

Crawfordville Elementary School

Parent and Student Handbook

2023 - 2024



Crawfordville Elementary School
379 Arran Road
Crawfordville, Florida 32327
(850) 926-3641

Crawfordville Elementary Website: <https://ces.wakullaschooldistrict.org/>
Wakulla County Schools Web Address: <https://www.wakullaschooldistrict.org/>

PRINCIPAL'S INTRODUCTION

Dear Parents and Students,

Welcome to Crawfordville Elementary! Our outstanding faculty and staff are committed to offer students an exemplary learning experience. We feel the formative years present a challenge for us to help develop children's intellectual, social, emotional, and physical wellbeing in a context that is appropriate for each student. To that end, we will continue to create an atmosphere which builds lifelong, positive attitudes towards school and learning.

This handbook is being provided to our school community so you will become more familiar with Crawfordville Elementary. It is to serve as a reference about Crawfordville's school policies, student privileges, and responsibilities. We encourage you to refer to this publication often as we have anticipated many of your concerns and questions.

You are invited and encouraged to play an active role in the education of your child. The possibilities for becoming involved are numerous!

Close cooperation between home and school is essential in promoting the best interests of the child. We invite you to visit school and to attend scheduled meetings. A meaningful exchange of information between us benefits everyone, and our partnership in providing an outstanding educational experience for all of our children can only grow stronger with close communication between the school and the home.

Thank you for this opportunity to work with you and your child. I'm excited and anticipate a very successful year!

Sincerely,

Alena Crawford
Principal

VISION AND FOCUS: Our focus is to create an atmosphere of warmth, trust, and respect by continuously role modeling and helping others understand the importance of such an atmosphere. We will lead students to believe in themselves by using data to show their strengths, data to help them set goals, and data to plan instruction so that students CAN meet their goals. We will know students, take an interest in our students, and appreciate the diversity of our students. Only positive, professional, productive approaches will be used towards parents, students and colleagues in order to establish and maintain the needed teamwork that it takes to succeed.

STUDENT ADVOCATE

It is Wakulla School Districts commitment to students to ensure every child have an adult advocate. Our core values include always making decisions in the best interest of students. At Crawfordville Elementary School each student is part of a morning meeting with their advocate to address academic and social emotional needs. As a result of the targeted check-in systems students are able to discuss any concern they may have with their advocate.

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.

ARRIVAL

School begins at 8:55am and ends at 3:25pm each day. Students should not arrive at school before 8:25 A.M. and should be picked up promptly at dismissal time. **Supervision is not provided before 8:25 a.m. or after 3:55 p.m.** All students arriving after 9:00 should report to the office for a tardy slip. Students being delivered to or picked up from school by personal transportation should be dropped off in the designated area in front of the school. The Wakulla County Senior Citizens sponsors a before and after school day care program housed at Crawfordville School for children arriving before 8:25am and staying after 3:30pm. Please contact them directly at 850-888-1022 to make arrangements.

DISMISSAL - AFTERNOON STUDENT PICK-UP/DASH PASS

A school issued pick-up pass (Dash Pass) must be visible on the passenger side dashboard in order for a child to be picked up. Parents are responsible for ensuring that anyone picking up their child has the appropriate Dash Pass. Please only check out your child early for appointments. Appropriate identification (driver's license) is needed for security reasons. Checking out students between the time of 2:30 and 3:25 should be used to check students out.

Florida statute, 316.306, states that while in a school and work zones, the use of a wireless communications device in a handheld manner is prohibited. This will be enforced at Crawfordville Elementary School to ensure the safety of our students and others.

LUNCHROOM INFORMATION

Breakfast and Lunch Information: All students will be offered breakfast and lunch at no cost. Students may wish to place money in their lunch account to purchase additional milk and food items. After going through the serving line, students will sit at their designated table. Students are to enter and leave in an orderly manner. We expect students to behave like ladies and gentlemen. Lunchroom problems will be communicated to the classroom teacher or administration.

GRADING SCALE

Kindergarten uses the following scale for all subjects and 1st through 5th grades use this same scale for work habits, citizenship, art, music, and physical education.

E – Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

I – Incomplete

The following grading scale is used for 1st through 5th grades.

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 0-59

I - Incomplete

VISITORS

All visitors on campus must use the main entrance. Visitors will be given a Visitor's Pass to wear while on campus, a driver's license is needed to check in. Parents are responsible for providing the school with updated copies of court orders or injunctions that include any restrictions or limitations regarding contacts with their children. A driver's license is needed in order to go beyond the front desk.

DRESS CODE

Students are expected to dress appropriately for school, safety, modesty and the weather. skirts, dresses, skorts, and shorts should all be an appropriate length (knee length for 3rd - 5th) and t-shirts with logos should reflect positive social and academic excellence in the message. Shoes are worn at all times except when a class activity requires their removal. Shoes that are secured with straps/ties are strongly recommended. *Tennis shoes (sneakers) must be worn on students' PE days for safe participation.* ~~Failure to do so will reflect in loss of grade points for the day.~~ It is STRONGLY encouraged that students wear closed toed shoes EVERY day to prevent injury that can easily occur wearing flip flops and sandals. Flip flops are especially discouraged.

Clothing/shoes prohibited at school:

- Apparel displaying profanity, sexual innuendoes or promoting alcohol, tobacco products or gang activities.
- sagging pants, and chain wallets.
- Half shirts, spaghetti straps, halter (backless) tops/dresses, see-through clothing, tank tops and revealing clothing.
- Shorts, skirts, dresses, etc. that are too short. Hats, caps or hoods.
- Metal cleats or shoes with wheels.

ITEMS NOT ALLOWED AT SCHOOL AND CELL PHONE USE

To assure continuity of instruction, toys, games and all electronic devices must remain at home unless prior approval is given. Loss or theft of these items is not the responsibility of the school. Cell phone use is not

permitted during the school day. Cell phones must be turned off and remain in students' backpacks while on the bus and during regular school hours.

REPLACEMENT OF LOST TEXTBOOKS OR LIBRARY BOOKS

The replacement of textbooks issued to an individual child shall be absorbed by the parent in the event the book is damaged or lost. Replacement costs of books may be obtained from your child's teacher. It is the responsibility of each student to return library books at the designated time. Parents will be expected to pay for lost library books or those damaged beyond further use.

LOST AND FOUND

Please write your child's name on such items as coats, sweaters, jackets, gloves, lunch boxes, etc. Articles without names are placed in the "Lost and Found" located in the cafeteria and are kept on display until the end of each month when unclaimed items are donated to community clothing closets.

ATTENDANCE

Daily attendance in school is critical for academic success. Florida law requires each parent of a child from six to sixteen years of age to be responsible for the child's school attendance. The law allows absences for illness and certain other special circumstances. It is the responsibility of the parents to notify the school in writing when their child will not be in attendance. The note should list the days absent and the reason for the absence. If your child is very ill and will need to be absent from school for an extended period, please notify the office and contact the teacher to get work that can be done at home. Students who are absent more than 10 days during the school year may have other requirements.

Perfect attendance will be awarded only to students who are in attendance each day. Please refer to the Wakulla County Code of Student Conduct & Attendance booklet.

Communication

Your child's teacher will communicate with you during the school year by phone, and newsletters. Parent conferences may also be scheduled by calling 850-926-3641. The principal distributes the Cougar Newsletter via email each month with school information, upcoming events, and lunch menus. Please make sure that current mailing addresses, email addresses and phone numbers are on file with school. Teachers will not respond to emails, phone calls or messages during instructional time. Please allow 24 hours for a response. Emergency situations should be handled through the front office.

RULES FOR GENERAL BEHAVIOR

Proper student conduct and behavior are fundamental to the educational process. Refer to the Wakulla County School Code of Student Conduct for detailed information. The behavior expected from students at school is a combination of common courtesy, respect, and safety considerations. Teachers and staff will maintain a classroom management system that is consistent with a productive learning environment. A list of classroom rules and consequences from your child's teacher will be sent home the first week of school. Additionally, classroom teachers will continue to implement positive behavior systems into their classroom to encourage students to make good decision.

BUS RULES

Bus transportation is considered a privilege. Students must earn this privilege by obeying bus rules that are posted on each bus. A student who is provided transportation shall be assigned to a specific bus and shall not

ride any other bus except upon written request of the parent or guardian of the student and written approval of the principal or her designee. Any disruptive behavior on the bus will be reported to administration. Students who jeopardize the safety of themselves or others may have their bus riding privileges revoked, temporarily or permanently, by the administration. If a child is suspended or expelled from riding a school bus due to misconduct, the parent or guardian is expected to provide transportation during the time the student is excluded from the bus. For safety reasons, helium balloons, glass containers, pets or living animals of any kind, softball/baseball bats, scooters, skates, skateboards or hockey sticks will not be allowed on school buses.

Field Trips

Students at Crawfordville have opportunities to take field trips each year. Students must have a completed Wakulla County School District Supervised Field AND Activity Trips Emergency Medical Treatment Form 2023 – 2024. Additionally, only a student's legal guardian can take a student home from the field trip and needs to be pre-arranged with administration. All students must be transported to the field trip using Wakulla County Schools transportation. Administration has the right to revoke a student's ability to participate in field trips for behavior, attendance and poor academic performance.

STUDENT ILLNESS AND MEDICATION POLICY

Students should stay home whenever they have a fever, vomiting, diarrhea, or any illness that might be contagious. Students sent home with one of the above-mentioned illnesses must remain away from school for 24 hours.

Teachers are not allowed to administer any medicine and students are not allowed to self-medicate. If it is necessary for medication to be dispensed at school, it must be in the original container and a permission form to administer medication must be completed. This policy applies to over-the-counter medicines as well. All medication is stored in the clinic.

HEAD LICE

Wakulla County School Board Policy states, "Any student found with head lice or nits shall be isolated and the child's parent/legal guardian shall be notified to pick the child up". Students may not return to school or ride the bus until he/she is free of head lice and/or nits. Students sent home must be brought back to school by an adult and cleared by clinic personnel before returning to class.

STUDENT AWARDS/RECOGNITION

Students are honored for academic achievement, conduct, work habits, personal growth, citizenship, and attendance. An end of the year Awards Assembly recognizes students attaining A/B and A honor rolls all year as well as perfect attendance, super citizenship, word count, million- word readers, fact masters, and special awards- area awards.

BE A VOLUNTEER!

Parents are their child's first teacher. Because you are so important in the educational process, we want to promote a home-school relationship by requesting your assistance as a school volunteer. It has been our experience that parents who are interested in spending time with their children and support the educational efforts of the school, have a positive influence on children's attitudes and their achievement.

Be a part of our volunteer group and find out how you can help the children, the teachers, and yourself. For further information please contact the Assistant Principal, Mrs. Sparkman or our Volunteer Coordinator for details. **YOU ARE WANTED AND NEEDED AT OUR SCHOOL!**

CRAWFORDVILLE PTO

The PTO is an important part of Crawfordville School's successful atmosphere. It's 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 the community and to provide opportunities for children to display work and/or perform for parents and other community members. All parents and guardians having children in attendance at the school, teachers and staff currently employed at the school, and current administrators of Crawfordville Elementary School comprise the membership of this organization. You are cordially invited to be an active member of this organization. Written notices of each meeting will be sent home with each student. Remember parents, this is your organization--WE NEED YOU!

Section 39. Pledge of Allegiance

1003.44 Patriotic programs; rules (1) Each district school board may adopt rules to require, in all the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s.1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77 -435, s. 7, approved June 22, 1942, 56 Stat.377, as amended by Pub. L. ch. 77 -806, 56 Stat. 1074, approved December 22, 1942.

SCHOOL ADVISORY COUNCIL

School Advisory Council members are elected to serve and include faculty and staff members, parent members, community and business members, and the principal. They are elected to serve annually. The School Advisory Council solicits information which will assist in meeting the needs at Crawfordville Elementary School. This information is used to generate goals and plan activities. Progress toward these goals is assessed and reported. Meetings are open to all students, teachers, parents, and community members. Copies of the School Board approved plan are available upon request at the beginning of each school year and available on the school's website.

2021-2022 School Financial Report
Educational Funding Accountability Act, Sec. 1010.215. F.S.

Wakulla County School District
 Crawfordville Elementary

Revenues						
	<u>School</u>	<u>%</u>	<u>District</u>	<u>%</u>	<u>State</u>	<u>%</u>
Federal	\$ 465,424	9.20%	\$ 8,744,940	17.96%	\$ 6,740,369,455	21.90%
State/Local (Excludes Lottery)	4,563,026	90.24%	\$ 39,905,593	81.95%	\$ 24,013,872,357	78.03%
Lottery	-	0.00%	\$ -	0.00%	\$ -	0.00%
Private	28,178	0.56%	\$ 47,251	0.10%	\$ 22,876,493	0.07%
TOTAL	5,056,628	100%	48,697,784	100%	30,777,118,305	100%

PER FULL-TIME EQUIVALENT STUDENT				
<u>Operating Costs</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Teachers/Teacher Aides (Salaries/Benefits)	\$ 4,598	\$ 4,501	\$ 5,555	2,964,498
Substitute Teachers (Salaries/Benefits)	See Footnote {1}	-	-	
Other Instructional Personnel	669	845	1,330	431,235
Contracted Instructional Services	151	241	323	97,581
School Administration	491	667	683	316,654
Materials/Supplies/Operating Capital Outlay	192	258	418	123,633
Food Service	527	570	599	339,708
Operational and Maintenance of Plant	998	1,286	1,138	643,225
Other School Level Support Services	217	253	294	140,094
TOTAL SCHOOL COSTS	7,843	8,621	10,340	5,056,628

PER FULL-TIME EQUIVALENT STUDENT				
<u>Additional Detail Information</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
<i>Teacher/Teacher Aides (Salaries/Benefits)</i>				
Basic Programs	\$ 3,876	\$ 3,828	\$ 4,631	\$ 2,024,125
ESOL Programs	3,801	4,688	5,726	3,041
Exceptional Programs	7,700	6,863	8,660	937,332
Vocational Programs	-	4,042	4,518	-
Adult Programs		-	-	

PER FULL-TIME EQUIVALENT STUDENT				
<u>Materials, Supplies, Operating Capital Outlay</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Textbooks	\$ 20	\$ 49		\$ 12,870
Computer Hardware and Software	\$ 115	131		\$ 74,095
Other Instructional Materials	\$ 42	58		\$ 27,130
Other Materials and Supplies	\$ 15	\$ 20		\$ 9,538
Library Materials and Supplies	\$ 2	4		\$ 1,505

{1}-Total Cost of Substitute Teachers: \$ 15,918

District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and administration for Wakulla school district totaled \$4,926,137 or \$1,024.21 per FTE.