

2017-2018

**FACULTY/STAFF
HANDBOOK**



MEDART ELEMENTARY SCHOOL

**2558 Coastal Highway
Crawfordville, FL 32327**

Phone: 850-962-4881

FAX: 850-962-3953

<http://www.wakullaschooldistrict.org>

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

Approved by
The Wakulla County School Board
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SCHOOL HOURS FOR STUDENTS

8:55 AM	Students are dismissed from the bus and multipurpose room to go to their classes.
3:25 PM	Students are dismissed from their classes and escorted by their teachers to the buses.
8:25 – 8:55 AM	BREAKFAST PROGRAM
8:10 AM - 3:40 PM	Work Hours for Teachers and Support Staff

BEFORE SCHOOL PROCEDURES

Students remain on the school buses until the bell rings at 8:55 AM unless they are eating breakfast at school. Bus drivers release students participating in the breakfast program around 8:25 AM. All students remain in the lunchroom after eating breakfast until the bell rings. Students that arrive at school by other transportation are to report to the multipurpose room no earlier than 8:20 AM and remain there until the bell rings. Classrooms, hallways, and playgrounds are off limits to these students with the exception of Safety Patrols, School Store Helpers, and WMES News Crews. See *EMPLOYEES WITH CHILDREN IN OUR SCHOOL* for more information.

EMPLOYEES WITH CHILDREN IN OUR SCHOOL

Children should stay in their parent's work area. When teachers' assistants leave for their duties, their children should report to the multipurpose room. In the afternoon, children should remain in their parent's work area. When the teacher leaves for meetings, children should stay in their parent's classroom or report to the multi-purpose room. On planning, evaluation, and early release days, students should not be on the school campus. Middle and high school students should follow the same guidelines when they come at the end of the day.

FACULTY/STAFF MEETINGS

All employees should reserve Thursday mornings from 8:10-8:50 AM for Faculty meetings. On occasion, we will schedule faculty/staff meetings on other days as the need arises. Attendance is required unless the principal or assistant principal approves the absence.

PTO

Medart Elementary School's Parent-Teacher Organization is an important part of our school's success. 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 community
- To provide opportunities for children to display work and/or perform for parents and other community members

TITLE I NIGHTS: There are four Title I nights each year to support student academic success and parent involvement.

WINTER FESTIVAL

This is organized separately from our PTO and is supported by teachers, staff, volunteers and administrators.

VOLUNTEER ORGANIZATION

Medart Elementary School has an active and talented group of volunteers. Parents willingly devote time in helping school personnel meet our students' needs through tutoring students, assisting teachers in preparing materials, and working with small groups of students in special interest areas. We consistently earn the Golden School Award by accounting for the number of volunteer hours provided to the school.

Please ask all parents to register online to become a school volunteer and attend the volunteer orientation. The website is: <http://www.wakullaschooldistrict.org> - *Volunteer*. This registration must be done every year. Parents who chaperone fieldtrips (including faculty and staff that attend fieldtrips with their own children) must be a registered volunteer.

If you would like to have a volunteer assist you, please talk to the school volunteer coordinator. It is important to prepare for the volunteer. Please make certain you plan the work and time well. There will be a designated place in the Copy Room to leave work for volunteers. A volunteer is a valuable asset to you and to the students. Remind your volunteer to log their time in on Raptor in the front office.

CLASSROOM ENVIRONMENT

Teachers are responsible for maintaining a safe and clean environment in their classrooms. This is a shared responsibility. Encourage your students to involve themselves in the everyday cleanup of the classroom. Pick-up all papers, pencils, crayons, etc. at the close of each day before the custodians come to clean your classrooms. Please ask the custodian that cleans your room for cleaning supplies for desks, counters, etc. Instruct your students to tidy their desks often and keep the chairs pushed under the desks when not in use to avoid creating an unsafe area. Please try to remove dust from your computers, printer, counters, and bookshelves on a weekly basis.

To decorate your classrooms, please use an easily removed medium for adhering things to the walls. Use staples, tacks, or pins on the bulletin boards. Please remove these from the bulletin boards at the end of the year. Avoid leaving staples on the floor because damage to the vacuum cleaners can result.

Make sure counters and windowsills are clear of clutter. Clean marker boards on a regular basis and maintain attractive bulletin boards. Please keep your rooms clean, attractive, and ready for visitors at anytime.

Remember; keep pathways to the door and to the emergency window free of furniture and other items. The emergency fire escape window and sill should be free of clutter (no curtain). Also, remember that no more than 20% of our walls can be covered. Furniture, curtains, pillows, bean bag chairs, etc. without a flame retardant label are not permitted by the Fire Marshall.

ACCOUNTABILITY

Teachers are liable for their students' safety at all times. A School Board Employee should accompany students throughout the school day. Students should never be left unsupervised in the classroom, in the hallways, or on the playground at any time.

Teachers should walk with their students as they go from place to place as a group throughout the school day. Escort students as a group to the bus loading area each afternoon. This will help with proper supervision and a safer loading procedure. Encourage all students to behave responsibly and make sure they board the correct buses.

Free play is limited to a period of not more than 20 minutes. Please limit the number of students on the playground by coordinating your free playtime schedule with other teachers. Teachers are responsible for supervising their students on the playground during free play. Teachers must instruct students to play in areas visible to their teacher and in close enough proximity that the students can hear the teacher call for them. From 3:00–3:25 PM, all students should be in their homeroom classrooms. Afternoon announcements will be made around 3:00 PM.

Email your class schedules to the assistant principal by the end of the tenth student day of the school year. As changes are made to your schedule, send updates in the same manner. Changes in schedules must be approved by an administrator.

Other Duties:

- Record the attendance of homeroom students daily in Focus. Students that arrive after 9:15 AM are tardy and should check in with the registrar in the front office before proceeding to class. Post attendance in Focus online by 9:45 AM. Expect students to attend school every school day unless they are ill or there is illness in the family. Parents can prearrange for other planned absences. Contact the parent to ascertain the reason for the absence if a child is absent more than three consecutive days and the parent has not made contact with you. The accuracy of the attendance information is crucial, and auditors check our records periodically. *See the Wakulla County School Board Attendance Policy for specific procedures.*
- Record grades in your Focus grade books and keep them current on a weekly basis. All grade books will be posted as grades are entered. Mid-Term Progress Reports and report cards will be printed by personnel in the front office. Make a

copy of the computer-generated report cards after making comments and distribute the original cards to the students on the scheduled days. Expect progress reports and report cards to be returned in a few days following the issue dates. Notify parents if students don't return the documents. Distribute to your students and collect as necessary all forms, surveys, and other informative flyers as directed by the school and district administrators. Keep a current list of who has returned the forms and make copies of the forms for yourself prior to filing the originals.

- Review information contained in the cumulative folders of your students. At the close of the school year, turn in all pertinent documents to the registrar to be filed.
- Review your job description and adhere to the duties outlined in the *Personnel Handbook*.

School Purpose: To empower all students to become leaders and achieve success in all areas

CORE VALUES:

- **Be Proactive: I take responsibility for my choices**
- **Begin with the end in mind: I set and monitor goals**
- **Put first things first: I work first, then play**
- **Think win/win: I believe that everyone can win**
- **Seek first to understand, then to be understood: I listen before I talk or act**
- **Synergize: I learn to celebrate and appreciate the differences in others**
- **Sharpen the saw: I take care of my body, brain, heart, and soul**

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

Teachers will:

- Make decisions based on the best interest of students
- Behave in an ethical manner
- Prepare students for productive citizenship
- Treat each person with dignity and honor
- Respect students' right to be safe
- Recognize the uniqueness and capability of each student
- Set high expectations and embrace a challenging curriculum
- Celebrate our cultural heritage and the diversity that enriches our lives
- Embrace technology to engage students and enhance education
- Work to involve our community and all stakeholders in the educational process
- Teach and practice responsibility and service to others
- Teach students to be accountable for their own actions
- Focus on continuous professional growth to improve student achievement

Students are expected to follow the school rules and adhere to the rules outlined in the Wakulla County School Board adopted Code of Student Conduct and Attendance Policies. All employees are responsible for correcting student misbehaviors and reporting problems to the homeroom teachers or the school administrators. Students not supervised by an adult should carry a hall pass. Each student's citizenship grade is determined during the nine weeks grading period based on their behavior, and the homeroom teacher is responsible for issuing this grade. Parents are notified of their child's citizenship grade on the midterm progress report and on the end of the term report card. Citizenship grades determine awards for citizenship. *See Awards*.

CURRICULUM

The Wakulla County Curriculum guides identify curriculum responsibilities for each teacher by grade level and subject area. Teachers developed these curriculum guides, which are the official school board adopted documents for planning lessons. Data Team meetings will be held quarterly to review student data and make instructional adjustments. All faculty members should designate one morning per week from 8:15-8:50 AM for team grade level planning meetings. *See the Wakulla County Curriculum Guides* at <http://www.wakullacountyschooldistrict.org>.

GRADES

Teachers have the responsibility to evaluate and assign grades. Teachers may not lower a student's grade as a disciplinary action. However, in accordance with the School Board Policy, in cases of unexcused absences or absences resulting from suspension or dismissal, the student may earn a lower grade because of work missed. Please read the *attendance policy for elementary students*. Note the section on conferencing with parents and the section about adding one point to all nine weeks' averages if the student has perfect attendance. Although a student's grade may result in a number greater than 100, the highest grade accepted by our computer generated report card software is 100. Please override a nine weeks average greater than 100 in Focus before the grades are sent electronically. Send report cards home on the designated school day following the end of each nine weeks' period.

REPORT CARD GRADES - Kindergarten students will receive E, S, N, and U grades in all areas. Students in first through fifth grades will receive numeric grades which correspond to letter grades (A, B, C, etc.) for Language Arts, Math, Science, and Social Studies; E, S, N, and U grades will be used for Citizenship, Work Habits, and Special Areas.

Send Midterm Progress Reports to all students noting the students' grades in all academic areas and citizenship. Teachers should account for the returned copies with the parent's signature. *See the yearly calendar for dates to send these reports.*

GRADEBOOK WEIGHTS

In grades first through fifth grade, the following weights and subject areas comprise the Language Arts grade on the report card each nine weeks:

- 50%- Reading**
- 30%- Writing**
- 10% -Language**
- 10%-Spelling**

In Kindergarten, the following weights and subject areas comprise the Language Arts grade on the report card each nine weeks:

- 50%- Foundational Skills**
- 30%- Writing**
- 20% -Speaking/Listening Skills**

ACADEMIC AWARDS

Students receive awards for their academic achievement and citizenship through this program using the following criteria.

AWARDS PER NINE WEEKS

- Ribbons shall be given for A and A/B Honor Roll in grades 1-5. Subjects include Language Arts, 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 shall be given for earning an “E” in grades K-5.
- Perfect Attendance Ribbons shall be given in grades K-5.

END OF THE YEAR AWARDS

Citizenship Excellence	Certificate for “E” all nine weeks grading periods
Good Citizenship	“S” or “E/S” – awarded in the classroom
Academic Awards	
Kindergarten	Each student will receive a certificate chosen by the teacher
1st – 5th Grades	Certificates and tokens for earning A or A/B honor roll ribbons 3 out of 4 grading periods. If this is achieved and the student earns an “A” yearly average for every subject, he/she will also receive an honor roll pin. Students with straight “A”s each 9 weeks will receive a trophy in addition to the above.
Perfect Attendance	Must be enrolled from the first day of school and may not be absent any full day.
President’s Award for Educational Excellence	Guidelines are forwarded from Washington, DC each school year.
Art	One certificate per grade level, selected by our school art instructor
Physical Fitness	The physical education teacher will award students for skills they have accomplished.
Student Council	Classroom representatives, officers, and outstanding participant or participants
Music Class Awards	A certificate will be given to one outstanding music student from each grade level.
Safety Patrols	All students who served as a safety patrol during the school year

COPY MACHINES

Each teacher has an assigned copy account number and number of copies each month. One paraprofessional’s job assignment is to make copies. Please utilize this service.

TECHNOLOGY PROCEDURES

Report all technology, computer and printer problems by district email to the technology resource teacher. Remember **to** provide your room number, name, property record number, a description of the problem, and when you first encountered the problem.

BULLETINS, PHONE MESSAGES, AND MEMOS

Check your district email, your voice mail, and your mailbox in the workroom when you arrive each morning and before you leave in the afternoon. Please adhere to a 24 hour response time to voice mail messages and email.

EMPLOYEE ABSENCES

Employees who find it necessary to be absent from school for any reason should notify Beth Jones at 962-4751 or 528-0755 between 6:30 and 7:30 AM on the day of the absence if prior notification has not been made. In addition to calling Mrs. Jones, call Mr. Ward at 524-0348.

At times, employees may need to leave school during the day due to emergencies. If this occurs, the employee should notify the principal at once to inform him of the need to leave school and to arrange for leaving the campus. If the principal is not available, contact the assistant principal.

See the WCSB Personnel Handbook for more details.

PLANNING FOR A SUBSTITUTE

Provide the following to your substitute:

- Daily Lesson Plans
- Schedule of the day
- Attendance Directions
- Discipline plan and forms needed
- Seating chart and bus numbers
- Other pertinent information

Note: For days that you have not planned to be absent, provide the above in a folder labeled "Emergency Lesson Plans".

Provide lesson plans for these emergencies that are generic in character. Keep this folder in an easy to find location. Make coworkers and paraprofessionals aware of the folder's location.

PARENT/TEACHER COMMUNICATION

Conferences are important. Frequent school-home communications are encouraged. Teachers should initiate conferences and document topics discussed during conferences. Hold conferences with all parents during the first six weeks of school. Teachers need to communicate academic and behavioral concerns during conferences, through telephone conferences, and/or notes sent home with the students. If a student requires a Tier I Intervention plan, complete the appropriate document during the parent conference and set a date to discuss the effectiveness of the interventions. Give special attention to parent requests for conferences. Encourage parents to come for conferences at scheduled times rather than interrupting lessons during the school day. Avoid scheduling conferences on days reserved for faculty meetings and trainings. There should be no conferences scheduled before 7:30am or after 4:00pm without special permission from the principal or assistant principal.

CLASS PARTIES

Obtain permission from the principal for parties other than Halloween, Christmas, and Valentine's Day. Students and teachers may participate in a Character Parade prior to the Halloween Party.

FIELD TRIPS

Obtain approval for all field trips from the principal and complete the online field trip request form. Notify the lunchroom manager two weeks in advance of a scheduled field trip. See the principal's secretary for help.

Included in the first day packet for students and on the district website is the Wakulla School District Supervised Field and Activity Trips Emergency Treatment Authorization Form. After students return the completed forms, make a copy for your files and turn in the original signed forms to the registrar to be filed. Prior to a field trip, notify parents of the trip and provide any pertinent information. Take a copy of the completed forms with you on the trip. Students may not ride with a non-custodial parent or anyone other than a custodial parent. Students who ride with parents on a field trip should provide a note to the teacher signed by the parent and the principal explaining the students' plans prior to the trip.

MEDIA CENTER POLICIES

- The media center is open daily from 8:10 –3:40.
- The resources and services of the media center will be available to individual students and teachers for independent study, small group studies, and scheduled class work.
- All classes are included in the special area schedule. The classroom teacher is not expected to stay with his/her class except when bringing the entire class at another scheduled time.
- Students may check-out books for one week at a time. Return books to renew for another week. Students are required to pay for any loss or unnecessary damage to library materials.

- Check out all equipment from the Media Specialist or paraprofessional assigned to the Media Center. The Media Specialist is required to know where media equipment is located during the school year.

CRISIS PLAN

LOCK DOWN PROCEDURES

Intercom Alerts:

If there is a potentially dangerous situation that warrants a heightened status of watchfulness, an intercom announcement will be made by the Principal or the Assistant Principal instructing all teachers to bring students in from the playground and remain in classrooms with doors locked. Staff members with radios will be stationed at each entryway and outside doors will be locked. Teachers should maintain a calm and orderly atmosphere and carry on with lessons as much as possible.

An intercom announcement of “This is a lock down!” will signify that a situation or person on the school campus represents a serious threat to the lives of students and adults. All available personnel should assist in moving students from open areas into safe areas. Students on the playground should be moved into the nearest available classrooms. Students in the lunchroom should be moved into the dressing rooms behind the stage. After locking the classroom door and turning off lights, teachers should accompany students into their office or the bathroom and lock that door. Teachers should instruct students to remain on silence until the all clear pass code is announced. All personnel should attempt to remain silent and out of sight until the all clear pass code is announced. When the pass code is announced, this signifies an all clear situation and that normal activities may resume.

If you see a dangerous situation developing, report it immediately to the office.

PROCEDURES IN CASE OF FIRE

1. At the sound of the fire alarm (loud, continuous horn), escort all students in an orderly manner to the nearest exit. Be sure all windows and doors are closed.
2. Group students at a safe distance from the school building and check the students present against the student roster. Notify a member of the office staff of students not accounted for.
3. Students in the multipurpose room will use the outside exits, then follow the sidewalk to the field in the front of the school. Office staff will check assigned wings, and then assist as needed.
4. Under no conditions should anyone re-enter the school building until a pulsating ringing of the fire alarm system indicates the danger/drill is over or an all clear announcement is made.

EVACUATION

1. Wait for notification from the office.
2. Escort all students to the bus loading area.
3. Non-bus transported students will wait in the multipurpose room until picked up or transported by other means.

BOMB THREAT

1. Open all windows and doors.
2. Escort students to the nearest exit.
3. Group students at a safe distance from the school building and check students present against the student roster. Notify a member of the office staff of students not accounted for.
4. Wait for information from the office concerning dismissal for the day.

LIGHTNING AND/OR STORMS

- Students must not be outside if there is a threat of lightning or storms.
- Electrical machines, especially *computers* should be unplugged.

PROCEDURE FOR TORNADO

- At the sound of the *tornado alarm* (continuous ringing of the school bell), escort all students to the designated area. Each class must be aware of the designated area.

Have students crouch face down, knees drawn up, and hands overhead under desks or tables and away from windows or stand in classroom bathroom with door closed.

- If you are outside, go to the nearest permanent structure.
- If a school bus is caught in the open when a tornado is approaching, the children should be escorted to a nearby ditch or ravine and crouch face down, hands overhead. Students should be far enough away so the bus cannot topple on them.

STUDENT ILLNESS OR ACCIDENT

Notify the Health Aide and the administrators immediately when a student or an adult needs emergency care. In case of injuries, the adult in charge at the scene of the accident must complete the accident report. Obtain these forms from the principal's secretary.



NOTICE OF NONDISCRIMINATION

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

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

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

69 Arran Road, Crawfordville, FL 32327 — 850.926.0065, ext. 9401 — Angela.walker@wcsb.us

TOBACCO USE

In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property.