

# Wakulla County Elementary Schools

## Parent and Student Handbook

2024-2025



Principal: Alena Crawford  
Assistant Principal: Lindsay Sparkman  
Phone: (850) 926-3641  
CES Elementary Website:  
<https://ces.wakullaschooldistrict.org/>



Principal: Stanley Ward  
Assistant Principal: Amber Allen  
Phone: (850) 962-4881  
MES Elementary Website:  
<https://mes.wakullaschooldistrict.org/>



Principal: Catherine Cutchen  
Assistant Principal: Katherine Spivey  
Phone: (850) 926-2664  
RES Elementary Website:  
<https://res.wakullaschooldistrict.org/>

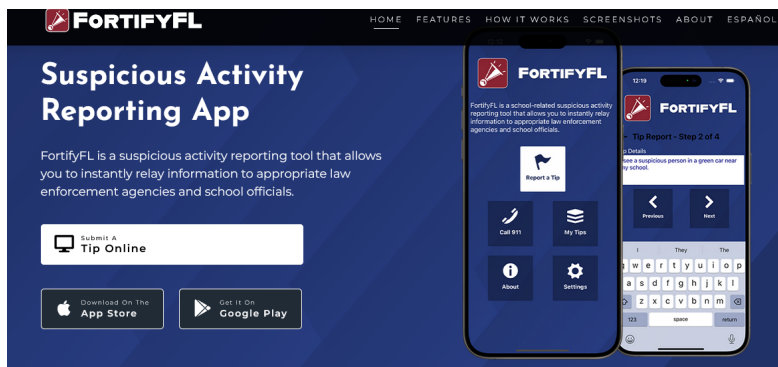


Principal: Timothy Wheeler  
Assistant Principal: Eden Rodgers  
Phone: (850) 926-7155  
SES Elementary Website:  
<https://ses.wakullaschooldistrict.org/>

Wakulla County Schools Website Address: <https://www.wakullaschooldistrict.org/>

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## **FOCUS AND VISION:**

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 to establish and maintain the needed teamwork that it takes to succeed.

## **NON-DISCRIMINATION STATEMENT/EQUITY 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 and arrange these reasonable accommodations. 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.

## **STUDENT ADVOCATE:**

It is Wakulla School Districts commitment to students to ensure every child has an adult advocate. Our core values include always making decisions in the best interest of students. At Crawfordville 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.

## **SCHOOL DAYS:**

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 Elementary 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 times of 2:30 and 3:25 should be used for emergencies only or prior notice given to the school. 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:**

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. If you are coming to eat lunch with your child, you will need to sit in the designated area and may only have your child/children sit with you during your visit, unless special permission is granted by the student's guardian. Taking pictures of your student is allowed but photography of other students is prohibited.

## **ATTENDANCE:**

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, and loss of interest. Regular attendance correlates directly to a student's

educational growth. At the elementary level parents are the controlling factor in attendance.

Any student who misses a class with an excused absence may make up the work missed.

Procedures for making up work are:

(A) The student and/or parent must contact each teacher by the end of the second day after returning to school to obtain make-up work. Failure to obtain make-up work within the two days may result in the student's loss of the right to make up the work missed for full credit.

(B) Time lost due to absence may be made up in a variety of ways. Determination of the manner for making up work, the time frame for handing the work in, and satisfactory completion of the make-up work will be made by the teacher.

## **TRUANCY**

The principal/designee may require official documentation from a third party such as medical documentation for excessive excused absences.

If a student has been absent ten (10) cumulative periods, a letter will be sent, and a parent conference must be held either in person or by phone with the principal or designee. The student may be referred to the Intervention Support Team (IST) to determine if early patterns of truancy are developing.

Unsuccessful attempts to remedy the truancy problem must be communicated to the District Truancy Officer.

If the parent or guardian refuses to participate in the strategies recommended by the student study team because he or she feels that those strategies are unnecessary or inappropriate, the parent or guardian may appeal to a hearing officer who will make a recommendation to the school board. If the school board determines that the strategies of the Intervention Support Team (IST) are appropriate, and the parent or guardian refuses to cooperate, the superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

## **GRADES AND REPORT CARDS:**

Report cards are issued every nine weeks. Progress reports will be issued to all students at the end of every four weeks. However, the best way to ensure your child's progress and success is to check FOCUS weekly. To set up a Focus account go to the district website; resources; parent resources. Under parent resources a red link will be listed to set-up a first-time user account.

## **GRADING SCALE:**

(Kindergarten and Special Area)

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

First - Fifth Grade

A - 90 to 100 (Excellent)

B - 80 to 89 (Above Average)

C - 70 to 79 (Average)

D - 60 to 69 (Below Average)

F - 0 to 59 (Failure)

## **VISITORS:**

All visitors on campus must use the main entrance. Visitors will be given a "Visitor's Pass" to wear while on campus. 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, and shorts should all be an appropriate length 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 and cowboy boots are especially discouraged. Headwear, such as hats, hoodies, etc. are not to be worn inside the building.

Clothing/shoes prohibited at school:

- Apparel displaying profanity, sexual innuendoes or promoting alcohol, tobacco products or gang activities.
- Bandannas, sagging pants, sunglasses (inside the school) and chain wallets.
- Half shirts, spaghetti straps, halter (backless) tops/dresses, see-through clothing, tank tops and revealing clothing. Pants with holes that show skin between the knee and waist.
- Shorts, skirts, dresses, etc. that are too short.
- Hats, caps or hoods.
- Metal cleats or shoes with wheels.
- Belongings are the responsibility of the students.

Parents, please help us by writing your child's name on all of their personal items. Items with no name will be placed in a designated spot for student/parent to claim.

### **ITEMS NOT ALLOWED AT SCHOOL AND CELL PHONE USE**

To assure continuity of instruction toys, games, sports equipment, and all electronic devices must remain at home unless prior approval is given. The loss or theft of these items is not the responsibility of the school. Cell phone/Smart watch use is not permitted during the school day. Cell phones/Smart watches must be turned off and placed in a designated area during regular school hours. This is in accordance with HB379. To assure continuity of instruction, radios, toys, games, electronic games, and iPods, iPads, MP3 players, etc. must remain at home unless prior approval is given. Student use of video cameras is only permitted for teacher directed projects.

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

The replacement cost 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. The Media Specialist can provide you with the cost of replacing a library book. Final report cards will be held until books are returned or paid for at the end of the school year.

### **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 schools designated area and are kept on display until the end of each semester when unclaimed items are donated to community clothes closets. Encourage your child to check for lost items as soon as they are lost.

### **DISCIPLINE**

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 decisions.



## **BUS RULES**

Bus transportation is considered a privilege and an extension of the classroom. 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 the 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, skateboards or hockey sticks will not be allowed on school buses.

## **SUSPENSION AND EXPLUSION**

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

## **STUDENT ILLENES, MEDICATION AND LICE**

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. Parents are responsible for picking up any medication at the end of the school year. Medications not picked up will be properly disposed of by the Wakulla County Health Department.

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 AND RECOGNITION**

At the end of each nine-week grading period and throughout the school year Crawfordville students are honored for academic achievement, conduct, work habits, personal growth, citizenship, and attendance either in the classroom or at an Awards Assembly. An end of the year Awards Assembly recognizes students attaining honor roll all year as well as attendance, and citizenship. Any student who has perfect attendance with no tardies/early release during each grading period will have one point added to his/her grade average for each subject. However, grades cannot exceed 100.

## **BE A VOLUNTEER**

Parents/Guardians 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. Volunteers cannot bring children or other guests with them to volunteer.

Be a part of our volunteer group and find out how you can help the children, the teachers, and yourself. Crawfordville follows district volunteer guidelines. Volunteers must complete an online volunteer application and attend an orientation at the school. Please register online at <http://www.wakullaschooldistrict.org>. For further information please contact our Volunteer Coordinator, Marcia Spivey, for details. **YOU ARE WANTED AND NEEDED AT OUR SCHOOL!**

## **CLASSROOM VISITS**

Parents and legal guardians are able to observe their child's classroom under specific guidelines. A form must be completed and coordination through the school principal is required. Each visit will be no more than 25 minutes. The observation will take place within a reasonable time following the initial request but should not take place less than 48 hours from the date of the request. Videos and pictures are not permitted.

## **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. Please contact our SAC leader or Assistant Principal, Lindsay Sparkman, if you would like to be a part of the committee.

## **TITLE 1 INFORMATION**

Crawfordville Elementary is a Federally Funded Title 1 School. Title 1 funds are used to hire additional teachers, purchase supplemental materials, and enhance parental involvement opportunities throughout the school year. Please find our Parent Engagement Plan on our website. Additionally, be sure to sign your child's compact form.

## **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 850-926-3641. The principal distributes the Cougar Newsletter each month with school information and upcoming events via email. Please make sure that current mailing addresses, email addresses and phone numbers are on file with the school. Teachers will not respond to emails, phone calls or messages during instructional time. Please allow 24 hours for a response. If concerns arise about your child, parents/guardians should first discuss the problem with the teacher. Emergency situations should be handled through the office.

## **FIELD TRIPS**

Students at Crawfordville have opportunities to take field trips each year. Students must have completed a Wakulla County School District Supervised Field and Activity Trips Emergency Medical Treatment Form 2024-2025. Additionally, only a student's legal guardian can take the 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.

## **OUT OF ZONE**

Students that do not live in the Crawfordville Zone must get approval through the district office to attend Crawfordville. This must be done each year. Behavior and Attendance can cause a change in enrollment opportunities at Crawfordville. Please review your Out of Zone Application/Contract.

## PLEDGE

1003.44 Patriotic programs; 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 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.

### IMPORTANT LINKS:

[Wakulla County District Website](#)

[Wakulla County CODE OF STUDENT CONDUCT AND ATTENDANCE POLICIES](#)

[Wakulla County Wakulla County School District Mental Health Handbook](#)

[Bullying and Cyberbullying](#)

# SCHOOL FINANCIAL REPORT

## 2022-2023 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	\$ 1,462,320	26.93%	\$ 10,482,425	19.53%	\$ 7,124,187,157	21.28%
State/Local (Excludes Lottery)	3,964,842	73.03%	43,166,921	80.44%	26,323,191,909	78.64%
Lottery	-	0.00%	-	0.00%	-	0.00%
Private	2,266	0.04%	16,085	0.03%	25,487,248	0.08%
<b>TOTAL</b>	<b>5,429,428</b>	<b>100%</b>	<b>53,665,431</b>	<b>100%</b>	<b>33,472,866,314</b>	<b>100%</b>

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)	\$ 4,487	\$ 4,689	\$ 5,740	3,100,365
Substitute Teachers (Salaries/Benefits)	See Footnote (1)			
Other Instructional Personnel	581	767	1,421	401,236
Contracted Instructional Services	165	243	372	113,668
School Administration	504	695	714	348,011
Materials/Supplies/Operating Capital Outlay	298	471	479	205,665
Food Service	517	583	662	357,282
Operational and Maintenance of Plant	1,037	1,378	1,288	716,240
Other School Level Support Services	271	314	329	186,961
<b>TOTAL SCHOOL COSTS</b>	<b>7,860</b>	<b>9,140</b>	<b>11,005</b>	<b>5,429,428</b>

PER FULL-TIME EQUIVALENT STUDENT				
<u>Additional Detail Information</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Teacher/Teacher Aides (Salaries/Benefits)	\$ 3,830	\$ 3,967	\$ 4,755	\$ 2,207,838
Basic Programs	3,854	4,227	5,740	10,060
ESOL Programs	7,886	7,344	9,033	882,467
Exceptional Programs	-	3,720	4,665	-
Vocational Programs	-	-	-	-
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	\$ 160	\$ 170		\$ 110,462
Computer Hardware and Software	63	196		43,769
Other Instructional Materials	53	66		36,274
Other Materials and Supplies	22	39		15,159
Library Materials and Supplies	12	5		8,441

(1)-Total Cost of Substitute Teachers: \$ 36,720

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 \$7,237,903 or \$1,485.44 per FTE.