

# TAYLOR COUNTY HIGH SCHOOL CALENDAR 2021-2022

## AUGUST

- 3 – TEACHERS FIRST DAY
  - 9 – (10<sup>th</sup> – 12<sup>th</sup>) Schedules 1-3PM
  - 10 – Freshman Orientation - 1-3PM
  - 11 – First Day for Students
- 

## SEPTEMBER

- 6 - Labor Day Holiday
  - **Mid-Term Reports Issued**
  - ACT Testing
  - SAT Test
  - 27 – Staff Development/Student Holiday
- 

## OCTOBER

- Football Homecoming Game
  - 3 – SAT Test
  - 8 – Last Day of 1<sup>st</sup> Nine Weeks
  - 11 – In Service Day/Student Holiday
  - 20 – Report Cards Issued**
  - Football Senior Night
- 

## NOVEMBER

- 11 – Veteran’s Day Holiday
  - **Midterm Reports Issued**
  - 22 - 26 – Fall Break/Thanksgiving Holiday
- 

## DECEMBER

- ACT Test
  - 16 – Early Release Day
  - 17 – Early Release Day/Last Day of 2<sup>nd</sup> Nine Weeks/
  - Last day before Christmas Break
- 

## JANUARY

- 3 – Inservice Day/Student Holiday
- 4 – First Day Back for Students
- 12 – Report Cards Issued**
- 17 – Martin Luther King Day Holiday

## FEBRUARY

- **Mid-Term Reports Issued**
  - ACT Testing
  - 21 – Presidents’ Day Holiday
- 

## MARCH

- 11 – Last Day of 3<sup>rd</sup> Nine Weeks
  - SAT Test
  - 16 – Early Release Day
  - 21 – 25 – Spring Break Holiday
  - 30 - Report Cards Issued**
- 

## APRIL

- 8 – Grad Bash
  - 15 – Good Friday Holiday
  - 18 – Spring Holiday
  - ACT Test
  - TBA - Prom
- 

## MAY

- SAT Testing
  - **Senior Exams**
  - Senior Awards Night
  - Last Day for Seniors
  - Senior NY Trip
  - 27 – Early Release Day
  - 26 & 27 - Exams Underclassmen**
  - 27 – Early Release Day/Last Day of 4<sup>th</sup> nine weeks/Last day for Students
  - Graduation - TBA
  - 30 – Memorial Day Holiday
  - 31 – Teachers post planning
- 

## JUNE

- 1 – Last Day for Teachers
- ACT Test

## *VISION:*

The educational setting at Taylor High School fosters flexible, comprehensive, and challenging academic and extra-curricular programs which maximize each student's potential. TCHS graduates will be college/ career ready productive members of society who have a strong sense of personal responsibility, a keen understanding of appropriate citizenship, a life-long love of learning, and a respect for the diverse contributions of all.

## *MISSION:*

TCHS will work with students, families, and the community to enable students to achieve personal success in a safe, nurturing, and academically challenging environment.

## *OUR BELIEFS ARE:*

- to provide the highest quality academic instruction possible.
- to provide a safe, nurturing environment where success is expected and encouraged on a daily basis.
- to model and encourage, for students, a love of life-long learning, a sense of personal responsibility, and a respect for each other.
- to create a well-balanced learning community that encourages students to utilize critical thinking skills in problem solving and to develop the employability skills to accomplish their goals.

### *Alma Mater:*

*Dear Old High School  
We Love Her  
Our Ideal and Pride  
We will hold up Her Standards  
Whatever may betide  
We will follow Her Colors  
Flung out to the Sky  
We will give our Hears Devotion  
To Old Taylor High*

**STAFF DIRECTORY**  
**TAYLOR COUNTY HIGH SCHOOL**

**2021 - 2022**

|                                       |   |
|---------------------------------------|---|
| <b>Principal</b>                      | Heather McCoy   |
| <b>Assistant Principal</b>            | Dave Gray   |
| <b>Resource</b>                       | Bobby Eason   |
| <b>Instructional-Coach</b>            | LeaAnn Kalinowski   |
| <b>Media Spec.</b>                    | Laurie Wynn   |
| <b>Guidance</b>                       | Sharon Jandula<br>Sonya Sadler  |
| <b>MTSS Coord.</b>                    | Sally MacNeill  |
| <b>Compliance Resource Specialist</b> | Patti Griffith  |
| <b>Exceptional Student/ ESE/ VE/</b>  | Gay Howell<br>Kathy Morgan<br>Jodi Rowell   |
| <b>Language Arts</b>                  | Lori Blue<br>Theresa Crawford<br>John Hilton<br>Heidi Scuglia<br>Renae White<br>TBA |
| <b>Foreign Language</b>               | Lourdes Martinez  |
| <b>Reading</b>                        | Lori Blue<br>Angela T. Murphy   |
| <b>Social Studies</b>                 | Kathleen Courtney<br>Kaydee Faircloth<br>Mitzi McBride                              |
| <b>Math</b>                           | Whitney Brook<br>Heather Reeves<br>Matthew Jimenez<br>Donna Tuttle<br>Jenny Winters |

|                                      |   |
|--------------------------------------|---|
| <b>Science</b>                       | Jay Carson<br>Leslie Maiullo<br>William Tripp             |
| <b>Athletic Director</b>             | Eddie Metcalf<br>Carol Wentworth                          |
| <b>Physical Education</b>            | Phillip Rogers<br>Taylor Woods                            |
| <b>Electives</b>                     | Carol Wentworth-DCT                                       |
| <b>Ag Teacher</b>                    | TBA   |
| <b>Culinary Arts</b>                 | Donna Tuttle  |
| <b>Performing/Fine Arts</b>          | -Art<br>Nick Albanese -<br>Band/Music                     |
| <b>JROTC</b>                         | 1 <sup>st</sup> Sgt. Kenneth Rosjer<br>Col. Scott Verisch |
| <b>SUPPORT STAFF</b>                 |   |
| <b>Office Manager/ Payroll Clerk</b> | Lindy Brock   |
| <b>Secretary I/ Front Office</b>     | Rebecca McIntosh  |
| <b>Bookkeeper</b>                    | Janet Johstono  |
| <b>Attendance/ Front Lobby</b>       | Kristina Howard   |

|                                     |   |
|-------------------------------------|---|
| <b>Custodians</b>                   | Gloria Harris-Head<br>John Blanton<br>Clara Staten<br>Joe Rouis<br>Trellis Turnbough  |
| <b>ESE Teacher-Aide/</b>            | Angela Jones<br>Sarah McIntosh  |
| <b>Job Coach</b>                    | Robin Baker   |
| <b>Guidance Secretary</b>           | Gina Jarvis   |
| <b>Data Entry</b>                   | Robyn Ely   |
| <b>Secretary III/ Dean's Office</b> | Melesa Curry  |
| <b>CAI Lab Mngr.</b>                | McKenzie Wynn   |
| <b>Resource Officer</b>             | Pam Brasby  |
| <b>RN/Clinic Aide</b>               | Amber Dice Slaughter<br>Bea Slavakis  |
| <b>MIS</b>                          | Stacie Coxwell  |
| <b>Cafeteria</b>                    | Mamie Simons-Mng.<br>Alma Kisamore<br>Beth Moffat<br>Smita Patel<br>Marciel Steward<br>Nickole Weatherly<br>Annie Woodfaulk |

# TAYLOR COUNTY HIGH SCHOOL BELL SCHEDULE

## 2021 - 2022 SCHOOL YEAR

### TCHS BELL SCHEDULE

Teacher Workday: 7:30 – 3:00

|                 |                      |           |
|-----------------|----------------------|-----------|
| Warning Bell    | 7:49                 |           |
| Period 1        | 7:53 – 8:50          | 57        |
| Period 2        | 8:54 – 9:51          | 57        |
| Period 3        | 9:55 – 10:51         | 56        |
| <b>4A Lunch</b> | <b>10:51 – 11:30</b> | <b>39</b> |
| Period 4A       | 11:34 – 12:30        | 56        |
| Period 4B       | 10:55 – 11:51        | 56        |
| <b>4B Lunch</b> | <b>11:51 – 12:30</b> | <b>39</b> |
| Period 5        | 12:34 – 1:30         | 56        |
| Period 6        | 1:34 – 2:28          | 54        |

### EARLY BELL SCHEDULE

Dec. 16&17, March 16, May 26,27

|                 |                      |           |
|-----------------|----------------------|-----------|
| Warning Bell    | 7:49                 |           |
| Period 1        | 7:53 – 8:28          | 35        |
| Period 2        | 8:32 – 9:07          | 35        |
| Period 3        | 9:11 – 9:46          | 35        |
| <b>4A Lunch</b> | <b>9:46 – 10:25</b>  | <b>39</b> |
| Period 4A       | 10:29 – 11:09        | 40        |
| Period 4B       | 9:50 – 10:30         | 40        |
| <b>4B Lunch</b> | <b>10:30 – 11:09</b> | <b>39</b> |
| Period 5        | 11:13 – 11:48        | 35        |
| Period 6        | 11:52 – 12:28        | 36        |

### ONE LUNCH SCHEDULE

|              |                      |           |
|--------------|----------------------|-----------|
| Warning Bell | 7:49                 |           |
| Period 1     | 7:53 – 8:49          | 56        |
| Period 2     | 8:53 – 9:47          | 54        |
| Period 3     | 9:51 – 10:45         | 54        |
| <b>Lunch</b> | <b>10:45 – 11:30</b> | <b>45</b> |
| Period 4     | 11:34 – 12:28        | 54        |
| Period 5     | 12:32 – 1:26         | 54        |
| Period 6     | 1:30 – 2:28          | 58        |

\*Early Release Days/Schedule will be made prior to Exams.

### FACULTY AND STAFF INFORMATION

#### Staff Parking

All staff are to park in the staff parking lot on the south-east side of the building. **NO PARKING ON THE GRASS OR IN THE FRONT OF THE SCHOOL! DO NOT PARK IN VISITORS PARKING SPACES.** Vehicles are monitored by our resource officer. Substitutes are not to park in the visitors parking spaces.

#### Work Day & Sign Out Policy

The work day for teachers is from 7:30 AM to 3:00 PM. Please sign in at the exact time when you arrive and leave. Sign out every time you leave campus..

#### TDE/LEAVES/SUBS

When you must be out in an emergency situation, and need a substitute, call **Lindy Brock at 850-843-4144 – between 6:00 and 6:30 AM if possible** or notify her the day/night before. **Or call Rebecca McIntosh at 850-843-2734** if Mrs. Brock is not available. Whenever personal leave or sick leave is granted, see the secretary (Ms. McIntosh) to arrange for a substitute. If your absence is going to be extended, call the school before 2:30 to retain the same substitute (if possible).

Should an emergency arise during the school day, please contact administration to arrange the covering of your remaining class(es).

Please submit emergency lesson plans that will cover a period of five days of independent instruction to Mrs. Brock by August. 27, 2021. Emergency plans are to be used when an unexpected emergency arises. Otherwise, regular substitute plans that relate to your current course of study should be provided. Emergency plans must be replenished if used.

#### **If you are absent and need a substitute you should have prepared:**

- lesson plans and any needed materials
- schedules of the day including extra duties
- attendance roster with seating charts and student photos (if available)
- extra notes the substitute might need to achieve a successful day

#### Leave Forms

TDE Forms should be turned in at least 2 weeks prior to the activity for approval by administration. Follow-up travel vouchers must be submitted upon your return. Out of State must be approved by the school board 2 weeks prior to your activity.

Upon your return after an unexpected absence, be sure your absence is documented on the appropriate leave form. Mrs. Brock needs this before you sign out on the day of your return. It is the responsibility of each teacher to fill out his/her leave forms.

#### Lesson Plans

Lesson plans will be uploaded in Canvas every Sunday by 8PM.

#### Email

Email is the primary means of communication at TCHS. As such, faculty and staff are accountable for all directives and information sent through email and are expected to check email at least twice a day. Faculty and staff are reminded that email is for professional use and is archived for ten years.

### Announcements

Announcements will be made at 7:55 AM and 2:25 PM (as needed). Other interruptions will be closely monitored and will be kept to a minimum.

### Cell phones

Cell phones are not to be used during class time.

### Leaving Campus

Any Staff member who leaves campus during the day must sign out and in on the form for leaving campus. Other than lunch, you must have a leave form to cover any time exceeding 15 minutes when you leave campus.

### Early Departure

If you need to leave early for any reason, you must clear it with the principal. The only instance that will require no clearance is a complete faculty dismissal.

### Meetings/Duty Time

Teachers are expected to be present at all meetings and perform all duties as directed.

### Mail Boxes

Please check your mailbox **each morning** as you sign in **before** going to your classroom.

### Planning

Teachers are expected to remain on campus during their planning period without prior approval from the principal.

### Student supervision

For the welfare of our students, it is most important that we provide responsible supervision before school starts, during the school day, and at dismissal. We must be on time and at our doors as students enter the building and classrooms. No class should be left unattended. Helping to monitor student activity during class changes is everyone's responsibility. Please go to your door at your class change and keep your eyes on things until your students are in your class.

### Keys

All keys will be issued and controlled through the front office of the Secretary.

### Securing the Facility

When you exit your room, always remember to check and make sure your door is locked and completely closed. This also applies to your wing doors and the main entrance doors as you exit after the custodians have locked up.

### Professional Dress

Teachers and staff should dress appropriately and professionally for their job assignments (fashionable does not always equal professional). As a general rule, shorts are not to be worn by staff. Physical education teachers who teach classes that require physical activity may wear "walking" length shorts. Shorts are articles of clothing that hit above the knee. Capri slacks that fall below the knee are permitted. All articles of clothing should be modest and appropriate (knee length and provides full coverage).

### Classroom care and appearance

Teachers are responsible for the physical appearance of their classrooms and for the materials and equipment assigned to them.

Teachers are expected to demonstrate pride in the appearance of our rooms. Vandalism of any type will not be tolerated. Emphasize to students the importance of taking care of school property. Routine "de-cluttering" will help! At the end of your last academic class, students should pick up anything on the floor and stack their chairs.

### Classroom management

Classroom policies or rules should be consistent with board policy, school administration policy and philosophy. Classroom control should be based upon the principles of **Positive Reinforcement**. Appropriate behavior modification practices should be developed and used in each classroom. Let's make our classrooms orderly, *yet warm and positive*.

### Confidentiality of Student Information

Principles of Professional Conduct of the State of Florida require that teachers keep in confidence personally identifiable information obtained in the course of professional service. **Failure to comply within the principle could result in a reprimand or loss of certification.** Teachers need to be sure that they do not:

- a. Discuss student progress or behavior anywhere someone else may be present who is not listed on that student's access-to-information list.
- b. Allow students to take attendance, grade other student's work, record student grades in your grade book, or see other student's grades in the grade book
- c. Share information about any students with other students' parents.

### Principles of Professional Conduct

Teachers should adhere to the "Principles of Professional Conduct of the Education Profession in Florida". Please remember when discussing a student with a colleague to do so in a professional manner. Be careful not to discuss students in group settings such as in the faculty lounge, in public settings, or on social media. The Florida Principles of Professional Ethics and the Taylor County School Board Social Media Policy are located at the end of this handbook for your reference.

### Negligence

Negligence is defined as the omission to do something which a reasonable person, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent person would not do. The duties of a teacher are: proper instruction, proper supervision, and proper maintenance.

### "SEVEN DEADLIES"

The State of Florida has outlined specific offenses for which teachers may be suspended or dismissed. These have come to be known in educational circles as the "Seven Deadlies". To avoid commission of the "Seven Deadlies", which will ensure a conference with the principal:

1. Do not commit money in the name of Taylor County High School without the principal's permission.
2. Do not leave inadequate lesson plans for substitute teachers.
3. Do not let the principal hear from students or parents about unusual occurrences in your classroom.
4. Do not make complaints about the school to the community without first having shared them with the principal.
5. Do not request to disrupt the school day without going through proper channels.
6. Do not engage in unprofessional talk, in front of visitors or

students.

7. Do not place the principal in the position of defending indefensible actions.

### **SEXUAL HARASSMENT/ANTI-DISCRIMINATION POLICY STATEMENT**

Taylor District Schools have adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees, or volunteers based on race, color, sex, age, religion, disability, creed, marital status or national origin. A complete description of the student and employee sexual harassment policy is located in the School Board Policy Handbook and at each school site.

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law regarding not-discrimination. See 34 C.F.R.100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boys Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodations. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools.

Questions, complaints, or request for additional information regarding discrimination or harassment may be sent to: Kiki Puhl-Director of Personnel, 318 N. Clark St. Perry, Fl. 32347: 850-838-2500/ kiki.puhl@taylor.k12.fl.us

### **Tobacco**

Florida law prohibits the use of tobacco products on school campus or in the school building. This includes students and staff.

### **Equity Statement/Grievance Procedure**

Taylor District Schools' Grievance Procedure for discrimination is defined in the School Board approved Affirmative Action Plan. The intent of the plan is to reaffirm the Taylor County School Board's commitment not to discriminate against any job applicant, employee or student, in regard to race, color, sex, age, religion, disability, creed, marital status or national origin, in accordance with Federal and State statutes, rules and regulations. A complete description of the Equity Statement and Grievance Procedure is located at the end of this manual. The contact person for instances of discrimination: Equity Coordinator, 850 838-2500, Taylor District Schools, 318 North Clark Street, Perry, Florida 32347.

### **Bullying, Harassment or Intimidation**

The Taylor County School District is committed to protecting its' students, employees, and applicants for admission from bullying, harassment or discrimination for any reason and of any type. A Harassment or Intimidation (bullying) reporting form is available on the district's website at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us) or at each work school site's front office.

### **STUDENT TARDIES**

#### **Tardy to School/Class**

Students are responsible for being on time to school and their classes. A student shall be deemed tardy when he/she has not entered his/her scheduled class prior to the completion of the ringing of the tardy bell. When a student is late to school, he/she must report to the attendance office to sign in and receive an admittance slip.

If a student is late to class, this will count as one tardy. Tardies are counted as a total per student. When a student receives a second tardy, they will be assigned one day of restorative practice. Student tardies will be cumulative for each semester.

#### **Food on Campus**

Students eating on campus will be limited to either the indoor or outdoor cafeteria areas. Students should not be allowed to bring food or drink into your classroom.

Staff should not eat in the classroom during student instruction time.

#### **Assemblies/Pep Rallies**

Teachers are expected to accompany their students to pep rallies/assemblies. Teachers are expected to sit **among** their students during pep rallies and assemblies and insist that their students behave. Follow the assembly seating chart.

#### **Parent Conferences**

Conduct all face-to-face parent conferences in the presence of another school staff member. Record the date, time and nature of your conference in your plan book. A phone/email log should also be kept each time you confer with a parent. This will serve as documentation should the need arise.

#### **Compensatory Time**

Comp time forms are kept by Mrs. Brock in the office. Compensatory time will be given when you are requested **by the principal** to stay beyond your normal duty hours. The principal must approve **in advance** comp time earned and comp time used. Lindy Brock will keep a record of the comp time you earn and use. Compensatory time should not be used during student contact time.

#### **Department Meetings**

It is the responsibility of the department chairperson to meet with their departments at least monthly. Department minutes should be kept and turned in to the principal. A minimum of nine meetings should be conducted with the corresponding minutes filed with the principal.

Please notify administration of the time and date of meetings in advance.

#### **Teachers' Lounge**

Please do not send students to the lounges for snacks or drinks before, during, or after school.

#### **Activity Form**

The Activity Form should be used for **any** event outside the normal, routine classroom activity. This includes, but is not limited to, guest speakers, films and slides not obtained from

the school library, field trips (even short ones such as to the public library), car washes, dances, visiting music groups, assemblies, etc. All activity forms should be forwarded to the Assistant Principal. These forms should be submitted and approved at least two weeks prior to the event. Turning this form in does not constitute approval. Approved activities will be photocopied and placed in your boxes and the activity will be added to the calendar.

### Hall Supervision

Please stand outside your door at the end of every period to monitor students as they change classes.

### Field Trips

Field trips may be planned as an integral part of the educational and student reward program. Each teacher or team of teachers is responsible for the planning of field trips. All field trips must be initially approved by the assistant principal, at least ten days prior to a field trip (by completing the activities request form). The form should be completed by the sponsor and signed by the assistant principal and principal. If any students are not allowed to accompany their class/group on a field trip for disciplinary or academic reasons, alternate plans must be made for supervision (such as having a sub). In planning a field trip, follow the procedures below:

- a. Discuss plans for the trip with the principal/assistant principal.
- b. Contact the bus garage to confirm the availability of buses on the projected date.
- c. Secure from the bus garage the total cost of the trip. Be sure to include the cost of a sub driver if the trip necessitates a sub to cover the driver's route.
- d. Complete the bus request form at least 2 weeks prior to the trip.
- e. Coordinate sack lunches if needed with the lunchroom manager, with at least two weeks advance notice.
- f. Collect and turn in the total amount for expenses to Lindy Brock prior to the trip.
- g. Be sure a notarized field trip permission form is completed on each child and that you have made photocopies to take with you.
- h. Be sure you have signed and returned parent permission form that outline the details of the trip (such as departure and arrival times).
- i. Secure chaperones as required by Board policy. All school functions and recreational activities such as socials, parties, excursions, and similar activities under the sponsorship of the school should have two (2) chaperones for a group of eleven (11) or more student and one (1) additional chaperone for each fifteen students; chaperones shall be approved by the principal. At least one chaperone shall be an instructional staff member.
- j. Inform all students that are going on the field trip that they must go with the class and on the bus. Students may be signed out by their parents on the return trip. An instructional staff member must be on the bus.

**Please note that all field trips/athletic events, etc. that occurs out of state must be board approved. Plan accordingly.**

### Student Activity Supervision

No Taylor County High School student or group of students should engage in any activity that is under the auspices of Taylor County High School without a school sponsor. If you are responsible for a class or a group and are unable to supervise them, you must arrange for another school board employee to be present and you must use an activity form to inform the administration

of the substitution. Student clubs or student organizations such as cheerleaders, majorettes, etc. cannot meet without an approved sponsor. It is the sponsor's responsibility to insure that all students have transportation or have been picked up after an activity. The sponsor should not leave the school until all students have been picked up after the activity.

### Copy Service

All copy requests must be turned into the front office one week in advance. Once copies have been made, they will be placed in your mailbox. The office staff have been instructed by the principal to help out in emergency situations **only if time permits**. If office staff are working on assignments that must be completed, they will not be allowed to stop what they are doing to run copies. Please do not send copying needs to the office staff on a continuing basis.

### Health Policies

1. The Clinic is responsible for obtaining necessary parent signatures on health forms.
2. Any child having any kind of communicable disease will be required to bring a statement from a doctor certifying that the child can no longer transmit the disease to others. The clinic aide will verify the statement.
3. In case of serious injury please contact the clinic. If the clinic is unavailable, please contact the front office for assistance.
4. An Accident Report form must be completed for all accidents. The **Accident Report form** must be completed on the day of the accident. The staff member who observed the accident or was the first called to the scene of the accident will make this report.
5. Concerns about student health and subsequent health referrals should be made through the Clinic.

### Driving Liability

If you or a parent drives students on a school activity, you (or the parent) are assuming liability. The district has catastrophic insurance that will pick up excessive amounts after your initial payment, but that initial payment is extremely large. Also, you do not get the catastrophic insurance unless you have submitted to the principal, prior to the event, the name of the driver and the students to be transported by that driver. Under no circumstances should a student ride with another driver during or after the activity unless this is arranged beforehand. This includes students who ride to an event on a bus. The student must return on the bus unless prior arrangements are made. School personnel cannot transport students in a van or 4-wheel drive vehicle.

### Social Security Numbers

Vocational teachers are required by law to see that all students enrolled in vocational courses have social security numbers.

### Student Passes Required

1. All students must have passes when out of the classroom for any reason.

2. Students should not be sent to another teacher's room unless a prior arrangement between both teachers has been made.
3. Student passes should include the date, the time, the reason, and a staff signature. Return pass should be signed by receiving teacher and return time noted.
4. Multiple students should not be sent out of your classroom at the same time.
5. Teachers should keep a sign-out log documenting where students are that leave the classroom.

**Homeroom/Activity Period**

Homeroom will not be held every day. Official daily attendance will be taken in first period (See attendance section).

**INSTRUCTION**

**Lesson Plans**

Lesson plans should be prepared in advance on the template provided. Plans must be uploaded to OnCourse every Sunday by 8:00 pm for the following week. The only exception to this is the first week of school when plans may be uploaded by 3:00 on the Friday before school begins.

**Grade books**

Grade books should reflect an accurate documentation of student assessment and attendance. Adequate assessment means that for each weighted category, a minimum of 4 grades should be taken. Tests must be one of these weighted categories and should account for 50% of the **overall** grade. Quizzes/Projects should account for 30% and homework/class activities/participation/other will account for the remaining 20%.

**Posting Grades**

All grades should be updated and posted in Focus weekly.

**Midterm reports**

Midterm reports will be distributed on the days designated during the nine weeks grading period (check calendar for dates). Mid-term reports should go out to all students. These reports should be created using the electronic grade book (**Focus**) on each teacher's computer.

**Grade Books**

Tests will count as 30%, Quizzes will count as 20%, Homework/Classwork will count as 50%

**Grading Policy**

Every teacher should be familiar with and adhere to grading rules and regulations as outlined in the Pupil Progression Plan.

**Grading Philosophy**

**Multiple forms of formal assessment:** Marking period grades have to be comprised of multiple forms of assessment. We need to avoid the "marking period killer" assignment, which is one project, test, or other assignment that will make or break a student's grade (Reeves, 2008).

**Retests:** Student success in that they have mastered the concepts and are able to apply what they have learned is of utmost importance. Giving students a second chance on a test provides them with yet another opportunity to demonstrate learning. It is up to the teacher to determine if a student warrants a retest. This practice is strongly recommended.

Guskey, T. R. (2000). Grading policies that work against standards ... and how to fix them. *NASSP Bulletin*, 84(620), 20-29.

O'Connor, K. (2007). A repair kit for grading: 15 fixes for broken grades. Portland, OR: Educational Testing Service.

O'Connor, K., & Wormeli, R. (2011). Reporting student learning. *Educational Leadership*, 69(3), 40-44.

Reeves, D. B. (2004). The case against zero. *Phi Delta Kappan*, 86(4), 324-325.

Reeves, D. B. (2008). Effective grading practices. *Educational Leadership*, 65(5), 85-87.

**Grading Standards**

Conduct may not be used as criteria for determining a student's grade.

| <u>Grade</u> | <u>Percent</u> | <u>Point Value</u> |
|--------------|----------------|--------------------|
| A            | 90-100         | 4                  |
| B            | 80-89          | 3                  |
| C            | 70-79          | 2                  |
| D            | 60-69          | 1                  |
| F            | 0-59           | Failure            |
|              | 0              | 0                  |

**Homework**

Homework is an important part of a student's educational experience. Homework should be assigned to reinforce concepts introduced in class. Commensurate with the development levels of high school age students, teachers at TCHS should make homework assignments that appropriately enhance student's academic success.

**Classroom Management Plan**

District policy requires that a classroom management plan be submitted by each teacher. This is due to the dean on Friday, August 23.

**School Resource Officer**

Our school resource officer is available upon your request to talk to your classes on a variety of important topics. Please call upon the resource officer if you would like for an officer to talk to your classes.

**Workers Comp/Illness in the Line of Duty**

**Procedures:**

- 1-Report the accident to the immediate supervisor.



2-Complete a notice of injury form to be submitted to payroll (on-line) District Web-site @ taylor.k12.fl.us

3-Go to DMH Medical Plaza if medical care is needed.

4-Go to your pharmacy for a one time prescription fill if needed. (See Lindy Brock or Chris Olson for a prescription fill card).

Obviously, if the injury is severe, the notice of injury can wait. But someone needs to either call Lindy Brock or Chris Olson at the district office. They will call DMH Medical Plaza to alert them that an employee with a Worker's Comp injury is en route.

If a copy of the notice of injury doesn't go with the employee, DMH Medical Plaza needs a call so they can get pertinent information from you.

**Conduct Matrix (C)**

All students will receive a conduct grade. Conduct grades will be issued as:

- S - Satisfactory Behavior
- N - Behavior Needs Improvement
- U - Behavior is Unsatisfactory

|   |  |        |
|---|--|--------|
| 0 | Documented Classroom Interventions                                   | S      |
| 1 | Documented Classroom Intervention (Teacher Warning to Student)       | S      |
| 2 | Documented Classroom Interventions (Teacher Conference with Student) | S      |
| 3 | Documented Classroom Interventions (Teacher Notifies Parent)         | S or N |
| 4 | Documented Classroom Interventions                                   | U      |
| 5 | Two or more referrals in a class during a Nine Weeks Period          | U      |

Category II or III Referrals (Major Classroom Disruptions to Dean's Office) - U

Process begins over each Nine Weeks.

**Teacher Comment Codes (CN)**

| Code | Meaning                                     |
|------|---|
| A    | Please schedule a Parent/Student Conference |
| B    | Student needs to improve use of class time  |
| C    | Student needs to work more neatly           |
| D    | Student needs to complete homework          |
| E    | Student needs to complete class assignments |

**Principles of Professional Conduct for the Education Profession in Florida**

**Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for**

**the Education Profession in Florida.**

(1) Florida educators shall be guided by the following ethical principles:

|    |   |
|----|---|
| F  | Needs to make-up all missed work          |
| G  | Needs to improve having class materials   |
| H  | Needs to improve cooperating with others  |
| I  | Student does not pay attention in class   |
| J  | Student does not participate in class     |
| AB | Student needs to improve attendance       |
| AC | Student needs to improve attitude         |
| AD | Student needs to take work more seriously |
| AE | Student needs to study for test           |
| AF | Student not working to his/her potential  |
| AG | Student owes for a charged lunch ticket   |
| AH | Student owes for an over-due library debt |
| AI | Student has made outstanding progress     |
| AJ | Student is cooperative                    |
| BC | Student works up to expectations          |
| BD | Student has improved test scores          |
| BE | Student has continued good progress       |
| BF | Student has improved class preparation    |
| BG | Student has improved his/her classwork    |
| BH | Very good student                         |
| BI | Excellent student                         |
| CG | Student owes class fees                   |
| CD |   |
| CE | Teacher Out of Field                      |
| CF |   |

**Performance Levels (P)**

Student Performance must be documented on report cards each 9 weeks as follows:

- A = Above Grade Level
- O = On Grade Level
- B = Below Grade Level

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student's legal rights.

7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

8. Shall not exploit a relationship with a student for personal gain or advantage.

9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any ed-

ucational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or

- oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
  6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
  7. Shall not misrepresent one's own professional qualifications.
  8. Shall not submit fraudulent information on any document in connection with professional activities.
  9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
  10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
  11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
  12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profes-

sion in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

TAYLOR COUNTY  
SCHOOL BOARD

POLICY MANUAL

CHAPTER 7.0

7.40

**SOCIAL MEDIA USE**

The Taylor County School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional develop-

ment, and enhance communication with students, parents/guardians, staff, and community members.

## **Definitions**

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs. Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

Personal social media is that in which employees, students, and community members engage with family and friends.

## **Authorization for Official District Social Media Platforms**

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain written approval from the principal before creating an official classroom or team social media platform.

## **Official District Sites**

Official district social media platform is a site authorized by the Superintendent or designee. These approved sites will include required district information and district logo. All TCSD school social media sites will use district email and will provide district as well as school admin access. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

## **Guidelines for Content**

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this

policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be

aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner. Keeping in mind that information produced by TCSD staff and students is a reflection on the entire district and is subject to the District's School and [District Technology Acceptable Use Policy](#), Federal and State Statutes and the [Principles of Professional Conduct](#) for the Education Profession in Florida, and other related applicable policies and guidelines.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms by not plagiarizing giving credit where it is due.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

When appropriate, employees using official district social

media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

### Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in State Board of Education Rule 6A-1.095 shall apply to district and school web sites as well as all other official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations. **Each official district social media platform shall prominently display:**

1. The purpose of the site along with a statement that users are expected

to use the site only for those intended purposes.

2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that: A. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation - B. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment
4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.
5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users

and do not necessarily reflect the views of the district.

7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.
8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

### **Employees' Use of Personal Social Media Sites**

The School Board takes no position regarding the decision of its employees to participate in various forms of social media for *personal use*. Employees shall not use the District's seal, school logos, or any other District representation or images on any personal sites.

**END OF POLICY**



***This would need to be added to employee's handbooks that you review annually:***

### **Guidelines for Personal Social Media Sites**

- District employees are encouraged to block their personal sites from students.
- Employees may identify themselves as a District employee but must include a disclaimer stating that the views expressed, or information posted do not reflect the views of the Taylor County School Board or School District staff. Employee communication with students shall be through the use of District supplied e-mail or other District approved software applications or webtools.
- Employees are encouraged to copy parents on any e-mail communication with students. Employees must always maintain appropriate relationships with students and parents.
- Employees are responsible for the content of their communication. Employees must be fair and respectful and maintain professionalism consistent with District policies and state law.

Employees shall not engage in any activity that could reasonably be viewed as inappropriate or that seriously reduces his or her effectiveness as an employee of the District. **TCSB Employee General Guidelines**

### **TCSB Employee General Etiquette for Social Media:**

Your online behavior should reflect honesty, respect, and consideration.

- **Be Honest/Truthful:** Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- **Maintain confidentiality:** Do not post any confidential or proprietary information regarding yourself and/or others. Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations).
- **Know You Are Always "On":** You must assume that your social media usage is visible to the world. Be sure to manage what and with

whom you are sharing. Keep in mind that while we all have occasional frustrations; social media are not the best venues in which to air frustration as those comments are available to everyone.

- **Be Respectful:** Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.
- **Think Ahead:** Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.
- **The Internet is not anonymous, nor does it forget:** Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually

replicated in others through trackbacks and reposts or references.

- **Avoid “hazardous” materials:** Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.

Inappropriate use of social media shall be reported to an employee’s supervisor or to the District Director of Human Resources. Good faith reporters shall be protected from retaliation in accordance with Florida law. School Board Rule 2.18 - Prohibition of Harassment shall also apply regarding employees’ use of social media.

Employees are informed of this rule and understand that if they choose to post on social media sites it may affect his or her professional reputation and employment with the District and that all employees are bound by the Code of Ethics and Principals of Professional Conduct for the State of Florida.

**Failure to adhere to these principles and guidelines will be subject to disciplinary action.**

**Equity Statement:**

The Taylor County School Board complies with all state statutes, including statutes on veteran’s preference and the Florida Education Equity Act, as well as all federal statutes, including the Americans with Disabilities Act. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether student or employee, on the basis of sex, race, religion,

ethnic or national origin, age, marital status, disability, or educational background of the individual. Any claim that there has been a violation, misinterpretation, or misapplication regarding any of the mentioned statutes may be processed as a grievance as herein provided, but limited to the intent of this procedure and related in no way to a negotiated contract. If a person believes there is a basis for a grievance, he or she shall discuss the alleged grievance with the site administrator. If the site administrator is the offending person, the report should be made to the next higher level of administration or supervision. If satisfactory relief is not given, a complaint may be filed with the Superintendent of Schools. Summary of the conference shall be recorded on district forms entitled” Conference Form Affirmative Action” or “School Conference Form Affirmative Action (Student Complaint).”

Any applicant, employee, or student claiming to have been discriminated against because sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background may file a complaint with the Superintendent of Schools, provided such complaint is filed sixty days after the initial complaint is made to the principal or administrator.

Within five workdays of receipt of such complaint, the superintendent shall send the complainant written acknowledgment of the complaint, advising that it will be acted on according to procedures set forth in the complaint procedures. If any complaint alleging discrimination, the superintendent shall, within

ten workdays after the complaint is received, designate a three-member panel to investigate the charges.

The panel will be charged with conducting an investigation of the complainant’s charges. The three member investigative panel will be organized as follows. The superintendent will appoint one member from the affirmative action advisory committee, one member will be recommended by the complainant, and the third member, who will chair the panel, will be appointed by the other two members of the panel. In no instance shall any member of the investigative panel be directly involved in the complaint or occupy a position that would represent the school board in any subsequent litigation.

Within thirty calendar days after receipt of the assignment, the investigative panel shall submit a report to the superintendent, which will include, but not be limited to the following:

- (a) Affidavits by the complainant,
- (b) Affidavits by witnesses testifying on behalf of the complainant,
- (c) Affidavits by any witnesses testifying on behalf of the school board,
- (d) Affidavits by the school board as to the facts of the issue,
- (e) Statement of position by the school board, together with any documents in support of that position,
- (f) Records and documents gathered in evidence from the school board,
- (g) The investigative panel’s summary and recommendation to the superintendent.



Within ten workdays after receipt of the investigative panel's recommendation shall make a decision to the recommendation that will be made to the school board and within twenty workdays of the panel's recommendation will be notified of the board's action by certified mail. In the event the board's decision favors the complainant, the superintendent shall affect a resolution that will provide relief for the complainant and all others similarly situated from the discriminatory practice.

The superintendent or any other officer or employee of the school system shall be prohibited from taking retaliatory action against any person involved in the discriminatory proceedings.

For discrimination issues contact: Kiki Puhl, Director of Personnel, 850-838-2500, Taylor District Schools, 318 N. Clark St., Perry, Fl 32347.