

RIVERSINK ELEMENTARY SCHOOL

2022-23

FACULTY AND STAFF

HANDBOOK



**The Riversink Otters**



## Table of Contents

<b>Topic</b>	<b>Page</b>
Wakulla County Schools Directory	2
Riversink Elementary Directory	3
Principal's Introduction	4
School Hours for Students	4
Before School Procedures	4
Employees with Children in Our School	5
Faculty/Staff Meetings	5
Volunteer Organization	5
Dress Code for Faculty and Staff	5
Classroom Environment	5
Accountability	6
Discipline Plan	7
Curriculum	7
Grades	7
Academic Awards	7
Lesson Plans	8
ESE	9
Copy Machines	10
Technology Procedures	10
Bulletins and Phone Messages	10
Student Progression Checklists, Progress Monitoring Plan	10
End of the Year Requirements	10
Employee Absences	10
Paraprofessional Information Responsibilities	11
Planning for a Substitute	11
Parent/Teacher Communication	11
Class Parties	12
Field Trips	12
Media Center Policies	12
Crisis Plan	12/13
Student Illness or Accident	14
Equity Statement	14
Tobacco Statement	14

# **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

Michael Barwick, Executive Director of Facilities and Maintenance

Sunny Chancy, Chief Academic Officer

Belinda McElroy, 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

Danny Lilly, Director of Technology Services

Amy Bryan, Health Coordinator

## **TRANSPORTATION OFFICE**

Pat Jones, Coordinator of Transportation 926-7550

## **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**

Catherine Cutchen, Principal

James Vernon, Assistant Principal

## **Teachers**

### **Kindergarten**

Meredith Adams

Gabriela Fiore

Carrie Pafford

Ashley Ward

### **First Grade**

Kris Cason

Amy Gaylord

Diana Miller

My Mitchell

Donna Temple

### **Second Grade**

Amber Boutwell

Alison Bussey

Whitney Gaddis

Shante' Grimmett

Melissa Lytle

### **Third Grade**

Erin Collins

Bobbie Dotson-Scarry

Ashlee Guess

Molly Jones

Lisa Wilson

### **Fourth Grade**

Amy Higginbotham

Mari Kimbrel

Audra Stokley

### **Fifth Grade**

Casey Fletcher

Amanda Heller

Cassie Johnson

Kaleigh Taylor

### **ESE & EBD**

Kimberly Musgrove

Beverly Sanders

Madeline Domning

Jennifer Gilbert

Jillian Woods

### **Special Area**

Bonita Salib, Guidance

Katie Hart, Media Specialist

Natalie Begley, Art

Imani George, Music

Brian Roddenberry, PE

Sarah Watters, Speech

### **Reading Coach**

Angie Gentry

### **COVID Specialist**

Lacie Lloyd

### **Staff**

Regina Mitchell, Admin. Secretary

Cheryl Coddington, Secretary

Karen Haines, Data Entry

### ***Paraprofessionals:***

Delia Brannan

Cathy Copeland

Christy Hay

Heather Lee

Sarah Moore

Shelly-Ann Simonsen

Jennifer White

Selina Williams

### **Maintenance/Custodial Staff**

Charlie Peltier, Foreman

Dennis Franklin

Blair Mills

Mike Weeks

Ron 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 2022-23 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!

Catherine Cutchen  
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. Kindergarten and 1<sup>st</sup> grade students remain in the lunchroom after eating breakfast until the bell rings. All other students return to the bus after eating breakfast. 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.

## MORNING MEETUP

Morning meetup occurs daily from 9:00-9:10am. This is a time for all learners to interact with their adult advocate and peers for the purpose of developing positive relationships and having support for their educational experiences.

## **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 unless pre-approved. 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. Cell phones or personal tablets should not be in use during faculty meetings.

## **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](http://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 any time.

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. Please limit the number of students on the playground by coordinating with other teachers. Teachers should not be on cell phones while on playground. Teachers must monitor student play. 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 2022-23. 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 principal is the general curriculum contact for materials, curriculum guides, revisions, and concerns.

## **GRADES**

Grades should be entered in a timely manner and should consistently reflect one grade per week.

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 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

**1<sup>st</sup> – 5<sup>th</sup> 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 85<sup>th</sup> percentile on all five tests on the President’s challenge. The National Physical fitness Award is earned by scoring at or above the 50<sup>th</sup> 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 have been developed at DCT and must be followed. 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.*

## ESE

All students in Exceptional Student Education must have an Individualized Education Plan which is written annually, or more frequently as student needs dictate. General education teachers and parents must be included in the development of this plan. Progress toward IEP goals will be provided to parents at mid-term intervals and at the end of each grading period. In adhering to the federal law, set forth in IDEA (Individuals with Disabilities Education Act) the following procedures must be in place:

A general education teacher of the child must be present at the IEP meeting to participate in the development of the IEP, assist in the determination of appropriate positive behavior interventions for the child and assist in the determination of supplementary aids, services, program, modifications or supports for school personnel that will be provided for the child. General education teachers must:

• Know who in your class has an IEP or 504 Plan. This is located in your focus account and

should be accessed there.

- Personally review each IEP or 504 Plan.
- Note any accommodations or modifications outlined in the IEP or 504 Plan. Teachers are required to maintain and consult the accommodation log for ESE students.
- Teacher must implement the IEP or 504 Plan as it is written and any concerns about the ability to do so should be brought to the Assistant Principal/ LEA immediately.
- Document efforts to implement the IEP or 504 Plan in plan books or grade books.

Teachers who fail to implement a child's IEP or 504 Plan are at risk of PERSONAL LIABILITY, including money damages (Doe V. Withers, 20 IDELR422 (w.Va.Cir.Ct.1993). In order to provide the most appropriate education possible for ESE students, it is imperative for the team serving him/her to communicate on a regular basis. ESE teachers will provide a hard copy of pertinent information from the student's IEP to his/her classroom teacher along with appropriate strategies to implement modifications once an IEP has been updated or amended. T.E.A.C.H. and UKERU child handling protocols are the **ONLY** approved techniques to be used for the handling of students during periods of escalation. Certification and recertification is mandatory for Teachers and Para- professionals working in the ESE self-contained classroom environment as well as in general educational settings.

### **MANDATORY REPORTING OF CHILD ABUSE, ABANDONMENT OR NEGLECT:**

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families (DCF). Professional educators are mandatory reporters and as such they are required to provide their names to the Hotline staff. The name of the reporter shall be entered into the record of that report but shall be held confidential as provided in s.39.202,F.S. Please consult with the administration if you suspect a case of child abuse. When a report has been made to DCF or law enforcement, teachers or staff should not take it upon themselves to interview the child, talk with the suspected abuser, or discuss the allegations with any third party. If a parent or legal guardian desires information related to the abuse complaint or investigation, please refer them to the school administration, the DCF, or the applicable law enforcement agency. Child Abuse Hotline: 1-800-962-2873

## **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 teacher. Remember; provide your room number, name, property record number, a description of the problem, and when you first encountered the problem. If technology teacher is unable to assist you, please email the Helpdesk and copy the assistant principal.

## **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 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 Principal and Secretary 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 the Principal and the Secretary between 6:00 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 Principal is not available, contact the Assistant Principal.

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.*

## **PARAPROFESSIONAL INFORMATION RESPONSIBILITIES**

- Refer to the Wakulla County School Board Policy Manual for county requirements and guidelines for the paraprofessional position.
- Each paraprofessional will be responsible for the supervision of those students during the time assigned.
- Primary responsibilities of the paraprofessional while he/she is supervising students in the lunchroom or hallways are:

A. Be punctual in assigned duties in the lunchroom. (If your supervision time begins at 8:25, please do not wait until 8:25 to start moving to the cafeteria. Leave your area so that you will be in the cafeteria at 8:25)

B. Receive and seat students in a given class when necessary.

C. Constantly supervise students during their eating. The paraprofessional should circulate continuously. A healthy atmosphere during the lunch periods must be maintained. Undesirable and inappropriate behavior on the part of students will not be permitted. Talking, however, in a moderate voice is acceptable. Students should not be permitted to leave their seats without permission

D. Paraprofessionals are responsible for the supervision of students until completion of the scheduled lunchroom period. Paraprofessionals, when in full control of students, are legally responsible for those students. Please notify the teacher and/or administrator of any continuous inappropriate or severe behaviors.

The Principal assigns para-professionals to particular programs and grade levels and will be directed and report to the Assistant Principal. **THE PARA-PROFESSIONALS' AUTHORITY MUST BE SUPPORTED BY THE CLASSROOM TEACHER OR INSTRUCTIONAL PERSON IN CHARGE!!!** Their authority is an extension of the teacher's organization and rules. Para-Professionals should know the teacher's or classroom's expectations and a mutual trust must be established. **REMEMBER**, Para-Professionals can and should be used to help students by delivering and assisting with instructional activities.

## **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. Assign this folder to a designated 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. A failing grade on a progress report or report card should be addressed prior to it being sent home with a minimum of a phone conference. 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. All communication with parents should be logged into focus communication.

## **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 and coordinate transportation and meals through the assistant principal. Approval by district office personnel is required at least one week prior to the trip. Collect a field trip form a minimum of one week before the trip. All medication needs, should be scheduled through the school nurse prior to the leave time for the trip and is the responsibility of the teacher to collect.

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 8:55 –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), follow the most current school evacuation policies directed by the administration, escort all students in an orderly manner to the nearest exit. Be sure all windows and doors are closed and bring your student roster and emergency kit.
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. Escort students to the nearest exit.
2. Group students at a safe distance from the school building and check students present against the student roster.
3. 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.
- If storms or lightening arise while outside move to the closest safe area in an orderly manner

### 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.

## **TOBACCO STATEMENT**

In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property. (adopted 7/01/2014)

### **Tobacco Use**

In accordance with the most current School Board Policy 2.90, all use of tobacco/electronic smoking device products in any form, are prohibited in any District owned facility, vehicle, and property.

## **EQUITY STATEMENT**

### **NON-DISCRIMINATION STATEMENT**

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; [lori.sandgren@wcsb.us](mailto:lori.sandgren@wcsb.us).