

2017-2018

**STUDENT
HANDBOOK**



MEDART ELEMENTARY SCHOOL

**2558 Coastal Highway
Crawfordville, FL 32327**

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

Approved by
The Wakulla County School Board
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NOTICE OF NONDISCRIMINATION

The Wakulla County School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Wakulla County School District also does not discriminate in its hiring or employment practices.

The lack of English language skills will not be a barrier to admission and participation in our districts' CTE programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the Boys Scout of America Equal Access Act and the Florida Educational Equity Act. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Angie Walker, Executive Director of Human Resources. 69 Arran Road, Crawfordville, FL 32327 — 850.926.0065, ext. 9401 — Angela.walker@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 and leaders for life.

Together with your cooperation and involvement, we believe this can be accomplished. We are excited about the start of the 2017-2018 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 become leaders and achieve success in all areas.

Core Values:

Be Proactive: I take responsibility for my choices

Begin with the End in Mind: I set and monitor goals

Put first things first: I work first, then play

Think Win/win: I believe that everyone can win

Seek first to understand, then to be understood: I listen before I talk or act

Synergize: I learn to celebrate and appreciate the differences in others

Sharpen the saw: I take care of my body, brain, heart, and soul



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 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 9:15 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 2017-2018 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



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. The principal distributes The Mustang Message each month with school information, upcoming events, parent tips, and lunch menus. Please make sure that current mailing addresses, email addresses and phone numbers are on file with the school.

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.

Remember to practice KAHFOOTY: Kee All Hands and Feet and Other Objects To Yourself

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.

CELL PHONES

Cell phone use is not permitted during the school day. Cell phones must be turned off and remain in the students' backpacks while on the bus and during regular school hours. 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 of their personal items. The multipurpose room contains a storage bin of unclaimed belongings during the school year. At the end of the school year, unclaimed items are donated to the community clothes closets.

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. Students will board, depart and cross the road way per instructions from their bus driver.
4. Bus drivers will assign students seats and students will sit in their assigned seat.
5. No portion of a student's body should be outside of the bus while the bus is moving.
6. No live animals, balloons, glass containers, tobacco products, band instruments and class projects which interfere with seating, or mood modifying substances are permitted on the bus.
7. Eating, drinking and chewing gum is not permitted on the bus.
8. Students' parents will be responsible for any vandalism on the bus.
9. 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

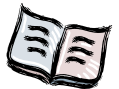
The SAC consists of faculty members, staff members, parents, and community members that are elected annually to serve in developing the Medart Elementary School Improvement Plan and in reviewing progress toward meeting the goals established therein. The SAC also develops the school's Parent Involvement Plan. If you would like to serve on the SAC, please contact the principal at 926-4881. 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, a number of free publications to take home are available. Our Title I Parent Resource Funds provide this support.



Student Awards

Mustang Trading Cards are given out by all school employees to students in grades K-5 that exemplify the 7 Habits throughout the school day. At the end of each grading period, students may trade these cards in for prizes at the Trading Post.

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. In the event that the criteria for both honor roll ribbons and improvement ribbons are met, only the honor roll ribbon will be awarded. Excellent Citizenship ribbons 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

In grades first 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