



Student Handbook

2023 - 2024

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BOARD APPROVED
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Wakulla County Schools

Purpose: A rigorous and appropriate education that results in success for all students

Direction: A Committed to Success for all students, teachers, staff, and our school system.

Wakulla Institute's Mission

To foster a nontraditional learning environment that meets the needs of each individual student while upholding academic integrity and promoting instructional innovation.

Program Information

Wakulla Institute is a program within the Wakulla County School System. Students enrolled in Grades K-12 may participate in part-time or full-time virtual / blended learning opportunities, including students enrolled in dropout prevention and academic intervention programs, core-curricular courses to meet class size requirements, or Florida College System institutions. Each Wakulla Institute teacher holds a valid state certificate in his / her subject area and receives extensive annual training and continuous mentoring. Each student is scheduled into a Peer Counseling course where he / she is provided a known mentor / adult advocate. Wakulla Institute (W.I.) wants to help ensure that all students build and maintain a supportive relationship with at least one adult on the campus each day and are prepared to return to their home school when the opportunity arises.

Wakulla Institute students receive individualized instruction utilizing the internet, email, online collaboration tools, and face-to-face teacher forums within each respective program. **Programs include:**

- **Pathways** – Academic and / or behavioral intervention, or as an alternative to suspension and / or expulsion while in a teacher driven, structured environment.
- **IMPACT** – Voluntary program developed to help students master skills required to receive course credit. Teachers provide computer-based and direct instruction through individual or small group instruction.

How to Contact Us:

Wakulla Institute
126 High Drive
Crawfordville, Florida 32327
Phone: 850-926-0100
Fax: 850-926-3572

PARENTS'/ GUARDIANS RESPONSIBILITIES AND RIGHTS

1. Parents / Guardians send their children to school in good health.
2. Parents / Guardians are legally required to see that their children attend school between the ages of seven and sixteen.
3. Parents / Guardians report and explain all absences to the attendance clerk of the school.
4. According to Florida Statutes, parents / guardians are responsible for loss, destruction, or unnecessary damage to textbooks issued to their children.
5. According to Florida Law, parents / guardians are required to pay for school property damaged by their children.
6. Parents / Guardians respond to notices for parent conferences.
7. Parents / Guardians support school personnel in their efforts to discipline fairly.
8. Parents / Guardians should bring to the attention of school authorities any condition which affects the welfare of their child or other children.
9. Parents / Guardians check on their child's progress - don't always wait to be notified by teachers.
10. Parents / Guardians send notes if they want their child to leave school early for doctors' appointments, funerals, etc., and for any alteration to the transportation needs of the student (go home another route or bus).
11. Parents / Guardians have the right to inspect and review all education records of their children.
12. Parents / Guardians have the right to sign for the release of their children's records to other agencies.

STUDENT RIGHTS AND RESPONSIBILITIES

The intent of the Student Rights and Responsibilities section is to summarize the broad principles of student rights. With each right comes a responsibility in a free and democratic society. It is important to note that the rights exist within the context of responsibility and not in its absence. These statements on rights and responsibilities are not intended to diminish the authority of administrators in maintaining the orderly educational process.

Rights

Students have the right to a free public education that is not to be denied except by due process.

Students have the right to make up work missed because of excused absences.

Students have the right to learn in an atmosphere conducive to learning.

Students have the right to a meaningful curriculum that will meet their immediate and future needs.

Students have the right to have made available to them classroom, school, and district rules of conduct and to know the possible consequences of their misconduct.

Students have the right to equal and consistent enforcement of all classroom, school, and district rules.

Responsibilities

Students have the responsibility to attend school regularly and to use this educational opportunity to the fullest potential.

Students have the responsibility to provide the school with an adequate explanation with proper documentation indicating the reason for each absence and to make arrangements with teachers for make-up work to be completed within the specified time.

Students have the responsibility to contribute toward the development of a positive climate in the school that is conducive to learning.

Students have the responsibility to utilize the educational experience made available to them.

Students have the responsibility to be aware of and abide by all applicable classroom, school, and district rules.

Rights

Students have the right to freely express their viewpoints in an appropriate manner

Students have the right to print and distribute publications within the guidelines of School Board Policy 4.51.

Students have the right to a healthy and safe school environment in which to learn.

Students have the right to respect of their personal property.

Students have the right to assemble on school grounds and in school buildings in accordance with school rules and scheduled use of the facility.

Students have the right to privacy to their personal possessions unless the principal has reasonable cause to believe that the student is concealing material, possession of which is prohibited by law.

Students have the right to an equal opportunity to participate in school activities for which they are **qualified**.

Responsibilities

Students have the responsibility to respect the free speech rights of others.

Students have the responsibility to refrain from slander and abusive language.

Students have the responsibility to make efforts to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

Students have the responsibility to refrain from publishing and distributing libelous or other unlawful materials, to seek full information on the topics about which they write, to observe the rules for responsible journalism, and to follow the guidelines of the school concerning publications.

Students have the responsibility to show respect for fellow students and school personnel.

Students have the responsibility to respect school property and that of other students.

Students have the responsibility to pay the cost of any damage they inflict on school property.

Students have the responsibility to conduct themselves and their activities consistently with the educational objectives of the school.

Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.

Students have the responsibility to organize activities within the school guidelines.

Students have the responsibility to participate regularly in their respective organizations and to conduct themselves in an appropriate manner.

ACADEMIC INFORMATION

Student Progression Plan is available on Wakulla County School District website.

[Student Progression Plan Final.pdf](#)

GRADES – REPORTING

Wakulla Institute Pathways and IMPACT Program students (K – 12) will receive report cards every quarter. Focus is available for all parents / guardians and students on the school and district website.

GRADING SCALE

Grading System – Grade Point Averages:

<u>Present Grades</u>		<u>Grade Point Conversion</u>
A 90–100	Outstanding	A = 4.0
B 80–89	Above average	B = 3.0
C 70–79	Average	C = 2.0
D 60–69	Below average	D = 1.0
F 0–59	Failing	F = 0
I 0	Incomplete	

REGISTRATION / WITHDRAWAL

New student registration is initiated at Wakulla Institute in the Annex building. Before a student may be finally admitted, an official transcript of his / her work or other evidence of class or grade level must be presented, including transfer grades. ***The parent / guardian must be present with the student for orientation*** prior to his / her first day of attendance.

Before withdrawing from any program of the Wakulla Institute, a withdrawal form must be signed by the student's teachers, the Administrator, and the parent / guardian (unless the student is over 18 years old). Once the withdrawal form has been properly signed, the student will be released. Any student transferring to another school will need to furnish that school with a signed withdrawal form so that the receiving school may request school records.

ATTENDANCE

SCHOOL HOURS

School begins at 7:35 a.m.; dismissal is at 1:35 p.m.

TARDIES

Students not riding a bus / van who arrive at school after 7:35a.m. will be considered tardy, and students arriving after 7:43a.m. will be considered absent. Students must come to the Annex office, 126 High Drive, to sign in.

PROCEDURES TO LEAVE SCHOOL EARLY

Students desiring to leave school early must check out through the office. Parents / Guardians should either be present or send a written notice. Written notes will be verified by the office with a phone call to parents / guardian. **STUDENTS MAY NOT LEAVE CAMPUS WITHOUT PERMISSION FROM THE OFFICE. Staff will NOT call at student's request to "get permission" to leave early. All arrangements MUST be made in advance.**

If a student is eighteen (18) years old or otherwise identified by statutes as being treated as having achieved majority status, and having verified this with school officials, they shall be considered as acting as their own guardian for purposes of this policy if they provide proper written documentation, if feasible, that their parents / guardians have been informed of their decision. Applicable students are required to check out through the office.

ABSENCES

Parents / Guardians are required to provide written notes or other documentation to the school within two (2) days of the student's return to school for the absence to be considered excused. The determination of when an absence is excused or unexcused is the responsibility of the Administrator. Any absence which does not fall into one of the excused absence categories will be considered unexcused. Official documentation from a third party is required for five (5) or more absences in a nine-week grading period. The Wakulla County School Board has the affirmative obligation to increase student attendance through a monitoring process, to inform parents / guardians of student absences, and to adhere to the compulsory attendance review procedure. Parents / guardians will be notified about their child's absences regardless of whether the absence is excused or unexcused.

EXCUSED ABSENCES ARE ABSENCES RESULTING FROM:

1. Illness or injury to the student. A certificate of illness from a licensed health care professional may be required in individual cases at the Administrator's discretion.
2. Documented appointment with health care professionals. ***Submit documentation to the school office.***
3. Death in the family.
4. Religious holidays or services which are mandated for all members of the faith, and which cannot be observed outside the regular school day.
5. Other individual student absences beyond the control of the parent / guardian or student, as determined and approved by the administration.

Any absence which does not fall into one of the excused absence categories will be considered unexcused. Repetitive unexcused absences will be dealt with within the District's attendance policy. See the *Secondary Code of Student Conduct and Attendance Policy* for more information concerning a student's absence from school.

Wakulla Institute Guidelines for Returning to the Zoned School

During each review by the Case Review and Reassignment Committee, the student's ongoing behavior, attendance, achievement, and demonstrated attitude will be taken into consideration to determine if an early return to the home school can be considered only after completing a full grading period in the program. Students who have been placed more than once in the program must complete one full semester before being considered for an early release to their home school. The committee will meet at the end of every grading period to determine students who are eligible for an early return. In the case of an early return (before the end of the original one-year placement), the placement will be deemed in abeyance pending the student's ongoing continuation of good behavior, attendance, achievement, and demonstrated attitude at the home school. Should the student's behavior or other attributes noted above decline, the student may be returned to Pathways to fulfil the duration of the original placement. Time may be added to the original placement if warranted by the student's behavior. No student can exceed one placement abeyance at middle school or high school. Once a placement is deemed in abeyance, the student will remain in the probationary status for the remainder of the middle school years or the high school years, as determined by the original placement. Students who are placed for actions that are deemed to be a threat to the overall wellbeing of the school or students, may not be afforded an abeyance.

Students who meet the following criteria are eligible to return to their zoned school pending approval by the Case Review and Reassignment Committee.

- Have an attendance rate of 85% or higher
- No major discipline referrals and two or less minor referrals
- Passing courses (at incoming course / class level)
- NO legal or other issues that would continue placement.

General Student Information

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Administration of medication during school hours is discouraged unless a **physician** determines that a student's health needs require medication during school hours. This rule, the Standard Operating Procedures Manual, and the Code of Student Conduct shall set forth provisions for administering prescription medications.

ALL medication shall be delivered by the parent / guardian to the OFFICE on High Drive in the original container with the following information on the label: student's name, name of medication, date of prescription and pharmacy, specific instructions on the administration of the medication, approximate duration of medication. ***Non-prescription medication shall be delivered in the original SEALED container with manufacturer's recommended dosage. Dosage in excess of manufacturer's recommendation must be accompanied by written physician documentation.***

Students with prescribed inhalers or Epi-pens who must carry these medications on their person will be allowed to do so with physician and parent / guardian written authorization. A permission form signed by the student's parent / guardian shall be required. Verbal permission cannot be accepted.

Only staff members that have been designated by the Administrator and have received proper training shall have access to and dispense the medication. All medication shall be stored in a locked cabinet in the office. Any medications not picked up by a parent / guardian by the end of the school year will be disposed of according to Wakulla County School Board Policy.

BUS / VAN INFORMATION AND RULES

Students must be on time at the school bus stops. They must stand off the roadway while waiting for the bus. While on the bus, students must keep hands and heads inside of the bus / van at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the bus / van. Students may be suspended from the bus / van for repeated misbehavior. Bus / Van videos may be reviewed at any time with potential consequences. Staff will **NOT** call at the student's request to change buses. All arrangements **MUST** be made in advance.

1. Obey the bus / van driver at all times.
2. Do not leave your seat while the bus / van is in motion.
3. Cross the road immediately in front of the bus / van. Wait for the bus / van driver's signal before crossing.
4. The driver has the right to assign seats to promote order on the bus.
5. Do not eat or drink on the bus.

All bus / van notes asking permission for a W.I. student to have transportation arrangements different than what is in their enrollment package will be verified by the school. Furthermore, any request to go home with another student in the Wakulla County School system must be verified and approved by both sets of parents / guardians before the school day ends for the school to grant permission. Otherwise, regular travel arrangements will be followed, and parents / guardians will be contacted to confirm normal transportation operations.

DRIVING GUIDELINES

Student parking at school is a privilege not a right. Applications submitted DO NOT guarantee the school will issue the student a parking permit.

The cost of a permit is free for the first one. There will be a \$5.00 charge for a replacement permit and is the responsibility of the student and / or parent / guardian. This can be paid using cash, check or money order (payable to Wakulla Institute). Revoked permits are not eligible for a refund of any kind.

Students and parents / guardians are required to acknowledge they have read, understand, and will comply with the following parking criteria, guidelines, and regulations set forth by Wakulla Institute.

Criteria:

- Student must be in good academic standing.
- Student must have a valid operator's driver's license. A copy must be provided with the application.
- Student must have an up-to-date vehicle registration and vehicle insurance. A copy must be provided with the application.
- Students cannot have debt owed to other Wakulla County Schools (i.e., textbooks).

Guidelines:

- Students are not allowed to transport other students to school without prior written consent from parents / guardians of all students riding with them AND approval from an Administrator.
- Students are not allowed to leave campus with other students without prior approval from parents / guardians of all students riding with them AND approval from an Administrator. This includes permission from the student driver's parents / guardians.
- Loud music or other disruptive noises cannot originate from a student's vehicle.
- Students will not display stickers and / or tags with profanity / obscenity, violence, racially offensive symbols, sexually suggestive phrases, advertisement or displays of alcohol, drugs, or tobacco.

Regulations:

- There are no assigned parking spaces for students. Students must park in the designated "Student Parking" area on the front right side of the Wakulla Institute Annex building (126 High Drive). If special accommodations are needed school Administrators will make arrangements.
- ALL vehicles must park "HEAD ON". Do not back into parking spaces.
- Students are not allowed to park in the faculty / staff, and visitors parking lots. Violations may result in vehicle being towed at student's expense.
- Parking decals or the equivalent **must** be placed on the interior, lower left corner of the driver's front dashboard. Students cannot park on school grounds if the decal cannot be seen when standing by the driver's lower left dashboard. There are no exceptions to the positioning of the parking decal.
- Parking permits are not to be transferred between students.
- If a parking decal is lost or damaged, the student will be responsible for purchasing a new one.
- Any student found to be counterfeiting, defacing, or falsifying parking decals in any way will forfeit their parking privileges for the remainder of their time at Wakulla Institute. The student will face disciplinary action.

- Reckless, careless, or unsafe driving will result in the forfeiture of parking privileges.
- NO loitering in the parking lots before, during, or after school. Students are not allowed on campus before or after designated supervision times.
- Once on campus, students must leave their cars immediately and report to the office. The parking lot is considered an “unauthorized area” during school hours. Students may only return to their vehicle when leaving school at the end of the day or with direct permission from an Administrator. This includes PATHWAY and IMPACT students. Students that do not sign out will have their parking privileges revoked for a time determined by an Administrator.
- Vehicles utilizing the school parking lots are subject to search with or without cause by school officials or law enforcement officers. Search may include passenger compartment, engine compartment, trunk, and all containers, locked or unlocked, in or on the vehicle.
- Students assigned to Wakulla Institute (PATHWAYS) for drugs or weapon possession may NOT be given permission to park on school grounds.
- Any student using their secondary vehicle or any other vehicle other than the one registered with their parking permit number MUST NOTIFY THE OFFICE UPON ARRIVING ON SCHOOL GROUNDS.
- The office must be notified immediately of any change in registered vehicles, (i.e., purchase of a new vehicle).
- Any student suspended will lose their parking privileges for a period of 10 days if not longer. Duration will be decided by an Administrator. Any subsequent suspensions could result in the permanent loss of parking privileges.

ANY INFRACTIONS OF THE ABOVE REGULATIONS MAY RESULT IN FORTFEITURE OF YOUR PARKING PERMIT AND / OR OTHER DISCIPLINARY ACTION.

These guidelines and regulations are not inclusive of disciplinary infractions that could result in loss of parking privileges. The Administration reserves the right to revoke parking privileges at any time for any reason (i.e., unsafe driving practices, leaving campus without permission, taking unapproved student off campus, etc.)

STUDENT DROP OFF

Students who are brought to school should be dropped off and picked up at the office of the Wakulla Institute Annex building, 126 High Drive.

CAFETERIA

Breakfast and Lunch are served in the cafeteria at no cost. Students may purchase additional milk, fruit, juice, yogurt, and other ala carte items when available. Students must remain in assigned areas during mealtimes. No food or drinks may be removed from the cafeteria. Students are expected to follow rules in the cafeteria, maintain the cleanliness of the facility, and place all garbage in the appropriate garbage receptacles. If a student brings an outside meal, it is subject to the same inspection protocols of all school bags / purses that are not clear or mesh. A safe and clean location in the cafeteria will be provided for students to store their food and / or beverages. Any food brought in by the parent / guardian or student is for the consumption of that student only and sharing of outside food and / or beverages is prohibited for health and safety concerns.

Students are prohibited from leaving school for the purpose of eating lunch off campus.

PARENT / GUARDIAN / TEACHER CONFERENCES

Parents / Guardians who wish to have a conference with a teacher or teachers should call and arrange this through the teacher. Parent / Guardian / Teacher conferences are usually held after school. Individual teachers may be contacted by phone or email. Calls will be returned when the teachers are not in class.

STUDENT RECORDS

The school maintains a cumulative folder on each student. Student records are confidential and are protected by law. Only qualified people shall have access to records without the consent of parents / guardians. Parents / Guardians or students 18 or older may examine records by completing a records request form and by making an appointment with the office.

VISITORS

All visitors are required to report to the Wakulla Institute Annex office on 126 High Drive. The Wakulla Institute has a "Closed Campus" policy, which requires that **anyone** visiting the school campus obtain permission from the office. Anyone not abiding by this policy is considered trespassing and authorities may be contacted. Any student enrolled in and attending any school in Wakulla County is prohibited from entering the premises or grounds of another school center during normal school hours without specific authority by the Administrator of the school in which he / she is enrolled. Students who are not enrolled at Wakulla Institute are not permitted to remain on campus. Any such student found on campus should be brought to the office. Students are not allowed to bring visitors to school.

GUIDANCE

Recognizing the uniqueness of each student, Wakulla Institute offers a comprehensive guidance program to aid students and parents / guardians. Professional personnel provide the following services: high school educational planning, testing and evaluation, exceptional education coordination, credit checks for graduation, career guidance, personal counseling, college admission counseling, financial aid, and scholarship information.

MENTORING

There are many ways of assisting Wakulla Institute students who need extra help to maximize learning outcomes. One way is for teachers to work with students one-on-one or in a small group for a tutoring, coaching, or mentoring role. Mentoring students provides them with guidance and insight from the faculty through individual or small group instruction. The main role of a mentor is to be a positive role model. Wakulla Institute students utilize insight from mentors to learn life lessons, make future decisions, and explore / develop new interests. A teacher or staff member will be assigned to each student to serve as a mentor / coach throughout the year, and mentor sessions will be scheduled during the school day. The Wakulla Institute teacher and student will build a relationship to help guide / direct the students in their future endeavors. Wakulla Institute teachers will communicate with parents / guardians throughout the school year.

ACCOMMODATIONS PROVIDED

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school / center at which the event or service is offered, in advance, to request reasonable accommodations.

Discipline

DISCIPLINARY PROGRAMS AND “PATHWAYS”

Students may be assigned to the Pathways program, a long-term disciplinary program, as an alternative to suspension and / or expulsion (Grades K - 12) if they demonstrate problems with discipline which includes gross insubordination, disruptive, assaultive or violent behavior, substance abuse, weapons on campus, behaviors which persistently interfere with the learning of self or others, or other serious offenses in or out of school, including those which result in involvement with the Juvenile Justice system. A student attending the Pathways program cannot be on the campus of or participate in any activities, extracurricular or otherwise, in any of the Wakulla County schools for the duration of his / her placement in the Pathways program. Students may be allowed to attend paid school events not occurring during school hours unless that privilege has been revoked. If a parent or guardian chooses to withdraw his / her student from the Wakulla County School System, the time assigned for attending the Pathways program will still have to be served before the student may return to any of the other Wakulla County Schools. The assignment to the Pathways program may be extended if the student has not complied with Program policies or has failed his / her classes, as determined by the Case Review and Reassignment Committee. During each review by the Committee, the nature of the offence, the student’s ongoing behavior, attendance, achievement and demonstrated attitude will be taken into consideration to determine if an early return to the home school can be considered. In the case of an early return (before the end of the original assigned placement), the placement will be deemed in abeyance pending the student’s ongoing continuation of good behavior, attendance, achievement, and demonstrated attitude at the home school. Should the student’s behavior or other attributes noted above decline, the student may be returned to the Pathways program to fulfill the duration of the original placement. It is possible for time to be extended if an additional offense occurs. No student can exceed one placement abeyance at middle school or high school. Once a placement is deemed in abeyance, the student will remain in the probationary status for the remainder of the middle school or high school years, as determined by the original placement. Students who are placed for actions that are deemed to be a threat to the overall wellbeing of the school or students may not be afforded an abeyance. Records of students transferring in from another disciplinary programs or transitioning from a Juvenile Justice program will be reviewed by the Committee. Placement in the Pathways Program for a specified time may be determined to be the most appropriate placement. As with other Committee decisions, any placement is an involuntary assignment.

STUDENTS WHO WITHDRAW FROM THE PATHWAYS PROGRAM TO ENTER THE GED EXIT OPTION OR GED PROGRAM WILL NOT BE ALLOWED TO RE-ENTER WAKULLA SCHOOLS.

STUDENT BEHAVIOR

Our goal is to provide guidelines which define your responsibilities as students. All students are expected to behave in a manner appropriate to Wakulla Institute. You share the responsibility to keep Wakulla Institute a place of which we are all proud. Proper student behavior is expected in the cafeteria, in the restrooms, transitioning between classes, in the classroom and all other campus locations to include student parking. ***One rule supersedes all others – Obey your teacher.*** Respect for students and staff is the expectation at all times. Other specific expectations will be shared in the classrooms.

FACULTY / STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable request of a teacher, staff member, or administrator in or out of the classroom. Students are also expected to give their names if asked for them by any staff member. Failure to comply will be considered insubordination and the students will be subject to disciplinary actions.

DRUG-FREE SCHOOL

Please be advised that schools are drug-free environments. Wakulla Institute is designated a Safe and Drug Free Zone. No student is to use, sell, or be in possession of alcohol, drugs, or drug paraphernalia on school grounds or during school sponsored activities. Accordingly, we occasionally conduct random and / or reasonable suspicion searches of students and vehicles. Also, the Wakulla County Sheriff's Department canines may visit the campus. The School Board maintains a drug-free workplace. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988. (WCSB Policies 2.90, 3.42 and 6.33)

SMOKING / TOBACCO PRODUCTS

To create a healthier environment for our students, employees, and visitors, The Wakulla County School Board has implemented a comprehensive **Tobacco Free Environment Policy (2.90)**. The new comprehensive 100% tobacco free policy became effective on **June 16, 2014**. This policy prohibits **ALL** tobacco use by everyone, everywhere on School District property (facilities, grounds and vehicles), at all times; including school events after regular school hours. (WCSB Policy 2.90)

BULLYING & HARASSMENT

Conduct that constitutes bullying and harassment is defined in Wakulla County School Board Policy 5.321 found in its entirety at www.wakullaschooldistrict.org under Resources – Parents – Bullying and Cyberbullying.

[Bullying and Harassment.pdf](#)

Consequence for investigated and confirmed incidents of bullying and / or harassment may range from positive behavior interventions up to and including, but limited to, suspension, expulsion, referral to the long-term disciplinary program or criminal charges if warranted.

DRESS CODE

All students are expected to dress in accordance with the Wakulla County School Board Code of Student Conduct. A students' mode of dress and grooming in the school shall meet standards of decency, modesty, personal hygiene, and safety, and be conducive to maintenance of a proper educational environment. Accordingly, extreme hair styles and make-up, excessively revealing clothes, and costumes or accessories which tend to distract fellow students in the pursuit of their educational activities, or disrupt the normal activities of the school will be prohibited.

The school administration reserves the right to determine whether a student's dress satisfies the school dress code policy.

All students are expected to dress appropriately for Wakulla Institute School. Wakulla Institute requires students to wear school uniforms. The school uniform is comprised of a school color t-shirt, and jeans, slacks, or other approved pants. Wakulla Institute will provide ONE program approved colored t-shirt with the school

emblem.

Additional shirts are available for purchase, or the student can purchase a school-colored t-shirt with NO design on it. Program t-shirts cost \$6.00 each. The student is responsible for providing the jeans or slacks. Any other garments are prohibited and are in violation of Wakulla Institutes dress code.

Students will be expected to meet and maintain all dress code requirements at all times while on campus and failure to comply will result in progressive discipline outline by administration.

- 1) Students may **ONLY** wear **PLAIN, program approved, colored T-shirts, jeans and / or dress slacks or other approved pants. Shirts MUST be tucked in.**
 - a) Pathways Program: Lime Green color and /or yellow green neon (plain) t-shirt, jeans, dress slacks, and / or other approved pants
 - b) IMPACT "A" Program: Navy color (plain) t-shirt jeans, dress slacks and / or other approved pants
 - c) IMPACT "B" Program: Light Blue color (plain) t-shirt jeans, dress slacks and / or other approved pants
 - d) PASS program: must wear a colored vest issued by Wakulla Institute at all times.
- 2) Wakulla Institute will provide ONE program approved colored school t-shirt with school emblem for each enrolled student. Additional program-shirts will be available for purchase. Plain colored shirts can be purchased at Wal-Mart, Dollar General and / or department stores of your choice. Remember "plain", no logos. **All students in the Pathways program must have their shirt tucked in while on campus and must remain visible when on school district transportation.**
- 3) Student dress and grooming shall be neat and clean. No clothing should have a rip or hole no higher than approximately 3" above the knee.
- 4) Shoes shall be worn at all times. Students are not allowed to wear boots or shoes above the ankle for contraband reasons. Shoes that are designed to be laced are preferred. **Laces must match and shoes be properly laced at all times.**
- 5) Students may not wear clothing that reveals undergarments. Undergarments must be worn at all times. Pants worn below the waist revealing the undergarments are prohibited.
- 6) Jackets/hoodies may NOT be worn to cover up school colored t-shirt attire.
- 7) No clothing or jewelry shall be worn which displays profanity / obscenity, violence, racially offensive symbols, sexually suggestive phrases, advertisement or displays of alcohol, drugs, or tobacco.
 - a) Students may **ONLY** wear a school provided t-shirt or a **plain, program approved, school colored t-shirt.**
- 8) Sunglasses are not permitted except with doctor's **written** recommendation.
- 9) Students must wear appropriate clothing when riding the bus and / or van.
- 10) NO leggings, jeggings, Yoga-style pants, or tights of any kind, including tights with pockets.
- 11) Spandex-style bicycle shorts, short shorts, running shorts, see-through boxer-type shorts, or pajama tops and / or bottoms are prohibited.
- 12) No blankets / pillows are to be brought to school.

13) Hats, caps, and headbands should be left at home. All hats, caps, or headbands will be confiscated and returned to the students at the end of the school day, on the first offense. After the first offense, the contraband will be confiscated, and a parent / guardian will need to pick up the articles. The school is not responsible for any confiscated hats, caps, or headbands.

14) ABSOLUTELY NO GANG ATTIRE—This includes shoelaces, bandanas, gang-colored shirts, rolled pant legs, etc.

15) Body piercings that become a distraction, disruption, or are a safety hazard are not allowed.

ELECTRONIC DEVICES

ALL CELL PHONES, CELL PHONE CHARGERS, AND CELL PHONE BATTERIES ARE COLLECTED AT THE BEGINNING OF THE SCHOOL DAY AND RETURNED AT THE END OF THE SCHOOL DAY. Students are **NOT** allowed to make personal telephone calls. In case of an emergency, the office will make the phone call.

RESALE ITEMS

Students may not bring any item to school for the purpose of selling the item to students or teachers without securing permission from the Administrator.

ITEMS NOT ALLOWED AT SCHOOL

Due to the safety of all students attending Wakulla Institute, students are **NOT** allowed to carry bags on campus. **NO OPEN CONTAINERS ARE ALLOWED.** OPEN CONTAINERS WILL BE Poured out and the container thrown away.

LOST AND FOUND

All unclaimed articles found in the buildings or on the school grounds shall be turned in to the office. Any person losing articles should go to the office. Unclaimed items will be donated to charity or discarded.

SEARCH OF VEHICLES

By driving on campus of the Wakulla Institute, the person in charge of any vehicle consents to search of the vehicle, with or without cause by school officials or law enforcement officers. Search may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.

BREAKAGE OR DAMAGES

Wakulla Institute is a school for the entire community. Youth and adult classes are held on this campus. Please keep the campus as neat and clean as possible. Anyone who defaces school property by writing on walls, sidewalks, desks, breaking equipment, windows, bathroom stall doors or abusing school buses / vans, will be subject to disciplinary action, including arrest for criminal mischief and payment of restitution.

STUDENT SUPERVISION

The school is responsible for student supervision during school hours, 7:45a.m. - 1: 45p.m for secondary students and 8:00a.m. - 3:20p.m. for elementary students. Pathways students will be under constant supervision throughout the day around campus.

GENERAL PROCEDURES

FIRE DRILLS

1. Students should exit rooms in an orderly manner and follow the exit route posted in the classroom.
2. Students should move quickly and quietly without pushing, crowding, or running.
3. When outside, students should move a safe distance from the building.
4. Teachers will follow students out and close any doors.

TORNADO DRILLS

1. Students should proceed immediately to the area designated to be used during a tornado. Area designations are posted in each classroom.
2. Students should leave all their personal belongings on their desk.
3. Students should move quickly and quietly without pushing, crowding, or running.
4. Students should assume the curled position as described in the Tornado Poster.

LOCK DOWN DRILL

1. Notification will be given by either radio, land-line phone, or in person.
2. All staff should make sure doors and windows are secured / locked.
3. Students should proceed to the designated area in the classroom and are to **remain quiet**.
4. Students should move quickly and quietly.
5. Once the all-clear is given, students and staff may resume normal activity.

BOMB THREAT DRILL

1. When notified of a bomb-threat, each classroom will be notified **IN PERSON**.
2. **ALL CELL PHONES AND RADIOS ARE TO BE TURNED OFF.**
3. Do not turn off lights or any electrical device, as this could set a bomb off.
4. Students should exit the room in an orderly manner.
5. When outside, students should move a safe distance away from the building.
6. Students should move quickly and quietly without pushing, crowding, or running.
7. **DO NOT USE CELL PHONES DURING BOMB THREATS!**

HARASSMENT

Harassment of any kind, religious, sexual or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure time line will be followed for resolution of issues.

(WCSB Policy 2.70) Revised 07/12

[Harassment Policy 2.70.pdf](#)

ACADEMIC INTEGRITY:

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

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.

DRUG FREE WORK PLACE

The Wakulla County School Board and Crawfordville Elementary maintain a drug free work place. Drug abusers will be prosecuted as prescribed in the Drug Free Work Place Act of 1988. WCSB Policy 2.90, 3.42 and 6.33.

TOBACCO USE

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. 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.

HARASSMENT

Harassment of any kind, religious, sexual or racial to name a few is considered undesirable behavior. It is each individual's responsibility to respect the rights and integrity of others. It is the responsibility of each individual to report incidences of harassment witnessed or suspected to a person(s) of authority. Harassment on the basis of sex is a violation of Federal and State law and is prohibited by the Wakulla County School Board. Questions, concerns or complaints regarding this policy or a specific act or situation should be brought to the attention of the Equity Coordinator. The grievance procedure timeline will be followed for resolution of issues. (WCSB Policy 2.70)

Educational Choice Options:

FS 1003.3101: If a parent or guardian wishes to request his or her child be transferred to another classroom teacher, they will need to contact the principal or the principal's designee. This does not give a parent the right to choose a specific classroom teacher. Schools will approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reason for the denial.

1003.44 Patriotic programs; rules. —

(1) Each district school board may adopt rules to require, in all of 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

ostudents 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.

EQUITY COORDINATOR

The district appoints an Equity Coordinator to coordinate compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures effecting employment or educational opportunities in the district please contact: Lori Sandgren, Equity Coordinator (850) 926-0065.

Wakulla County School Board
69 Arran Road
Crawfordville, FL 32327

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

Wakulla County School District Wakulla Institute

Revenues						
	<u>School</u>	<u>%</u>	<u>District</u>	<u>%</u>	<u>State</u>	<u>%</u>
Federal	\$ 28,204	2.57%	\$ 8,744,940	17.96%	\$ 6,740,369,455	21.90%
State/Local (Excludes Lottery)	1,070,477	97.42%	39,905,593	81.95%	24,013,872,357	78.03%
Lottery	-	0.00%	-	0.00%	\$ -	0.00%
Private	187	0.02%	47,251	0.10%	22,876,493	0.07%
TOTAL	1,098,868	100%	48,697,784	100%	30,777,118,305	100%

PER FULL-TIME EQUIVALENT STUDENT					
Operating Costs	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>	
Teachers/Teacher Aides (Salaries/Benefits)	\$ 11,674	\$ 4,501	\$ 5,555	647,447	
Substitute Teachers (Salaries/Benefits)	See Footnote {1}				
Other Instructional Personnel	977	845	1,330	54,188	
Contracted Instructional Services	374	241	323	20,715	
School Administration	2,406	667	683	133,440	
Materials/Supplies/Operating Capital Outlay	347	258	418	19,234	
Food Service	480	570	599	26,643	
Operational and Maintenance of Plant	3,024	1,286	1,138	167,685	
Other School Level Support Services	532	253	294	29,516	
TOTAL SCHOOL COSTS	19,814	8,621	10,340	1,098,868	

PER FULL-TIME EQUIVALENT STUDENT					
Additional Detail Information	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>	
Teacher/Teacher Aides (Salaries/Benefits)					
Basic Programs	\$ 8,895	\$ 3,828	\$ 4,631	\$ 320,140	
ESOL Programs	-	4,688	5,726	-	
Exceptional Programs	16,811	6,863	8,660	327,307	
Vocational Programs	-	4,042	4,518	-	
Adult Programs	-	-	-	-	

PER FULL-TIME EQUIVALENT STUDENT					
Materials, Supplies, Operating Capital Outlay	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>	
Textbooks	\$ 10	\$ 49		\$ 536	
Computer Hardware and Software	\$ 130	131		\$ 7,236	
Other Instructional Materials	\$ 58	58		\$ 3,196	
Other Materials and Supplies	\$ 149	20		\$ 8,267	
Library Materials and Supplies	\$ -	4		\$ -	

{1}-Total Cost of Substitute Teachers: \$ 336

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.