

**Shadeville
Elementary
2011-2012**

PHILOSOPHY

We believe that every child is unique and therefore, has a right to learn and be treated as an individual. The faculty, staff, and volunteers have the responsibility to accept each child at his/her own level of development and provide the basic foundation for educating the whole child: academically, socially, emotionally, and physically.

SCHOOL DAYS

The school day for students begins at 8:55 a.m. and ends at 3:25 p.m. **Students should not arrive prior to 8:25 a.m., as there is no supervision.** Children should not be left on the school grounds after 3:45 p.m. unless the parent is present to supervise. **Students left after 3:55 p.m. will be taken to the after school program and a fee will be charged.** The Wakulla County Senior Citizens Center offers before and after school care on the school grounds for a fee. **Please contact them directly at 926-7145 to make arrangements.**

ATTENDANCE

Daily attendance in school is critical for academic success. Please make sure your child arrives at school on time and you 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.

REPORT CARDS

Report cards are issued every nine weeks. Progress reports will be issued for all students at the end of every four weeks. Initial Progress Reports are issued to all students at the end of the first four weeks.

GRADING SCALE

Kindergarten, Pre-First, and Special Area:

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

First - Fifth Grade:

- A – 90-100 (Excellent)
- B – 80-89 (Above Average)
- C – 70-79 (Average)
- D – 60-69 (Below Average)
- F – 0-59 (Failure)

Students are assigned a level of academic performance for each of these academic areas: Reading, Writing, and Math.

Performance levels are:

- A – Above the developmental level for the assigned grade.
- O – On the developmental level for the assigned grade.
- B – Below the developmental level for the assigned grade.

ACADEMIC AND EFFORT AWARDS

Each nine weeks students are awarded ribbons for their accomplishments in academic achievement, academic improvement, citizenship, and attendance. These ribbons are included with report cards each grading period. Achievement in the classroom is recognized with an awards program at the end of the school year. Students earn ribbons, medallions, and trophies for high academic honors, as well as citizenship, attendance, and academic improvement.

COMMUNICATION

Your child's teacher will communicate with you during the school year regarding your child's progress. You will be contacted in person, by letter, e-mail, or by telephone.

Each classroom teacher will provide parents with a newsletter with information concerning upcoming events and class information at least monthly.

If a concern arises about your child, **parents should first discuss the problem with the teacher.**

Parent conferences may be scheduled between 8:05 a.m.-8:45 a.m. or after 3:30 p.m.

The principal distributes *The Warrior Way* monthly with school information such as lunch menus, upcoming events, parent tips, educational web sites, current news, and recognition. This publication can be found online at: www.wakullaschooldistrict.org.

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 positive and productive learning environment. A list of classroom rules and consequences from your child's teacher will be sent home the first week of school.

SCHOOL-WIDE EXPECTATIONS

Basic principles are the basis for all behaviors and attitudes. Shadeville students will:

1. Take pride in our school. Help make it a great place to learn.
2. Accept responsibility for their behavior.
3. Respect teachers, staff, administrators, and volunteers.
4. Be kind and respect peers and their property.
5. Maintain a safe, orderly classroom, playground, and lunchroom environment.
6. Maintain quiet, orderly halls – remember that others are working.
7. Help keep our school clean and looking nice.
8. Think it through/seek help if needed before acting.
9. Hats, caps, flip-flops, spaghetti straps, rolling backpacks, toys, radios, beepers, and electronic games are not allowed at school.
10. Cell phones must be turned off and kept in the child's backpack at school.

BUS RULES

Students are to conduct themselves properly at all times while waiting for the bus and while aboard the bus.

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 roadway 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.

VISITORS ON CAMPUS

All visitors on the campus MUST use the main entrance and check in at the front desk upon arrival.

You will receive a Visitor's Pass to wear while on campus. Be sure to also check out when your visit is complete. Student safety is our top priority!

AFTERNOON STUDENT PICK UP

For your child's safety we ask that you use the designated car line for dropping off and picking up students daily. Students will exit at the double doors beside the computer lab. They will wait on the benches until your car pulls into the loading area. Please enter the first drive on your right when you arrive, wait your turn in line, and have your school pick up identification on your dash. Although this procedure may be of some inconvenience, it provides a measure of safety for our students. There should be no children picked up through the front office after 3:15 p.m. **Please refrain from taking your child out of school before 3:15 p.m. unless you have a medical appointment or family emergency. This practice disrupts the classroom learning environment.**

P.M. BUS NOTES

Please send a note with your child if he/she is to ride a different bus, go to after school, or will be picked up by someone other than yourself. Calling the school for this purpose (unless it is an emergency), interrupts the education process for everyone, including your child. **Bus notes are delivered to the classroom at 2:30 p.m. No changes will be made after that time.**

PLAYGROUND RULES

Fresh air and exercise are important for proper student development. All children will play outside unless they have a doctor's excuse or a daily excuse signed by the parent. Students are not allowed to leave the school grounds. The following are not permitted: chase, tackle football, skateboards, roller skates and blades, headsets, radios, piggyback riding, hand-held electronic games, jumping from swings, improper use of equipment, or rock throwing.

STUDENT DRESS

Students are expected to dress appropriately for school, safety, modesty, and the weather. Mini-skirts, short shorts, tank tops, hats, sunglasses, baggy pants, midribs, 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.

PARENT-TEACHER ORGANIZATION

Shadeville's PTO is a vital part of our school's success. The PTO sponsors one fundraiser each year. The **FALL FESTIVAL** is scheduled for October 15th from 2:00

p.m.-7:00 p.m. We encourage you to become involved. Contact your child's teacher to join the fun!

PARENT VOLUNTEERS

Parents are needed as school volunteers to assist classroom teachers with instructional and clerical duties. We are proud of our parent volunteer program and encourage your participation. To volunteer in the school an orientation and registration is necessary. Volunteers are accepted throughout the year. Volunteer hours count toward the Golden School Award. We have earned this award for 29 consecutive years. An orientation will be scheduled the first month of school with Mrs. DeeAnn Hughes, Assistant Principal. Children are not allowed to accompany volunteers on field trips or while they work at the school.

SCHOOL ADVISORY COUNCIL

Shadeville's School Advisory Council (SAC) is composed of parents, administrators, teachers, staff members, and community leaders who work together to develop ongoing improvement goals/strategies that support our school's mission. Meetings are open and all parents are invited to attend. If you are interested in being an active member of the SAC, please contact Amy Seidler at 926-7155 or at seidlera@wakulla.k12.fl.us.

TITLE I

Shadeville Elementary is a federally designated Title I School. Parents may access the Title I "Parent's Right to Know Letter" or our "Parent Involvement Plan" by contacting our Assistant Principal, Mrs. Hughes or on our school's web site.

CAFETERIA RULES

After going through the serving line, students will sit at their designated table. The students will empty their own trays and return to their original seats and wait for dismissal. Students are to enter and leave the cafeteria in an orderly manner. Students are expected to control their behavior while in the lunchroom. We expect students to behave like ladies and gentlemen. Lunchroom behavior problems will be communicated to the classroom teacher or school's administration.

SCHOOL LUNCH POLICY

Please provide a lunch or lunch money for your child(ren) every day. Free and reduced meals are available to all students who qualify according to USDA guidelines. **Applications are sent home the first week of school and must be submitted each year. Applications are completed one per family.** Breakfast is served from 8:30 a.m.-8:50 a.m daily. **Students may not charge breakfast.** We encourage parents to use the prepaid system. Students may purchase lunches on a weekly or monthly basis by paying in advance with cash or check. (Place money in an envelope clearly stating your child's name, teacher, and lunch number.) You may call 926-8222 to inquire about your child(ren)'s current credit/debit lunch money balance throughout the year or access information online at www.mylunchmoney.com. Lunch menus will be sent home monthly and may be accessed at: www.wakullaschooldistrict.org. Parents may also pay for school breakfast or lunch online again this year.

LOST AND FOUND

Please write your child's name on their coats, sweaters, lunchboxes, and backpacks with a permanent marker before coming to school so that they can be returned to them if the item becomes lost at school. We make every effort during the school year to return lost items to your child, but unlabeled items are rarely claimed and are eventually given to local charities. Encourage your child to check for lost items as soon as they are lost.

MEDICATION POLICY

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/or a note from the child's parent giving consent to administer the medicine. This policy applies to over-the-counter medicines, as well. Medical release forms are enclosed.

HEAD LICE

All Wakulla County schools have a no nit/lice policy. Head checks are conducted by the school nurse, as requested by teachers, and students sent home must be brought back to school by an adult for clearance by the school nurse before returning to their classroom.

SUSPENSION POLICY

Suspension and expulsion are measures employed only after all other measures of correcting student behavior have been exhausted, and only in accordance with School Board policy. Refer to your copy of the 2011-2012 Wakulla County Code of Student Conduct/Attendance handbook or access online at www.wakullaschooldistrict.org.

July 2011

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

Sun	Mo	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WAKULLA COUNTY SCHOOL CALENDAR

2011-2012

July

4 Independence Day Holiday

August

11 Pre-Planning (10 & 9 1/2 Month Personnel)

12 Staff Development Day

18 Students & Nine Month Personnel Return/
Early Release

September

5 Labor Day

28 Early Release for Staff Development

October

14 End of 1st Nine Weeks

17 Teacher Planning Day

24 Report Cards Issued

26 Early Release for Staff Development

November

11 Veterans' Day Holiday

23-25 Thanksgiving Holidays

December

20 Early Release Day/end of 2nd Nine Weeks/
End of Semester 1

21 Christmas Holidays Begin

January

4 Teacher Planning Day/10 & 9 1/2 Month
Personnel Return

5 Student Return

11 Report Cards Issued

16 Martin Luther King, Jr. Holiday

February

1 Early Release for Staff Development

20 Presidents' Day Holiday (10, 9 1/2 & 9 mo.)

March

15 End of 3rd Nine Weeks

16 Teacher Planning Day

19-23 Spring Break

30 Report Cards Issued

May

28 Memorial Day Holiday

30 Semester Exams/Early Release

31 Semester Exams/Early Release/End of 4th Nine
Weeks/End of Semester 2

June

1 Post Planning/Graduation

4 Post Planning

12 MONTH PERSONNEL HOLIDAYS

Independence Day 7/4
Labor Day 9/5
Veterans' Day 11/11
Thanksgiving 11/23-25

Christmas 12/23, 12/26
New Year's 12/30, 1/2
Martin L. King, Jr. 1/16
Memorial Day 5/28

PAID TEACHER HOLIDAYS

Labor Day Holiday 9/5
Veterans' Day 11/11
Thanksgiving 11/24

Christmas 12/23
New Year's 12/30
Martin L. King, Jr. 1/16

EARLY RELEASE FIRST DAY: 8/18
EARLY RELEASE STAFF DEVELOPMENT: 9/28, 10/26, 2/1
EARLY RELEASE FOR CHRISTMAS BREAK: 12/20
EXAM EARLY RELEASE DAYS: 5/30, 5/31
TEACHER PLANNING: 10/21, 1/13, 3/16
STAFF DEVELOPMENT: 8/12

January 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30