

Wakulla School Board

Student's Handbook

CRAWFORDVILLE ELEMENTARY SCHOOL

Whatever it takes!

2009 - 2010

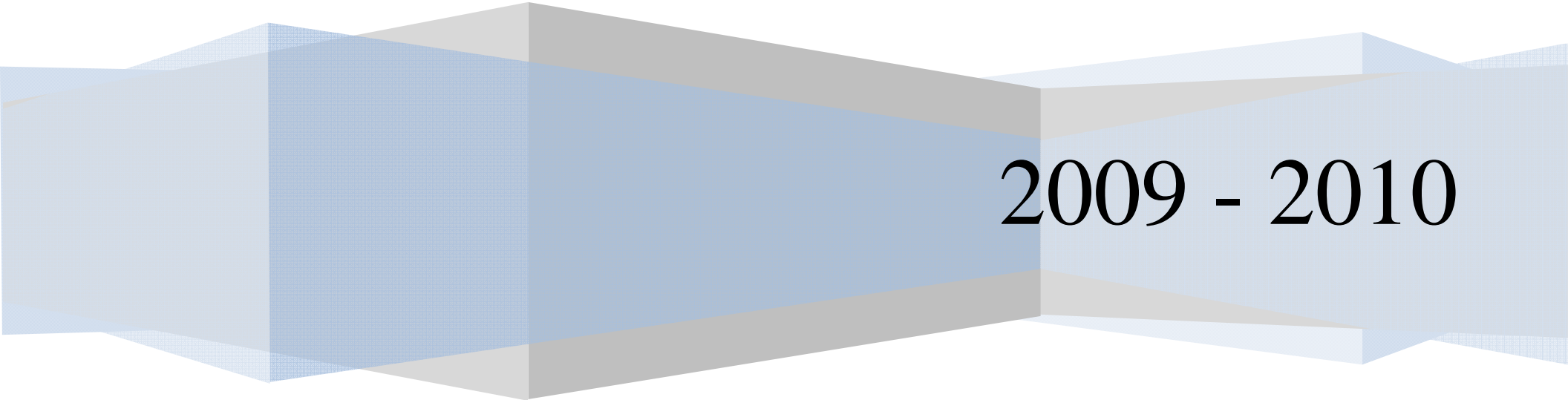


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PRINCIPAL'S INTRODUCTION

Dear Parents and Students,

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

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

You are invited and encouraged to play an active role in the education of your child. The possibilities for becoming involved are numerous! Volunteering to assist in the classrooms, working in the media center, or serving on one of our many committees are only a few of the activities from which to choose.

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

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

Sincerely,

Angie Walker
Principal

Crawfordville Elementary School
379 Arran Road
Crawfordville, Florida 32327
(850) 926-3641
Cafeteria 926-7548
Clinic 926-4616

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

DAILY SCHEDULES

Supervision Begins (In the Cafetorium)	8:25 A.M.
Breakfast	8:30 – 8:55
First Bell	8:55 A.M.
Tardy Bell	9:00 A.M.
Dismissal	3:20 P.M.



ARRIVAL

Students should not arrive at school before 8:25 A.M. and should be picked up promptly at dismissal time. Students arriving at school between 8:25 and 8:55 are to report to the cafetorium where supervision will be provided. **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 lot on the side of the school by the retaining pond is reserved for bus traffic only and will be locked during school hours. The Wakulla County Senior Citizens sponsors a before and after school day care program housed at Crawfordville School for children arriving before 8:25 and staying after 3:30. Please contact them directly at 926-7145 to make arrangements. Students participating in the before school program should report to the cafetorium upon arrival at school.

DISMISSAL - AFTERNOON STUDENT PICK-UP/DASH PASS

Dismissal for car-riding students is at 3:20. Students are dismissed at this time and are under adult supervision in front of the building while waiting for pick up. Other than in an emergency situation, we request that individuals picking up children do so at the designated area located at the front of the main building or wait in the vehicle (for safety reasons, waiting inside the building to pick up children is strongly discouraged). 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. Parents who park and wait outside their vehicle are also asked to have a Dash Pass.

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be picked up early, he/she should bring a note to his/her teacher stating the time and reason. Parent/approved individual must bring in the Dash Pass and sign the child out in the school office. Students will be released only to those persons with the appropriate Dash Pass and/or listed on the back of the Transportation Form.

TRANSPORTATION FORM

All students must have a transportation form filled out and on file in the office. These forms are given to parents in Open House packets and are available in the front office throughout the school year. For safety reasons, students will be dismissed according to the information provided on the form unless prior written notice is given to the classroom teacher. A new transportation form must be filled out when permanent changes occur in transportation plans. **A signed note from home must be received for all transportation changes including when a student rides a bus other than his/her regular bus or if a student is going home with another student.** Phone calls to school office related to transportation changes should be of an emergency nature only and must be made prior to 2:30 pm. Calling the school after 2:30 pm does not allow enough time to let students and appropriate personnel know of the change, and ensure student safety.

SPECIAL EVENTS AND ACTIVITIES FROM 2008 - 2009

- Establishment of Eco-Ambassadors Ecology Club for students in grades three through five with Catherine Cutchen, Renee Kelly and Margaret Strickland serving as Co-Founding Sponsors.
- Cougars went green with school-wide recycling projects for paper and pouch drink containers, and participated in “Pennies for the Planet,” collecting over \$200 for the National Audubon Society.
- Students in grades K-5 participated in “Keep Wakulla County Beautiful” assembly presentations.
- Local business partners and District Staff participated in the first annual “Cougars Cut Loose With Dr. Seuss” Reading Celebration and all k-5 classrooms.
- Family Night BINGO for BOOKS event was held and included popcorn and soda.
- Seminole Radio Remote and Hobby Town USA pilots provided an aerial show of various planes and helicopters for K-5 students.
- Third through fifth grade students participated in the annual Science Fair sponsored by fourth grade teacher, Frankie Harvey.
- Fourth and fifth grade students published the Cougar Chronicle under the instruction of fifth grade teacher, Lynne Smith.
- Third through fifth grade students participated in the annual Creative Writing bowl sponsored by third grade teacher Kim Bartnick and art teacher, Diane Perez.
- Kindergarten and Pre-First hosted their annual Mothers’ Day Tea.
- Fourth and fifth grade students participated in School and District Spelling Bees.
- Fifth grade students participated in the Coastal Optimist Brain Brawl, SAVE Program and end of the year trip to Busch Gardens.
- Kindergarten through fifth grade students raised money for the American Heart Association by participating in the annual “Jump Rope for Heart,” demonstrating the importance of physical fitness.
- Annual Spring Festival proceeds topped \$20,000. Funds were used for technology and other instructional materials for our students.
- Media Specialist, Sue Griffin and second grade teacher, Irene Gunderson were selected by their peers as School Level Teachers of the Month.
- Second grade teacher, Ann Loyed, was named 2009 Crawfordville Teacher of the Year.
- Parent Teacher Meetings were held throughout the year. Such events included Open House, Grade Level Parent Education Nights, two Book Fairs, Orff Band Performance, and the December musical presented by the fourth and fifth grade students under the direction of music teacher, Walter Cooper.
- Monthly PTA Council meetings were held to plan and facilitate the annual Spring Festival, budget festival fund expenditures, and provide parental input regarding school policy.
- Faculty, staff and students participated in the annual canned food and toy drive to help families in need during the holidays, and participated in a campaign to collect food, toys, bedding, etc. to benefit the Wakulla County Animal Shelter.
- During a Celebration of the Arts gala, student art work was displayed and an Orff Band performance held with students being assisted by shared art teacher, Diane Perez and music teacher, Walter Cooper.
- Fourth and fifth grade Cougar Cadets, under the guidance of second grade teacher Erin Daughtry, patrolled the hallways of Crawfordville School, promoting student safety.
- Kristi Thomas conducted “Stranger Danger” lessons with all students.

LUNCHROOM INFORMATION

Please provide a lunch or lunch money for your child(ren) every day. Parents may pay for lunch by the week or month using the pre-paid system or electronically deposit funds using mylunchmoney.com. Students will take pre-pay money to the cafetorium immediately following morning announcements. Place check or cash in a sealed envelope clearly stating child's name and teacher. Students planning on eating breakfast at school should report to the cafetorium as soon as drivers dismiss the breakfast students from the bus.

One half pint of milk comes with breakfast and lunch. Students may purchase extra milk if they have cash/change to do so. This is to prevent students from depleting lunch accounts. Free or reduced lunch is available to those who qualify through application in the main office. Students who forget to bring lunch money may borrow from funds supplied for this purpose by the PTA. The charge **must** be repaid the following school day. Parents will be notified by telephone or letter on the date the charge is made. Students with an outstanding charge will not be allowed to borrow money until the charge is collected. There will be no charges accepted for breakfast. *STUDENTS WILL NOT BE ALLOWED TO CHARGE LUNCH DURING THE LAST WEEK OF SCHOOL.*

Meal Prices for 2009 - 2010

Full Pay Breakfast \$1.25	Full Pay Lunch \$2.00
Reduced Breakfast .30	Reduced Lunch .40
Adult Breakfast \$1.75	Adult Lunch \$3.25

If you have questions concerning your child's lunch account, you may dial the lunchroom directly at 926-7548.

GRADING SCALE

The following grade scale is used in all subjects in Kindergarten/Pre-1st and in penmanship, work habits, citizenship, and special areas in grades one through five.

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory
- I - Incomplete

The following grade scale is used in grades 1-5.

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

VISITORS

To insure the safety of our students, all parents and visitors must first stop at the school office upon entering the building. Visitor parking is provided in the front of the building and signs directing parents and visitors to the office are provided. Visitors will be given a Visitor's Pass to wear while in the building. **Parents are responsible for providing the school with updated copies of court orders or injunctions that include any restrictions or limitations in regard to contacts with their children.**

DRESS CODE

This is an elementary school setting and our focus is academic education. Students should dress appropriately for school and the weather, keeping in mind cleanliness, safety, modesty, and good taste. Culottes, skirts, dresses, skorts, and shorts should all be approximately knee 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 and for the safety of your child, shoes that are secured with straps/ties are strongly recommended. Children are very active and accidents are caused when flip-flops or high-heeled shoes are worn. *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.*

Clothing/shoes prohibited at school:

- Apparel displaying profanity, sexual innuendoes or promoting alcohol, tobacco products or gang activities.
- Bandannas, sagging pants, and chain wallets.
- Half shirts, spaghetti straps, halter (backless) tops/dresses
- Hats, caps or hoods.
- Metal cleats or shoes with wheels. (For safety reasons, flip-flops and high-heeled shoes are discouraged.)

ITEMS NOT ALLOWED AT SCHOOL/VIDEO CAMERA AND CELL PHONE USE

To assure continuity of instruction, **radios, beepers, toys and electronic games, iPods, MP3 Players, etc. must remain at home** unless prior approval is given. Loss or theft of these items is not the responsibility of the school. Student use of video cameras is only permitted for teacher directed projects. Cell phone use is not permitted during the school day. Cell phones must be turned off and remain in students' backpacks during regular school hours.

REPLACEMENT OF LOST TEXTBOOKS OR LIBRARY BOOKS

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

LOST AND FOUND

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

ATTENDANCE

Daily attendance in school is critical for academic success. Florida law requires each parent of a child from six to sixteen years of age to be responsible for the child's school attendance. The law allows absences for illness and certain other special circumstances. It is the responsibility of the parents to notify the school in writing when their child will not be in attendance. The note should list the days absent and the reason for the absence. If your child is very ill and will need to be absent from school for an extended period, please notify the office and contact the teacher to get work that can be done at home. Student absence for Take Your Child to Work Day must be prearranged with the student's teacher via a parent note. This will be counted as an excused absence.

Students sent home with head lice will be excused the first day. All absences after the first day will be considered unexcused. For more specific information, please refer to your copy of the Wakulla County Code of Student Conduct/Attendance Policy.

Students who have had Perfect Attendance and have not been tardy will have one point added to his/her grades each nine weeks. *See Awards section for perfect attendance requirements.*

WITHDRAWAL PROCEDURE

Parents should notify the school in person, in writing, or by phone of the withdrawal date. All textbooks, library books, etc., should be returned to the teacher at the time of withdrawal.

STUDENT RECORDS

Crawfordville Elementary School maintains records on each student in order to trace student progress from year to year. These records include permanent and temporary information as specified in School Board Policy. With regard to these records, each parent, guardian, or adult student has the following rights, as specified in Florida Statutes (Section 228.903(3) and State Board of Education Administration Rules (Section 6A-1.955) :

- *Right of Access*--Should you wish to inspect and review your child's records at any time you may arrange to do so by making an appointment with the school principal or your child's teacher.
- *Right of waiver of access*
- *Right to challenge the content of any record*--If agreement concerning the record cannot be reached, a hearing will be held.
- *Right of Privacy*--Only qualified people may see your child's records without your written consent.

In addition, Crawfordville Elementary School maintains the following directory information for each student: student's name, address, telephone number; date and place of birth; grade; participation in officially recognized activities and sports; dates of attendance; degrees and awards received, and the most recent previous educational agency or institution attended by the student. If you do not wish for any or all of this information on your child to be published, notify the school principal in writing within ten (10) days. The District's policy on education records of pupils and adult students is available for review in the principal's office.

RULES FOR GENERAL BEHAVIOR

Proper student conduct and behavior are fundamental to the educational process. Refer to the Wakulla County School Code of Student Conduct for detailed information. The behavior expected from students at school is a combination of common courtesy and safety considerations. With this in mind, a set of “Flag Rules” were developed school wide. They are:

Respect Myself and Others

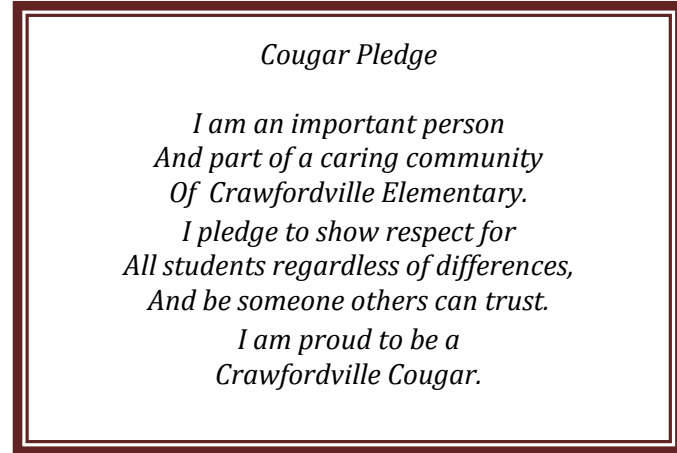
- Use nice language
- Keep hands, feet, and objects to self
- Follow all directions the first time given

Respect Property

- Take care of our school
- Respect others’ belongings

Cafeteria Rules

- Students are to enter and leave the cafeteria in an orderly manner.
- After going through the serving line, students will sit at their designated tables.
- Students are expected to control their behavior and voice volume.
- Lights Out/Quiet Time is used periodically so students can concentrate on finishing their food and cleaning their eating area.
- Cafeteria behavior concerns will be communicated to the classroom teacher or administrators.



Bus Rules

Bus transportation is considered a privilege. Students must earn this privilege by obeying bus rules that are posted on each bus. A student who is provided transportation shall be assigned to a specific bus and shall not ride any other bus except upon written request of the parent or guardian of the student and written approval of the principal or her designee. No student shall leave the bus prior to arriving at school or prior to arriving home or his/her prescribed destination. Any disruptive behavior on the bus will be reported to the principal. Students who jeopardize the safety of themselves or others may have their bus riding privileges revoked, temporarily or permanently, by the administration. If a child is suspended or expelled from riding a school bus due to misconduct, the parent or guardian is expected to provide transportation during the time the student is excluded from the bus. For safety reasons, helium balloons, glass containers, pets or living animals of any kind, softball/baseball bats, scooters, skates, skateboards or hockey sticks will not be allowed on school buses.

Positive Behavior Support (PBS)

PBS is a program that allows ample student interaction and participation, and treats students as individuals while setting a more supportive and caring environment. Each member of the faculty and staff are able to recognize students in every facet of school who are making positive choices by presenting the student with a “pawpat.” At the end of each week, five pawpats for each grade level are drawn and those students make a trip to the principal’s office for a Treasure Chest visit. Students also recite the Cougar Pledge each morning to remind themselves of their importance to Crawfordville School and their responsibilities as a Crawfordville Cougar.

HEALTH AND SAFETY POLICIES

- Students will not be permitted to leave the school grounds unless the office has been properly informed and an adult accompanies them.
- Parents are responsible for notifying the school of any unusual health problem that would require individual attention. We will be happy to work with you in arriving at the best methods of aiding these students.
- Parents are expected to keep children at home when they have any type of disease, infection, parasite, or contagious illness until the problem is no longer contagious.
- Fire and safety drills are conducted periodically throughout the year. In keeping with good safety habits, pupils are instructed in the quickest and safest way to leave the building in case of fire or other emergencies.
- All children will participate in PE unless they bring a note from home. If a note is brought, the child will be sent to the coach but will not participate.
- 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. Doctor prescribed or over-the-counter medications **must be brought in by an adult in the original container** and stored in the clinic. Students are not allowed to transport medications between home and school. The sheriff's department will oversee the disposal of any medication not picked up on the last day of school.

School Health Services

The Wakulla County Health Department and Crawfordville Elementary School will be providing the following school health services at no cost.

- ⇒ *Vision and Hearing Screenings* are designed to determine the ability of your child to see and hear as well as most children of the same age. Screenings are offered at grades K and 1 and Vision Screenings in grade 3. In addition, a Body Mass Index (BMI) calculation will be done in grades 1 and 3. Parents will be notified if there appears to be a problem and encouraged to see a doctor of their choice for a complete examination. Speech screenings will be conducted by the school speech pathologist based on teacher referral.
- ⇒ The following *health services* are also provided as needed: health appraisal, nutrition assessment, health records review, health counseling, emergency first aid, consultation with parents, and health education. If any parent does not wish for his/her child to receive the above health services, the school should be notified in writing within 10 school days.
- ⇒ *Preventative Dental Program* is a dental program of fluoride treatment available to students who have signed consent forms on file. This service will be available only if provided by Wakulla County Health Department.
- ⇒ A *school nurse* from the Wakulla County Health Department is at Crawfordville Elementary School each week. The nurse reviews health records to ensure compliance with the law and provides needed support in the area of health to students, parents, and teachers.
- ⇒ A *school health aide* is on campus daily to provide first aid for minor injuries, dispense medication, provide information regarding treatment of head lice, and provide support for parents, students, and staff regarding other health care issues.

Head Lice

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

Accidents

If your child is hurt at school, he/she should tell the teacher immediately. Parents will be notified. Please provide the school with a phone number for home and work as well as a cell phone number, and the number of a relative or friend. If a number is unlisted, it will be kept in the strictest confidence. Parents are responsible for notifying the school when phone numbers change. **It is imperative that changes in phone numbers be reported to the office as soon as they occur. We must be able to reach you in the event of any emergency.**

STUDENT AWARDS/RECOGNITION

Citizenship Awards

In order to promote a positive school environment, students in grades one through five exhibiting exemplary behavior in all aspects of school (bus, lunchroom, playground, classroom, art and music rooms, media center, halls, etc.) are recognized as Super Citizens at the Awards Assembly held each nine weeks for students in grades one through five. Students who have earned an E in Citizenship for all four grading periods will receive a special citizenship award at the End of the Year Awards Ceremony held for students in grades one through five.

Academic Awards

Crawfordville Elementary School recognizes outstanding academic performance. Grade level assemblies are held for grades 1-5 each nine weeks. In grades 1-5, students earning all A's on report cards receive a blue ribbon, students with A's and B's are awarded a red ribbon. Students earning Honor Roll four out of four grading periods receive a special award at the End of the Year Awards Ceremony. White ribbons are awarded to students with overall improvement but have not yet reached Honor Roll status. Honor Roll is based only on grades in academic subjects.

Perfect Attendance Awards

Perfect attendance ribbons are given to students in grades one through five each nine weeks. To be eligible, students must be in attendance for the majority of the academic school day. Students with perfect attendance the entire school year will receive a special award at the End of the Year Awards Ceremony.

INTERNET USER INFORMATION

Every effort is made to dissuade students from accessing sensitive information through the Internet. Every student in grades three through five must have an Internet User Agreement signed by the parent and student before being allowed to access the Internet.

COMMUNICATION

It is important for parents and teachers to confer frequently during the year about a child's progress. Conferences may be scheduled before or after school or during teachers' planning times. In addition, parents are encouraged to become acquainted with not only the child's classroom teacher but with other school personnel with whom the child interacts, such as the principal, assistant principal, guidance counselor, etc. Information regarding student performance is provided to parents through progress reports every 4½ weeks, report cards every nine weeks, and graded work sent home on a regular basis. Parents may also access their child's grades online through the website www.edline.net. Grades are posted weekly. An account activation code will be sent home to kindergarten parents and to parents of new students.

Each classroom has a telephone to assist in parent/teacher communication. All phone calls are routed through the office and during instruction, messages may be left on the voice mail system. Teachers return phone calls during times that they are not teaching or supervising students. Parents can also communicate with teachers or administrators through email. Always include the child's name and the focus of the email in the subject box. Please remember that situations may arise which prevent teachers from checking and/or responding to an email message in a timely fashion. Time sensitive messages should be handled by calling the school. A personnel directory may be accessed from the school's website. Crawfordville Elementary School's Website Address: www.wakullaschooldistrict.org/ces/. Schools in the Wakulla County School District are also a part of the Connect-ED communication service, a service that provides school and District leaders the ability to reach all parents, faculty and staff with time-sensitive information within minutes. The Connect-ED system is used to inform all stakeholders of school closures and contingency plans due to severe weather, issues arising from pandemics, or other late-breaking developments.

STUDENT ACTIVITIES

Cougar Cadets

The Cougar Cadet Safety Patrol program consists of 4th and 5th grade students who assist daily with monitoring hallway safety in and around the school. They meet with the Cadet Sponsor for training, and are expected to be good role models for all students.

Student Council

Student Council elections are held in October in grades three, four and five with two representatives elected from each homeroom. Council members meet with the elected officers and Student Council Sponsor monthly (with special meetings called in between when necessary) for leadership training and promoting responsible behavior. Activities include sponsoring a Spirit Week, fund raising projects, and school/community projects.

Orff Band

The Orff Band is composed of third, fourth, and fifth grade students. They utilize Orff instruments to perform at school and community functions under the direction of the music teacher.

FIELD TRIPS

Should the occasion occur when students leave school campus, please make sure your child has a signed field trip permission form with up-to-date information. Students will not be allowed to attend field trips unless a signed form is in the possession of his/her teacher. Parents are welcome to come along and chaperone. School Board policy states that students must use school transportation going both ways on field trips. Exception to this rule is only made if a student is to ride with his/her own parents. This must be arranged prior to the field trip by writing a note and having it approved by the administration. In order to chaperone a field trip, parents must register as a volunteer by logging on to the school district website (www.wakullaschooldistrict.org) and click on the link for volunteers. Registration must occur at least three days prior to the trip and approval granted by district administration.

PROMOTION PROCEDURES

Student progression decisions are the responsibility of the principal, made in conjunction with teacher recommendations. Each parent is provided with the criteria necessary for promotion at the beginning of the year, or upon registration. These criteria include adequate progress toward meeting 70% of Student Progression Skills for that grade level in reading, writing, and math; to have a satisfactory grade average in reading, language arts, math, spelling, science and social studies while being instructed on grade level; and to attain acceptable scores on standardized assessments. Student progression skills at each grade level are based on the Florida Sunshine State Standards and Benchmarks.

In September, each child is assigned to an instructional strategy: Tier III, Tier II or Tier I. This assignment is based on classroom performance and adequate progress on Student Progression Skills. A student not showing adequate progress toward 70% of Student Progression Skills is placed in Tier II or Tier III and a Progress Monitoring Plan is utilized to identify specific ways to improve learning. Students who are working on grade level and are developing student progression skills at an appropriate rate are in Tier I. Student progress is re-evaluated in February and Progression checklists are sent home with students in Tier III to inform parents of their child's status.

All students in grades three through ten annually take the Florida Comprehensive Assessment Test (FCAT). Students who score below level three are provided with opportunities for remediation during the school day. Students in grade three MUST score a level two or above in Reading to receive a regular promotion to fourth grade. A Summer Reading Camp program is provided in June for all third grade students scoring a level one on FCAT reading. In order to receive a high school diploma, students are required to pass the tenth grade FCAT.

Wakulla County Elementary Schools administer tests in the spring of each school year to evaluate student growth. The results of this testing are used to interpret individual student needs, monitor student progress, qualify students for federal reading programs and evaluate the curriculum. Parents receive results of the tests, and are encouraged to set up a conference with the teacher to review them. All students in Florida in grades three through ten will take Florida Comprehensive Achievement Tests (FCAT) in reading and math. Students in fourth, eighth, and tenth grades will also take FCAT Writing and students in fifth grade will also be assessed in science. The best way to prepare your child for these assessments is to have him/her in school, monitor daily class work and review graded assignments sent home on a regular basis.

BE A VOLUNTEER!

Parents are their child's first teacher. Because you are so important in the educational process, we want to promote a home-school relationship by requesting your assistance as a school volunteer. It has been our experience that parents who are interested in spending time with their children and support the educational efforts of the school, have a positive influence on children's attitudes and their achievement. Crawfordville School has an active and talented group of volunteers who have earned the state Golden School Award each year, since its inception. Parents may volunteer on a regular basis or as resource persons for specific events or activities.

You can help our children in so many different ways. Teachers are trying to reach each child on his or her own level, and personalized assistance can make the difference that will spur each child to succeed. You can give that personal attention with one child, or with a small group of children. You may even be interested in becoming an official mentor through our Mentoring Program. No experience is necessary. Any interested person may become a volunteer.

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

CRAWFORDVILLE PTA

The PTA is an important part of Crawfordville School's successful atmosphere. It's goals are to promote overall quality and constant improvement of the educational capabilities of the school; to provide a forum for the exchange of information and ideas among parents, teachers, and school administrators; to provide an informational liaison between the school and the community; to provide opportunities for children to display work and/or perform for parents and other community members; and to raise funds to be used for school improvement.

All parents and guardians having children in attendance at the school, teachers and staff currently employed at the school, and current administrators of Crawfordville Elementary School comprise the membership of this organization. You are cordially invited to be an active member of this organization. Written notices of each meeting will be sent home with each student. Remember parents, this is your organization--WE NEED YOU!

CRAWFORDVILLE PTA OFFICERS, 2009 - 2010

Vicki Heydenreich	President
Amy Andrews	Vice-President
Stacy Harvey	Secretary
TBA	Treasurer

PTA COUNCIL

The PTA Council consists of at least two representatives from each grade level. They make decisions concerning projects undertaken by the PTA and allocation of PTA funds. If you would like to serve on the PTA Council, please contact your child's teacher.

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.

LOOKING TO THE FUTURE: GOALS FOR 2009 - 2010

Crawfordville Elementary School Advisory Council adopted the following goals.

- Students will make annual goals sufficient to acquire the knowledge, skills, and competencies needed to meet state standards in the areas of reading, writing, math, and science.
- Crawfordville Elementary School will increase parental involvement and awareness in the school's volunteer and mentor program.
- Crawfordville School will provide a technologically rich learning environment that provides for individual student achievement
- Crawfordville School will maintain a climate conducive to the safety and learning of all students.

The School Improvement Plan for the 2009-2010 school year can be accessed through the school's website.



ACHIEVEMENT OF GOALS AND OBJECTIVES

Goals and strategies for school improvement are developed annually as a part of the School Advisory Council process. They are based on the results of annual test data and needs surveys that reflect input from parents, students, staff and community members. School Improvement Goals for 2008-2009 focused on improving learning gains in reading, math, writing and science.

Strategies/activities used to accomplish math objectives:

- *Computer lab time provided drill and practice in math concepts.*
- *Continued FCAT Explorer, and daily jump-start activities.*
- *Utilized intervention practices for all students.*
- *Identified lower quartile students and provided academic improvement plans.*
- *Timed tests of basic facts/skills were administered to students.*
- *Continued timed test of basic skills at each grade level.*
- *Maintained inclusion in grades K-5.*
- *Utilized Harcourt Math Curriculum in grades K-5.*
- *Grade level Parent Nights were held to inform parents of math materials and resources available.*
- *Monitored student progress and assigned each to Tier I, II or III and adjusted instructional strategies to align.*

Strategies/activities used to accomplish writing objectives:

- *Identified lower quartile students and provided academic improvement plans.*
- *Teachers continued to utilize lessons and ideas learned from Dr. Orapallo.*
- *Continued school-wide writing practice and developed writing portfolios.*
- *Continued to utilize Teach Me Writing software for grades K-5.*
- *Continued to provide writing opportunities for students in grades K-5 via journals, selected prompts, creative expression, Wakulla Writes, etc.*
- *Held after school remediation and writing enrichment programs*
- *Continued the Creative Writing Bowl for grade 3-5.*
- *Teachers administered the Wakulla Writes Assessment monthly and used the Wakulla Writes rubric to assess narrative and expository writing samples.*
- *Students' writing was assessed by two teachers at the same grade level other than the homeroom teacher.*
- *Parents were informed about Wakulla Writes at grade level parent meetings and students' scores were noted on report cards.*

Strategies/activities used to accomplish reading objectives:

- *Differentiated instruction was evidenced by teacher lesson plans/principal observations.*

- *Maintained inclusion/Title I pull-out for students in the lower quartile, grades one through five.*
- *Monitored progress through the administration of DIBELS three times during the school year for students in the lower quartile in grades K-5.*
- *Reading instruction occurred during a ninety-minute reading block each day including Title I pull-out for students in the lower quartile.*
- *Continued to utilize United Streaming in grades K-5 for vocabulary development.*
- *Reading strategies continued to be developed through the use of content area materials and leveled readers.*
- *Teachers participated in a Harcourt Storytown reading inservice.*
- *Each grade level hosted a parent information night during the first nine weeks of school that included reading strategies.*
- *RTI (Response To Intervention) Team met as needed to review strategies for students not making adequate progress.*
- *Monitored student progress by assigning each student to Tier I, Tier II or Tier II and adjusted instructional strategies to align.*
- *Continued to utilize Title I funds to supply resource materials in the media center for parent check-out.*
- *Continued third grade Summer Reading Camp.*
- *Continued to provide after-school remediation for students in grade three through five.*
- *Strategies/activities used to accomplish science objectives:*
- *Continued to integrated science with core subjects and implemented a variety of activities incorporating the scientific process.*
- *Word Walls and Word Wall activities were utilized to reinforce Science Vocabulary.*
- *Provided after-school remediation integrating non-fiction science reading materials.*
- *A Science Fair was planned and held for students across grade levels.*
- *Teachers collaborated and created a curriculum based Science Vocabulary posttest.*
- *Teachers attended Project Learning Tree training.*
- *Liaisons from primary and intermediate grade levels attended district science meetings.*
- *Implemented a science lab to be used by students in grades 3-5.*

VISION STATEMENT

ALL STUDENTS WILL ACHIEVE THEIR HIGHEST POTENTIAL AS A RESULT OF THE EXPERIENCES THAT ARE PROVIDED BY A TEAM OF HIGHLY QUALIFIED PROFESSIONALS IN A POSITIVE, CARING, HEALTHY AND SAFE LEARNING ENVIRONMENT.

PHILOSOPHY

We at Crawfordville Elementary School believe all of life is a continuous process of education, formal and informal.

We believe the curriculum must provide for the maximum development of each student's thinking and reasoning potential as well as the acquisition of fundamental skills.

We believe students are unique in aptitude, stages of maturation, personality, physical and perceptual development. For these reasons, a variety of instructional materials, teaching methods, and learning experiences should all be used to create a learning environment to help students develop healthy self-concepts through experiencing success in accordance with their abilities and interests.

We believe student learning is enhanced by encouraging wellness through proper nutrition, lifelong fitness, and self-care skills.

We believe students must be prepared to live in a rapidly-changing technological world and that they need to develop the critical thinking skills which will enable them to perform under new and unfamiliar circumstances.

We believe citizenship in a democratic society involves the assumption of duties and responsibilities in that society as well as an awareness and appreciation of our diverse background, traditions, and cultural heritage.

We believe in the continual updating and strengthening of staff members' knowledge and skills in subject areas as well as human relationships and educational theory.

We believe an effective program of education includes constructive participation and open communication between the school, parents, and the community.

We believe in the continual measurement and evaluation of all programs for effectiveness and suitability within the framework of the total curriculum.

We believe student learning is enriched through participation in the arts.

We believe it is the purpose of Crawfordville Elementary School to provide a positive and diverse learning environment commensurate with this philosophy.

Educational Practices

The Wakulla County School Board is committed to providing fair and equal educational and employment opportunity without regard to race, color, religion, national origin, age, gender, disability, or marital status. The district complies with all Federal and State laws prohibiting discrimination in education. WCSB Policy 2.80

Equity Coordinator

The District appoints an Equity Coordinator to ensure 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 Karen Wells, Equity Coordinator at the Wakulla County School Board, Post Office Box 100, Crawfordville, FL 32326-0100 or 69 Arran Road, Crawfordville, FL 32327, (850) 926-0065.

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).

Reasonable 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 accommodation.

Drug Free Work Place

The Wakulla County School Board and Crawfordville Elementary School maintains 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; 6.33

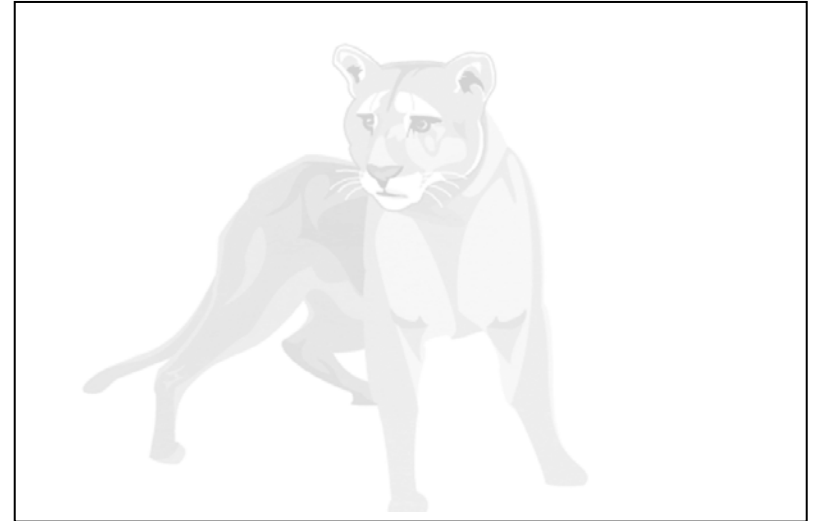
PAEC

Crawfordville Elementary School participates in services and activities provided through the Panhandle Area Educational Consortium, our regional educational service agency (F.S. 228.0857). Our school selects services and activities based on goals, objectives and strategies set forth in our School Improvement Plan which allows us to maximize resources, enhance support services and expand communication with other schools.

CRAWFORDVILLE ELEMENTARY IS PROUD TO BE A PART OF THE WAKULLA COUNTY SCHOOL SYSTEM WHOSE MOTTO IS "COMMITTED TO SUCCESS."

IN CASE OF EMERGENCY:

Emergency	911
Wakulla County Sheriff's Office	926-0800
Animal Control	926-0890
Wakulla Health Department	926-3591
Poison Control	1-800-222-1222



IMPORTANT SCHOOL NUMBERS:

Wakulla School District Office	926-0065
Crawfordville Elementary School	926-3641
Crawfordville School Cafeteria	926-7548
Bus Transportation Office	926-7550
Before/After School Program	926-7145
Crawfordville School Clinic	926-4616

FAMILY EMERGENCY PLAN:

YOUR IMPORTANT NUMBERS:

CRAWFORDVILLE ELEMENTARY SCHOOL

Faculty Directory

ADMINISTRATORS

Angie Walker, Principal
Laura Kelley, Assistant Principal

GUIDANCE COUNSELOR

Jeff Van Syckle

KINDERGARTEN TEACHERS

Pat Calhoun K, Pre-1st
Kris Cason
Staci Greener
Jan Pearce
Amber Stallings

FIRST GRADE TEACHERS

Catherine Cutchen
Kirsten Brazier
Christy Byrne
Cindy Loney
Julie Stanford
Kelly Willis

SECOND GRADE TEACHERS

Erin Daughtry
Irene Gunderson
Louann Hames
Ann Loyed
Cori Revell
Cathy Williams

THIRD GRADE TEACHERS

Karen Allen
Kim Bartnick
Miranda Bowen
Angela DenBleyker
Tony Marra
Debi Morgan
Christy Teuton

FOURTH GRADE TEACHERS

Holly Harden
Heather Hatfield
Frankie Harvey
Sherry Parks
Margaret Strickland

FIFTH GRADE TEACHERS

Betty Hobbs
Renee Kelly
Barbara Mingledorff
Lynne Smith
Barbara Updegraff

SPEECH/LANGUAGE

Brooke Baudo

PE

Bryan Camp

MUSIC

Walter Cooper

ART

Jennifer Brooks

MEDIA

Cindy Burse

SELF-CONTAINED CLASS

TBA (3-5)
Cheryl Smith (K-2)

Faculty, Staff and Administrators may be reached by email. Individual Email addresses are: last name, first name initial, @wakulla.k12.fl.us.

