

**2023 - 2024**

**STUDENT  
HANDBOOK**



**MEDART ELEMENTARY SCHOOL**

**2558 Coastal Highway  
Crawfordville, FL 32327**

**Phone: 850-962-4881**

**FAX: 850-962-3953**

<http://www.wakullaschooldistrict.org>  
<http://www.wakullaschooldistrict.org/mes/>

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### 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.



Dear Parents and Students,

Welcome to Medart Elementary School. The intention of this handbook is to provide information to you on the Mustang program and your school. We are so proud of our school. Our goal is to provide an enriching school atmosphere to prepare students to be learners for life.

Together with your cooperation and involvement, we believe this can be accomplished. We are excited about the start of the new school year. On behalf of our Mustang Faculty and Staff, I welcome you to the corral!

Sincerely,

Stan Ward  
Principal

## **SCHOOL PURPOSE:**

To empower all students to reach their full potential through perseverance and self-motivation.

## **Core Values:**

**Be MINDFUL of Others**

**Be MANNERLY and Respectful**

**Be the MASTER of Your Learning**

## **SCHOOL DAYS**

School begins at 8:55 AM and ends at 3:25 PM each day. Drop off and pick up for students is located at the Highway 319 (Sopchoppy Highway) entrance and the Highway 98 (front) entrance. Students may arrive at school after 8:20~~5~~ AM and should be picked up by 3:25 PM. For your child's safety, we ask that you use the designated car line for dropping off and picking up students daily.

Students arriving after 9:05 AM should report to the registrar for a tardy slip before reporting to class. Contact the school prior to 2:30 PM to notify us about a change in where your child should go after school. After recording the information, one of the secretaries will provide a note to your child's teacher before dismissal. No bus changes can be made after 3:00.



## **LUNCHROOM PROCEDURES**

After going through the serving line, students will sit at their designated table. The students will empty their own trays and wait for dismissal. Students are to enter and leave the cafeteria in an orderly manner. We expect students to behave like ladies and gentlemen. Lunchroom behavior problems will be communicated to the classroom teacher or school's administration.

All students will be offered breakfast and lunch at no cost for the 2023-2024 school year. Students may wish to place money in their lunch account to purchase additional milk and possibly other additional items if available. You may check your child's lunch account balance at [www.myschoolbucks.com](http://www.myschoolbucks.com)



## **ATTENDANCE**

Daily attendance in school is critical for academic success. Please make sure your child arrives at school on time and refrain from picking them up prior to dismissal. If your child is absent from school, please send a written note or doctor's excuse upon their return. Perfect attendance will be awarded only to students who are in attendance each day and are in class for the majority of the academic day. Please refer to the Wakulla County Code of Student Conduct and Attendance booklet.

## **COMMUNICATION**

Your child's teacher will communicate with you during the school year by letter, email, phone, and newsletter. Parent conferences may also be scheduled by calling 962-4881. Please make sure that current mailing addresses, email addresses and phone numbers are on file with the school.

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 Medart Elementary 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.

## **K-5<sup>th</sup> DISCIPLINE**

Proper student conduct and behavior are fundamental to the educational process. Teachers and staff will maintain a classroom management system that is consistent with a productive learning environment. A list of classroom expectations, procedures and consequences from your child's teacher will be sent home the first week of school and reviewed in the classroom. To assure continuity of instruction, radios, toys, games, electronic games, iPads, etc. must remain at home unless prior approval is given. Student use of video cameras is only permitted for teacher directed projects.

## **PRE-K DISCIPLINE GUIDELINES AND PLAN**

The environment of the prekindergarten is structured so children can make choices of play activities and materials. This ability to choose and plan gives the child power and prevents many conflicts during the school day.

When inappropriate behavior occurs, the following steps are taken:

1. Minor misbehaviors are ignored if there is no danger to the child or others.
2. The adult will use non-verbal communication through eye contact, a gentle touch, or closer proximity in order to encourage on-task behavior.
3. The adult intervenes by placing him/herself between the child and the source of the problem, thereby distracting the child.
4. The child is encouraged to go to another center or area, thereby removing him/herself from the disruptive situation.
5. The child is given "time-out," separated from the other children (1 minute per age of the child), thereby giving the child a time to "cool down" or think about the problem. An adult always takes time to discuss the problem and possible solutions before the child rejoins the group or activity.
6. If inappropriate behavior continues or is severe, contact will be made and maintained with the parents/guardians until the behavior improves. An individualized positive behavior plan will be created to improve the behavior.
7. If a child severely disrupts a class (tantrum, hurting him/herself or others), the child will be immediately removed from the classroom or setting by an adult. The child will be taken to the Principal or Assistant Principal until she/he has calmed down and can discuss the problem and possible solutions. Each parent will receive a copy of the school discipline plan in the Parent Handbook as well as the classroom behavior management system at Open House or during the first week of school. This plan will be fully explained and questions answered at that time.
8. Depending on the severity and frequency of the problem, parents may be called to take the student home.

### **CELL PHONES**

HB379 (f) Notice that use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. A student may possess a wireless communications device while the student is on school property or in attendance at a school function; however, a student may not use a wireless communications device during instructional time, except when expressly directed by a teacher solely for educational purposes. A teacher shall designate an area for wireless communications devices during instructional time. Each district school board shall adopt rules governing the use of a wireless communications device by a student while the student is on school property or in attendance at a school function.

1<sup>st</sup> offense – phone taken and returned end of day, 2<sup>nd</sup> offense – phone taken and parent contacted to pick up, 3<sup>rd</sup> offense phone taken, parent contacted to pick up, and referral/consequence issued. Loss or theft of these items is not the responsibility of the school.

### **DRESS CODE**

Students are expected to dress appropriately for school, safety, modesty, and the weather. Mini-skirts, short shorts, tank tops, hats, sunglasses, baggy pants, midriffs, spaghetti strap shirts, shirts displaying inappropriate language or pictures, high heels, wheeled shoes, and flip flops will not be permitted. For safety reasons tennis shoes should be worn on P.E. days. Students' belongings are the responsibility of the students. Parents, please help us by writing your child's name on all their personal

items. The multipurpose room contains unclaimed belongings during the school year. At the end of each semester, unclaimed items are donated to the community clothes closets. Headwear, such as hats, hoodies, etc. are not to be worn inside the building unless permission is given from a supervising adult.

### **SUSPENSION AND EXPULSION**

Suspension and expulsion are measures employed only after all other avenues of correcting student behavior have been exhausted and only in accordance with School Board regulations. See <http://www.wakullaschooldistrict.org> – *Parents/Community – School Forms, Plans/Handbooks, Code of Student Conduct*

### **REPLACEMENT OF LOST TEXTBOOKS AND LIBRARY BOOKS**

Textbooks issued to a student and library books checked out by a student are the responsibility of that student. If textbooks or library books are lost or damaged beyond further use, the replacement cost is the responsibility of the child’s parents. Your child’s teacher can provide you with the cost of replacing a textbook, and the Media Specialist can provide you with the cost of replacing a library book.



### **VISITORS**

**ALL visitors on the campus MUST use the main entrance. Please check in at the front desk when you arrive. You will receive a Visitor's Pass to wear while on campus. Be sure to check out in the front office when your visit is complete. Safety is our priority.**

### **STUDENT ILLNESS AND MEDICATION POLICY**

Students should stay home whenever they have fever, vomiting, diarrhea, or any illness that might be contagious. Students sent home with one of the above illnesses must remain away from school for 24 hours. 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 up the child”. Students may not return to school or ride the bus until free of head lice and/or nits, which the school health aide will confirm. Students sent home with head lice will be excused for the first day but will be unexcused for each day thereafter. All medications to be given to a student during school hours must be delivered to the school nurse by an adult. It must be in the original container and be accompanied by a written statement from the child’s doctor as to need and medical release form must accompany the medication. This policy applies to over-the-counter medicines as well. Over-the-counter medicines must be sent in the original product container with a completed medication administration form.



### **TRANSPORTATION – SCHOOL BUS RULES:**

1. Classroom Conduct is to be observed.
2. Students will ride their assigned bus and depart from the bus at their designated stop.
3. Bus drivers will assign students seats and students will sit in their assigned seat.
4. Eating, drinking and chewing gum is not permitted on the bus.
5. Any behavior that adversely affects the safety or well-being of others riding the bus will be handled by the school's administration.

### **PTO**

The Parent Teacher Organization is an important part of Medart Elementary School’s successful atmosphere.

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 the community;
- To provide opportunities for children to display work and/or perform for parents and other community members;

**WE ENCOURAGE YOU TO BE INVOLVED!**

**WINTER FESTIVAL**

This is organized separately from our PTO and is supported by teachers, staff, volunteers and administrators.

**SCHOOL ADVISORY/TITLE I COUNCIL**

The SAC consists of faculty members, staff members, parents, and community members that are elected annually to serve in developing the Medart Elementary School Improvement Plan and in reviewing progress toward meeting the goals established therein. The SAC also develops the school’s Parent Involvement Plan. If you would like to serve on the SAC, please contact the principal at 962-4881. In addition, all SAC meetings are noted on the monthly calendar sent home with all students and posted online. Meetings are open and all parents are invited to attend.

**VOLUNTEER PROGRAM**

Medart Elementary School has an active and talented group of volunteers who have earned Florida’s Golden School Award year after year. We want you to be a part of this student/teacher support group that is vital to our school’s success. To become a school volunteer, please register online at <http://www.wakullaschooldistrict.org> – *volunteer* and attend the annual volunteer orientation scheduled during the first month of school.

**PARENT RESOURCE LIBRARY**

Our Parent Resource Library is housed in the Media Center, room 401. Parents may browse through the selections ranging from how to help your child with a variety of academic subjects to read aloud books with a focus on the Six Traits of Writing. The Media Specialist can assist you with check out. In addition, several free publications to take home are available. Our Title I Parent Resource Funds provide this support.



**Student Awards**

Mustang Bucks are given out by all school employees to students in grades K-5 that exemplify our 3 Mustang Expectations throughout the school day. At teacher discretion, students will have the opportunity to spend the Mustang Bucks they have earned for good choices.

The Awards Program recognizes students for their academic achievement and citizenship. Nine Weeks Awards Ribbons are 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. If the criteria for both honor roll ribbons and improvement ribbons are met, only the honor roll ribbon will be awarded. Excellent Citizenship ribbons are given for earning an “E” in grades K – 5. Perfect Attendance ribbons are given in grades K – 5.



**STUDENT PROGRESS REPORTS/REPORT CARDS**

Teachers send home an interim report for each student at the midpoint of each grading period and a report card at the end of each nine weeks to report the student’s progress. We ask that parents sign both reports and return them to the teacher within a day or two after the student receives them. *See the school calendar for when these documents are sent home with the students.*

**GRADING SCALE**

Kindergarten uses the following scale for all subjects and first through fifth 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

**GRADEBOOK WEIGHTS for ELA**

In Kindergarten through second grade, the following weights and subject areas comprise the Language Arts grade on the report card each nine weeks:

<u><b>Kdg</b></u>	<u><b>1st</b></u>	<u><b>2nd</b></u>
Foundations-50%	Foundations -45%	Foundations - 25%
Reading - 25%	Spelling - 5%	Spelling - 5%
Communication-20%	Reading - 25%	Reading - 30%
Vocabulary - 5%	Communication - 20%	Communication - 30%
	Vocabulary - 5%	Vocabulary - 10%

In third through fifth grade, the following weights and subject areas comprise the Language Arts grade on the report card each nine weeks:

- 50%- Reading
- 30%- Writing
- 10% -Language
- 10%-Spelling

First through fifth grades use this scale for Language Arts, Math, Science, and Social Studies.

A	90-100	D	60-69
B	80-89	F	0-59
C	70-79	I	Incomplete



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

Wakulla County School District  
 Medart Elementary

**Revenues**

	<u>School</u>	<u>%</u>	<u>District</u>	<u>%</u>	<u>State</u>	<u>%</u>
Federal	\$ 468,335	12.83%	\$ 8,744,940	17.96%	\$ 6,740,369,455	21.90%
State/Local (Excludes Lottery)	3,180,511	87.13%	39,905,593	81.95%	24,013,872,357	78.03%
Lottery	-	0.00%	-	0.00%	-	0.00%
Private	1,349	0.04%	47,251	0.10%	22,876,493	0.07%
<b>TOTAL</b>	<b>3,650,195</b>	<b>100%</b>	<b>48,697,784</b>	<b>100%</b>	<b>30,777,118,305</b>	<b>100%</b>

<u>Operating Costs</u>	PER FULL-TIME EQUIVALENT STUDENT			<u>Total School Costs</u>
	<u>School</u>	<u>District</u>	<u>State</u>	
Teachers/Teacher Aides (Salaries/Benefits)	\$ 4,605	\$ 4,501	\$ 5,555	1,838,968
Substitute Teachers (Salaries/Benefits)	See Footnote (1)	-	-	-
Other Instructional Personnel	746	845	1,330	297,844
Contracted Instructional Services	153	241	323	61,167
School Administration	770	667	683	307,538
Materials/Supplies/Operating Capital Outlay	154	258	418	61,574
Food Service	1,020	570	599	407,340
Operational and Maintenance of Plant	1,460	1,286	1,138	582,876
Other School Level Support Services	233	253	294	92,888
<b>TOTAL SCHOOL COSTS</b>	<b>9,141</b>	<b>8,621</b>	<b>10,340</b>	<b>3,650,195</b>

<u>Additional Detail Information</u>	PER FULL-TIME EQUIVALENT STUDENT			<u>Total School Costs</u>
	<u>School</u>	<u>District</u>	<u>State</u>	
Teacher/Teacher Aides (Salaries/Benefits)	\$ 4,200	\$ 3,828	\$ 4,631	\$ 1,263,069
Basic Programs	-	4,688	5,726	-
ESOL Programs	5,841	6,863	8,660	575,899
Exceptional Programs	-	4,042	4,518	-
Vocational Programs	-	-	-	-
Adult Programs	-	-	-	-

<u>Materials, Supplies, Operating Capital Outlay</u>	PER FULL-TIME EQUIVALENT STUDENT			<u>Total School Costs</u>
	<u>School</u>	<u>District</u>	<u>State</u>	
Textbooks	\$ 18	\$ 49		\$ 7,262
Computer Hardware and Software	102	131		40,756
Other Instructional Materials	29	58		11,668
Other Materials and Supplies	5	20		1,887
Library Materials and Supplies	-	4		-

(1)-Total Cost of Substitute Teachers: \$ 16,335

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.