

2010-11

**PARENT/STUDENT
HANDBOOK**



Maverick

MEDART ELEMENTARY SCHOOL

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Approved by the Wakulla County School Board July 19, 2010

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PRINCIPAL'S INTRODUCTION

Dear Parents and Students,

We are proud of Medart Elementary School and the quality of our programs is due primarily to the cooperative efforts of parents, faculty, and students. All three play an important role in the quality of education that we are able to provide for our children. The intent of this handbook is to provide you and your child with information about our school and its operation. By involving yourself in your child's education and keeping the lines of communication open between home and school, our school becomes a better place to learn and grow. As a result of everyone's efforts, Medart Elementary was once again recognized by the Florida Department of Education as being an A school, which makes this our eighth A in a row.

We are excited about embarking on the 2010-11 school year. Our focus is to provide the best learning environment possible for our greatest resource – your children.

On behalf of our faculty and staff, I want to say welcome and thank you for being a part of our family.

Sincerely,

Robert R. Pearce
Principal

SCHOOL DAY SCHEDULE



The elementary student's school day begins at 8:55 AM and ends at 3:25 PM. Supervision is available in the multipurpose room beginning at 8:20 AM. Students arriving at school prior to 8:55 AM should report to the multipurpose room. Students arriving after 9:15 AM should report to the registrar for a tardy slip before reporting to class.

Personal transportation drop off and pick up for students is located at the Highway 319 (Sopchoppy Highway) entrance and the Highway 98 (front) entrance. These students should not arrive at school before 8:20 AM and should be picked up at 3:25 PM. The Wakulla County Senior Citizens sponsor a before and after school day care program housed at Medart Elementary School for children arriving before 8:20 AM and staying after 3:25 PM. Students participating in this day care program should report to the multipurpose room upon arrival at school.

The elementary teacher's school day begins at 8:10 AM and ends at 3:40 PM.

LUNCHROOM PROCEDURES

Students who want to purchase meals by the week or month are encouraged to do so on Monday or Tuesday mornings prior to reporting to class. Free or reduced lunch is available to those who qualify through application. The first day packet of information sent home with each student contains an application and additional applications are available in the school office.

Breakfast and lunch include a half pint of milk, and students may purchase extra milk. Students that forget to bring lunch money may borrow from funds supplied by the PTO for this purpose. Students should bring money the following day to repay this fund. Contact the lunchroom staff with questions pertaining to a student's meal account, 962-1059.



You may check your child's lunch account balance or pay for your child's meals on line at www.myLunchmoney.com. It takes 24 hours for the electronic payment to process, so please send money for meals until the payment has processed. Money borrowed for meals will need to be paid back.

See <http://www.wakullaschooldistrict.org> for Meal Prices and Menus ~~FOR 2009-10~~

ENTRANCE REQUIREMENTS

See <http://www.wakullaschooldistrict.org> 2010-2011 School Registration Minimum Requirements for Student Enrollment in the Wakulla County School District

COMPULSORY SCHOOL ATTENDANCE

Florida law requires each parent of a child from five 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 when their child will not be in attendance. While a student is enrolled in elementary school, the school is to be notified in writing the day the student returns to school. The note should list the days absent and the reason for the absence. Notify the school office if your child is very ill and will need to be absent from school for an extended period. It may be wise to see the teacher about the missed work. Students sent home with head lice will be excused the first day missed, but each day thereafter will be unexcused. *See Wakulla County Schools Code of Student Conduct and Elementary School Attendance Policy at <http://www.wakullaschooldistrict.org>*

WITHDRAWAL PROCEDURE

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

PARENT – TEACHER CONFERENCES

It is important for parents and teachers to confer frequently during the school year about a child's progress. Medart teachers are always willing to work with you and discuss your child's progress. Also, 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, health aide, secretaries, etc. Each classroom has a telephone to assist in parent/teacher communication. All phone calls are routed through the office. During instruction times, messages may be left on the voice mail system. Teachers return phone calls during times when they are not teaching or supervising students. Please schedule conferences with your child's teachers rather than just dropping by during the



students' instructional day. Scheduling a conference enables the teacher to continue the class instruction without interruption and assures you that the teacher will have your full attention during the conference.

PROFESSIONAL QUALIFICATIONS

In compliance with Federal Law (No child Left Behind Act of 2001), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s). The information regarding the professional qualifications of these personnel will include:

Certification Type

Subject area coverage and grade level on coverage

Degree(s) and defined major area of work

Services to be provided by the paraprofessional under the direction of the teacher

Federal Law requires that schools receiving Title I Funds hire highly qualified teachers. The School District of Wakulla County has always employed certified personnel according to the Florida Department of Education requirements. Be assured that this will remain a priority in our school. If you would like to request any of the above information, please contact Mr. Pearce at 962-4881.

STUDENT RECORDS

Medart Elementary School maintains records on each student in order to trace progress from year to year. These records include permanent and temporary information as specified in Wakulla County School Board Policy. In regards 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 Administrative 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, assistant principal, guidance counselor, 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, Medart Elementary School maintains the following information for each student:

Student's name, address, telephone number, birth date, birth place, grades, standardized test results, participation in officially recognized activities and sports, attendance, awards received, and previous educational agency or institution attended by the student. If you do not wish any or all of this information on your child to be published, notify the school principal in writing within ten (10) days of your child's registration at Medart Elementary. The district's policy on educational records of students is available for review in the principal's office.

STUDENT RESPONSIBILITIES

You should do some things as students without a reminder from others. Some of the things you do for others, and some you do for yourself. This means that there are also people who do things for you. Responsibilities are the things that all people should do without reminders to do them. Here are your important responsibilities.

ALLOW OTHERS TO LEARN – Parents send their children to school to learn. If you keep others from learning by bothering them, you have taken something important from them.

COME TO SCHOOL UNLESS YOU ARE SICK OR EXCUSED – In Florida, there is a law that says you must go to school unless you are sick. The reason for this law is to be sure that all children have a chance to get an education. If you miss too much school, you will not be able to learn the things you need to know.

BE ON TIME FOR SCHOOL AND CLASSES – If you are late for school in the morning, you miss things you need to know. The teacher has to stop what he/she is doing to help you get started. This keeps him/her from helping all the students.

FINISH YOUR SCHOOL WORK – Learning to read or do arithmetic is like learning to play the piano or ride a bicycle. Becoming skilled at something requires practice. Some things require doing them repeatedly before they are learned. You have to keep trying even if it is hard. Most of your schoolwork is completed in class, but sometimes you will need to do schoolwork at home. You should do all the work given to you.

TAKE CARE OF SCHOOL PROPERTY – The parents of every child in school have helped to pay for everything at Medart Elementary School. The building, the books – everything belongs to all the people in Wakulla County. This means you are sharing the things you are using at school. When students damage these things, it means students must go without them or the parents must spend more money to replace them.

RESPECT OTHERS – You should always respect the rights of others. You should follow the directions of your teachers and the other adults who work at school.

HELP MAKE SCHOOL A GOOD PLACE TO BE – School is a place where good things happen to people. They make new friends, they treat others with respect, and they learn things, which will help them the rest of their lives. If students do not

like school, it is probably because these things are not happening to them. It is one of your responsibilities to help make school a good place for everyone.

To assure continuity of instruction, hats, caps, radios, toys, games, beepers, and electronic games 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 CELL TELEPHONES

Personal telephones may be brought to school with the following conditions applying:

Phones must be turned off and kept out of sight during school hours and while riding on school buses or using school transportation at any time.

If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.

Phones should be kept secure to prevent theft (pocket, purse, backpack, etc.).

Violation of these provisions shall result in the confiscation of the personal telephone and its return only to the parent or guardian. If the student is of majority age, then he/she may be prohibited from possessing a phone on campus. Using a wireless communication device to commit a criminal act may result in disciplinary action and/or criminal penalties.

DRESS CODE

Our dress code reflects "common sense" and concern for children's comfort, cleanliness, safety, and limits of modesty. Parents are responsible for making sure a child's attire is appropriate for school and for the weather. Inappropriate clothing includes the following: Flip flops, high heels, cleats, shoes with wheels, hats, caps, sunglasses, revealing tops (ones that show the midriff, back, and those that are see through), clothing which displays inappropriate language and/or pictures, and extremely short skirts and shorts. The wearing of shoes is a requirement at all times, unless the adult in charge of a special activity allows the removal of shoes.

Students' belongings are the responsibility of the students. Please write your child's name on all of their personal items. Students should take home the following daily: Coats, lunch boxes, back packs, and other personal belongings. The multipurpose room contains a storage bin of unclaimed belongings during the school year.

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. *Refer to the Wakulla County Code of Student Conduct and Elementary School Attendance Policy at www.wakullaschooldistrict.org.*

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.

HEALTH AND SAFETY POLICIES

- All visitors, including parents, should first stop by the school office upon entering the building. Visitors need to sign in and wear a visitor's pass while in the building. *Please understand that the policies in effect are for the safety and security of our students. It is very important that we know where our students are at all times, and that we are aware of who is on our campus.*
- Permission for students to leave the school grounds is granted only when an adult (custodial parent, legal guardian, or school personnel) accompanies them and the office has been properly informed.
- To pick up your child before the end of the school day, report to the office and complete the sign out procedure. Office personnel will call the child from his/her classroom.
- 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.
- Parents are responsible for notifying the school of any unusual health problem that would require individual attention. Our school personnel will assist you in arriving at the best methods of aiding these students. Keep children at home when they have any type of disease, infection, parasite, or illness that might be contagious until the problem is no longer contagious. 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.

If your child is hurt at school, he/she should tell the adult in charge immediately. Parents will be notified. It is imperative that the school has on record your correct daytime and emergency phone numbers. It is the parents' responsibility to notify the school when these numbers change. Contact the school registrar with any changes. *See Wakulla County Schools Emergency and Medical Information Forms and Wakulla County Schools Code of Student Conduct and Elementary School Attendance Policy at <http://www.wakullaschooldistrict.org>.*

- The school conducts fire drills periodically throughout the school year. In keeping with good safety habits, students are instructed in the quickest and safest way to exit the building in case of fire.
- The school conducts tornado and other emergency drills periodically throughout the school year. In keeping with good safety habits, students are instructed as to the safest place and body position to use.
- Students are expected to participate in PE. If a student is unable to participate, they must bring a note to the coach from a parent giving a legitimate reason for nonparticipation in the physical activity.
- Specific school personnel are authorized to administer prescription medication at school. If your child's prescription medication must be taken each day at school, an *Administration of Prescription Medication* form must be completed. This form is available from the school clinic. The medication sent to school must be in its pharmacy container with the accurate dosage information clearly stated on the container. If you have non-prescription medication that you allow your child to take at school, it must be kept in the school clinic. This medication must be sent in the original product container with a completed medication administration form. All medications must be picked up from the school clinic by the close of the last student day of school by the parent or guardian. Medications may not be sent home with students. *See <http://www.wakullaschooldistrict.org> School Registration Forms and Information – Letter Regarding Medical Prescriptions*
- School Health Services:
- The Wakulla County Health Department, in cooperation with the Wakulla County School District, will provide school health services and student health screenings during the school year. These screenings are required by the School Health Services Act, Section 381.0056 F.S. and are designed to detect health problems that could affect your child's learning, growth, and development. Screenings are performed according to each child's grade and as outlined in the School Health Plan. The school staff will conduct these routine screenings. If your child's screening results are questionable, you will be notified in writing. If you do not want your child to participate in this program, notify your child's school in writing. Each school year, children in specified grades are measured for height and weight to monitor their physical growth and development. Body Mass Index (BMI) is the recommended screening for children and adolescents. It provides a guideline to determine if a child is overweight or underweight and to help determine if a child is at risk for certain chronic diseases. *See <http://www.wakullaschooldistrict.org> School Registration Forms and Information – Letter Regarding School Health Screenings*
- Growth and Development Lessons – The School Nurse and the School Health aide with assistance from our coach and guidance counselor will hold a Growth and Development lesson with all fourth graders that return signed parent permission forms allowing them to participate. Boys and girls will be separated during this lesson with a gender specific teacher for the lesson. Students that do not return a form signed by their parent giving them permission to participate will stay with one of the fourth grade teachers and not participate in the Growth and Development Lesson. Any parent that would like to review the curriculum and video used for this lesson may contact the guidance counselor for assistance.



For immunization information, contact your private physician or the county Public Health Department located at 48 Oak Street, Crawfordville, FL 32327, phone 850-926-3591.



TRANSPORTATION - School Bus Rules

Classroom conduct is to be observed.

There should be no unnecessary conversation with the driver while the bus is in motion.

Students must ride their assigned bus and each student must board and depart at his or her designated bus stop. Students must present a written request from the parent/guardian to the Principal or Designee for approval of requested changes.

Students are to be at the bus stop 5 minutes before the scheduled pick-up, as the bus will not wait beyond the scheduled pick-up time.

Students will stand off the roadway and exhibit appropriate behavior while waiting for the bus. (Parents are responsible for students prior to boarding and after departing the bus).

Students will board, depart, and cross the roadway as per instructions from the Bus Driver.

The Bus Driver must assign seats and students will sit in their assigned seats at all times.

No portions of the students' bodies are permitted outside the bus windows.

Reptiles, bugs, animals or marine life (alive or dead) are not permitted on the bus.

Smoking, use of tobacco products, and other mood modifying substances are strictly prohibited.

Band instruments, school projects, or special equipment which interferes with the seating or safety of others are not permitted on the bus.

Inappropriate gestures, obscenities, vulgarity, and profanity will not be permitted.

Eating, drinking, and chewing gum is not permitted on the bus.

Students will not throw any item in or out of the bus.

Students will be responsible for VANDALISM and RESTITUTION will be required.

Students must be absolutely quiet when the dome lights are on. Excessive noise is prohibited at all times.

Any behavior that adversely affects the safety or well being of others is prohibited.

Bus Safety - Most school bus fatalities occur when children are outside the bus, and 75% of these fatalities involve children under the age of nine.

Coordinate with other parents to ensure an adult is present at the bus stop every day, especially when children under the age of six are present. Parents are responsible for their children prior to bus arrival and after departing the bus.

Clothing your children with drawstrings may not always be safe. Drawstrings can catch in playground equipment, fences, and school bus doors. Remove, shorten, or replace drawstrings with another kind of fastener.

In accordance with federal voluntary recalls, Wakulla County Schools has retrofitted all school buses and activity buses with handrails that will not snag children's clothing.

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;
- To raise funds to be used for school improvement

All parents and guardians having children in attendance at the school, teachers, and staff being currently employed at the school, and administrators of Medart Elementary School comprise the membership of this organization. You are cordially invited to be an active member of our PTO. Newsletters and flyers are sent home with students in a timely manner to inform you of upcoming events at MES. Parents, this is your organization – WE NEED YOU! Please plan to attend and help prepare for our Holiday Festival fund raiser on Friday, December 3, 2010.

SCHOOL ADVISORY COUNCIL

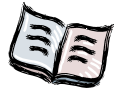
The SAC consists of faculty members, staff members, parents, and community members that are elected annually to serve in developing the Medart Elementary School Improvement Plan and in reviewing progress toward meeting the goals established therein. If you would like to serve on the SAC, please contact the principal at 962-4881. In addition, all SAC meetings are noted on the monthly calendar sent home with all students and posted online. Please contact the school office if you would like to attend these meetings. See <http://www.wakullaschooldistrict.org> About WCSB Tab – School Improvement Plans.

VOLUNTEER PROGRAM

Medart Elementary School has an active and talented group of volunteers who have earned Florida’s Golden School Award each year for over 20 years. We want you to be a part of this student/teacher support group that is vital to our school’s success. Please register online to become a school volunteer at <http://www.wakullaschooldistrict.org>. This registration must be done annually.

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.



ACADEMIC AND SPECIAL AREA PROGRAM INFORMATION

The Sunshine State Standards are high levels of expectations for student achievement in Florida’s public schools. These standards are incorporated into our district developed and adopted curriculum. See <http://www.wakullaschooldistrict.org> Teachers Tab - Curriculum

Language Arts and **Reading** incorporate standards in *reading, *writing, listening, viewing, speaking, language, and literature. This area is a planned and integral part of the total elementary program and based upon defined measurable objectives. It is well balanced and designed to provide adequate experiences in reading, writing, speaking, listening, thinking, and spelling. The basal text is StoryTown published by Harcourt.

*The **Mathematics** curriculum incorporates number sense, concepts, operation, measurement, geometry, spatial sense, algebraic thinking, data analysis, and probability. Harcourt publishes the current text used to support the curriculum. Students utilize a variety of software programs and hands on activities in learning mathematical concepts and skills.

*The **Science** curriculum incorporates the Nature of Matter, Force and Motion, Processes that Shape the Earth, Earth and Space, Processes of Life, How Living Things Interact with Their Environment, and the Nature of Science. The Science/Health Program reflects a well-balanced curriculum in both the content and processes of science based on knowledge about the children’s talents, needs, and learning styles. The total curriculum reflects recent topics in science education (i.e., ecology, energy, career, computer, and metric education) as well as areas of study identified as necessary to produce a scientifically literate citizen. The current text used to support the curriculum is published by Houghton Mifflin.

The **Social Studies** curriculum incorporates time, continuity and change, people, places, and environments (geography), government and the citizen, and economics. This program represents some balance between local and global concerns; the student and the wider world; concerns of small groups and wider public issues; the past, present, and future; the western and non-western world; the developed and underdeveloped nations; alternative ideologies, mores and life styles; and local and regional historical, geographic, economic, and environmental conditions. Houghton Mifflin publishes the current text used to support the curriculum.

The **Music** program introduces all children to various kinds of music and increases the sensitivity of students to the power of music as an art. It also strives to develop their abilities to perceive the art of music keenly and to respond to it.



The **Physical Education** program involves grades kindergarten through fifth. Some of the activities included in the program are games and sports activities in the upper grades and body awareness and movement education in the lower grades.

The **Art** program is planned to reflect a well-balanced experience for children, including instruction in the content and process of art, along with aesthetic appreciation and recognizes the recommendations of professional groups in art education as well as local concerns.

The **Media** program supports and reinforces the instructional program. All students are encouraged to use the media center frequently and classes are scheduled to visit the media center once a week. During these weekly visits, students enjoy story time, book reviews, library skills, technology/reference skills, general browsing, and checking out books.

Technology plays an important role in the delivery of instruction and students receive instruction in using current technologies. Students in **first** through fifth grades use SuccessMaker reading and math software. Additionally, third and fourth grade students utilize FCAT Explorer, an internet based software, in the area of reading, while fifth grade students utilize FCAT Explorer in the area of math and science. Accelerated Reader and STAR provide support to the reading curriculum in promoting recreational reading. Harcourt and Houghton Mifflin provide support software in the areas of

reading, math, and social studies. Teachers utilize ceiling mounted projectors, interactive white board technologies, document cameras, and interactive software in lesson presentations.

The **Guidance** program is designed to provide each child with necessary life skills through classroom guidance sessions, individual, and small group counseling.

*Standards will be assessed both at the classroom level by the teacher and through a statewide test (3rd, 4th, and 5th grades). The Florida Comprehensive Assessment Test (FCAT) is administered to students in all public schools as part of the state's educational accountability program.¹

STUDENT ACTIVITIES/PRIVILEGES/AWARDS

The **Student Council** is comprised of 3rd, 4th, and 5th grade students. Elections for officers and classroom representative take place during the fall of each school year. The council meets with the council sponsors monthly for leadership training and learning to promote responsible behavior. Their activities include sponsoring fund raising projects and school/community projects.

The **Orff Band** is composed of 3rd, 4th, and 5th grade students. They develop skill in reading music and performing before audiences at school and community functions under the direction of the music teacher using Orff instruments.

WMES News is housed in the school-based television studio in the media center. Students participate in producing morning announcements using the school's ITV system.

Peer tutors are students who help others with their academics as well as enrichment activities. They are a special group of individuals, selected by their teachers, who finish their own work and show the desire to help others.

Safety patrols are fifth grade students selected by their teachers based on excellence in citizenship and responsible work habits to assist in delivering end-of-the-day notes to teachers and in helping the adults with hallway crowd control in the morning.

Field Trips enhance the curriculum through real world experiences away from the school site. Each student must have an up-to-date field trip permission form signed by their parent in the possession of his/her teacher while on each field trip. For a student to travel to or from school during a field trip other than the mode of transportation planned, parents must provide a written note to the principal at least one day prior to the trip. Students can travel using the planned mode of travel for the trip or with a parent. Permission will not be granted for students to ride with persons other than the student's own parents/guardians. Parents are welcome to accompany the class as chaperones providing an approved Volunteer Registration form is on file.

Every student in 3rd, 4th, and 5th grades must have an **Internet User Agreement** signed by the parent and student before being allowed to access the Internet. All 3rd grade students and newly enrolled students in 4th and 5th grades receive these in the first day packet.

Students may use the **telephone** for emergency purposes and in cases of illnesses with permission from an adult at school.

School supplies sold in the **school store** include paper, pencils, erasers, folders, etc.



Students receive grades on their behavior using our **school-wide discipline system**. Positive reinforcements for good behavior and disciplinary action for incorrect behavior are parts of the program. Citizenship grades on the report cards are a direct result of the student's behavior in all areas of the school, including homeroom, music, physical education, library, computer lab, lunchroom, hallways, playground, etc.

The **Terrific Kids' Club** is comprised of students from all grades. Homeroom teachers recommend students for this award based on their citizenship and work habits. Students receive special bumper stickers, pencils, candy, and other items. Friday afternoon recognition programs are aired through the school's ITV system and viewed on all televisions throughout the school.

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 penmanship, work habits, citizenship, art, music, and physical education.

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

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

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

PROMOTION REQUIREMENTS AND TEST INFORMATION

Student progression decisions are the responsibility of the school principal; however, the teachers make a recommendation to the principal based upon a student’s demonstration of proficiency in reading, language, writing, and mathematics. Students must make adequate progress on the Florida Sunshine State Standards and Benchmarks. In addition, students must have satisfactory grades in reading, writing, language, math, spelling, science, and social studies from their grade level assessments. Information regarding student performance is provided to parents through progress reports, report cards, **Edline**, and graded work sent home on a regular basis.

All students in third through tenth grades take the Florida Comprehensive Assessment Test (FCAT). Students who score below level three are provided with opportunities for remediation. Students in third grade must score a level two or above in reading to receive a regular promotion to fourth grade. In order to receive a high school diploma, students must pass the tenth grade FCAT. *See the Wakulla County School Calendar for test dates and <http://www.wakullaschooldistrict.org> Student Tab – Student Progression Plan*