

**COLUMBIA COUNTY**  
**BACK<sup>2</sup>SCHOOL**  
**2017-2018**  
[WWW.COLUMBIAK12.COM](http://WWW.COLUMBIAK12.COM)

A quick reference to useful information throughout the 2017-2018 school year



**2017-2018 SPONSORS**





# Columbia County School District

## Start / Dismissal Time

2017-2018 School Year



Superintendent of Schools:  
**Alex L. Carswell, Jr.**

Here in the Columbia County School District, we are very excited about the 2017 – 2018 school year. Our district is prepared to offer every student the opportunity to become their best. Whether they are seeking to prepare for the workforce, career/technical training, higher education, or a career in the military we stand ready to provide and assist with everything they will need to succeed.

Students will receive an outstanding academic foundation at their elementary school that continues into our middle schools. This year we will offer some of our students the opportunity to attend our brand new Richardson Sixth Grade Academy. Whether students are at the RSGA, LCMS or FWHS, all students will be primed for success when they enter their high school years. At Fort White High School and Columbia High School all students will have the opportunity to excel in academics, athletics and career preparation.

Our initiative this year will be for everyone to give their best every day. "Every single day, every single student deserves the best that we have to offer." This mentality will ensure that our schools will be successful in preparing our future leaders!

Columbia County Schools provide a world-class education in rural North Florida. Come join the team.  
#teamcolumbia

### PARENTS/GUARDIANS:

### COULD WE REACH YOU IF THERE WAS AN EMERGENCY AT YOUR CHILD'S SCHOOL?

It's very important we have current phone numbers (cell and home) and email addresses! During times of emergency we can send you a message by phone, text and/or email to let you know what's happening at your child's school.

Please be sure you provide this information on the Student Information Form your child will bring home the first day of school. Also, it is very important you notify the school when you change phone numbers and/or email addresses during the school year.

### Elementary Schools Start & Dismissal

Columbia City Elementary	7:45 a.m. – 2:15 p.m.
Eastside Elementary	7:45 a.m. – 2:15 p.m.
Melrose Park	7:45 a.m. – 2:45 p.m.
Niblack Elementary	7:45 a.m. – 2:45 p.m.
Five Points Elementary	7:45 a.m. – 2:15 p.m.
Fort White Elementary	7:45 a.m. – 2:15 p.m.
Pinemount Elementary	7:45 a.m. – 2:15 p.m.
Summers Elementary	7:45 a.m. – 2:15 p.m.
Westside Elementary	7:45 a.m. – 2:15 p.m.

### Secondary Schools Start & Dismissal

Columbia High School	8:28 a.m. – 3:20 p.m.
Fort White High School	8:35 a.m. – 3:14 p.m.
Fort White Middle School	8:35 a.m. – 3:14 p.m.
Lake City Middle School	8:40 a.m. – 3:25 p.m.
Richardson Sixth Grade Center	7:33 a.m. – 2:10 p.m.
Pathways Academy	7:20 a.m. – 1:00 p.m.



Funded by the Florida Lottery, reward the state's high achieving and hard working high school graduates for academic accomplishments. Bright Futures is an umbrella program which provides three awards: Florida Academic Scholars, the Florida Medallion Scholars Award, and the Florida Gold Seal Vocational Scholars Award.

To qualify for the award, students must meet the following eligibility requirements:

- Be a Florida resident and a U.S. citizen or eligible non-citizen, as determined by the student's postsecondary institution.
- Complete the Florida Financial Aid Application (FFAA) no later than August 31 after high school graduation.
- Earn a standard Florida high school diploma or its equivalent from a Florida public high school or a registered Florida Department of Education private high school.
- Be accepted by, enroll in a degree or certificate program, and be funded at an eligible Florida public or independent postsecondary institution within 2 years from the student's year of high school graduation. (Students who enlist in the military may defer the commencement of their scholarship. The 2-year eligibility period and 5-year renewal period will commence upon separation from active duty.)
- Not have been found guilty of, or pled nolo contendere to, a felony charge, unless the student has been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency.
- Be enrolled for at least 6 non-remedial semester credit hours (or the equivalent in quarter or clock hours) per term.

## Columbia County Take Stock in Children

In 1996 the Columbia County School System and Florida Gateway College partnered to promote the Take Stock in Children Program, an extraordinary program for improving the lives of deserving, low income, at-risk children in Columbia County. Take Stock provides an opportunity to earn a two-year, pre-paid tuition scholarship to Florida Gateway College. Students sign an agreement to stay drug and crime free, make good grades and stay out of trouble. Take Stock gives caring citizens the chance to contribute to a local child's scholarship fund and/or serve as a child's mentor. Currently, 292 children have been awarded scholarships. 50 of these students are attending Columbia High and Fort White High Schools. There are currently 50 students attending Florida Gateway College. 88 have now graduated from FGC.

If you are interested in mentoring a Take Stock in Children student or in making a contribution, please contact

**Dianna Swisher**  
at 755-8041.







# Welcome Back!

Florida Credit Union wishes all our students, teachers and staff a successful and exciting school year!

Florida Credit Union is a full-service financial institution designed to make your life easier. With convenient products like FCU's free checking and specialized tools like our online banking with budget advice, we're here to help keep your finances running smoothly. Stop by our Lake City Branch, call us at (386) 755-4141, or visit us online to learn what FCU can do for you!



flcu.org



# Welcome Back to School Columbia County

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# The ABC's of Volunteering



**Volunteers make a difference!**

No matter what your talent or background, there is a place for you in Columbia County schools. The primary qualification needed to be a volunteer is a willingness to work toward making education a more meaningful experience for children. Almost 6,500 volunteers serve in 14 schools and donate 100,000 hours yearly of invaluable resources to local students.



## Types of Volunteers

### Classroom/School

Assist in the classroom, library, music, and art classes, as well as with extracurricular activities and tasks that can be completed at home.

### Field Trip Chaperone

Assist the teacher on field trips by monitoring and supervising students. Volunteers **MUST BE** approved to chaperone field trips.

### Community Resource Speakers

Speakers from the community share with students, in all grades, their travel experiences, career expertise, hobbies, and other areas related to the curriculum.

### Reading Pals

Partner with the district and United Way to help our Kindergarten students become more proficient readers.

### Business Partners

Businesses, agencies and organizations join together with schools in partnerships to improve educational programs, increase communication and enhance achievement of students.

### Take Stock in Children Mentors

Every Take Stock in Children scholarship recipient must have an adult volunteer who will meet with him or her one hour a week at school. This mentor will serve as a positive role model helping the student with academic work as needed.

For more information about volunteering and business partnership programs contact:

**Dianna Swisher**  
District Volunteer/Education  
Marketing Coordinator

372 West Duval Street  
Lake City, Florida 32055-3990

**(386) 755-8041**

**swisherd@columbiak12.com**

The mission of the Community ABCs (Assistants in Basic Curriculum) program is to enhance the quality of instructional services provided for our students through the use of parents, school volunteers, and business partners. Our schools depend on human resources within our community.

Our goals are to:

- Provide opportunities for community members to become directly involved with Columbia County Schools
- Strengthen school/community relations through direct volunteer participation
- Enrich students' curriculum and experiences
- Provide individualized education assistance to students
- Assist school personnel with non-instructional tasks
- Enhance all aspects of the educational process

## How do parents, family, or community members become volunteers in the Columbia County School System?

**1. Complete an ABCs Volunteer Application.** The application may be completed online at <https://columbiak12.keepntrack.com/apply/>  
**Volunteer applications must be renewed yearly!**

**2. Background Check**  
Background checks will be administered through the online application.

**3. Be School Board Approved.**  
This will take place at a regularly scheduled school board meeting but you may begin volunteering after your backgrounds checks are completed and passed.

**4. Participate in a Volunteer Orientation.** This may be done in a large group setting or one-on-one with the school-based volunteer coordinator. This can also be done in my office if needed.

**NOTE:** Chaperoning field trips is a form of volunteering, therefore if you plan to chaperone a field trip, you must have a completed, Board approved application on file at your child's school.



START SAVING EARLY

## Student Savers Account\*

- » \$5 to open
- » No Minimum Balance Requirement
- » No Monthly Service Charge



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\*Student Savers: This is an interest bearing account. \$4 charge per withdrawal over 9 per quarter including in person withdrawals. Transfers to another account or 3rd parties by pre-authorization, automatic, telephone transfer limited to 6 per month. Current Annual Percentage Yield (APY) is 0.02% for balances over \$5 and is effective as of 7/28/17. The interest rate and APY are subject to change without notice. Account will earn no interest any day the balance falls below \$5. Fees may reduce earnings. A parent or guardian must be a signer the account with the minor. MEMBER FDIC

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## Columbia County Schools Exceptional Student Education & Support Services

444 West Duval Street, Lake City, FL 32055

### 386-755-8049

Lynn Jamison, Director

#### Our department assists schools in:

- Providing appropriate interventions and supports for students and families;
- Assisting with identification, eligibility determination and staffing of our students with disabilities;
- Providing training, materials and other supports to exceptional student education teachers and school

staff to enhance opportunities for students with disabilities and special needs;

- Providing technical support to principals, teachers, paraprofessionals and families; and
- Advocating for school personnel, students and families in the provision of services to student with special needs.



*Program Facilitation for  
Students with Disabilities*

#### Call us about PreK-12 school related services regarding:

- Occupational Therapy
- Physical Therapy
- Speech/Language Therapy
- Counseling
- Behavior Supports
- Visual Impairments
- Hospital/Homebound
- Early Interventions
- Community Resources
- Assistive Technology
- Accommodations
- Post-Secondary Transitions
- Evaluations and Assessments
- Diploma Options

## Back To School Time Is Here



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## Good Luck Students

“Keeping Columbia County’s Students Smiling Since 1979”



## Martin ORTHODONTICS

Dr. Celia Martin, DMD

Ph: 386-755-1001  
701 SW State Road 47  
Lake City, FL 32025



## Martin Kids DENTAL HEALTH TEAM OF LAKE CITY

Dr. Matt Walker, DMD

Ph: 386-752-8200  
875 SW State Road 47  
Lake City, FL 32025

*Helping dreams come true... one smile at a time.*





# SCHOOL BUS TRANSPORTATION

2017/2018

Safe transportation for your child is our number one priority.

Parents are welcome to contact our department with any transportation concern they have. The telephone number is (386) 755-8060

## Bus Route Information

Information for school bus routes is available on the main page of the district's website. Click on the school bus. This will take you directly to Infofinder, our routing software. You will need to type in your 911 address. Infofinder will show parents their child's school bus number, school bus stop location and bus stop time for morning pick up and drop off time in the afternoon.

It is the parent's responsibility to have their child at his or her assigned bus stop at least 5 minutes prior to the scheduled arrival time of the bus and supervise the child while awaiting the arrival of the bus. Students must be on the loading side of the bus ready to board.

To confirm your child's bus number and/or bus stop location, please call

one of the following numbers.

**755-8062 • 755-8064  
755-8060**

In accordance with Florida State Law and School Board Policy, all passengers transported on a school bus that is equipped with seatbelts must wear his or her seat belt properly secured and fastened.

**All bus passes will be approved by the principal. Bus Drivers cannot accept any hand written notes from the parent. The request must be at an existing bus stop and provided there is seating available on the bus. New bus stops will not be created to accommodate the request.**

Our school buses are equipped with camera systems to assist in the safe transportation of our students.

All students must stand on the loading side in the mornings prior to boarding the bus.

## Kindergartners will begin riding the bus on Monday, August 14<sup>th</sup>

Kindergarten students may begin riding on the first day of school. They will ride the first three days to school, however due to the shortened day they will ride in the mornings only. The parent or guardian is responsible for picking their child up by noon, as this will end their instructional day. Beginning the fourth day, kindergarten students will be on the same schedule as other elementary students.

**Wireless communications devices must not be visible, in use, or turned on while a student is on a school bus; however, while on a school-sponsored activity and under the supervision of a school official or chaperone, a student may use a wireless communications device.**

## PARENTS OF SPECIAL NEEDS STUDENTS

If your child is assigned to a special needs bus, for the safety and welfare of your child, the bus driver cannot leave your child at the bus stop in the afternoon without a parent or guardian present to receive the child. If a parent or guardian is not at the stop, the child will be returned to the school for parent pick up.

**If you have any questions concerning a special needs bus and or route, you may call our ESE Route Coordinator, Daniel Taylor at (386) 755-8064.**

## BUS SAFETY TIPS

**Riding the school bus is a privilege. If you choose to misbehave, you will not ride.**

**S**tay in your seat. *(seatbelt on)*

**A**lways use your inside voice.

*(silence at all R/R Crossings)*

**F**ace the front, hands and bookbag in lap.

**E**ating and drinking not allowed.

**T**oys, Electronics & Cell Phones stay in your bookbag.

**Y**our safety comes first with Columbia District Schools.

For the safety and welfare of your child, we encourage parents of kindergarten & elementary students to be present at the bus stop with your child. Our elementary schools ask that we do not leave children at the bus stops in the afternoon. If no parent or guardian on the pick-up list is at the bus stop, Kindergarten through 5th grade students will be returned to their school. While it may be an inconvenience to you as a parent and/or guardian, this is a top priority of our principals and the transportation department to keep our children as safe as possible.

Keep in mind during the school year the bus schedule may vary due to several reasons; school personnel and bus drivers verifying the correct bus number and student information prior to the student boarding, new riders; load adjustments; mechanical break downs; etc. Please be patient and give your bus a 15 minute grace period before calling. We understand your concern and apologize for any inconvenience.

*Rules for students riding the school bus are listed in the student code of conduct and may also be accessed on the Columbia County School District website: [www.Columbiak12.com](http://www.Columbiak12.com)*



# Graduation Requirements

## STUDENTS ENTERING GRADE NINE IN 2014-2015 SCHOOL YEAR

### What are the Diploma options?

Students must successfully complete one of the following diploma options:

- 24-Credit Standard Diploma
- 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL) Diploma
- Advanced International Certificate of Education (AICE) Curriculum
- International Baccalaureate (IB) Diploma Curriculum

### What are the State assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 reading (or ACT/SAT concordant score)
- Algebra 1 end-of-course (EOC) if Algebra 1 is taken after 2010-2011 or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)

Students must participate in the following EOC assessments and performance on the EOC constitutes 30 percent of the final course grade:

- Algebra 1
- Biology 1
- Geometry
- U.S. History

Beginning with the 2015-2016 school year, in order to receive a high school diploma from the Columbia County School District, a student must participate and receive an applicable score in each state-mandated End of Course exam unless state-approved qualifying circumstances allow otherwise.

### Requirements for 24-Credit Standard Diploma Option

#### 4 Credits English Language Arts (ELA) 4 Credits Mathematics

- One of which must be Algebra I and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)

- #### 3 Credits Science
- One of which must be Biology I, two of which must have a laboratory component
  - An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
  - An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)

#### 3 Credits Social Studies

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics

#### 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts\*

Eligible courses are specified in the Florida Course Directory at

<http://www.fldoe.org/articulation/CCD/default.asp>.

#### 1 Credit Physical Education

To include the integration of health

#### 8 Elective Credits

#### 1 Online Course

Students must earn a 2.0 grade point average on a 4.0 scale.

# Help Stop Bullying



## BULLYING Defined:

- Systematically and chronically inflicting hurt or psychological distress
- Unwanted and repeated written, verbal or physical behavior
- Creates an intimidating, hostile, or offensive environment
- Causes discomfort or humiliation

## What is Columbia County's Policy?

CCSB Policy 5.101 -

BULLYING, THREATS And INTIMIDATION  
Florida Statue Section 1006.147

The Columbia County School District will not tolerate unlawful bullying and/or harassment of any type from students or employees.

## REMEMBER:

A bullying incident MUST have the following elements...

- Intent to harm
- Imbalance of power
- Repetition

## Who may file a report/complaint?

- The Victim
- Anyone who witnessed the incident
- Anyone who has credible information

## REPORT ACTS OF BULLYING OR HARASSMENT!

## How do you report an incident?

- To a teacher or principal
- School Drop Box
- Go to [www.columbiak12.com](http://www.columbiak12.com) (click on Bullying)

## STUDENTS ENTERING GRADE NINE IN 2015-2016 SCHOOL YEARS & AFTER

### What are the Diploma options?

Students must successfully complete one of the following diploma options:

- 24-Credit Standard Diploma
- 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL) Diploma
- Advanced International Certificate of Education (AICE) Curriculum
- International Baccalaureate (IB) Diploma Curriculum

### What are the State assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 ELA (or ACT/SAT concordant score)
- Algebra 1 end-of-course (EOC) or a comparative score on the Postsecondary Education Readiness Test (P.E.R.T.)

Students must participate in the EOC assessments and the results constitute 30 percent of the final course grade:

- Algebra 1
- Biology 1
- Geometry
- U.S. History

Beginning with the 2015-2016 school year, in order to receive a high school diploma from the Columbia County School District, a student must participate and receive an applicable score in each state-mandated End of Course exam unless state-approved qualifying circumstances allow otherwise.

### Requirements for 24 Credit Standard Diploma Option

#### 4 Credits English Language Arts (ELA)

- ELA I, II, III, IV
- ELA honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and dual enrollment courses may satisfy this requirement

#### 4 Credits Mathematics

- One of which must be Algebra I and one of which must be Geometry
- Industry certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra I and Geometry)

#### 3 Credits Science

- One of which must be Biology I, two of which must be equally rigorous science courses.
- Two of the three required credits must have a laboratory component.
- An industry certification that leads to college credit substitutes for up to one science credit (except for Biology I)
- An identified rigorous Computer Science course with a related industry certification substitutes for up to one science credit (except for Biology I)

#### 3 Credits Social Studies

- 1 credit in World History
- 1 credit in U.S. History
- .5 credit in U.S. Government
- .5 credit in Economics with Financial Literacy

#### 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts\*

#### 1 Credit Physical Education\*

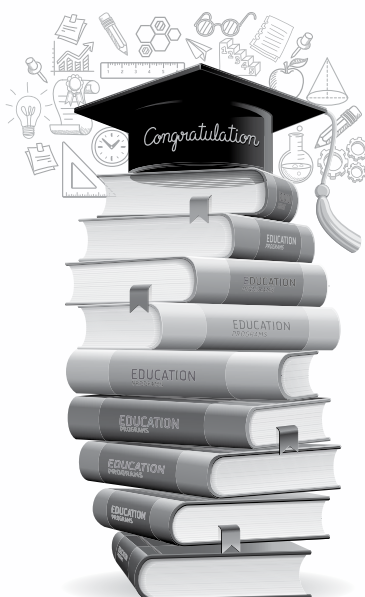
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\*Eligible courses and eligible course substitutions are specified in the Florida Course Code Directory at

<http://www.fldoe.org/articulation/CCD/default.asp>.

#### 8 Elective Credits

#### 1 Online Course







## The following provides an explanation of the purpose of the assessments administered in the Columbia County Public School District

*This list does not include testing for exceptional education programs.*

- **American College Testing (ACT):**

Academic achievement test. Scores are a determining factor in college entry.

- **Florida Standards Assessment (FSA Math):** State mandated test which assesses math skills. Scores are one of the criteria used by the state to evaluate schools.

- **Florida Standards Assessment (FSA English Language Arts):** State mandated test which assesses English/Language Arts, and Writing skills. Scores are one of the criteria used by the state to evaluate schools.

- **State Science Assessment (SSA):**

State mandated test which assesses science skills. Scores are one of the criteria used by the state to evaluate schools.

- **Florida End of Course Assessment (EOC):**

State mandated test to assess Algebra, Geometry, Biology, Civics, Algebra II and U.S. History skills.

- **Preliminary PSAT Test:** Focuses on career preparation and improving academic achievement. Provides practice for the ACT.

- **Scholastic Aptitude Test (SAT):**

Academic achievement test. Scores are a determining factor in college entry.

- **Florida Kindergarten Readiness Survey (FLKRS):**

A statewide method of assessing a child's readiness for school upon entry into kindergarten.

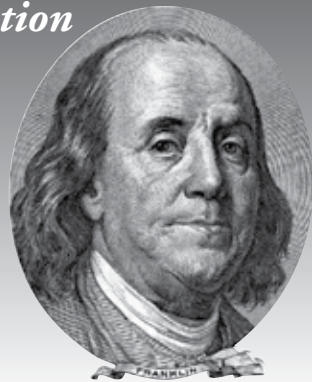
- **Post Secondary Education Readiness (PERT):** An assessment to determine a student's college readiness in mathematics, reading, and writing.

## For Your Information...

*The curriculum is determined by the laws of the State of Florida, the accreditation standards of the Southern Association of Colleges and Schools, the needs of students as determined by curriculum studies and surveys, and continuous evaluation of the effectiveness of the curriculum of schools in meeting the needs of all students. The Florida Board of Education has adopted Next Generation Sunshine State and the Florida Standards in English/Language Arts (ELA) and Math, Science, Social Studies, the Arts, Health, Physical Education and Foreign Languages. Instruction is appropriate to expectations for the grade level of the student. Appropriate assessments will be used. The Columbia County School Board has adopted frameworks and student performance standards for all courses in all grade levels, Basic and Adult, including exceptional student education and vocational education.*

*"If a man pours his purse into his head,  
no one can take it away.  
An investment in education  
always pays the best  
interest."*

*Benjamin Franklin*



## We Agree.

Best wishes for a great school year!

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## Florida Standards Assessments (FSA)

### FSA English Language Arts (ELA) and Mathematics

Dates	Assessment
March 1-9, 2018	Grades 8-10 English Language Arts – Writing
March 5-9, 2018	Grades 4-7 English Language Arts – Writing
April 9-13, 2018	Grade 3 English Language Arts – Reading
April 16-May 11, 2018	Grades 4-10 English Language Arts – Reading
April 16-May 11, 2018	Grades 3-8 Mathematics

### FSA Retakes

Dates	Assessment
September 11–22, 2017	Grade 10 ELA Writing Retake
September 11–29, 2017	Grade 10 ELA Reading Retake
February 26–March 2, 2018	Grade 10 ELA Writing Retake
March 19–April 6, 2018	Grade 10 ELA Reading Retake
March 19–April 6, 2018	Algebra 1 Retake

### FSA End-of-Course Assessment

Dates	Assessment
September 11-22, 2017	Algebra 1 and Geometry
Nov. 27-Dec. 15, 2017	Algebra 1 and Geometry
April 16-May 11, 2018	Algebra 1 and Geometry
July 9-20, 2018	Algebra 1 and Geometry

## Next Generation Sunshine State Standards (NGSSS) Assessments

### Reading Retakes and Statewide Science Assessment

Dates	Assessment
September 18-22, 2017	FCAT 2.0 Reading Retake
September 25-29, 2017	FCAT 2.0 Reading Retake
March 19 - 30, 2018	FCAT 2.0 Reading Retake
March 19 - April 6, 2018	FCAT 2.0 Reading Retake
April 30 - May 4, 2018	Grades 5 and 8 Science

### End-of-Course Assessments

Dates	Assessment
September 18-29, 2017 Nov. 27 - Dec. 15, 2017 April 16 - May 11, 2018 July 9-20, 2018	Biology 1
September 18-29, 2017 Nov. 27 - Dec. 15, 2017 April 16 - May 11, 2018 July 9-20, 2018	Civics
September 18-29, 2017 Nov. 27 - Dec. 15, 2017 April 16 - May 11, 2018 July 9-20, 2018	U.S. History

## Other Statewide Assessments

Dates	Assessment	Dates	Assessment
July - October 2017	<b>Florida Kindergarten Readiness Screening (FLKRS)</b> Administered within the first 30 instruction days of the school year	Feb. 26-April 13, 2018	<b>Florida Standards Alternate Assessment (FSAA) Performance Task</b> Grades 3-8 ELA and Mathematics Grades 4-8 Writing Grades 5 and 8 NGSSS Science End-of-Course Assessment (Civics)
August 2017-June 2018	<b>Florida Assessments for Instruction in Reading (FAIR)</b> (optional-K-12)	March 12-April 27, 2018	<b>Florida Standards Alternate Assessment (FSAA) Performance Task</b> Grades 9-10 ELA Grades 9-10 Writing End-of-Course Assessments (Algebra 1, Biology 1, Geometry, U.S. History)
Sept.-Dec. 2017	<b>Preliminary Act (PreAct)</b>	Data Collection Periods: Sept.-Oct. 2017 Nov.-Dec. 2017 February- March 2018	<b>Florida Standards Alternate Assessment (FSAA) - Datafolio</b> Grades 3-10 ELA – Reading & Writing Grades 3-8 Mathematics Grade 5 & 8 NGSSS Science End-of-Course Assessment (Algebra 1, Biology 1, Civics, Geometry, U.S. History)
October 11, 2017	<b>Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</b>	May 2018	<b>Advanced Placement (AP) Exams</b>
Jan. 29-March 9, 2018	<b>National Assessment of Educational Progress (NAEP)</b> Civics, Geography, U.S. History, and Technology and Engineering Literacy (TEL): Grade 8 Reading and Mathematics Digitally-Based Pilot Assessments: Grade 12 Science Digitally-Based Pilot Assessments: Grades 4,8 and 12.		
Jan. 30-March 23, 2018	<b>ACCESS for ELLs</b> <b>Alternate ACCESS for ELLs</b>		

*Attention:*

Look for the following sources of information that may be given to your child to bring home at various times during the school year:

- Student handbook
- Florida Standards Assessment Test (FSA) information
- School newsletters: check with the individual school for their publication
- Report cards: each grading period

**Please read all items carefully. Students are responsible for knowing the contents of their handbooks.**

*The Following Sources Of Information Are Available At Each School and are available on the district website at [www.columbiak12.com](http://www.columbiak12.com)*

- Columbia County School District Student Progression Plan
- Columbia County School District Code of Student Conduct
- School Public Accountability Report for the 2017-2018 school year
- 2017-2018 District Testing Calendar



# CAREER & TECHNICAL EDUCATION

*Pathways to Career Success... Giving Students the Edge*

Career and Technical Education (CTE) prepares students for the future by developing academic and technical skills in high demand, providing career exploration and work-based learning opportunities, and creating pathways leading to future postsecondary education, training or employment. CTE seeks to serve students by providing opportunities

for them to realize their potential as contributing citizens and life-long learners. In partnership with students, parents and the community, we are committed to helping each student acquire academic skills, prepare for the world of work, and develop attributes of citizenship necessary to be successful in our society. As part of this goal, Columbia County Schools has

developed a comprehensive selection of Career and Technical Education programs and partnerships. Exploratory courses begin in middle school, and subsequent courses teach students specific job readiness and job skills.

**Contact your school's guidance department to enroll your student in a CTE program.**

## **Columbia County Secondary Schools:**

- Columbia High School
- Ft. White Middle/High School
- Lake City Middle School
- Richardson Sixth Grade Academy

## **Columbia County Schools CTE Programs**

- Agriculture
- Automotive
- Aviation
- Building and Construction
- Business
- Criminal Justice
- Culinary Arts
- Cyber Security
- Digital Design
- Early Childhood Development
- Finance
- Welding
- Journalism
- Applied Engineering
- Health Sciences
  - Dental Assisting
  - Nursing Assisting Emergency
  - Medical Technician
- Veterinary Medicine
- Global Logistics and Supply Chain
- Technology
- TV Productions



## **Columbia County Schools offers:**

- 20 Registered Career Academies
- 21+ Industry Recognized Certifications Possible
- Opportunities for up to 30+ hours of college credit linked to industries certifications earned.
- Bright Futures Vocational Scholarship Opportunities

## **Industry Certification Opportunities**

- Microsoft Office Specialist
- ADOBE Indesign
- ADOBE Dreamweaver
- ADOBE Photoshop
- ADOBE Illustrator
- National Pro-Start
- ServSafe
- AutoCAD Certified User
- Certified Solidworks Associate
- Certified Nursing Assistant
- ASE
- Agriculture Technician Certification
- NCCER Building Construction
- NCCER Carpentry
- NCCER Welding
- CompTIA A+ and Network+
- Apple Certified Pro-Logic Pro X
- Veterinary Medical Assisting
- Child Development Associate (CDA)
- Emergency Medical Technician

For information please contact Sheri Keen, CTE Resource Teacher  
keens2@columbiak12.com (386) 758-4878

In regards to all vocational opportunities offered, the Columbia County School District does not discriminate on the basis of race, color, national origin, gender, age disability or marital status in its educational programs, services or activities, or in its hiring or employment practices and lack of English language skills will not be a barrier to program admission. Admission is open to students with limited English proficiency. In order to eliminate barriers, the district assesses each student's ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Cherie Hill, Columbia County School District Equity Officer  
372 West Duval Street, Lake City, Florida 32055 (386) 755-8015.

# T E C H N O L O G Y

**Patrick Mitchell**  
*Director of Technology  
Infrastructure &  
Networking*

**David Beckner**  
*Assistant Director  
of Technology*



**Cindy Forsyth**  
*Technology Center  
Manager*

**JD Warren**  
**Jordan Bryan**  
**Jonathan Duong**  
**Eric Toney**  
*Technicians*

The Instructional Technology Department is proud of the advances made in technology by both the students and teachers within the Columbia County School District. The Technology Training Center serves all of the employees of the school district with an emphasis on instructional technology and helping teachers integrate technology into their curriculum. Throughout the year, there are many technology trainings provided to help the employees within the school district to learn new skills involved in computer technology.

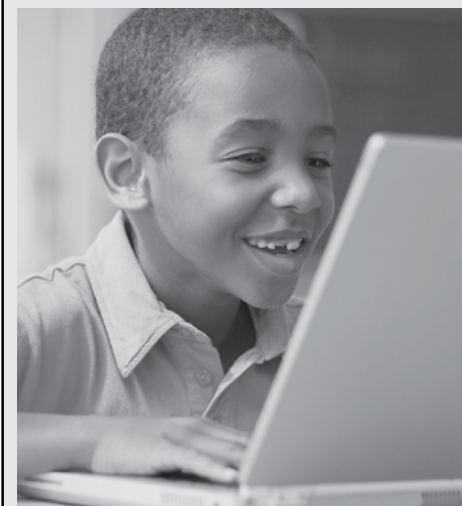
The staff of the training center also works throughout the entire district configuring new computers, maintaining hardware, installing software and maintaining the district network.

Parents and students are encouraged to visit the school district's website at [www.columbiak12.com](http://www.columbiak12.com). There you will find such information as:

- County wide calendar events
- School and Department websites and Information
- Employment Information
- School Board Information

- Approved Volunteer List
  - School Lunch Menu
  - Parent Portal (Focus)
- <https://columbia.focusschoolsoftware.com/focus/index.php>

We would also like to share with you some tips on keeping your children safe on the internet. The location of your computer in your home is a very important consideration. Placement of computer in a family area makes it easier to monitor your child's internet activities. Here are some websites that are very helpful.



## Safe Surfing Tips:

Safety guidelines for the use of the Internet that parents can access and share with their children and teens.

**[www.fbi.gov/fun-games/kids/kids-safety](http://www.fbi.gov/fun-games/kids/kids-safety)**

A Child's Guide to Safety Tips provided by the Federal Bureau of Investigation.

**[wiredsafety.org](http://wiredsafety.org)**

Offers help, information and further education to Internet and mobile device users of all ages.

**[netsmartz.org](http://netsmartz.org)**

This is an online resource for parents and guardians for learning about Internet safety, computers and the Web.

**[www.commsensemedia.org](http://www.commsensemedia.org)**

Provides information for students, parents and teachers on being safe on the Internet.



The Columbia County School District uses SchoolMessenger for timely communication to parents and staff with matters such as attendance, general interest activities, and campus and district emergencies. SchoolMessenger notification service quickly delivers large volumes of messages through multiple channels. At the current time we are using SchoolMessenger to contact Staff and Parents via phone and email. Parents can easily set preferences for how they want to be reached. SchoolMessenger allows for messages in Spanish as well as English. Email can also be translated into Spanish.

In order to enhance our ability to accurately

deliver that information we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site. Contact Manager allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

You may set up your account by going to [https://accounts.relianceco.com/cm/?u=columbiak12&is\\_return#register](https://accounts.relianceco.com/cm/?u=columbiak12&is_return#register) and click the Sign Up link near the bottom of the page. You can then follow the instructions on setting up your account. You must however know your student's ID number. Your student ID number can be found on the student's report card.



Students in grades 6-11 can pick their report cards up at their schools anytime during the summer if you have not already done so. Once you have set up your account you can access the account by going to [contactme.schoolmessenger.com](http://contactme.schoolmessenger.com).

You can also go to the Columbia County School Website to access the links at [www.columbiak12.fl.us](http://www.columbiak12.fl.us). The SchoolMessenger link can be found on the right side of the website under Parent Links. There is also a link with the instructions for setting up your account.

We hope that the SchoolMessenger will benefit everyone that has students enrolled in Columbia County. Thank you for signing up and we hope you enjoy using the SchoolMessenger Contact Manager.





## About School Food Services

Our mission is to provide a variety of healthy meal choices in an inviting atmosphere during the school day. Our student programs include National School Lunch Program, School Breakfast Program, After-School Snack Program, Fresh Fruit and Vegetable Program, USDA Foods Program and Summer Food Service Program. These programs are provided with a cost-effective and efficient non-profit food service operation. Healthy diets help children grow, develop and discover. Good nutrition is critical to successful learning for our students. We are committed to providing nutritious, well-balanced, and good tasting meals. With this in mind, our students benefit from access to a variety of healthy foods at school.



### Smart Snacks in School

To help establish healthy eating behaviors and promote student health, our schools have food and beverage standards for the whole school environment. In addition to breakfast and lunch, all foods and beverages served to students during the school day must meet Smart Snacks in School standards. These nutrition standards are also part of the USDA Healthy, Hunger-Free Kids Act of 2010. The Smart Snacks in School standards apply to all foods sold outside the school meal programs on the school campus and at any time during the school day. Foods and beverages must meet specific nutrition standards for calories, sodium, fat and sugar. In addition, snack foods must be whole-grain and have vegetables, proteins or dairy foods as the first ingredient.

## The School Menu

Foods and beverages sold or served at schools are required to meet the national nutrition standards for school meals. The U.S. Department of Agriculture (USDA) Child Nutrition Program determines menu patterns and specific nutrient requirements for lunch and breakfast served at school. Meeting these standards assures parents that children are receiving the calories and nutrients needed to perform well during the school day. We are required to offer students more of the foods and beverages we should be encouraging. Some of the new requirements include offering students whole grains, setting calorie maximums for breakfast and lunch meals, and limiting foods with too much fat and salt. In addition, we must ensure that proteins and grains are provided within allowable ranges over the course of each week.



To receive funding for school meals, USDA requires that we follow a specific meal pattern and provide a "full meal" for breakfast and lunch. A full, complete lunch includes meat/protein, fruit, and vegetable, whole-grain and milk choices. A full breakfast includes a meat or grain entrée, fruit or juice and a choice of milk.

To allow students to make choices and to minimize waste, schools use an "offer versus serve" menu at lunch and breakfast. At lunch, students may decline one or two of the five menu components offered. Students must choose at least one fruit or vegetable serving for a complete lunch. At breakfast students may decline one of the four menu components offered. Students must choose a fruit or juice serving for a complete breakfast.



## FOOD ALLERGIES

Menu modifications or food substitutions may be requested for children with special nutritional or feeding needs or for children with food allergies. A physician's Medical Statement form is required to request a modified diet for a child at school. A new Medical Statement form must be completed each school year. Menu modifications or food substitutions cannot be made without a completed Medical Statement form. Call 386-755-8046 to obtain the form.

## Menu Highlights

We are continuously working to improve school meals and help children establish healthy, life-long eating habits. Here are some of the ways:

- **Fresh fruit and vegetables** are served at lunch every day
  - We serve **100% fruit juice**
  - **Whole grain-rich products** are used for breads, crackers, cereals, buns, pasta and rice
  - **Saturated fat** in menu items is reduced; we use only reduced-fat cheese
  - **Main dishes** and other foods have been changed to include lower sodium options
  - **Legumes**, dark-green vegetables and red-orange vegetables are served each week
  - **Only fat-free** or low-fat milk is served
  - **Menu items** with trans fat are eliminated
  - **Low-sugar**, ready-to-eat cereals are offered
  - **No fried foods** are served
  - **We use lean beef and pork**
  - **Meals are served in age-appropriate sizes**
  - **We serve many quality name brands** including: Gold Kist, Land-O'Lakes, Pillsbury, Kellogg's, Tony's, Otis Spunkmeyer, Lamb Weston, General Mills, Quaker, Libby's, Fieldstone, Keelber, Pepperidge Farms, Heinz, Frito-Lay and Ken's
  - **Locally grown produce** is used when available
  - **All a la carte offerings** meet Smart Snack regulations
- See our menu online at [www.columbia.k12.fl.us/foodservices](http://www.columbia.k12.fl.us/foodservices).

# Questions?

*Find the answers here!*



**Student Meal Accounts**

**On-Line Lunch Applications**

**Community Eligibility Provision**

**Non-Discrimination Statement**

## Student Meal Accounts

All students are assigned a Meal Account PIN to access their Meal Account. Students may pay in the cafeteria in the morning, or parents can prepay their child's meal account by paying in person, sending in a check with their child or paying online. Parents should keep a positive school meal account balance for their children.

We provide My School Bucks as an online payment web site for all schools. Online payment is a simple, safe and secure way to make payments to your child's meal account 24 hours a day at your convenience.

The money that parents add to this online service is made available at the Serving Line Cashier Counter. Students may use the funds in their meal account to purchase meals or extra menu items.

My School Bucks may also be used to view account balances and meal history. Visit [www.myschoolbucks.com](http://www.myschoolbucks.com).

## On-line Lunch Applications

Applications will be available to parents of students attending Columbia High School. It is easy and convenient to log-on to [www.columbia.k12.fl.us](http://www.columbia.k12.fl.us) to apply for Free or Reduced-Price School Meal benefits. Computer stations are available at the Food Services District Office. The paper Free/Reduced-Price School Meals Application is available at the Food Services District Office and at Columbia High School and Lake City Middle School. Households may apply at any time during the school year after August 1, 2017.

We provide nutritious and appetizing school meals to students through the National School Lunch and Breakfast Programs. These programs make available the benefits of free or reduced-price school meals to students that qualify through

an application process or are automatically eligible through direct certification. A new application must be completed every school year, unless a household receives a notice that a student is approved for free school meals as a Direct Certified student. If parents receive a Notice of Direct Certification for Free Meals, an application is not needed. For families that complete an application, eligibility is determined based on household size and income, or participation in TANF or SNAP. Families may apply for school meal benefits at any time during the school year.

Students who are enrolled at one the schools operating the Community Eligibility Program are eligible to receive breakfast and lunch at school at no charge each day of the 2017-2018 school year. These students will be able to participate in the school meal programs without having to pay a fee or submit a meal application. However, if there are other students in the household that attend Columbia High School, parents are asked to complete a Free and Reduced-Price School Meals Family application, unless a Notice of Direct Certification for Free Meals has been received.

If parents need assistance with the Free and Reduced-Price School Meals Application or for information regarding the School Food Service Program, call 386-755-8046.

## Community Eligibility Program

Columbia County School District will continue to offer the meals option to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Program (CEP) for School Year 2017-2018. CEP is funded by the United States Department of Agriculture and provides healthy breakfasts and lunches each day at no charge for all students

at the selected schools. The students are able to participate in the school meal programs without having to pay a fee or submit a meal application. The CEP will be implemented at the following schools.

- Melrose Park Elementary School**
- Five Points Elementary School**
- Summers Elementary School**
- Eastside Elementary School**
- Fort White Elementary School**
- Niblack Elementary School**
- Columbia City Elementary School**
- Pinemount Elementary School**
- Pathways Learning Center**
- Westside Elementary School**
- Richardson Sixth Grade Center**
- Fort White High School**
- New to CEP during SY 2016-2017:**
- Lake City Middle School**

## Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for

benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1)** mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2)** fax: (202) 690-7442; or
- (3)** email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*





## TITLE 1 PARENT AND FAMILY ENGAGEMENT PROGRAM

372 West Duval Street • Lake City, Florida 32055-3990

386-755-8033 • Fax 386-758-4946

Title 1 District Parent Involvement Program

# SCHOOL

### Title I

Title I is a federally funded program available to schools with a high percentage of students eligible for free and reduced lunch. These funds are above and beyond the district funds given to schools and are to be used to enhance student achievement.

Each Title I School has a (CRT) Curriculum Resource Teacher. Part of their responsibility is to serve as a liaison between the District Family Engagement Program, school personnel, and parents. They implement programs, activities and procedures for the involvement of parents. CRT's provide support for parents and build strong foundations for Family Engagement.

### Title I Schools are Required to:

- Develop jointly with parents a written Parent Involvement Plan.
- Hold an annual meeting to inform parents of the school's participation in the Title I program and their rights to be involved in school, and to explain the requirements of Title I.
- Develop jointly with parents a school-parent compact. The compact must state how parents, the entire school staff and students will share in the responsibility for improved student achievement and must be discussed during a parent/teacher conference.
- Provide staff training on family engagement.
- Provide training and materials to help parents work with their children.
- Provide timely information to parents about the Title I program and offer flexible meeting times.
- Provide, if requested, opportunity for regular meetings to allow parents to participate, as appropriate, in decisions about their child's education and respond to suggestions.
- Ensure that information sent to parents is in a format and language to the extent that parents can understand.
- Coordinate with other agencies to support academic achievement.

### School - Parent - Student Compact

Student achievement requires a partnership

among schools, parents, and students. All parents will be asked to sign a compact. The compact is an agreement between the parents and the school to help ensure each child's academic success. By signing the compact all agree they are going to work together to improve learning. Parents are involved in developing the compact. This compact is required by the Federal Title I guidelines.

### District Title I Parent

#### Involvement Policy & Parent Involvement School Plans

Please read our District Parent Involvement Policy and your Schools' Parent Involvement Plan. These plans outline programs and services provided by Title I. It reflects our goals and has been jointly developed and agreed upon by our school staff and parents. They are available at your child's school, on the school website and the District Title I Parent Involvement Office. We welcome your input and involvement on our District Policy and School Plans. Each year an annual parent survey is given to all of our families for feedback and suggestions.

### Parents are a Critical Part of Our School Team

Parents influence their children's education more than any teacher or school. Family engagement can boost children's achievement. By taking an active role in our school, parents show their children that they are valued and that education is important. Children learn that parents and the school are a team, working together to help them succeed.

### Parent / Teacher Conferences

Conferences are one of the most important ways parents and teachers work together as a team. Conferences are a helpful way for parents to share information about their child's special interests. It is also a good time for discussing the child's academic progress and for gaining ideas on how parents can help their child at home. A translator is available upon request.

# PARENTS Right-To-Know

In accordance with ESEA Section III(h)(6) PARENTS RIGHT-TO-KNOW, THE Columbia County School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualification of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification

or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
5. Your child's school will provide information on the level of achievement of your child on state academic assessments. This information will be available at your child's school.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria.

Please be assured that the Columbia County School District is dedicated to providing the students of our County with a quality education. The information regarding the qualifications of your child's teacher and/or classroom paraprofessional may be obtained from the school principal.



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[www.ColumbiaBankFlorida.com](http://www.ColumbiaBankFlorida.com)

# HELPING STUDENTS SUCCEED

Here are few ideas to consider as you build a partnership with your child's teacher:

• **Don't wait until a problem arises to get in touch with the teacher.**

Waiting for a problem starts things off on a negative note. Additionally, if a problem does arise, it can be resolved much easier if you and the teacher have gotten to know each other beforehand. Also keep in mind that while your child may at times have differences or personality conflicts with the teacher (after all, teachers and students are people), it's important to listen to the teacher's side of the story before passing judgment. Your child's chances of being successful are much greater if you stay objective and work with the teacher.

• **Give your child's teacher the benefit of the doubt.**

We have all been students at one time or another, and our experiences with teachers may have been positive, negative, or somewhere in between. However, no matter what your past experience has been, it's important to give your child's teacher the benefit of the doubt, develop a measure of trust, and do your best to work with him or her. Remember, you and your child's teacher are both on the same team and have the same interests at heart—the education, health, and well-being of your child.

• **Feel free to call the teacher at school during the day.**

While elementary teachers almost always have their hands full, they usually have planning time or time after school when they can get back to you.

• **Make sure the teacher has contact information for you.**

Let the teacher know how to reach you, when the best time to call is, and whether it's appropriate to contact you at work. Additionally, swap e-mail addresses if possible.

• **Attend school events, such as parent-teacher conferences and back-to-school nights.**

These events offer a perfect opportunity to get to know your child's teacher and to learn about your child's progress in school.

• **Don't be afraid to ask questions.**

Teachers often speak a language all their own. If you don't understand the jargon they are using, feel free to ask them to stop and explain.

• **Make a list.**

By outlining your concerns, you can be assured that all your questions are answered when you talk to the teacher.

• **Schedule a classroom visit.**

Take every opportunity to visit with your child's teacher; even arrange a visit to the classroom if you have the time. The teacher would love to hear from you and will welcome your participation. You don't need an excuse to get in touch—your child's education is a good enough reason.

• **Don't take "I don't know" for an answer.**

The all-time classic response that children give when asked "What happened at school today?" is "I don't know." As a parent, don't settle for this answer. By spending five or ten minutes each day talking to your child about what he or she studied at school, you will not only be more informed about your child's education but will also encourage your child to be more thoughtful and reflective about his or her own learning.

## HELP YOUR CHILD ACHIEVE!

**Attendance:** Regular attendance is important and closely related to school success. Arriving on time and remaining for the entire day helps your child receive maximum instruction time and develop good work habits. If it is necessary for your child to be absent, inform the school.

**Communication:** Communication is the key to being involved and informed. Attend scheduled conferences, request a conference if you have a concern, and inform the teacher of any special circumstances that may have an effect of your child's performance or behavior.

**Health:** Good physical and mental health contributes to school achievement. Establish a bedtime that allows your child to get sufficient sleep, provide nutritious meals and snacks, and schedule timely visits to the doctor for immunizations and physicals.

**Interest:** Your child needs to know that his or her progress in school is important to you. Ask your child questions about his or her day.

Ask questions in a matter that encourages them to answer without a simple yes or no. Show your interest by discussing your child's progress on his /her report card and set goals for improvement.

**Expectations:** Expect the best from your child. Expect your child to use the "ABC" rule. Expect them to: Ask questions and ask for assistance when they need help. Behave in a manner that allows them and others to learn. Celebrate and recognize their effort.

**Volunteer:** Show your interest and support by volunteering to assist in some capacity. Contact your child's school or parent organization to express your interest in helping. Volunteering for one event or activity shows your child that you want to help the school.

**Encourage:** Encourage and recognize your child's efforts. Express your confidence in them daily, display their work in your home, celebrate and recognize their effort.

## PARENT CHECKLIST

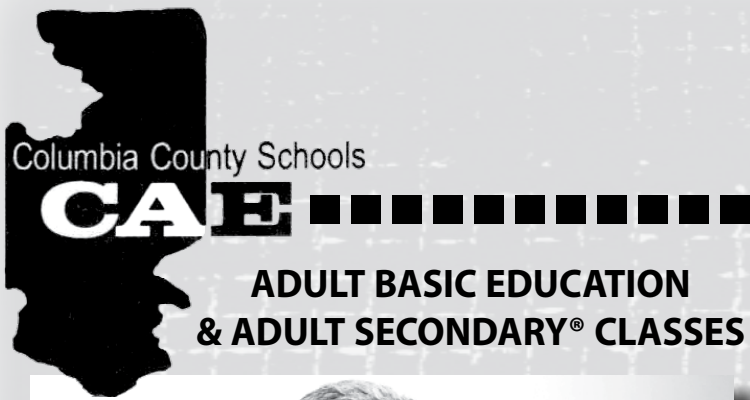
*When families and schools work together, the result is academic success for our children and no child is left behind.*

Parental Involvement plays a very important part in a child's education. As a parent, you have a major influence on your child's success in school. Your actions stress the importance of learning and set a positive example for your child. The following checklist provides information on parental behaviors that promote student achievement.

**Please review this checklist and use it to identify areas that can be strengthened.**

- 1. I talk to my child regularly about school and the importance of doing one's best.
- 2. I help and encourage my child to be successful in school.
- 3. I help my child set goals to help him or her be successful in school and life.
- 4. I make sure that my child:
  - Attends school everyday
  - Arrives on time for school
  - Gets adequate rest and nourishment to perform at his/her full potential
  - Is dressed appropriately
- 5. I praise my child for both efforts and achievement.
- 6. I encourage reading by:
  - Keeping a supply of reading materials (books, magazines, newspapers) in my home
  - Regularly reading in front of my child
  - Encouraging my child to read
  - Listening to my child read and providing help as needed
- 7. I provide a time and place for my child to study every day.
- 8. I see to it that noise levels are kept down during homework time.
- 9. I regularly help my child with homework.
- 10. I keep an eye on my child's progress and keep informed about what my child is learning in school.
- 11. If my child watches television, I help select the shows, and then discuss/evaluate the shows.
- 12. I respond promptly to communication from the school.
- 13. I have a general understanding of what my child is expected to learn from the school year.
- 14. I talk with my child about the progress he/she is making in each class or subject throughout the year.
- 15. I make every effort to be involved in my child's education and school by:
  - Regularly attending school activities
  - Meeting and talking with my child's teacher
  - Attending workshops that may help me help my child.
  - Joining parent groups like PTA & School Advisory Committee.
- 16. I model good citizenship and respectfulness by:
  - Being a good neighbor.
  - Showing respect for family and community members.
  - Encouraging my child to get along with others.
  - Providing opportunities for my child to participate in volunteer activities.
- 17. If I feel I cannot help my child in these areas, I will seek help from the school.





**ADULT BASIC EDUCATION  
& ADULT SECONDARY® CLASSES**



**MORNING CLASSES**  
8:30 a.m. to 12:00 p.m.  
Monday – Thursday  
*Adult Education Building*

**NIGHT CLASSES**  
5:00 p.m. to 8:00 p.m.  
Monday -Wednesday  
*Adult Education Building*

**ADULT CREDIT CLASSES**  
5:00 p.m. to 8:00 p.m.  
Tuesday & Thursday  
*Columbia High School*

Locations and times are subject to change.  
Please call our Career and Adult Education Office  
(386) 755-8190 for scheduling questions.

# Adult Education

*The Key to Your Future...*

**General Guidelines**

The primary goal of Columbia County's Adult Education program is to reduce illiteracy and undereducation among adults in Columbia County. Basic education skills and appropriate academic credentials are essential to effective citizenship and economic self-sufficiency.

**Six Programs of study are offered:**

1. Adult High School Diploma (24 credits)
2. Florida High School Equivalency Diploma (GED®)
3. Adult Basic Education (For adults who are interested in remediation of academic skills- (ABE)
4. ESOL (English for speakers of other languages) Support services, adult education classes, and parent education
5. College/Career Transition Support Services

**Eligible Students**

Persons age 16 or older who are legally separated from the regular school program of the public schools are eligible for adult education.

**Fees**

As required by Senate Bill 2150, there is a tuition charge for Adult Education programs. This includes Adult High School, ABE, GED®, and ESL. The cost for classes is \$30 per semester for Florida residents. Fees do not apply to High School co-enrolled credit recovery students.

Please visit our website or contact our office for assistance with required documentation.

**Adult High School**

**1. Graduation Requirements for Adult High School Students:**

A) An Adult High School Diploma shall be awarded if a student has met the state and district requirements.

Guidance counseling is available to assist students. No student shall receive an Adult High School Diploma on an earlier date than that on which the student would normally have graduated through regular school attendance in the K-12 program. Students who receive an Adult High School diploma must have earned their last 1/2 credit in a Columbia Career Adult Education.

B) A candidate for an Adult High School Diploma must satisfactorily complete the requirements of the 9th grade cohort when they first entered high school in the regular program.

**2. Florida High School Equivalency Diploma**

A) Any candidate for a high school equivalency diploma shall be at least eighteen (18) years of age on the date of examination, except that, in extraordinary circumstances as determined by the superintendent or designee, said candidate may take the examination after reaching the age of sixteen (16).

B) The following circumstances are required before a waiver is given for minor (16-17 years old) candidates:

1. Candidate shall be attending classes for thirty (30) days (not K-12 program) in the district when the examination is administered.
2. Candidate must have officially withdrawn from the regular school program.
3. Candidate must pass all parts of the GED READY® (practice test).
4. Candidate must provide written parental or legal consent for testing.
5. Candidate must provide and/or exhibit an unusual need to justify GED® testing.

C) The GED® test fee, as established by the State Department of Education is paid online through candidate's GED® Testing Services account.

Columbia County School District • *Lex Carswell, Superintendent*

For more information contact:  
**Angela Coppock, Director**

409 SW Saint Johns Street • Lake City, FL 32025  
Call 386-755-8190 or visit [www.columbia.k12.fl.us/adulted/index.html](http://www.columbia.k12.fl.us/adulted/index.html)



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# CALENDAR

*"Touching Tomorrow Through Teamwork Today"*

Monday, August 14	First Day of Classes 2017
Monday, September 4	Labor Day — <i>Holiday</i>
Monday, September 18	Teacher Workday/Student Holiday
Friday, October 13	End of 1st Grading Period
Monday, October 16	Teacher Workday/Student Holiday
Friday, November 10	Veterans Day — <i>Holiday</i>
Mon. – Fri., Nov. 20-24	Thanksgiving Holidays (System Closed)
Thursday, December 21	Last Day Before Holidays/End of First Semester
Monday, December 25 – Friday, January 5	System Closed

Monday, January 8	Teacher Workday/Student Holiday
Tuesday, January 9	First Day of Classes 2018/Begin Second Semester
Monday, January 15	MLK, Jr. Birthday observed — <i>Holiday</i>
Friday, February 16	Teacher Workday/Student Holiday (Olustee Festival)
Monday, February 19	Non-working/Non-Paid Day for students/personnel
Monday, March 12 - Friday, March 16	Spring Break (System Closed)
Friday, March 23	End of 3rd Grading Period
Friday, March 30	Good Friday — <i>Holiday</i>
Monday, April 23	Teacher Workday/Student Holiday

Friday, May 18	Last Day for Seniors (CHS & FWHS)
Thursday, May 24	FWHS Baccalaureate
Friday, May 25	FWHS Graduation
Monday, May 28	Memorial Day — <i>Holiday</i>
Thursday, May 21	CHS Baccalaureate
Friday, June 1	CHS Graduation
Friday, June 1	Last Day Classes 2018

COLUMBIA COUNTY SCHOOL DISTRICT • CONTACT INFORMATION



PRINCIPALS	SCHOOL/WORK SITE	ADDRESS	PHONE	Fax
Jonathan Jordan, Principal	Pathways Academy (K-12)	1301 NW Labonte Lane, Lake City, FL 32055	755-8296	386-755-8291
Hope Jernigan, Principal	Columbia City Elementary	7438 SW State Road 47, Lake City, FL 32024	758-4850	386-758-4857
Trey Hosford, Principal	Columbia High School (9-12)	469 SE Fighting Tiger Drive, Lake City, FL 32025	755-8080	386-755-8082
Roger Little, Principal	Eastside Elementary (PreK-5)	256 SE Beach Street, Lake City, FL 32025	755-8219	386-758-4885
Lisa Lee, Principal	Five Points Elementary (PreK - 5)	303 NW Johnson Street, Lake City, FL 32055	755-8232	386-755-8240
Tom Lashley, Principal	Fort White Elementary (PreK-5)	18119 SW State Road 47, Fort White, FL 32038	497-2301	386-497-4684
Keith Couey, Principal	Fort White High (9-12)	17828 SW State Road 47, Fort White, FL 32038	319-7272	386-497-5951
Keith Couey, Principal	Fort White Middle (6-8)	2253 SW Cook Street, Fort White, FL 32038	497-5957	386-497-5973
Robert Cooper, Principal	Lake City Middle (7-8)	843 SW Arlington Blvd., Lake City, FL 32025	758-4802	386-758-4839
Syreeta Jackson-Lee, Principal	Melrose Park Elementary	820 SE Putnam Street, Lake City, FL 32025	755-8272	386-755-8276
Nakitha Ivery, Principal	Niblack Elementary (PreK-5)	837 NE Broadway Ave., Lake City, FL 32055	755-8201	386-755-8218
Donna Darby, Principal	Pinemount Elementary (PreK-5)	324 SW Gabriel Place, Lake City, FL 32024	755-2908	386-755-8172
Sonya Judkins, Principal	Richardson Middle (6)	646 SE Pennsylvania St., Lake City, FL 32025	755-8139	386-755-8154
Jennifer Saucer, Principal	Summers Elementary (PreK - 5)	1388 McFarlane Avenue, Lake City, FL 32025	755-8252	386-758-4916
Dennis Dotson, Principal	Westside Elementary (PreK - 5)	1956 SW County Road 252B, Lake City, FL 32024	755-8283	386-755-8285
<b>CHARTER SCHOOLS</b>				
Ron Barker	Belmont Academy	496 SW Ring Court, Lake City, FL 32025	386-487-0487	386-755-7989



<b>SCHOOL BOARD MEMBERS</b>				
Dana Brady-Giddens	District 2	P. O. Box 760	386-365-3103	386-754-4379
Keith Hudson	District 4	198 NE Ruskin Way	386-758-0057	386-758-0066
Stephanie Finnell	District 5	112 SW Partridge Court	386-623-3301	386-752-9073
Danny Green	District 1	145 NW Sidney Terrace	386-762-1273	No Fax
Steve Nelson	District 3	246 Secluded Glen	386-758-3294	386-719-7788

<b>DIRECTORS/COORDINATORS</b>				
Alex L. Carswell, Jr.	Superintendent	372 West Duval St.	755-8000	386-755-8008
Cherie Hill	Assistant Superintendent	372 West Duval St.	755-8000	386-755-8008
Todd Widergren	Assistant Superintendent	372 West Duval St.	755-8000	386-755-8008
Carol Alford	Director of Transportation	218 NW County Road 25A	755-8060	No Fax
Lynn Jamison	Director of Student Services & ESE	444 West Duval St.	755-8049	386-758-4880
Donna Coughlin	Director of Food Services	372 West Duval St.	755-8046	386-758-4917
Keith Hatcher	Director of Purchasing & Warehouse	372 West Duval St.	755-8031	386-758-4917
Fred Gaylard	Director of Maintenance	218 NW County Rd. 25A	755-8065	386-755-8188
Beth Bullard	Director of Instructional Services	372 West Duval St.	755-8043	386-758-4966
Bonnie Penner	Director of Finance	372 West Duval St.	755-8012	386-758-4949
Frank Moore	Director of Human Resources Management & Development	372 West Duval St.	755-8035	386-755-8016
Patrick Mitchell	Director of Technology	422 West Duval St.	755-8167	386-755-8029
Angela Coppock	Director of CTE/Adult Ed/ Alternative and School Choice	409 SW Saint Johns St.	755-1123	386-758-4967
Judy Tatem	Parenting Teacher on Assignment/Comprehensive Health Coordinator	409 SW Saint Johns St.	755-8192	386-758-4967
Joe Adkins	Director of Federal Projects	372 West Duval St.	758-4912	386-755-8033
Sherry Williams	Information Services & Technology Manager	372 West Duval St.	755-8027	386-755-8029
Dianna Swisher	District Volunteer/Education Marketing Coordinator Coordinator/Director of Public Schools Foundation	372 West Duval St.	755-8041	386-755-8029
Kim Allison	Health Coordinator	444 West Duval St.	755-8050	386-758-4880
Cindy Forsyth	District Technology Center Mgr.	422 West Duval St.	755-8042	386-755-8029
April Bolkosky	Coordinator of Educator Quality, Assessment, & Accountability	372 West Duval St.	758-4866	386-758-4966
Sheri Keen	Vocational Education	409 SW Saint Johns St.	758-4878	386-758-4967
Janora Crow	Career & Adult Education	409 SW Saint Johns St.	758-4888	386-758-4967
Dana Huggins	Homeless Liaison	372 West Duval Street	758-4954	386-758-4954



# SCHOOL ENTRY IMMUNIZATION REQUIREMENTS

Before attending school in Florida (kindergarten through 12th grade), each child must provide a Form DH 680, Florida Certification of Immunization, documenting the following vaccinations:

## Public/Non-Public Schools **Kindergarten through 12th Grade:**

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
- Three doses of hepatitis B (Hep B) vaccine
- Three, four, five doses of polio vaccine\*
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella<sup>†</sup> for kindergarten and grades one through nine
- One dose of varicella<sup>†</sup> for grades ten through twelve

## **Seventh Grade Requirement:**

In addition to kindergarten through 12th grade requirements, students must have the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine grades seven through twelfth

An updated DH 680 Form to include Tdap must be obtained for submission to the school.

\* If the fourth dose of vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten.

\* Varicella vaccine is not required if varicella disease is documented by the healthcare provider.

\* Pre K students must receive K6 vaccines within two weeks past their fourth birthday to remain in school.

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# Columbia County Public Schools Foundation, Inc.

## *Serving Our Students and Teachers Since 1989*

## What is the Columbia County Public Schools Foundation, Inc.?

The foundation is a tax-exempt, 501 (c)3 not for profit organization with the sole purpose of raising funds to support and enhance Columbia County School District Programs. The Foundation is governed by a volunteer board of directors with oversight from the Superintendent and the Columbia County School Board.

## What Does The Foundation Do?

1. Organizes an annual fund drive to raise money to maximize grant matching opportunities.
2. Recognizes the Columbia County Teachers and School-Related Employees of the Year.
3. Offers encouragement and support to all members of our school system, particularly students, by way of letters, comments, and other forms of recognition.
4. Selectively funds academic competitions.
5. Selectively funds travel for qualified students participating in national contests.
6. Celebrates the good things in our educational system by hosting occasions to thank donors, recognizing teachers and school-related employees, and highlighting worthy students.
7. Manages private donations for student scholarships.

## How is the Foundation Funded?

Funds raised for scholarships and program enhancement purposes are received from the following:

- CCSS Employee payroll deductions
- Employee donations and memorials
- Profits from educational license plates
- Private gifts from individuals, organizations, civic groups and businesses
- State of Florida matching funds
- Investments

## How Can Columbia County School System Employees Help?

Gifts from the Columbia County School System (CCSS) employees are needed at this time and are extremely important to our Foundation. Not only is the financial support beneficial, but the support of the employees lends credibility to the Foundation as it seeks donations from the community. Employees may also help by asking their friends and family to support the school system through the Foundation.

The Columbia Public Schools Foundation has the opportunity to submit a matching grant through the Consortium of Florida Education Foundations. In past years we have not been able to apply the maximum match due to lack of local donations. *All dollars received for this grant are matched 100% and distributed directly to our schools to promote educational programs.*

We are asking Columbia County School System Employees to consider making a tax-deductible gift through payroll deduction, cash or check. Donations can also be made in honor or in memory of a loved one. This is an excellent way to recognize important people in your life. The individual or family is promptly notified of the gift. These funds can then be matched dollar for dollar through the consortium grant to provide much needed funding for our schools.

**Please call**  
**Dianna Swisher**  
**Foundation Director**  
**(386) 755-8041**

**email: [swisherd@columbiak12.com](mailto:swisherd@columbiak12.com)**  
**or visit [www.columbiak12.com](http://www.columbiak12.com)**





# Student Progression



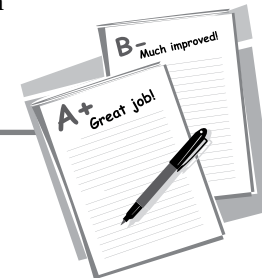
School Board Policy 4.01 establishes the Students Progression Plan (SPP) for Columbia County District Schools. The plan is comprehensive and in part relates to student performance standards, promotion, retention and graduation requirements. The SPP is available for review at the district office, each school site and on the district website at <http://www.columbiak12.com>. Student promotion is based on evaluation of academic achievement in terms of appropriate goals.

Kindergarten to grade 5 placement is determined by student achievement in mastery of grade level standards. Mandatory retention is exercised at Grade 3 if reading proficiency is not level 2 or above on the Florida Standards Assessment in English Language Arts. Students may be exempt from the Grade 3 requirement with specified "Good Cause" reasons.

Grade 6 to grade 8 placement is based upon an evaluation of each student's achievement in terms of course performance standards. Students who enter grade 6 will be promoted to the subsequent grade at the end of each school year.

Promotion Grade 8 to Grade 9 -In order to be promoted to high school a student must successfully complete academic courses as outlined in the CCSD Student Progression Plan.

Grade 9 to grade 12 placement is based upon an evaluation of each student's achievement in terms of course performance standards. Students who enter grade 9 will be promoted to the subsequent grade at the end of each school year.



## Columbia County School District Report

English/Language Arts data is reported based on requirements of Section 1008.25(8)(a) F.S.

Students scoring at Level 1 and Level 2 on the

English/Language Arts Florida Standards Assessment during the spring 2017 administration.

Grade Level	3	4	5	6	7	8	9	10
Columbia County- Number scoring levels 1 & 2	307	334	323	360	389	336	377	331
Columbia County- Percent scoring levels 1 & 2	37	43	44	50	56	52	54	56
State of Florida- Percent scoring levels 1 & 2	42	44	48	48	48	45	48	50

Students scoring at Level 1 and Level 2 on the

Math Florida Standards Assessment during the spring 2017 administration.

Grade Level	3	4	5	6	7	8
Columbia County- Number scoring levels 1 & 2	282	231	340	335	341	255
Columbia County- Percent scoring levels 1 & 2	34	29	32	46	49	59
State of Florida- Percent scoring levels 1 & 2	38	37	43	49	47	54

Students retained (not promoted) in grades 3-10 at end of 2015-2016

Grade Level	3	4	5	6	7	8	9	10
Number of Students retained	36	36	12	28	13	61	0	0
Percent of students retained	4.2%	4.4%	1.5%	3.7%	1.7%	8.9%	0	0
End of Year Enrollment	844	805	755	751	758	685	750	632

Students scoring at Level 1 and Level 2 on the  
Science Florida Standards Assessment during the spring 2017 administration.

Grade Level	5	8
Columbia County- Number scoring levels 1 & 2	313	324
Columbia County- Percent scoring levels 1 & 2	42	52
State of Florida- Percent scoring levels 1 & 2	49	52

## "Good Cause" Exemptions— Relating to Mandatory Retention

There are seven (7) reasons that a third grader who scored a level 1 on the spring 2017 ELA FSA can be promoted to the fourth grade. These exemptions are as follows:

- 1.) LEP students who have had less than 2 years of instruction in an ESOL program.
- 2.) Students with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate.
- 3.) Students with an acceptable level of performance on an alternative standardized ELA assessment.
- 4.) A student who demonstrates through a student portfolio that he or she is performing at least at Level 2 on the Florida Standards Assessment (FSA) for English/Language Arts (ELA).
- 5.) Students with disabilities who take the FSA ELA assessment and who have an individual education plan (IEP) or a Section 504 plan that reflects that the student has received intensive instruction in reading or English Language Arts for more than 2 years but still demonstrates a deficiency and was previously retained in kindergarten, grade 1, grade 2, or grade 3.
- 6.) Students who have received intensive reading intervention for 2 or more years but still dem-

onstrate a deficiency in reading and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. A student may not be retained more than once in grade 3.

- 7.) Students who have received intensive remediation in ELA Arts for 2 or more years but still demonstrate a deficiency and who were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of 2 years. Intensive instruction for students so promoted must include an altered instructional day that includes specialized diagnostic information and specific reading strategies for each student.

- 5 students were promoted for Good Cause #2.
- 4 students was promoted for Good Cause #3.
- 0 students were promoted for Good Cause #4.
- 17 students were promoted for Good Cause #5.
- 10 students were promoted for Good Cause #6.
- 1 student was promoted for Good Cause #7.



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## COLUMBIA COUNTY SCHOOLS NATIONALLY ACCREDITED SCHOOL DISTRICT



The Columbia County School District does not discriminate on the basis of race, color, national origin, gender, age disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Cherie Hill, Columbia County School District Equity Officer, 372 West Duval Street, Lake City, FL 32055. 386-755-8015

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