



STAFF Handbook 2025-2026

**Taylor County Primary is a school-wide Title I school, and as such, ensures that all students receive educational services based on their identified needs.*

**The Taylor County Primary School faculty and staff are responsible for the information contained in this handbook. Please become familiar with it and keep it available for ready reference. This information is based on district policies, state statutes, and professional expectations.*

District Calendar

Taylor County School District							11.01 (1)						
School Calendar							APPROVED						
2025-2026							APR 01 2025						
July 2025							By Taylor County School Board						
Su	Mo	Tu	We	Th	Fr	S	Su	Mo	Tu	We	Th	Fr	S
		1	2	3	4	5							
6	7	8	9	10	11	1	4	5	6	7	8	9	10
13	14	15	16	17	18	1	11	12	13	14	15	16	17
20	21	22	23	24	25	2	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31
August 2025							January 2026						
Su	Mo	Tu	We	Th	Fr	S	Su	Mo	Tu	We	Th	Fr	S
					1	2							
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
31													
September 2025							February 2026						
Su	Mo	Tu	We	Th	Fr	S	Su	Mo	Tu	We	Th	Fr	S
							1	2	3	4	5	6	7
1	2	3	4	5	6		8	9	10	11	12	13	14
7	8	9	10	11	12	13	15	16	17	18	19	20	21
14	15	16	17	18	19	20	22	23	24	25	26	27	28
21	22	23	24	25	26	27							
28	29	30											
October 2025							March 2026						
Su	Mo	Tu	We	Th	Fr	S	Su	Mo	Tu	We	Th	Fr	S
							1	2	3	4	5	6	7
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14	15	16	17	18	15	16	17	18	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30	31		29	30	31				
November 2025							April 2026						
Su	Mo	Tu	We	Th	Fr	S	Su	Mo	Tu	We	Th	Fr	S
							5	6	7	8	9	10	11
2	3	4	5	6	7	8	12	13	14	15	16	17	18
9	10	11	12	13	14	15	19	20	21	22	23	24	25
16	17	18	19	20	21	22	26	27	28	29	30		
23	24	25	26	27	28	29							
30													
December 2025							May 2026						
Su	Mo	Tu	We	Th	Fr	S	Su	Mo	Tu	We	Th	Fr	S
							3	4	5	6	7	8	9
7	8	9	10	11	12	13	10	11	12	13	14	15	16
14	15	16	17	18	19	20	17	18	19	20	21	22	23
21	22	23	24	25	26	27	24	25	26	27	28	29	30
28	29	30	31				31						
Taylor County School District							June 2026						
School Calendar							Su	Mo	Tu	We	Th	Fr	S
2025-2026								1	2	3	4	5	6
August							7	8	9	10	11	12	13
1- First day for teachers—6 days of preplanning							14	15	16	17	18	19	20
11- First day for students							21	22	23	24	25	26	27
September							28	29	30				
1- Labor Day Holiday							Taylor County School District						
24- Early Release/ Staff Development							School Calendar						
October							2025-2026						
13- Last day of 1st nine-weeks (45)							August						
15- Student Holiday/Staff Professional Learning							1- First day for teachers—6 days of preplanning						
November							11- First day for students						
11- Veterans Day Holiday							September						
24-28- Thanksgiving Holidays							1- Labor Day Holiday						
December							24- Early Release/ Staff Development						
1- Students Return							October						
19- Last day/ Early Release of 2nd nine-weeks (42)							13- Last day of 1st nine-weeks (45)						
22-31- Students/ Staff Holidays							15- Student Holiday/Staff Professional Learning						
January							November						
1-4- Students/ Staff Holidays							11- Veterans Day Holiday						
5- Student Holiday/Staff Professional Learning							24-28- Thanksgiving Holidays						
6- First day back for students							December						
19- Martin Luther King Day Holiday							1- Students Return						
February							19- Last day/ Early Release of 2nd nine-weeks (42)						
11- Student Holiday/ Staff Professional Learning							22-31- Students/ Staff Holidays						
16- Presidents Day Holiday							January						
March							1-4- Students/ Staff Holidays						
4- Early Release/ Staff Development							5- Student Holiday/Staff Professional Learning						
13- Last day of 3rd nine weeks (46)							6- First day back for students						
16-20- Spring Break/ Holidays							19- Martin Luther King Day Holiday						
23- Students Return							February						
April							11- Student Holiday/ Staff Professional Learning						
3- Good Friday/Holiday							16- Presidents Day Holiday						
6- Holiday							March						
May							4- Early Release/ Staff Development						
25- Memorial Day Holiday							13- Last day of 3rd nine weeks (46)						
29- Early Release/ Last day of 4th nine weeks (47)							16-20- Spring Break/ Holidays						
June							23- Students Return						
1- Staff Planning Day							April						

Taylor County Primary School Faculty and Staff

Principal

Laura Gray

Assistant Principal

Courtney Bethea

Early Childhood Coordinator

Amy Bowden

Dean of Students

Lauren Williams

Instructional Coach

Kay Cantrell

Staffing Specialist

Tracy Hall

Infant Teachers

Ashley Brock
Megan Cruce

1- Year Old Teachers

Jessica Alsip
Melissa Bennett

2/3-Year-Old Teachers

Rhonda Johnson
Elizabeth Sever

3/4-Year-Old Teachers

Maddee Sessions
Jessica Cannon

4-Year-Old Teachers

Marcy Freeman
Christi Wallat
Kylee Roberts
Alisha Wallace
Julie Hernandez
Deidra Wright
Derrick Hornsby
Amber Ernst
Kamree Robinson
Elizabeth Morgan
Dawn Swallow

Kindergarten Teachers

Renita Malone
Monica Aguilar
Melisa Smart
Elizabeth Polk
Carla Russell
Rylee Wolfe
Ashlynn Tedder
Sandy Weatherly
Loyato Peterkin
Diandra Dixon

1st Grade Teachers

Ramona Bertuso
Lyndsay Jackson
Cyndie Fowler
Haley Vann
Maria Reid
Lia Hill
Becky Hornsby
Keria Gibson
Vanessa Cuadras
Magan Bowden
Janet Williams

2nd Grade Teachers

Amy Bethea
Clara Lilliot
Stacy Byrd
Brittany Poore
Tara Conyer
Hannah Bratcher
Melissa Haynes
Tevin Bellamy
Mary Teresa Murphy
Brooke Davis

Enrichment Staff

Debbie Denmark - Media
Jill Guglielmo -PE
Gerald Williams- PE Support
Kadejah Aiken- PE Support
Jacqueline Dupuis – Music

School Resource Officer

TBA

TCSB Social Worker

Rhonda Brooks
Betsy Stephens

Commented [MS1]: [Amy Bowden](#)

ESE Staff

Pam Blue
Emerald Miles
Krista Meler
Angelee Humphreys
Kristi Hathcock

Non-Instructional Staff

Megan Tucker
Lisa Allen
Hanna Touchton
Lacey Burns

Speech/Language Therapist

Rebecca Wambolt
Tracey Platt

Physical Therapist

Jeremy Gray

Occupational Therapist

TBA

ESE Aides

Morgan Weaver
Hunter Patterson
Kelsey O'Quinn

Clinic Staff

Telina Roberts
Luanne Howard

Office Personnel

Salena Fedor
Holly English
Tanya Murphy
Angie Wright
Leanna Palmer

Title I Parent Liaison

Darrae Moss

Custodial Staff

Rosa Harris
Whitney Blue
Floyd Mango
Lori Wright
Eldon Hill
Regina Burney

Cafeteria Staff

Katrina Russell
Shirley Thomas
Wendy Ratliff
Victoria Mock
Jerrod Otero
Cynthia Holt
Peggy Myer
Kristina Brown

Commented [MS2]: [Laura Gray](#)

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The guidelines in this handbook, district policies, and student handbook contain 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 Primary School. Each employee is responsible for the material contained herein.

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 5.02, Florida Statute 1003.26, and the Code of Student Conduct and Attendance Policies.

1. According to FS 1003.26, any student between the ages of 6 and 16 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.
2. 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 nonattendance 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:

- Absence resulting from sickness, injury or other insurmountable conditions or participation in an approved academic program or class
- Participation in the observance of a religious holiday or in religious instruction
- Death in the immediate family of the student (immediate family is defined as parents, siblings, grandparents, aunts, and uncles, and in some cases, other persons in the household)
- Pre-excused doctor, dentist appointments, or educational/field trips
- Insurmountable weather conditions.

A student who misses one (1) or more hours during the school day must, within two (2) school days, bring a note from a parent or guardian stating the reasons for that absence. Excused absences are described above. Students returning to school after an excused absence shall have a time equal to the number of days excused or a minimum of five (5) days, whichever is greater, to make up missed work. It is the student's responsibility to plan with their teachers to complete the missed work. If reasonable doubt exists regarding a sickness or injury, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being unexcused.

If a student fails to bring a note within two (2) school days after being absent, or if the reason is not a valid one, the student will receive an unexcused absence for the days/classes missed and the following rules will be in effect

- 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.

If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student’s primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance.

During each semester of the school year, the following actions will take place: The student’s primary teacher(s) will make documented attempts at parent contact once the student has been identified with five unexcused absences within a 30-calendar day period. A Level 1 Truancy letter will be mailed home at this time. The school principal or designee will make documented attempts at parent contact once the student has been identified with ten unexcused absences within a 90-calendar day period. A Level 2 Truancy letter will be mailed home at this time and a meeting with the Intervention Assistance Team will take place with designated team members, the parents/guardians, and the student present. The school principal or designee will mail a Level 3 Truancy letter to the parent/guardian of any student identified with 15 unexcused absences within a 90-calendar day period. This student will be referred to the district level Intervention Services Department.

Exceptions to the Attendance Policy

- Chronic or extended illness (must have a doctor’s verification). Students suffering chronic illnesses –i.e. Asthma, Diabetes, etc. must submit to the principal at the beginning of the school year, a doctor’s verification of the condition
- A note from the hospital, and/or physician must verify hospitalization
- Death in the immediate family requiring extended absence (parents/guardian written verification needed)
- Court subpoena (copy of court paperwork for verification)

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 to the area and should be updated on a regular basis.

BULLYING

2023-2024 TCSD STUDENT BULLYING AND HARASSMENT POLICY

The Taylor County School System is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying may involve but is not limited to: Teasing, Social Exclusion, Threat, Intimidation, Stalking, Physical Violence, Theft, Sexual, religious, or racial harassment, Public Humiliation, Destruction of Property

Cyber stalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or using electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose. Nothing in this section requires the affected student to possess a characteristic that is a basis for harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Other inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the School Improvement Plan and the Code of Student Conduct that includes prevention, intervention, crisis response, recovery, and annual review. Employees are expected to support the dignity and safety of all members of the school community. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive educational environment, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The Superintendent shall develop procedures for the implementation of this policy, as well as guidelines for the prompt investigation of a report of bullying or harassment. These procedures are to be implemented in full and shall represent the guidelines, actions, and responsibilities of all Taylor County School District employees, as well as our students, parents, and the community.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S

LAWS IMPLEMENTED: 1001.31, 1001.372(1), 1001.363, 1001.395, 1001.41, 1001.43, 1003.02, F.S. TAYLOR COUNTY

CLASSROOM APPEARANCE

Decorative, colorful environments are an inviting place to learn. Please use caution with how you attach items and do not use adhesives (i.e., tape, hot glue, staples, Velcro) that will damage paint or drywall. A minimal number of staples is the best way to hang things on our sheetrock walls, on the block walls, you can use painters' tape, or command strips. Only 50% of the wall space may be covered with items and must still be following the Fire Marshall. Items must be 18in from the ceiling. At the end of the day, please see that students remove clutter, paper, pencils, etc. to make it easier for the custodians to clean. Have students place their chairs on the top of their desks or stack them to assist the custodians in their clean up.

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 this 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.

COMMUNICATION FOLDERS

Each **Wednesday** classroom teachers will send home a two-pocketed folder with papers/notes parents need to see, sign, and return. Teachers, you are the key to this method of communication with parents. This is a vehicle of communication enhancing your classroom program and our total school program. Please, prepare the folders the afternoon prior to allow for completion of the task. **Regardless of individual classroom procedures, Wednesday communication folders MUST be sent home for school communication purposes, every Wednesday.**

FLEX TIME

Most teachers spend more time preparing for their students than what they are compensated for, however when administration requests attendance at after school activities, flex time will be granted. You will record and maintain a Flex Log to be submitted for approval by Laura Gray. The log will then be given to Holly English for payroll purposes, and she will place it back in your mailbox for future use.

CUMULATIVE RECORDS

During the first two weeks of school, each teacher should review the information contained in each child's cumulative record. These folders are kept in the Records Room (2111). Please sign the cumulative records out and back in before leaving that day.

CURRICULUM

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

1. ELA – McGraw Hill/Wonders
2. Math – BEST Math
3. Science – Discovery Ed
4. Social Studies – Studies Weekly

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

1. Reading- Exact Path, AR (Accelerated Reader), leveled readers, UFLI, SRA Intervention, Teachtown, Unique
2. Math- Exact Path, Teachtown, Unique, McGraw Hill Number Worlds Intervention

CURRICULUM MEETINGS

Subject area-grade collaborative planning will be scheduled to discuss subject progress monitoring, curriculum map alignment, assessments, and instructional decisions. These meetings will be held on **Thursday** during teacher planning time. Additional planning time has been built in the master schedule to accommodate collaborative planning.

DATA ANALYSIS

Teachers will utilize STAR and K-12 Lift Data to complete the progress monitoring sheets for their students. Progress monitoring tests will be given three times per year. Monthly growth monitoring assessments will also be given using Exact Path on the months that do not have progress monitoring scheduled. The results from these tests will be disaggregated and the analysis of this data should drive all instruction that takes place in the classroom. This data will be used for instructional purposes as well as for use in each teacher's Individual Growth Plan. Data chats with students will happen in their classrooms with teachers at least after each progress monitoring cycle.

DISCIPLINE (Classroom Management)

Each teacher will submit a Classroom Management Plan (to Lauren Williams) that coordinates with Taylor County Primary School Guidelines for Success: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE and BE A PEACEMAKER. Classroom rules should be clearly posted in each classroom. Teachers will maintain discipline

Commented [MS3]: @Laura Gray

Commented [MS4]: @Courtney Bethel

information on all their students, documenting positive and negative behaviors. Disruptive students will be dealt with and processed through the Classroom Management Plan and Discipline Matrix. Students' behavior should be addressed at team meetings and shared with the proper administrator. Behavior Intervention Plans will be developed as needed.

FOCUS Positive Behavior Portal is an internet-based program our school uses to track behavior and communicate with families. Parents or guardians can connect via computer or smartphone to follow student's behavior. Teachers, parents, and deans will all be connected to provide the best communication possible. Weekly behavior progress can be sent home in Wednesday folders.

Parents or guardians who use profanity or threatening language on FOCUS towards any staff member will be blocked from the messaging center.

The goal of our discipline program at TCPS is to teach students to manage their own behavior more effectively, however if a student's behavior results in a suspension out of school, the student will be given an opportunity to make up the missed academic assignments at school or at home. The teacher will allow a designated amount of time for the student to complete their missed work for full credit. Some, or all the missed work may have to be completed at home for the student to receive credit; however, assessments and other graded material should be completed at school.

If a student needs to be removed from class, contact the front office or dean to inform them of the situation. If a referral is necessary, first complete the referral on FOCUS as soon as possible before the end of the school day, so that the dean may take appropriate action. Then, the teacher or staff member that wrote the referral must contact the parents. Taylor County School District K-5 Discipline Matrix will be utilized for referral infractions. **Students are not to be placed outside the classroom without supervision, for any reason.**

- Referrals should be written by the staff member with whom the behavior took place, as should the awarding of FOCUS dollars. Teachers should make a reasonable effort to notify the parent of the behavior and the subsequent referral before the dean contacts the parent. Copying and pasting from the comments of the referral into a message will be sufficient. The dean will contact parents to notify them of the consequence after reviewing the discipline matrix and the student's referral history, as well as conferencing with the student regarding the incident.
- Referrals must be put in Focus for consequences to be applied. Classroom time outs, conferences with the dean or other school staff are not considered as consequences as they do not stem from a referral. They are interventions intended to avoid the need for further disciplinary action. ISS is a consequence and must be documented in the form of a referral and determined via the discipline matrix, therefore, ISS cannot be used as a time out. Teachers are encouraged to work together to provide time outs, if circumstances do not allow this, please contact the dean. We will work together to provide a time out for the student.

"Dean's Awards" will be given out by the dean, as well as by teachers and staff when outstanding behavior is observed, OR if significant improvements are noted. These "Dean's Awards" will be given throughout the day and cashed in at a specified time and location beginning on the first day of school.

Taylor County School District Discipline

To establish reasonable consistency in the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, the principal or designee is responsible for discipline and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the DSBTC that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

Commented [MS5]: @Courtney Bethes

- * Seriousness of offense
- * Premeditation, impulse, or self-defense
- * Age and/or disability
- * Strength of evidence
- * Cooperation/remorse
- * Disciplinary history

See TCSD Discipline Matrix on the school District website.

Spanking or any other form of physical punishment is prohibited. Children shall not be subjected to discipline, which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting.

PRESCHOOL REMOVAL POLICY

Commented [MS6]: @Amy Bowden

There are reasons we must remove a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR REMOVAL

- The child is at risk of causing serious injury to other children or him/herself
- Parent threatens physical or intimidating actions towards any staff member
- Parents exhibit verbal abuse to a staff member in front of enrolled children.

PARENTAL ACTIONS FOR CHILD’S REMOVAL

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child’s physical/immunization records
- Habitual tardiness when dropping off your child.
- Habitual tardiness when picking up your child.
- Attendance of student.
- Verbal abuse to staff

CHILD’S ACTIONS FOR REMOVAL

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting (multiple occurrences by the child in the same day/week)

Prior to removal from the program, a parent/guardian will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both school staff and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children’s welfare or safety, behavior does not improve, and the school finds that they can no longer accommodate the child, the parent/guardian will be asked to remove him/her. The parent/guardian will be given a minimum of one week’s notification to find another center to provide care for this child.

Taylor County School District 2023-2024 K-5 Technology Discipline

Commented [MS7]: @Courtney Bethel

Level 1	Level 2	Level 3	Level 4	Level 5
Inappropriate searches (not vulgar)	Disrespecting staff/students	Search containing threat of violence	Altering information	Using electronic device/network to steal
Unauthorized web/games/video streaming	Connecting non-district hardware	Minor Network disruption (classroom)	Network security compromise	Severe Network disruption
Inappropriate student communication or sharing/collaborating (sharing) using technology	Accidental Damage/Minor Damage	Logging into an account other than your own (sharing passwords)	Altering information	Sexting
Unauthorized movie streaming	Graphic/vulgar search	Filter Avoidance	Major Damage (non-accidental)	Use of electronic devices to steal
		Possession of hacking tool; attempts to hack		

Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1	Conference with Student	Go Guardian Penalty Box (5 Days)	Go Guardian Penalty Box (5 Days and 1 Day ISS)	Mandatory Parent Conference/Loss of Laptop Privilege
2	Go Guardian Penalty Box (10 Days)	Go Guardian Penalty Box (10 Days and 1 Day ISS), Mandatory Parent Conference	Loss of Laptop Privilege, 3 Days ISS	Loss of Laptop Privilege, 3 Days OSS
3	Go Guardian Penalty Box (10 Days and 1 Day ISS), Mandatory Parent Conference	Loss of Laptop Privilege, 3 Days ISS	Loss of Laptop Privilege, 1 Days OSS	Loss of Laptop Privilege, 3 Days OSS
4	Loss of Laptop Privilege, 1 Days OSS, Mandatory Parent Conference	Loss of Laptop Privilege, 3 Days OSS	10 Days OSS and Possible Recommendation to School Board for Expulsion	
5	10 Days OSS and Recommendation to School Board for Expulsion			

- Sexting: <https://www.flsenate.gov/laws/statutes/2011/847.001>
- *Any offense that results in computer damage will result in financial restitution or restorative practice as well as matrix consequence.
- *Principals, Assistant Principals, and Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. * If student consequence results in a loss of laptop privilege, a desktop will be provided as needed to complete assignments.

School Bus Discipline Matrix

- **LEVEL ONE OFFENSES:** These offenses should follow the present school matrix except for SBV which should result in a one-day bus suspension:
- 1. First Offense: Warning
- 2. Second Offense: 1 day bus suspension
- 3. Third Offense: Move to Level Two Offense #1

EAT	Eating or drinking on the bus.
KIS	Public display of affection.
NAS	Not in assigned seat.
OOS	Out of seat without permission while bus is in moving sitting improperly.
RRX	Talking when lights are on at railroad crossing.
SAL	Unauthorized sales at school or on the bus
STP	Loading or unloading on unassigned bus or bus stop
UIB	Bring unauthorized item on the bus.
DIS	Consistently showing disrespect to fellow students.
SBV	Failure to wear seat belt.
HSP	Horseplay

- **LEVEL TWO OFFENSES:** These offenses should result in bus suspension regardless of the students standing on the present school matrix.
- 1. First Offense: 1–3 days bus suspension or school-based timeout, and/or restorative practice
- 2. Second Offense... 3-5 days bus suspension, and/or restorative practice
- 3. Third Offense....5-10 days bus suspension and/or restorative practice
- 4. Fourth Offense....Bus suspension for the remainder of the year.

DEF	Blatant defiance of authority, disobeying or showing disrespect to school board employee.
WWT	Possessing or use of matches, lighter or fireworks, including stink bombs.
INT	Intimidating or threatening students with violence.
PRO	Use of profane, obscene, or abusive language or gestures.
FTG	Fighting without any injury to person or property.
IMI	Having an imitation or toy weapon.
LWD	Lewd or lascivious behavior, literature, or object.
LYG	Providing false information to school board employee
PRP	Destroying, defacing, or damaging school property.
XIT	Playing with or using emergency exits.
THR	Throwing or propelling objects or spitting.
BOW	Putting any part of the body outside the bus window while moving.

- **FTG OFFENSES:** This offense should result in **school** suspension regardless of the students standing on the present school matrix.

FTG	Fighting with or without any injury to person or property.
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LEVEL THREE OFFENSES: These offenses should result in suspension from the bus for the remainder of the year.

HIT	Hitting or striking a school board employee
INT	Threatening a school board employee with bodily harm.
PUT	Displaying or use of weapons, dangerous objects, mace, or pepper spray.
INJ	Fighting or any careless or malicious action which results in the injury of a person or to property.
POS	Possessing, selling, or attempting to sell alcohol, drugs, or drug related items.

- School bus drivers will provide an initial warning to all students, then, upon reoccurrence, contact the parent by telephone or message to inform parents of the problem and seek support. Documentation must be maintained by the bus driver that contact has been made. Subsequent infraction of this matrix will result in automatic referral requiring no parent contact.

Infractions involving level two and three offenses are to be referred for disciplinary action, per this matrix. In addition to the sanctions above, the school may impose more severe consequences as outlined in the respective school discipline matrix.

- Bus discipline sanctions may require suspension or expulsion from school based upon the type and seriousness of the offense.
- Adult students are afforded the privilege of school bus transportation and are subject to loss of privilege for failure to comply with bus rules.

DRESS CODE

Staff Dress Code

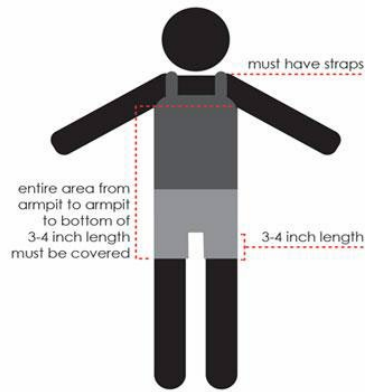
Our school staff leads by example and should dress for success. Therefore, all staff should adhere to the district dress code. In an environment where children are learning to establish personal goals and look to us as role models, our attire should reflect professionalism and be in good taste. You may wear jeans to work if they do not have holes and are not ripped or frayed. T-shirts are to be worn **only** on Friday, and you should look professional. Leggings and jogger type attire are not considered professional dress. Weekend wear such as flip flops, racerback tops, short tennis skirts/dresses, and shorts should be reserved for out of school activities. Attire on planning days or non-student days can be more casual.

Student Dress Code

The United States Supreme Court has ruled that although students retain the right of freedom of expression, schools may establish dress codes to protect the learning environment. The Taylor County School District respects students’ rights to express themselves in the way they dress but also expects all students attending schools in the Taylor County School District to respect the school community by dressing appropriately for a K-12 educational environment. This policy is intended to describe dress code expectations for students, staff, and parents to support learning as well as maintain the health and safety of students and the adults who supervise them.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must fully cover chest and back and have shoulder straps no less than 2 inches wide. Rips or tears in clothing must be lower than the 3 to 4 inches in length on the upper thighs.
2. For pants and shorts, the waistband of the garment must not fall below the waistline.
3. Shoes must be worn, at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. Attire may not be so sheer and/or tight as to reveal underwear or body part, attire may not be made of “see-through” material, and attire may not expose the stomach or back when both arms are raised.
5. Boxers, briefs, bras/bra straps, and other undergarments must not be exposed at any time.
6. Outerwear may not be worn to cover inappropriate attire.
7. Headgear including hats, hoodies, and caps are not allowed to be worn on school campuses unless permitted for religious, medical, or other reasons by school administration.



Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. "Saggy pants" may not be worn, and the Taylor County School District will follow state law regarding "saggy pants," as defined by the state legislature.
6. Sunglasses may not be worn inside the building.
7. Clothing, jewelry, or accessories may not be worn that pose a safety risk and endanger student or staff safety. This includes but is not limited to the following: dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
8. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
9. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
10. For medical, cultural, and religious attire, such specialized attire will be allowed if it is part of a cultural activity, is a religious uniform, or needed for medical reasons. Exceptions may be made for games, practice, or P.E. uniforms under the supervision of the appropriate coach and/or sponsor.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

DRUG FREE SCHOOLS

In accordance with Florida Statute, smoking is 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 students out early. When the office notifies a teacher that a student is checking out early, please see that the student gets the proper assignments. If the child is sick, the office will notify you that the child is checking out. **DO NOT release a child to the parent from your classroom.** The child must go to the office to meet the parent. Keep them in the room until the parent is in the front office and you have been notified by TCPS staff.

ELECTRONIC DEVICES

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

Students may possess electronic devices at school (cell phones, smart watches, tablets). However, the devices cannot be used upon the student's arrival on school campus and can only be used after the final dismissal bell. Students are responsible to ensure that their device is turned off and out of sight until the final dismissal bell. If there is an issue with a cell phone, call the front office and administration will assist. Do **NOT** take a student's cell phone. When a phone is removed by admin, the family must be contacted to come pick up the device.

Teachers should never post to Snap Chat, FB, Instagram, or other forms of social media during the school day and should never post images of students on our campus.

EMERGENCY SUB PLANS

****See Crisis Intervention Plan**

Please update emergency lesson plans and return them to the Assistant Principal during the first two weeks of school so that we will have them available in the front office. Make certain the following items are easily accessible in your folder:

- ✓ Lesson plans and daily schedule
- ✓ Attendance and lunch count forms
- ✓ Schedule for ESE/intervention students
- ✓ Information about special needs students (medically fragile, allergies, etc.)
- ✓ Your duty schedules
- ✓ Seating chart
- ✓ Emergency Plan procedures

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 for applicants and employees, or any other reason prohibited by Federal and State law regarding non-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 Boy 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 accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. The

designated Equity and Title IX Coordinator as required by 34 C.F.R. 100.6(d) is Kiki Puhl, Director of Personnel, kiki.puhl@taylor.k12.fl.us and Sabrina Bethea, Supervisor of ESE and Student Services and Section 504 Coordinator, sabrina.bethea@taylor.k12.fl.us; 318 N. Clark St. Perry, Fl. 32347; 850-838-2500

The panel will be charged with investigating 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 notify 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.

FACULTY MEETINGS

Faculty meetings are intended to give information to the entire faculty at one time. When they are scheduled, they MUST be attended. Faculty meetings are mandatory for all staff. Staff children should not attend faculty meetings.

FL EDUCATOR CODE OF ETHICS

1. The educator values the worth and dignity of every person, the pursuit of truth, notify 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

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. 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.
3. Obligation to the student requires that the individual:
 - a. 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.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student based on 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.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
 - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not base on race, color, religion, sex, sexual orientation, 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.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. 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 everyone is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. 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.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment. 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.
- k. 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.
- l. 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 notification shall not be considered an admission of guilt, nor shall such notification 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), Florida Statutes.
- m. 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), Florida Statutes.
- n. 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), Florida Statutes.
- o. Shall comply with the conditions of an order of the Education Practices Commission.
- p. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

FRIENDS & FAMILY FUND (formerly "Flower Fund")

Each staff member is asked to give \$10 to the friends and family fund, this money can be given to Holly English. The purpose of this fund is to celebrate and support our school family & friends! This fund will be used for baby or wedding showers and sending flowers in times of need.

Commented [MS8]: [@Laura Gray](#)

GRADE BOOK & ATTENDANCE

Teachers are expected to utilize the FOCUS software program for grades and attendance. Teachers will be responsible for submitting attendance every morning by 8:15am. Attendance information will be open for parents to view as well. Teachers may record it in a grade book or print a report from FOCUS at the end of each nine weeks. Such record is a legal document which is required by Florida Statutes 1003.23.

Traditional grade books are optional. Grades are to be entered within a week from the date of an assignment.

GRADING POLICY

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

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 and Wheel)		Definition
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory
I		Incomplete
NG		No Grade

Grading Protocols for Grades K-5: See Pupil Progression Plan at www.taylor.k12.fl.us
Grades are to be updated weekly in Focus.

LESSON PLANS

Weekly lesson plans are to be posted on Canvas by 3:15 p.m. on Friday, prior to the beginning of the school week.

LUNCH

Every day email the lunchroom staff how many students will need a lunch tray by 8:30 am. This ensures that the lunchroom staff will have time to prep and provide enough food for TCPS students.

katrina.russell@taylor.k12.fl.us and wendy.ratliff@taylor.k.12.fl.us

Students will be escorted into the cafeteria by their teacher, at their assigned lunch time. Once the students have been delivered to the designated staff in the lunchroom the teacher can leave. Teachers will be expected to drop off and pick up students **on time** in the cafeteria.

MAILBOXES

Commented [MS9]: [@Laura Gray](#)

Each teacher and staff member has a mailbox in the front hallway directly behind the front office. Your mail is delivered each day, so please check your box upon arrival at school, at lunch, and at the end of the day to facilitate the communication process. If sending a student, please have them check in at the front desk, and ask for help to check your box.

MEDICATION

Information about administration of medication at school is provided in the packet sent home with students the first day of school. The school does not provide any medication for students; therefore, **parents must bring medication needed by students to the school clinic themselves.** Teachers, if a child brings any type of medication to school, please confiscate it and hand it to the nurse. The TCPS clinic staff will contact the parent about this and get the proper forms completed, if necessary. Remember, **the nurse is the only person to administer medication that has been properly authorized.** It is important that teachers send all completed forms to the office as soon as you receive them from home. 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, see the nurse 2 days before the trip for students who will need their medication during the trip. This will give the clinic time to get the medication ready for pick-up the day of the field trip.

MONEY COLLECTED

All money collected will be receipted daily and turned into Holly English by the end of the day that it was received. Do not receipt anything less than \$5.

MTSS MULTI-TIERED SYSTEM OF STUDENT SUPPORT

To continue to bring continuity to our instructional program and equity to all students in the curriculum, teachers and students are grouped into Learning Teams. 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 to discuss the most struggling, Tier 3 students. If you have a student who is receiving Tier 2 services and you need more assistance, the MTSS team will assist you with this.

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. **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.**

PERSONAL CHILDREN IN THE WORKPLACE

Please do not allow your personal children, (including but not limited to children, grandchildren, nieces, nephews etc.) to be in your classrooms in the morning while your students are coming into your classrooms, or in the afternoon while waiting on the last bus load. According to TCSB Policy 2.34 there may be certain exceptions for when your personal children can be in your classroom.

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.

REASONABLE ACCOMMODATION PROVIDED

Individuals with a disability needing reasonable accommodations 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 Website's www.taylor.k12.fl.us/parents/Exceptional Student Education section (under information for parents) for placement, least restrictive environment, diploma options, FSA Waiver Options and a list of contact organizations. **Teachers are responsible for reading all students' IEPs in their class prior to the first week of school and providing classroom and assessment accommodations. Documentation of ESE/504 accommodations is required weekly on lesson plans.**

SOCIAL MEDIA POLICY

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 is not the best venue 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.

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. For additional information, please refer to page 6 of the Employee Information Handbook or to School Board Policy 7.381.

STAFF LOUNGE

Please take advantage of our lounge adjoining the student cafeteria for all food and drink. Please do your part to maintain an attractive, clean environment for all of us. This area is off limits to students in order to maintain privacy for our staff.

STAFF SIGN-IN & OUT

All staff members are to sign in upon arrival at school and sign out upon leaving. The sign-in sheet will be on the counter in the front hallway. 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.

STATEMENT OF NONDISCRIMINATION

The Taylor County School Board is committed to providing fair and equal educational and employment opportunity without regard to race, color, religion, national origin, age, sex, disability, or marital status. The district complies with all Federal and State laws prohibiting discrimination in education.

STUDENT DISMISSAL

Classroom teachers will be responsible for sending car riders to the designated area at the appointed time. **Classroom teachers will walk bus students to the loading area and remain in that area until buses are loaded.** For safety purposes, all students should be in their classrooms at dismissal time, not on the playground.

STUDENT TARDINESS

Students are tardy after 8:00 a.m. If a student is not in your classroom by when you take attendance, they are to be marked absent. Data entry will mark tardies, and excuse, or unexcuse the absence. Contact the parent after three (3) tardies per student. Our Title I Parent Liaison will also make parent contact regarding the problem **if** she is notified by the teacher.

SUBSTITUTES

PreK – 2

Contact Salena (850 843-9184) as soon as possible if you need a substitute.

TECHNOLOGY ISSUES

If you experience technology problems, you should complete a **technology work order** online through the link on the District Webpage.

TELEPHONE USAGE

All classrooms are equipped with phones. Dial a “9” in front of an outgoing call. You will only be able to place local and toll-free long-distance numbers from your classroom phone. Long-distance calls related to school business are permitted. If a student has an emergency need of phone use, you or our office staff should place the call to the parent and then assist the student during the call.

TEMPORARY DUTY ELSEWHERE

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, if possible.**

TRANSPORTATION CHANGES

Parents/Guardians are to call the front office for a transportation change. Calls must be made before 1:00 pm to ensure delivery to students. Parents/Guardians must provide a student safety passcode to make a change.

VISITORS

Visitors are welcome at TCPS. Before proceeding to classrooms, however, visitors are to report to the front office and receive a **visitor’s badge**. If someone comes to your classroom without a visitor’s badge, please direct him/her to the office and alert the front office of his/her presence. (site 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.** They are asked not to attempt a parent teacher conference when you are supervising students.

WORKDAY

Instructional: 7:40-3:10 (7.5 hr.)

Non-Instructional Varies by Staff Member (7 hr. day)

Student Contact Time: 7:40-2:30

Teachers should be at their classroom door at 7:40. If you leave campus for lunch, you must sign out and sign back in upon your return. **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 provide leave 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**. Chris Olsen will assist you in this process. She will also help you with the follow-up appointment information.