. Students may not ride with a non-custodial parent or anyone other than a custodial parent. Students who ride with parents on a field trip should provide a note to the teacher signed by the parent and the principal explaining the students’ plans prior to the trip.

MEDIA CENTER POLICIES

- The media center is open daily from 8:10 –3:35.
- The resources and services of the media center will be available to individual students and teachers for independent study, small group studies, and scheduled class work.
- The classroom teacher is not expected to stay with his/her class except when bringing the entire class at a time other than the regular scheduled time.
- Students may check-out books for one week at a time. Return books to renew for another week. Students are required to pay for any loss or unnecessary damage to library materials.
- Check out all equipment from the Media Specialist. The Media Specialist is required to know where media equipment is located during the school year.

CRISIS PLAN

LOCK DOWN PROCEDURES

Intercom Alerts:

Lock Down will signify that a potentially dangerous situation or individual is present on our school campus. When alert is given, you will:

- Lock classroom doors and secure areas as well as possible.
- Make sure all you students are inside and stay inside the classroom and are not visible, preferably office.
- Move students to the safest place in the room, away from all windows and doors, if possible. Maintain a calm and orderly atmosphere.
- If you have students out of the classroom, report to the office the names of those students and their location.
- Stay put until Administration or Law Enforcement unlock your door and tell you all is clear.

If you see a dangerous situation developing, report it immediately to the office.

PROCEDURES IN CASE OF FIRE

1. At the sound of the fire alarm (loud, continuous horn), escort all students in an orderly manner to the nearest exit. Be sure all windows and doors are closed and bring your student roster.
2. Group students at a safe distance from the school building and check the students present against the student roster.
3. Under no conditions should anyone re-enter the school building until the danger/drill is over or an all clear announcement is made.

EVACUATION

1. Wait for notification from the office.
2. Escort all students to the bus loading area and bring your student roster.
3. Non-transported students will wait in the multipurpose room.

BOMB THREAT

1. Open all windows and doors.
2. Escort students to the nearest exit.
3. Group students at a safe distance from the school building and check students present against the student roster.
4. Wait for information from the office concerning dismissal for the day.

LIGHTNING AND/OR STORMS

- Students must not be outside if there is a threat of lightning or storms.
- Electrical machines, especially *computers* should be unplugged.

PROCEDURE FOR TORNADO

- At the sound of the *tornado alarm*, escort all students to the designated area. Each class must be aware of the designated area.
- Have students crouch face down, knees drawn up, and hands overhead.
- If you are outside, go to the nearest permanent structure.
- If a school bus is caught in the open when a tornado is approaching, the children should be escorted to a nearby ditch or ravine and made to crouch face down, hands overhead. Students should be far enough away so the bus cannot topple on them.

STUDENT ILLNESS OR ACCIDENT

Notify the Health Aide and the administrators immediately when a student or an adult needs emergency care. Injured students should be escorted to the clinic. Parents should be notified by teacher and clinic the same day as incident. *The administrators will make the decision to call an ambulance.* In case of injuries, the adult in charge at the scene of the accident must complete the accident report. Obtain these forms from the principal's secretary or online.

EQUITY STATEMENT

The Wakulla County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Angela Walker, Chief Human Capital Officer
69 Arran Road, P.O. Box 100
Crawfordville, FL 32327
850-926-0065, angela.walker@wcsb.us