

TAYLOR COUNTY ELEMENTARY SCHOOL



Be your Bulldog BEST
every day, every way!

STAFF HANDBOOK 2026-2027

Taylor County Elementary is a Title I school, and as such, ensures that all students receive educational services based on their identified needs. Title I is the largest federal educational funding program and is intended to help ensure that all children can obtain a high-quality education and reach proficiency on challenging state academic standards and assessments.

**TAYLOR COUNTY SCHOOL DISTRICT CALENDAR
2026-2027**

August

3 - Teachers first Day
11 - First day for students

September

7 - Labor Day Holiday
23 - Early Release/Staff Development

October

12 - Last day 1st nine weeks (44)
14 - Student Holiday/Staff Professional Learning

November

11 - Veteran's Day Holiday
23-27 - Thanksgiving Holidays
30 - Students Return

December

18 - End of 2nd Nine Weeks (42) Early Release
21-31 - Students/Staff Holidays

January

1-3 - Student/Staff Holiday
4 - Student Holiday/Staff Professional Learning
5 - Students Return
18 - Martin Luther King Day Holiday

February

10 - Student Holiday/Staff Professional Learning
15- President's Day Holiday

March

3 - Early Release/Staff Development
12 - End of 3rd Nine Weeks (46)
22-26 - Spring Break
29 - Holiday
30 - Students Return

April

May

27 - Early Release/Last Day for Students (48)
28 - Staff Planning Day
31 - Memorial Day Holiday

Taylor County School District's 5 C's of Learning



The 5 C's of Learning



Communication

Sharing ideas clearly and being an active listener



Critical Thinking

Making logical, well-reasoned decisions



Character

Being honest, kind, and responsible



Collaboration

Cooperating to achieve common goals



Creativity

Thinking outside the box and using imagination to create new things



TCES Mission Statement

Taylor County Elementary School is committed to providing all students with a relationship-centered learning environment that supports high student growth and achievement, promotes effective tiered instruction through differentiation, and closely monitors academic and social development.



TCES Vision Statement

Taylor County Elementary School will promote a healthy and safe learning community where all stakeholders support and encourage students to succeed academically and take ownership of their role as a citizen and community member.

Taylor County Elementary Faculty and Staff

Leadership Team

Rachel Poppell – Principal
 Jennifer Amman – Assistant Principal
 Eli Walker – Assistant Principal
 Brittany Poore – Instructional Coach
 Tracy Hall – Staffing Specialist

3rd Grade Teachers

Bassett, Holly
 Jackson, Teresa
 Perry, Nadine
 MacNeill, Sally
 Richardson, Harmony
 Russo, Adreanna
 Sadler, Summer
 Wallster, Cindy
 Welch, Lillie
 TBD

4th Grade Teachers

Anderson, Kim
 Bishop, Karli
 Brassil, Christine
 Brooks, Lilly
 Lytle, Hannah
 Morris, Kourtney
 Proudman, Caitlin
 Smith, Eric

5th Grade Teachers

Bohlman, Annsley
 Lago, Heidi
 Louk, Delanie
 Loyed, Danika
 MacNeill, Joanie
 Murphy, Deborah
 Weatherly, Caitlin
 Webb, Hannah

Multi-Grade Teachers

Taylor, Laura
 Scott, Eric

Enrichment Staff

King, Katie – Media
 Monk, Amy – P.E.
 Morris, Stephen – P.E.
 Wiggins, Cathy - Computer

Acceleration/Intervention

Blanchett, Kristy
 Kreidler, Kathy

TCSD Social Worker

Brooks, Rhonda

ESE Support Facilitation

Howard, Marla
 Lundy, Leigh Ann

Therapist

Alford, Bart - SLP
 Barfield, Savannah - OT
 Gray, Jeremy - PT
 Martinez, Georgette - SLP
 Money, Tracey - OT

Title I Parent Liaison

Kidd, Olinka

Non-Instructional Aides

Almade, Nichole
 Chewning, Areal
 Cruce, Josie
 Fierro, Renee
 Mann, Carla
 Miller, Helen

Clinic Staff

Arnold, Jasamine
 Chitwood, Hailey
 Love, Amber

Office Personnel

Office Manager

Faircloth, Donna

Data Entry

Searcy, Tammy

MIS-Technical Support

Mash, Debra

Secretary

Bass, Kacy

Receptionist

English, Hanna

Custodial Staff

Hill, Maxine
 Jones, Sedrick
 Markey, Pam
 McDonald, Kristen
 Shine, Sean
 Thomas, Betty

SRO

Burford, Lance
 K-9 Duke

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The guidelines in this handbook, district policies, and student handbook contain the procedural information describing school operations. To have an effective and efficient educational program necessitates that these guidelines serve to direct the actions of all staff members. Addendums to this handbook will be distributed at the beginning and throughout the school year as needed and are to be considered part of this handbook and, therefore, part of the operating procedures of Taylor County Elementary School. Each employee is responsible for the material contained herein.

ACTIVITY REQUESTS

All classroom and grade-level activities (field trips, class parties, etc.) must be approved by school administrators. Individual teachers or grade-level organizers must submit an activity request to the school secretary (Ms. Bass). School administrators will review the request and inform the teacher/organizer of the status of the request.

ATTENDANCE

Taylor County School Board ATTENDANCE REGULATIONS

The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to the improvement of student learning and achievement.

Attendance procedures shall be carried out in accordance with Taylor County School Board Rule 5200, Florida Statute 1003.26, and the Code of Student Conduct and Attendance Policies.

1. According to FS 1003.21, any student between the ages of 6 and 15 is within compulsory school attendance age requiring regular school attendance. Parents of a child within the compulsory school attendance age shall be responsible for such child's attendance as required by FS 1003.26. It is understood that ALL students will be subject to the stipulations within this attendance policy. Attendance is required of all students for at least 180 days of instruction, or the equivalent as provided by law, except for absences which are excused or as otherwise provided by law.

Attendance is defined as the actual presence of a student at school or away from school on a school day engaged in an educational activity that constitutes a part of the school-approved instructional pupil program.

Absence is defined as the non-attendance of a student on days that school is scheduled to be in session. Any tardy/absence of 10 minutes or more from a class will result in an absence from that class. Absences may be defined as excused or unexcused in accordance with local policy.

Excused Absences

In compliance with Florida School Laws, the Taylor County School Board recognizes excused absences as those resulting the following:

- Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five consecutive days)
- Court appearance of the student
- Medical appointment of the student
- Approved school activity

- Insurmountable conditions (e.g., extreme weather, disease outbreaks, etc.)
- Other absences with prior approval of the principal
- Attendance at a center under Children and Families Services supervision
- Religious instruction or religious holiday
- Death in immediate family
- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst.

Excused absences, described above, shall be handled as follows: the student shall have a reasonable amount of time, up to 10 school days, to complete make-up work. Principals may grant extensions to the make-up time limit for extenuating circumstances. At TCES, it is the responsibility of the student and their parents to plan with their teachers to complete missed work.

The parents of a student who misses one (1) or more period during the school day must notify the school of the reason for the absence(s) as soon as is practicable. Failure to do so shall result in an unexcused absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

Students with unexcused absences and determined to be truant or skipping are subject to disciplinary action.

Monitoring of Absences

As outlined in FS 1003.26, upon each unexcused absence, or absence for which the reason is unknown the school principal, or his or her designee, shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, the school board shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

The steps below outline the procedures school staff should take when a student is suspected as exhibiting a pattern of non-attendance:

- The student's primary teacher(s) will make **frequent documented** attempts at parent contact once they suspect the student may be exhibiting a pattern of non-attendance (2-4 absences within a calendar month). Such attempts shall be logged in Focus under student documentation.
- After at least 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-day period, and documented communication attempts, the teacher shall report to the principal that the child may be exhibiting a pattern of nonattendance.
- Unless there is clear evidence that the absences are not a pattern of nonattendance, the principal must refer the case to the school's child study team to determine if early patterns of truancy are developing.
- If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. The parent may be allowed to attend the meeting virtually or by phone if unable to attend in person. If the parent fails to attend the child study team meeting, the meeting recommendations shall be provided to the parent within 7 days after the child study team meeting.
- If the meeting does not resolve the problem, the child study team take additional action as described in Taylor County School Board Policy 5200.

BULLETIN BOARDS

Bulletin boards are a great way to display student work or themes. The bulletin boards in hallways are to be shared by those nearest in the area and should be updated regularly.

BULLYING

TCSD STUDENT BULLYING AND HARASSMENT POLICY 5517.01

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the TCSD;
- B. during any school-related or school-sponsored program or activity, or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the TCSD, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any non-school-related activity, function, or program.

Definitions

Bullying: includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; causes discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; and may involve:

teasing; threats; intimidation; stalking; cyberstalking; physical violence; theft; sexual, religious, or racial harassment; public or private humiliation; destruction of property; social exclusion

Cyberbullying: means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more person, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Cyberstalking: means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Harassment: means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- has the effect of substantially disrupting the orderly operation of a school.

Bullying and Harassment also encompass:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by: incitement or coercion accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the TCSD; or acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Harassment also means: electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistants (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment: means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

Within the scope of TCSD: means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

The remainder of this policy can be found in its entirety here: [Taylor County School Board Policy 5517.01](#)

CLASSROOM APPEARANCE

Decorative, colorful environments are an inviting place to learn. Please use caution with how you attach items to the wall, and do not use adhesives that will damage paint or drywall. Painter's tape, or similar

tape, may be placed under the poster. A small amount of hot glue may also be used on posters and other items hanging on block walls.

Clean classrooms also are an inviting place to learn. Teachers are responsible for ensuring their classrooms are kept tidy by having students remove clutter, paper, pencils, etc. from desks and floors at the end of each class/day to ensure custodians can get their required cleaning done efficiently.

Teachers should coordinate with their custodians to determine a time throughout the day to have students place their chairs on the top of their desks to make cleaning more efficient for custodians.

Excessive food and beverage waste left around the classroom, whether belonging to students or the teacher, is inappropriate and could cause pest issues on our campus. Teachers are responsible for ensuring such waste is appropriately disposed of daily to ensure it is removed by custodians in a timely manner.

CLINIC

Students need a pass to receive services in the clinic. The school nurse and/or her assistants will dispense medications as prescribed by the physician. Please discourage students who continually use the clinic as an excuse to leave class. Teachers and staff **should not** call, text, email, or use any other form of communication to notify a parent/guardian of a sick or injured student. **All students should be sent to the clinic and the clinic staff should assess the students and notify parents/guardians if a student needs to leave school.**

COLLABORATIVE PLANNING

Collaborative planning will take place weekly during grade level Wheel times on Mondays. On weeks when there is no school on Monday, collaborative planning will take place on Thursday (Labor Day, Martin Luther King Jr. Day, Presidents Day, etc.). These meetings will assist with lesson planning, progress monitoring, curriculum mapping, and data driven decision making for the grade level.

COMMUNICATION (Wednesday Folders and Focus)

Each **Wednesday** classroom teachers will send home a two-pocketed folder with papers/notes that parents need to see, sign, and/or return. Teachers should use this vehicle of communication enhance their classroom program and our total school program. Focus should also be used to communicate with families. Regardless of individual classroom procedures, Wednesday communication folders MUST be sent home for school communication purposes.

Teachers must also utilize the Focus communication feature to communicate digitally with parents. Important class information can be widely and efficiently disseminated to all students' families by using Focus communication.

Phone communication with parents must be logged in Focus under student documentation.

COMP TIME

When administration requests attendance to after school activities, compensation time will be granted. While it is recognized that teachers often spend time beyond their contracted hours preparing for instruction, comp time will only be awarded when administrators request attendance to after school activities. You will record and maintain a Compensation Time Log with the school secretary (Ms. Bass).

*Make sure all comp time accrued is pre-approved by Mrs. Poppell, Mrs. Amman, or Mr. Walker.

CUMULATIVE RECORDS

During the first two weeks of school, each teacher must review the information contained in each child's cumulative record. Physical folders are kept in the Records Room in the front office. Please sign the cumulative records out and back in before leaving that day. It is imperative that teachers review IEPs and 504 Plans for their students with disabilities (SWDs) prior to the orientation, or no later than the first day of school. These plans are also available online in Focus for teachers to review.

At the end of the school year, teachers are required to sign off on each student's cumulative record indicating whether they have passed or failed the grade level.

CURRICULUM

In alignment with the District Reading Plan and Every Student Succeeds Act (ESSA), our school utilizes the following Core Curricula for the subjects listed below:

1. ELA – HMH Into Reading
2. Math – Big Ideas
3. Science – Discovery Ed Science Techbook
4. Social Studies – Studies Weekly

In addition to the core materials, the following supplemental curricula are approved for use in our classrooms:

1. Reading - novel units, Exact Path, IXL, Accelerated Reader (AR), Phonics for Reading, UFLI, Corrective Reading, Wordly Wise, Vocabulit, and Study Island
2. Math- Exact Path, IXL, Ascend Math, Study Island, and Number Worlds.

DATA ANALYSIS

Teachers will utilize FAST, STAR, IXL, Exact Path, and both formal and informal classrooms assessments to assess student progress throughout the school year. The results from these tests will be disaggregated and the analysis of this data should drive all instruction that takes place in the classroom.

It is the expectation at TCES that teachers are proactive in analyzing their data and knowing where their students are and where they need to be by the end of the school year. Data help sessions, PM1 and PM2 team and individual data chats, and collaborative planning will all be used to monitor student progress throughout the school year.

DISCIPLINE

Student Code of Conduct – can be found by visiting the link below, or on the school district website.

[Click here to see the TCSD Student Code of Conduct and Discipline Matrix](#)

NOTE: The principal has the final authority for determining consequence once a discipline referral is submitted.

DRESS CODE

Dress Code Policy – can be found on pages 16-20 of the Student Code of Conduct.

[Click here to review the TCSD dress code policy on pages 16-20](#)

NOTE: The principal has the final authority for determining dress code violations.

DRUG FREE SCHOOLS

In accordance with Florida Statute, tobacco, vapes, drugs, and/or alcohol are not permitted in the buildings or on any Taylor County School Board grounds. Please refer to Taylor County Schools Employee Handbook.

EARLY SIGN OUT

Teachers, please discourage parents from signing out students early. When the office notifies a teacher that a student is checking out early, please see that the student receives the proper assignments. If the child is sick, the clinic or front office will notify you that the child is checking out. **DO NOT** release a child directly to a parent from your classroom. Parents must sign their child out in the front office and then you may send the student to the front to leave with a parent. In the event that a teacher knows a student is going to be signed out, teachers must keep the student in the room until the parent is in the front office.

ELECTRONIC DEVICES

Employee Use

Faculty and staff should only use cell phones during non-student contact time. Please do not use cell phones during meetings or during student contact time.

Faculty and staff should never post to Snap Chat, FB, Instagram, Tik-Tok, or other forms of social media during the school day.

Student Use

Students may possess electronic devices at school. However, the devices cannot be used upon the student's arrival on school campus and can only be used after departing from campus. Students are responsible for ensuring that their device is turned off in their backpack or voluntarily given to the teacher until the final dismissal bell. Confiscated devices are to be turned into Mr. Walker or the front office. When a phone is confiscated in a classroom, the teacher should contact the student's family and letting them know the device will need to be picked up.

EQUITY STATEMENT

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 nondiscrimination. 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 Boy Scouts of America 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 requests for additional information regarding discrimination or harassment may be sent to: Kiki Bell- Director of Personnel and Title IX Coordinator, 318 N. Clark St. Perry, FL 32347: 850-838-2500/ kiki.bell@taylor.k12.fl.us or Supervisor of ESE and Student Services and Section 504 Coordinator, 318 N. Clark St. Perry, FL 32347: 850-838-2500

FACULTY MEETINGS

Faculty Meetings will be held monthly. Faculty meetings are intended to give information to the entire faculty at one time. Faculty meetings are mandatory for all instructional staff. Non-instructional staff will be notified in advance if their presence is required at faculty meetings.

Field Trips

Grade Level field trips must be approved by school administration through the submission of an Activity Request form to the school secretary (Ms. Bass). Activity requests should be submitted with a permission form for the trip that outlines the date(s), duration, cost, criteria, and itinerary for the trip for administrators to review. Additionally, if TCSD buses are needed for the trip, a TCSD transportation request must be attached to the activity request and permission form.

Trip organizers must ensure the planned itinerary complies with the policies stated below.

Field Trip Policies

- Required bathroom/rest stops

Travel Duration (one-way)	Required Bathroom/Rest Stops
0-120 minutes (0-2 hours)	0 stops
120-240 minutes (2-4 hours)	1 stop (minimum 30 min. each)
240-360 minutes (4-6 hours)	2 stops (minimum 30 min. each)

- If a bathroom/rest stop occurs at a location in which vending machines, restaurants (e.g., fast-food/to-go), or convenience stores are present, trip attendees **MUST** be allowed to access those businesses during the stop.
- Food
 - If departing prior to breakfast being served at TCES, trip organizers must coordinate with the Food Service staff to arranged bagged breakfast.
 - Plans for lunch must be included in the itinerary. If bagged lunches are needed from Food Services, trip organizers must coordinate with the Food Service staff to arrange bagged lunches.
 - If the estimated time of return to TCES is **7:00 p.m. or later**, plans for dinner must be included in the itinerary. Trip organizers should be mindful of the number of participants when planning for a dinner stop and ensure the planned location can accommodate all attendees. It may be beneficial to choose a plaza in which multiple dining options are available.
- Medication – Teachers must coordinate field trips with clinic staff to ensure students who take medicine during the school day still receive their medication(s) while on the field trip.
- Behavior Requirements for Field Trip Participation per TCSD Student Code of Conduct
 - A student may receive no more than two Level 1 or Level 2 discipline referrals and still be allowed to attend field trips. If a student receives a third Level 1 or Level 2 discipline referral, then they are ineligible. If a student receives one Level 3 referral, they may be eligible to attend a field trip at the discretion of the principal; but if they receive a second Level 3 referral, they are ineligible. Any student who receives a Level 4 discipline referral will not be eligible to attend field trips.

FL EDUCATOR CODE OF ETHICS

FL Administrative Rule: 6A-10.081

1. 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.
2. 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.
3. 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.

FL EDUCATOR PRINCIPLES OF PROFESSIONAL CONDUCT

FL Administrative Rule: 6A-10.081

(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 provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.
7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.
8. Shall not intentionally violate or deny a student's legal rights.
9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.
10. 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. Discrimination on

the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

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

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

13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

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

1. Shall take reasonable precautions to distinguish between personal views and those of any educational 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 Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
 13. Shall self-report to a school district authority as determined by the superintendent, or other appropriate authority such as a charter school or university lab school administrator, the following:
 - a. Any arrest for a felony or misdemeanor offense listed under s. 435.04(2), F.S. The report must be made within 48 hours of the arrest; and
 - b. 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 48 hours after the final judgment or commitment to a pretrial diversion program.
 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.
 18. Shall, if in the position of a supervising administrator, cooperate with all investigations conducted by the Florida Department of Education.
- (d) A certificate holder serving as a school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S., the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S., or it was determined under the district's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.

FRIENDS & FAMILY FUND

Each staff member is asked to donate \$10 to the friends and family fund. The purpose of this fund is to celebrate and support our school family & friends! This fund will be used for baby/wedding showers and sending flowers in times of need.

GRADE BOOK & ATTENDANCE

Teachers are expected to utilize FOCUS for grades and attendance. Teachers are responsible for submitting attendance every morning no later than 9:00 am.

Grades are to be entered in the FOCUS gradebook within one week from the date an assessment/classwork assignment is given. Traditional (paper) grade books are optional.

GRADING POLICY

In accordance with the legislative ruling, the following grading procedure applies at TCES:

Letter Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
Additional Grades (Conduct & Wheel)		Definition
E	99-100	Excellent
S	90-98	Satisfactory
N	80-89	Needs Improvement
U	<80	Unsatisfactory

Grading Protocols for Grades K-5: See Pupil Progression Plan at www.taylor.k12.fl.us

Homework

Homework is not graded; however it is expected that students and families review the skills taught throughout the week.

- Read AR Book
- Review math facts to improve fluency
- Review science skills taught

Cite: Taylor County School District Grading Protocols

LESSON PLANS

Lesson Plans must be submitted on Canvas each week by 11:59 p.m. on Sunday night.

LUNCH

Students will be escorted to and picked up from the cafeteria by the teacher responsible for them before and after their scheduled lunch period. Teachers will be given a 30-minute duty free lunch during their students' lunch time.

MAILBOXES

Each teacher and staff member has a mailbox located in the copy room directly behind the receptionist area. Please check your mailbox daily upon arrival to school, at lunch, and at the end of the day to facilitate the communication process. Students are not permitted to check teachers' mailboxes.

MEDICATION

The school does not provide any medication for students; therefore, **parents must bring medication needed by students to the school clinic themselves and fill out the necessary paperwork.** If a child brings any type of medication to school, please confiscate it and turn it in to the nurse. The TCES clinic staff will contact the parent to get the proper forms completed, if necessary. Remember, **the nurse is the only person to administer medication that has been properly authorized.**

When you are aware that a student will be receiving meds at school, please assist the students by reminding him/her when medication is due. **If you are planning a field trip, be sure to see the nurse ahead of time for those students who will need their medication during the time of the trip.**

MONEY COLLECTED

All money collected (\$5 or more) **MUST BE** receipted daily and turned in to Mrs. Faircloth by the end of the day. Money dropped off at the front office for any reason must be picked up and signed for by the teacher for whom it was intended. No students will be allowed to be sent to the front to pick up money.

MTSS MULTI-TIERED SYSTEM OF STUDENT SUPPORT

To continue to bring continuity to our instructional program and equity to all students in the curriculum, instruction will be tiered based on the K-5 MTSS decision tree. Each team, comprised of team teachers, should monitor student academic progress, study the student data that indicates what is working, what is not working, develop alternative strategies, and plan together as a team. The MTSS team will meet quarterly to discuss students' progress. If you have a student that is struggling and you believe they need MTSS services, please refer to the TCES MTSS plan.

PARENT TEACHER CONFERENCES

Frequent contact with parents is vital to the success of all students. Parent/teacher conferences serve as an excellent means of facilitating communication for the good of students. Teachers are expected to conference with each homeroom student & family by the end of the first quarter. When possible, all teachers who impact a student should attend the conference. All conferences must be documented and signed by all participants. Please remember to give the parents a copy as well as the parent liaison a copy. The principal will review conference forms periodically. It is important to make every attempt to schedule these conferences. Attempts to reach parents to schedule a conference should be documented in Focus under student documentation.

A phone call should be made to EVERY parent during the 1st two weeks of school to begin a positive connection between the school and home.

PROFESSIONAL EXPECTATIONS

Our staff members have the opportunity to affect children's lives in more ways than providing educational opportunities. We must treat children with the same respect that we expect. Establishing an atmosphere of learning relies on more than just knowledge of subject matter. Please make each student feel as special as you would like to be and set high expectations for yourself. Sarcasm, criticism, and degrading remarks only lead to more frustration and low self-esteem. **Find something POSITIVE to say TO each child every day.** You will be surprised what it can do for them and you.

REASONABLE ACCOMMODATION PROVIDED

Individuals with a disability needing reasonable accommodation to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodation. To assist parents in making informed decisions regarding their child's education, please refer them to the

Taylor County School District's [Exceptional Student Education website](#) for placement, least restrictive environment, diploma options, FSA Waiver Options and a list of contact organizations. **Teachers are responsible for reading all students' IEPs and 504 plans prior to the first day of school.**

SOCIAL SECURITY INFORMATION

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number by the Taylor County School District. The Taylor County School District collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, the Taylor County School District collects your social security number for the following purposes: employment application, criminal history check (FDLE, FBI, local law enforcement agencies), Department of Homeland Security Federal I-9 form, Federal W4, W2, 1099 and other IRS documents, Federal Social Security taxes (FICA), unemployment reports (Florida Department of Revenue), Florida Retirement System documents and reports, Workers' Compensation documents and reports, Direct Deposit documents, authorizations and other documents for optional retirement programs such as 403(b) and FICA Alternative Programs, documents and reports related to Group benefits such as health, dental and life insurances, documents and reports related to supplemental deductions, documents and reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Office of Professional Practices Services and other FL-DOE departments as required, documents and reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, state and federal agencies as required, other purposes specifically required or authorized by local, state or federal law.

STAFF LOUNGE

Please take advantage of our lounge adjoining the student cafeteria as a place to enjoy lunch with your peers. Please do your part to maintain an attractive, clean environment. This area is off limits to students in order to maintain privacy for our staff. Vending machines are located in the staff lounge.

STAFF SIGN-IN & OUT

All staff members are to sign in upon arrival to school and sign out upon leaving. The sign-in sheet will be in the copy room. Please be sure you sign in and out at the actual time. Writing inaccurate times of arrival and departure to meet the required hours of your contract is considered stealing time and a direct violation of the Professional Code of Ethics established by the State of Florida.

STATEMENT OF NONDISCRIMINATION

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 nondiscrimination. 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 Boy Scouts of America 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 requests for additional information regarding discrimination or harassment may be sent to: Kiki Bell- Director of Personnel and Title IX Coordinator, 318 N. Clark St. Perry, FL 32347: 850-

STUDENT DISMISSAL

Students will be dismissed to car pickup (Cafeteria), the bus loop, or the pavilion (Boys and Girls Club and daycare bus riders – contingent on final transportation schedule) at 2:30 pm each day. Teams should coordinate dismissal duties to ensure adequate coverage in the cafeteria and at the bus loop.

STUDENT TARDINESS

Teachers must contact parents after three (3) tardies per student. The Title I Parent Liaison will also make parent contact regarding the problem when notified by the teacher.

SUBSTITUTES

Contact Tammy Searcy (850) 843-0744 OR Kacy Bass (850) 371-2668 as soon as possible if you need a sub.

SUBSTITUTE PLANS

Substitute Binder

In their classrooms, teachers are responsible for compiling a substitute binder that is clearly labeled as such. The minimum contents of this binder will include:

- Daily schedule that includes wheel, lunch, recess, rotation, and dismissal times.
- Duty schedule (times and locations)
- Schedule for ESE/intervention students (push-in/pull-out support)
- Seating charts for each class
- Emergency procedures
- General Information about students (medically fragile, allergies, behavioral notes, etc.)
- 1-day lesson plan and necessary copies/materials for an unexpected short-term absence (these plans and materials should not be left for planned absences)

Sub Plans Continued: Planned Absences

For planned absences, teachers are responsible for leaving detailed lesson plans and necessary copies/materials for effective execution of such plans. It may be helpful to provide a suggested timeline for each lesson/day in your sub plans. Lesson plans and necessary copies for planned absences should be placed in or near the sub binder prior to the teacher's departure.

Sub Plans Continued: Unplanned Extended Absences – Typed Plans and Copy Originals

Team leaders, with the help of their teams, are responsible for providing one week (5 days) of grade-level emergency lesson plans to Ms. Searcy no later than the second Friday of the school year. These plans should outline what curricula and learning activities substitutes will complete with the class for one week (5 days) and should be ample for a 120-minute instructional block (90-minutes in 5th Math and Science). **If a teacher must utilize the team emergency plans in their classroom, that teacher is responsible for replenishing the emergency plans upon their return. Additional plans and copy of originals must be turned into Ms. Searcy.**

TECHNOLOGY ISSUES

If you experience technology problems, you should complete a work order online through the links on the district webpage or the link in Classlink.

TELEPHONE USAGE

All classrooms are equipped with phones. Dial a “9” in front of an outgoing call. Long-distance calls related to school business are permitted. Multiple dials may be necessary to get through when placing a long-distance call. If a student has an emergency need to use the phone, teachers may place the call and assist the student with during the call or contact the front office and arrange for the student to call from the front.

Student use of phones to call home during the school day should be a rare occurrence and only on an emergency basis.

TEMPORARY DUTY ELSEWHERE (TDE)

You must complete a TDE form seven (7) days prior to the activity. All TDE’s will require principal approval, and some will require board approval. The board is hesitant to approve **any** leaves that are turned in for approval “after the fact”. According to board policy, leaves are due **prior** to the employee being off duty or on temporary duty. An employee may request **personal leave**; however, it should be made at least 2 weeks in advance, when possible.

TRANSPORTATION CHANGES (updated district-wide for 2026-2027 school year)

To ensure safe and efficient transportation for all students, Taylor County School District will assign each student to one bus route and one designated pick-up/drop-off location.

Transportation Changes

Because many buses are operating at full capacity, the district is unable to accommodate frequent or last-minute transportation changes. Parents and guardians are responsible for coordinating transportation between residences when needed.

Approved Schedule-Based Arrangements

Preplanned and necessary schedule-based transportation arrangements, such as custody schedules or consistent alternative schedules, will continue to be allowed when approved in advance.

- Written documentation must be submitted to the school in advance.
- The arrangement must be approved by school administration and the transportation director.

Same-day Pick-up Requests

If your child needs to be picked up instead of riding the bus on a given day, please contact the school directly before 1:00 p.m.

We appreciate your understanding and cooperation as we work to maintain a safe, efficient, and consistent transportation system for all students.

VISITORS

Visitors are welcome at TCES for special occasions and with teacher approval. Before proceeding to classrooms, however, visitors are to report to the front office and receive a **visitors’ badge/Raptor Sticker**. If someone comes to your classroom without a visitor’s badge/Raptor Sticker, please direct him/her to the office and alert the front office of his/her presence (cite TCSB Crisis Intervention Plan). Visitors should only stay for an appropriate amount of time to ensure as little disruption from classroom activities as possible. **Parents should contact you ahead of time if they wish to visit your class (parents/ visitors are contractually obligated to give teachers a 24-hour notice before visiting their classrooms).** They are asked not to attempt a parent teacher conference when you are supervising students.

When expecting parents, teachers must notify the front office in advance.

WORKDAY

Instructional Workday: 7:30am-3:00pm (7.5 hour)

Non-Instructional Workday: varies (7 hours, 7.5 hour, & 8 hour days) *schedules will be provided*

Student Instructional Time: 7:55am-2:25pm

Student Supervision Time: 7:30am-2:45pm

Teachers should be at their classroom door at 7:30. If you leave campus for lunch, you must sign-out and sign-in. **Teachers are paid to be on duty during their planning time. Teachers must remain on campus during this time. If you need to leave during this time you must fill out a leave form to do so.**

Teachers must make it a priority to check their email a minimum of twice per day (morning and afternoon).

WORKER'S COMPENSATION

It is each employee's responsibility to implement the best safety practices possible while on school property. In the event of an accident with injury, a Workers' Comp Form must be completed and signed **immediately**. Donna Faircloth has these forms and will assist you in this process. She will also help you with the follow-up appointment information.