

Taylor County



Primary School

Student/Parent Handbook 2023-2024

**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.*

Taylor County School District 2023-2024 School Calendar

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 New Year's Day
 1-5 Christmas Holidays
 8 Teachers Return/Staff Development Day
 9 Students Return
 15 M.L. King Day

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Teachers Return
 10 Students Return

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

5-9 FTE WEEK
 14 Valentine's Day
 16 Holiday
 19 Presidents' Day/ Holiday

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
 20 Early Release/Staff Development

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 End of 3rd Nine Weeks (41)
 11-15 Spring Break
 18-19 Staff Development Days
 20 Students Return
 29 Good Friday/ Holiday
 31 Easter Sunday

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-13 FTE WEEK
 12 End of 1st nine weeks (45)
 16 Staff Development Day

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Holiday
 17 Early Release/ Staff Development

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11 Veterans Day
 20-24 Thanksgiving Holidays
 23 Thanksgiving Day

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 Mother's Day
 27 Memorial's Day
 30 Last Day for Students(49)
 31 Last Day for Teachers

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 End of 2nd Nine Weeks(45)
 Early Release
 25-31 Christmas Holidays
 25 Christmas Day

APPROVED

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Father's Day

TCPS Mission Statement

Taylor County Primary School's mission is to equip our students with foundational skills that will allow them to develop academically, socially, and physically.



The Foundation for a Bright Future!

TCPS Vision Statement

Taylor County Primary School's vision is to commit to preparing students to achieve academic success and to reach their full potential as productive citizens.

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 periods 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 period 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 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)

Preschool Attendance

Your child is expected to attend school on a daily basis. You are paying for excellent care and the only way we can provide it is if your child attends the center daily. If you are set on a part time rate, the same rules apply.

1. Your child must be in school by 7:55am to be included in the count for breakfast.
2. Your child must be in attendance at or before 8:30am to be considered present for the day. If you arrive after the designated time your child will not be accepted for the day.

Note: If your child is tardy for an excused reason (dr. visit, etc.) please bring your excuse from the doctor so that he or she may be accepted for the program day.

3. If you keep your child at home for any reason, please be sure and contact the center as soon as possible. When the child returns proper documentation from the doctor/hospital must be turned in to the front office.

**Please Note: Your tuition payment will remain the same regardless of absences for your child to receive care without interruption.

4. Children that miss more than 3 days per month will be in jeopardy of losing their slot in VPK and/or School Readiness.

5. Parent must sign child in and out every day and sign the monthly verification of attendance form.

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

CAFETERIA/LUNCH

The Taylor County School District has received a grant enabling all students to eat breakfast and lunch free of charge. This is for every child regardless of their economic status. Food and drinks should only be brought for lunch or snack and should be packed away in a lunch box that's not accessed during instructional time.

Parents/guests are welcome to have lunch with their child. All visitors must sign in at the front office to receive a visitor's pass. Parents/guests must have security passcode, photo ID and be approved through the RAPTOR screening process. Visitor passes must be worn on your shirt and be always visible. We have provided a designated area (outside) for parents and guests. We encourage parents to eat with their child or children. **Other students are not allowed to join you during lunch.** Students are to remain on-campus for lunch. Outside vendors are not allowed to deliver lunches to students. The side door of the cafeteria near the parking lot will be locked to ensure the safety of our students and staff. To check out the monthly menus visit <http://www.taylor.k12.fl.us/shared.content/lunch.menus/> on the district website.

All students have a right to an enjoyable lunchtime. Students are expected to follow these rules so that the cafeteria is a place where all feel welcome to have a pleasant meal:

1. Enter in a quiet and orderly manner.
2. Stay in a line until seated.
3. Use inside voices with other students at your table.
4. Stay seated at your assigned table.
5. Raise your hand if you need something.
6. Take no food or drink from the cafeteria.
7. Do not share food that has already been opened with others.
8. Use good table manners.
9. Help others remember the cafeteria rules.

CLINIC PROCEDURES

Our school is proud of the clinic and health services offered to our students. These are the required procedures of the clinic:

- a. All students must have an **Emergency Contact** form on file. This will allow the nurse to notify the appropriate people in case of an emergency. It will also list those persons that the parent/guardian has given permission to take that student off campus if ill. Parents will be required to provide any changes in home or business telephone numbers to the school nurse as soon as possible.
- b. Written parental consent on a Taylor County School Board form is required before any medication can be administered. This school and district will not be held responsible for the effects of dispersing medication. **NO STUDENT WILL BE GIVEN ANY MEDICATION WITHOUT A MEDICAL CONSENT FORM.** Parents are provided with this form on the first day of school. Additional copies may be obtained in the clinic.
- c. Parents are responsible for providing necessary medications in its original container and bringing it into the clinic. **Students are not allowed to bring any type of medication to the school.** For prescription medications, the bottle must have a legible pharmacy label with the student's name, dose, frequency, and the name of the medication must be present.
- d. Students are **not** permitted to carry medications of any kind in their pockets, purses, lunchboxes, etc. during school hours and on the school campus. All medications are to be checked in with the school nurse in the clinic when brought to school. Inhalers are permitted only if the school nurse is notified and provided with required documentation from the child's physician.
- e. No medication will be dispensed at school unless these requirements are met.
- f. The school cannot be held liable for civil damages as a result of administering such medications.
- g. Students with fevers are required to stay home.
- h. If a student becomes too sick to stay in class, or is seriously injured, he/she will report to the clinic with a pass from his/her classroom teacher. The school nurse will notify the student's parent/guardian so the student can be picked up from school by their parent/guardian.

- i. Students may not go to the clinic between classes or at break time. They must report to their next class and receive a pass from that teacher to go to the clinic.

Accidents - Any accident occurring on campus or during school hours must be reported immediately to the teacher so that the proper accident reports can be completed, and the student can receive the first aid necessary. If a student has school accident insurance, medical attention should be received within 30 days following the accident to receive benefits. Claim forms are available in the front office.

Head Lice - In accordance with Florida State Statutes and Taylor County School District Policy, students who have evidence of head lice shall not be permitted to attend class until presenting a current written notice from a doctor declaring the child to be free from head lice or being cleared by the clinic staff. Students with head lice are also prohibited from riding Taylor County School buses, so arrangements must be made for infected students to be picked up. Parents/guardians are strongly urged to obtain valuable information from the school clinic staff on the proper prevention, detection, and treatment of head lice. Students will not be marked present until they have been cleared by the nurse and are attending class.

Overdose: SB 544 allows TCPS to purchase and store naloxone for use in the event of a drug overdose and protects school district employees from civil liability should it be administered.

COMMUNICATION

Conference: Our teachers will make every effort to contact each parent during the first two weeks of school. The following guidelines ensure successful parent-teacher conferences:

- a. Every conference **must** be pre-arranged so parents and teachers may bring all pertinent materials to the conference.
- b. **“Drop-in” conferences during the school day are NOT permitted.** Parents, please respect the time just prior to or during dismissal from school when our teachers are busy supervising the whole class of students. A scheduled conference between parents and teachers will allow you the benefit of having your teacher’s undivided attention with regard to your child and will be much more effective.
- c. If parents or teachers want the principal, assistant principal, dean, or academic coach to participate in the conference, the teacher or parent should notify staff members in advance.

FOCUS Parent Portal: The FOCUS parent portal gives access to current information about your child’s data, attendance, discipline records, and your child’s latest grades. Information, along with messages of school or class information will be secure web-based communication. Visit: <https://focus.taylor.k12.fl.us/focus>

Home Folder: Each Wednesday, teachers will send communication folders home with students to give to their parents. These folders will contain important feedback on assignments, tests, word lists, and other pertinent information about the student’s progress and/or general school information. Parents are to review information, sign the folder, and return the empty folder with the child the next day so it can be used week after week during the school year.

Phone /Phone Messages: Our schools use FOCUS automated phone calling system to notify parents about attendance and other school information. To stay informed of events and emergency situations, please make sure to keep your phone number and address updated by contacting the front office with any changes.

Every classroom is equipped with telephone service. However, students will not be allowed to place calls by themselves. If a call is warranted, the teacher or school staff member will place the call and allow the student to talk to their parent/guardian. Telephone calls to the classroom are **not permitted**. If there is an emergency, please call the TCPS front office and a staff member will assist you.

HB 1557 fortifies a parent/guardian’s right to knowledge about their student’s education and requires schools to notify parents about the different healthcare services we are able to provide. As a school we are committed to ensuring that you and your child are provided access to our parent liaison and the following services should they be needed:

- Speech and Language Services
- Occupational Therapy
- Physical Therapy

- Vision Services
- Hearing Services
- Mental Health Services
- Developmental Screenings
- Dental Screenings

All services provided by the school district require parental consent. HB 899 requires the school district to have a mental health coordination and requires the dissemination of certain information to DCF and DOE, especially in the case of involuntary examinations.

CURRICULUM

TCPS follows rigorous standards-based curriculum programs designed to improve and maintain students' reading and math abilities. Students are assigned to flexible reading and math groups for instruction at the appropriate levels. Each classroom will also utilize learning centers to differentiate instruction for all students.

HB 7 prohibits subjecting students to specified concepts under circumstances constitutes discrimination based on race, color, sex, or national origin and authorizes the school district's ability to seek input from a specified organization. HB 1467 requires that school boards have open meetings relating to the instructional materials that will be used within the classrooms in our district. Classroom materials are available for review upon request of a conference with your student's teacher.

HB 7011 requires TCPS to provide parents with information and evidence-based strategies for assisting students in reading, specifically, phonemic awareness, phonics, vocabulary, fluency, and text comprehension as well as allowing students to be served with evidence-based strategies through our MTSS program.

CUSTODY OF CHILDREN

School personnel are required by law to release children to either of their parents unless the school has on file a copy of a court order stating that one parent has been granted custody of the child.

DAILY SCHEDULE

Supervision of Students Begins	7:30am
Breakfast	7:30am-7:50am
Instruction Begins	8:00am
Lunch Blocks	10:35am-1:25pm
Preschool Nap Time	12:30pm-2:00pm
Dismissal	2:30pm

Students are expected to arrive at school before the instructional day begins. Drop off begins at 7:30 AM and ends at 8:00AM. Students not arriving at school on time MUST report to the office and get a TARDY PASS. A parent/guardian MUST walk the student into the building to sign them in for the day. Students who have an excessive number of tardy days will be turned over to TCSD for truancy purposes.

DISCIPLINE

Each teacher will submit a Classroom Management Plan 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 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. Be sure that students' behavior is addressed at MTSS and team meetings. Behavior Intervention Plans should 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, and in the meantime to mitigate the impact their behavior has on their learning and academic progress. Thus, when students are suspended from school, we will work to get them caught up on the material that was missed and allow them 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 the 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 implemented as needed. **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 money and taking away of money. 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 consequences per se since 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, and if circumstances do not allow this, please contact the dean and we will work together to provide a time out for the student prior to their returning to class.

Dean's "Winner 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 "Winner Awards" will be given throughout the day and cashed in at the locations and time listed below, beginning on the first day of school. This schedule will allow students to return to class quickly, thereby minimizing their loss of instructional time.

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:

- * Seriousness of offense
- * Premeditation, impulse, or self-defense

- * Age and/or disability
- * Strength of evidence
- * Cooperation/remorse
- * Disciplinary history

Behaviors and their consequences are divided into four levels. Each level represents progressively more serious misbehavior and consequence. School support staff and/or community resource agencies may be involved. Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to additional disciplinary guidelines that are different than those for non-disabled students.

Level I Discipline – School wide Behavior Management

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff members involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

Level II Discipline

Level II offenses are intermediate acts of misconduct which require administrative intervention, including, but not limited to, repeated minor misconduct and acts directed against persons or property, but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed) the school administrator/designee will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

Level III Discipline

Level III offenses are serious acts of misconduct, including, but not limited to, repeated similar misbehavior, serious disruptions of the orderly conduct of school, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents.

Level IV Discipline

The most serious acts of misconduct are included in this level; they must be reported immediately to the principal/designer. These violations are so serious that they may require district administrators, outside agencies and/or law enforcement. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents. Such acts may also result in criminal penalties being imposed. The principal/designee may recommend the expulsion of any student who has committed a serious breach of conduct. Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

Preschool - 2 Campus Behavior Referral Levels

- Principals, assistant principals, and deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident.

Level 1	Level 2	Level 3	Level 4	Level 5
Classroom/Hallway Disruption Disrespect to Others Cheating Failure to Follow Instructions Horseplay Taking Items Biting	Defiance of Authority Aggressive Acts- Hit, Trip, Push, Spit Skipping/Leaving Class Use of Cell Phone Being in unauthorized area Profanity/improper gestures towards Student Careless Act w/energy	Stealing Defacing Property Destroying Property Profanity/improper gestures towards Staff Intimidating Student Altercation Instigating a Fight Misuse of Electronic Device Possession of tobacco/drugs in any form: (Lighter, electronic/synthetic smoking products.) Minor Campus Disruption	Bullying Sexual Misconduct Intimidating Staff Fighting Use of tobacco/drugs in any form: (Lighter, electronic/synthetic smoking products)	Zero Tolerance Hitting school Staff Bringing a Gun/Knife/Weapon to school Battery Arson Major Campus Disruption

- A good faith effort to contact parent or guardian will be made during the referral process.
- Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or their designee to affect all situations as afforded by law. Discipline outside of classroom (timeout/ISS) shall not impede access to ESE/504 services for students.
- Due to privacy and confidentiality, parents may not view video evidence.
- Restorative practices will be utilized as alternative methods when possible.
- Technology related infractions will follow the current Technology Discipline Matrix.
- Wheel referrals will result in restricted wheel participation under certain circumstances, in addition to or in lieu of missed instructional time in ISS or OSS.
- Any student with 15 discipline referrals will be referred to the Taylor County School Board for expulsion.

Examples of Restorative Practice but not limited to:

- Work Detail
- Loss of Wheel
- Loss of Computer
- Conflict Mediation
- Behavior Reflection
- Guidance Conference
- Apology Letter
- Behavior Essay
- Restore/repair property damage

Time Out: Temporary removal from the classroom a portion or the remainder of the day.
ISS- In School Suspension
 Any student that misbehaves or receives a referral in ISS will serve an extra day unless OSS is determined necessary.
OSS- Out of School Suspension
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.

2023-2024 Discipline Grid Grades Preschool-2nd Grade

Level	1 st	2 nd	3 rd	4 th	5 th	6 th	Repeated
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1	Parent Contact and Verbal reprimand; timeout; restorative practice	Parent Contact, restorative practice; timeout remainder of the day	Parent Contact; restorative practice; timeout remainder of the day and 1 ISS	Parent Contact; restorative practice; 2 days ISS	Parent Contact; restorative practice; 3 days ISS	Mandatory parent conference (face to face) and behavior contract. 1 OSS and Restorative practice	Parent contact; sequential ISS days, restorative practice upon return.
2	Parent Contact and Verbal reprimand; timeout for remainder of the day, restorative practice	Parent Contact restorative practice; timeout remainder of the day and 1 day of ISS	Parent Contact; restorative practice; timeout remainder of the day and 2 days ISS	Parent Contact; restorative practice; timeout remainder of the day and 3 days ISS	Mandatory parent conference (face to face) and behavior contract. 1 OSS and restorative practice		Parent contact; sequential OSS days; restorative practice
3	Parent Contact, Verbal reprimand, 1day ISS, restorative practice	Parent Contact, Verbal reprimand, 2 days ISS, restorative practice; refer to guidance	Parent Contact, Verbal reprimand, 3 days ISS, restorative practice; refer to guidance	Mandatory parent conference (face to face); behavior contract 1 days OSS and restorative practice			Parent contact; sequential OSS days; restorative practice
4	Mandatory parent conference (face to face). 1-day OSS, restorative practice	Mandatory parent conference (face to face) 3 days OSS. Refer for counseling, restorative practice	Mandatory parent conference (face to face). 5 days OSS. behavior contract. Restorative practice				Parent contact; sequential OSS days; restorative practice
5	Parent contact; Immediate 10 days OSS and recommendation to School board for explosion						

PRESCHOOL REMOVAL POLICY

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, 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.

TCPS CLASSROOM DISCIPLINE PROCEDURE AND STEPS

Code of Conduct:

I will be Respectful

I will be Responsible

I will be Safe

I will be a Peacemaker

Teachers will maintain discipline information on all their students. Teachers will document both positive behaviors and behavior infractions in the student documentation folder in Focus.

Focus is an internet-based program our schools use to track behavior and communicate with parents. Parents/Guardians can connect via computer or smartphone to follow student's behavior. Teachers, Parents, and Dean's will all be connected to provide the best communication possible. Weekly behavior progress will be sent home in Wednesday folders.

Positive Dollars Rewarded: - These points are given when a student is engaging in the activities that have been asked of them. Dollars given will be to help shape the behaviors that we want to see in our classroom and on campus.

Dollars taken: – These dollars are taken when a student is engaging in activities that are not conducive to learning. They have been broken down into 3 KEY AREAS for student improvement needed.

Level I Type Offenses – intervention required

- Irresponsible- (-1) student behavior that hinders the teaching process, the learning process, the school's safety, climate, property, and well-being.
- Disrespectful/Defiant - (-1) discourteous, rude, non-verbal, disregard for authority, uncontrolled behavior, and negative performing of conduct.
- Unsafe- (-1) when a student is boldly refusing to obey; or becomes challenging towards any staff member.

Actions

1st dollar taken – dollar taken, and student behavior re-directed by teacher.

2nd dollar taken – dollar taken, and teacher notifies the parent by phone.

3rd dollar taken – dollar taken, conference with Dean for intervention/timeout if needed.

4th dollar taken – dollar taken, write referral, the Dean will follow Discipline Matrix

Level II Type Offenses – no intervention required (refer to Discipline Matrix). An automatic 4 dollars will be spent.

Actions – referral is to be written and the Dean will follow Discipline Matrix.

Dean's Awards: Dean's Awards will be given out when outstanding behavior is observed beginning the 2nd nine weeks.

Only one dollar will be taken or given at a time for each behavior.

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

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 Possession of hacking tool; attempts to hack	Major Damage (non-accidental)	Use of electronic devices to steal
Level	1st Offense	2nd Offense	3rd Offense	4th 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 items 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 employees.
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.
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- 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.

DISTRICT POLICIES

Please visit Taylor County District website at www.taylor.k12.fl.us to see policies on:

- Statement of Non-Discrimination
- Equity Statement
- Maintenance of Student Records
- Location & Availability Student Educational Records
- Who Has Access to Student Records
- What Information is in a Student’s Record
- Notification of Rights Under FERPA
- Authority to Remove Disruptive Students
- Alcohol, Mood-Modifying, or Controlled Substance on Board Property
- Student’s Use and Possession of Tobacco and Tobacco Products
- Dangerous Weapons in School
- Parental Notification of School Health Services

- AIDS Policy Statement
- Sexual Harassment Statement
- Gun-Free Schools Act

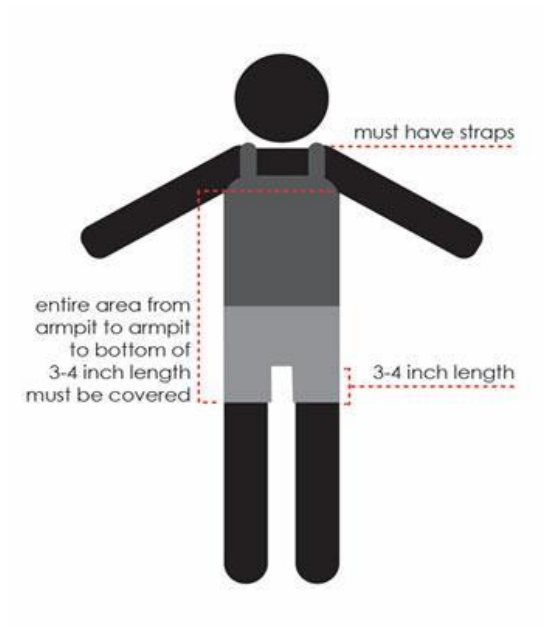
DRESS CODE

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 campus 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 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.

ELECTRONIC DEVICES

In the best interest of all, students should leave electronic devices at home. If a parent feels it is necessary for their child to have a cell phone at school, the following rule applies cell phones must always remain off and out of sight during school hours. If a student violates this policy the cell phone will be confiscated, and a parent will have to come to the school to pick up the phone. The discipline matrix will be followed for non-compliance. The school will not take responsibility for any electronic devices that are lost or damaged.

ENRICHMENT WHEEL CLASSES

Art – An introduction course into fine arts, which incorporates a variety of two- and three-dimensional concepts and ideas in art and digital media and processes to convey meaning and relevance.

Computer Science -Students will have the opportunity to extend their learning beyond our core curriculum and intervention programs through our computer based instructional programs. The purpose of this course is to enable students to develop basic skills in computer science.

Media- Our media center supports the academic curriculum of the school. Library Media programs provide a welcoming, resource-rich environment that supports multiple literacies, cultivates a culture of inquiry and literacy appreciation, and encourages the independent, ethical exploration of information and ideas. Students also have opportunities to check out books and participate in the Accelerated Reader (AR) program.

Physical Education - Structured fun activities, led by our highly qualified staff, are designed to make children aware of the importance of physical fitness. Our PE curriculum includes health education and a character education component as well as physical activities designed to teach the foundational skills of physical education. Students participate in the President’s Physical Fitness Program each year.

STEM- STEM lab offers students an opportunity to explore robotics, engineering design and dig deeper into science, technology engineering art and math.

FAMILY ENGAGEMENT NIGHT

As a Title I school-wide project, we will sponsor Family Engagement activities for you and your family. Our school will also be offering several meeting nights during the school year. Please consult your monthly newsletter, school

Facebook page, student planner and FOCUS for more detailed information about each planned activity. We look forward to your participation.

FIELD TRIPS

Field trips are a part of our schools' program of activities. The same Code of Conduct required at school will be enforced during these functions. Bus rules are to be observed on such trips as well. Parents will receive information regarding field trips in advance and we encourage parents, if space is available, to accompany their children on field trips. Parents may sign their child out during the trip or at the end in order for their child to ride home with them, but all students are to ride to the event on the school bus as they are participating in a school-sponsored event. Some field trips are extracurricular and voluntary with parents funding the cost of their child's participation in the trip. Other field trips are curricular activities with every child participating in the field trip at no cost to the parents. A signed and **notarized** Field Trip Permission Form is **required** for any student going on any field trip or off-campus event.

Classes may schedule to take field trips. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. Policies for each grade level and field trip will be determined before each trip. Parents and students will be made aware of the requirements well in advance of any trip.

** Field Trip behavior expectations will be made clear prior to expectation period beginning.*

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	On Grade Level
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
Additional Grades (Conduct and Enrichment Wheel Courses)		Definition
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory
I		Incomplete
NG		No Grade

Report cards will be issued to your student on the school board approved calendar days shown on the District Calendar which can be accessed at www.taylor.k12.fl.us or the front of this handbook.

HOMEWORK

Homework builds study skills, teaches responsibility, and reinforces daily assignments. Students will have weekly homework which can include reading, math, or other projects. Homework is provided for extra practice and will not affect a student's grade. All homework is to be turned in for a participation grade.

INSURANCE

Our schools and the Taylor County School District make available a school insurance plan for students. Participation in the school insurance plan is optional. The school district does not profit from your child's participation in this plan, nor do we control the process by which claims are handled. Parents who wish to participate in the Supplemental Insurance Program must complete and return the Insurance Registration Form as directed. The program has a time limit for participation. The website for this insurance is: www.schoolinsuranceagency.com.

LOST & FOUND

We would like to encourage students and parents/guardians to make sure all articles are properly labeled with the student's name, especially coats and jackets. All unlabeled items found at TCPS will be placed in the lost and found area in the cafeteria. Unclaimed items are donated at the end of each 9 weeks.

PARENT INVOLVEMENT & VOLUNTEERS

We enjoy and appreciate the support and involvement of families and friends. The TCPS Parent Teacher Association is open to all school employees, parents, grandparents, neighbors, and friends that help with fund-raisers, field trips, family night activities, recognition programs, teacher appreciation activities and a variety of other projects.

Serving on a **School Advisory Council (SAC)** is another opportunity for parents to become involved. By state mandate, our membership must consist of at least 51% non-school-based personnel. Parents, business, and community leaders must make up this percent and must maintain a racial/ethnic balance percentagewise, based on the student population at the school. We also strive to balance the membership according to the socio-economic status of our students. The parents at large will be given the opportunity to vote after school begins. In accordance with the Florida Sunshine laws, our SAC meetings are always open to the public. All parents and other stakeholders are invited to attend these meetings.

Volunteering in the classroom is another opportunity for parents to become involved in the school. Our staff will help to make your participation at the school a most enjoyable and productive experience. All volunteers will need to complete and return our Volunteer Survey and application and provide a copy of drivers' licenses then return it to the school so we may get you started. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title 1, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. To view the policy in full please check the Taylor County Website at:

<http://www.taylor.k12.fl.us/parents/taylor.county.title.i.parental.involvement.policy.pdf>

PROMOTION

Students are expected to make significant academic progress during the school year. Our academic curriculum is aligned to the BEST Standards.

Please view our Progression Plan at

<https://content.myconnectsuite.com/api/documents/28bd56f240d0450f9a4f6534c7c4446e.pdf>

REASONABLE ACCOMODATION 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 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 within the first 2 weeks of school.**

REGISTRATION

All registration procedures and forms must be completed before a student attends school. An orientation is scheduled prior to the start of the school year to provide parents time to complete the registration forms. Any changes occurring during the school year of your phone numbers or address need to be reported to the office to ensure that communication between school and home is not interrupted. You may send a note with your child or call the front office if information changes are needed.

Immunization records are required for registration packets to be deemed as complete. Students must have the immunizations required by the Florida Department of Health or the proper documentation that excuses them from receiving the immunizations.

RESTROOMS

Restroom facilities are available to students in each classroom. Each classroom teacher will develop his or her own policy regarding the method of use, it is our policy that any child will be allowed to use the restroom as needed *within reason*. Should your child have a medical condition or physical challenge which requires further restroom consideration, please advise the principal, clinic staff, and classroom teachers in writing.

SAFETY

Safety drills (fire and lockdown) will be conducted monthly throughout the year to ensure the safety and protection of students and staff. Tornado drills will be conducted as needed.

Videotaping of classrooms and buses for instructional, safety or security purposes is an accepted practice in the Taylor County School District. Parents/guardians are not allowed to view camera footage.

HB 1467 and HB 1421 provide provisions for school safety drills including but not limited to active shooter drills, fire drills, school lockdown drills, and tornado drills with the assistance of the appropriate county law enforcement offices.

SIGN-OUT POLICY

Early sign outs are strongly discouraged. When a student is signed out early, valuable teaching opportunities are lost, students are responsible for any missed work. Please make every effort to leave your child in school until school dismissal time. However, if your child is sick (excused by clinic), or your child has a doctor/dentist appointment then a parent/guardian or someone that has written authorization must sign out the student to leave campus in the front office. This will be UNEXCUSED until a note from appointment is returned. Please be prepared to present a **photo ID and your child's Security Code**. The receptionist will call the student to meet you in the reception area. Teachers are directed **not** to release students from class without a call or notification from the reception area. For the safety of all students, parents/guardians will wait in the reception area for their child. **TCPS WILL NOT ACCEPT SIGN OUTS OR AFTER 1:45, DUE TO END OF DAY PROCEDURES**, please make arrangements prior to this time.

SOCIAL MEDIA

You can follow Taylor County Primary School on Facebook at:

The Taylor County School Board has a YouTube page which is located at:

<https://www.youtube.com/channel/UCQGw6YQ2f1XUp2kRmHYXB7A>

The Taylor County School District's Facebook and YouTube accounts are meant to be another source of information to the community, as well as a place for the district to engage with its stakeholders. We welcome the opportunity to hear from you and encourage your participation.

At the same time, we would like to establish some rules for engagement. We expect that the people who use our pages exercise civility and common sense when posting comments to our pages. Please remember that your comments can be viewed by many people in our community and are in the public domain. While the district does not want to limit the opinions or comments of its community members, certain types of comments will not be tolerated. We reserve the right to delete posts that:

- Are vulgar or profane
- Contain personal attacks or accusations
- Could be offensive to or target specific ethnic or racial groups
- Incite violence
- Encourage others to break the law
- Could be considered campaigning for a political office
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms
- Promote services or products
- Are rude or ridicule the opinions of others

Thank you for observing the rules of engagement and we welcome your participation and feedback. If you have any questions or concerns about our Facebook page, please email, or call the school.

SOS (Serve our School) Club

Taylor county Primary School's SOS (Serve Our School) Club is a positive behavior group that provides an opportunity for students to learn about community service and to build leadership skills. To be eligible, students must be practicing consistent responsible behaviors in all areas at school. Their teachers recommend them for the opportunity, and with parent permission the students are assigned age-appropriate jobs around the school. These jobs do not interrupt academic time. The jobs include being a teacher aid, helping in the lunchroom at breakfast, making deliveries, escorting students to class, and sidewalk safety. They also get to help with various activities or events during the school year.

TRANSPORTATION

Students transported by parents or guardians in vehicles must be dropped off and picked up in the area located in front of the school. We ask that you remain in your vehicle; please pull all the way forward and use the entire sidewalk to drop off your child. Please do not use the bus loading area for safety reasons. Parents are not allowed to use the cafeteria driveway to drop off students. **For safety, parents are NOT allowed to walk their child to class. Students are also not allowed to walk up from the parking lot unattended, or with an adult unless administrative permission has been given due to a student's disability.**

Buses will drop students off and pick students up on the right side of the school (nearest the district office). Teachers will bring students to the loading area during dismissal.

To ensure student safety, please plan with your child, before school, regarding their after-school activities and any change in transportation. Please limit calls or messages to emergency changes regarding after-school activity/transportation as the reception area has limited staff. If a transportation change is necessary, the caller must provide the student security passcode. **All calls MUST be made before 1:00 pm to ensure delivery to students. These changes MUST be made to the reception area to ensure delivery.** Our schools cannot be held responsible for messages not

received in a timely manner; however, we do our best to take care of all students needing help. The transportation department can be reached at 850-838-2505.

Testing

SB 1048 states that schools will administer three statewide assessments, in both ELA and math, with feedback. TCPS will administer the FAST test throughout the school year and will coordinate the screening and progress monitoring system to identify the educational strengths and needs of students. Scores obtained from the 2023-2024 school year will serve as a baseline for schools and school districts.

WITHDRAWALS

The parents/guardians must request a withdrawal form from the front office on the last day of attendance. Books are to be returned to individual teachers. The withdrawal form must be signed by the student's teachers and the media specialist, and then returned to the front office. Student records will be forwarded to the student's new school upon official written request from the new school.

ALCOHOL/DRUG AND VIOLENCE PREVENTION RESOURCES AND REFERRALS

Emergency Response
911

Refuge House Hotline
584-8808

Taylor County Sheriff's Office
Non-Emergency, 584-4225

Domestic Violence Hotline
1-800-500-1119

City of Perry Police
Non-Emergency, 584-5121

National Runaway Switchboard
1-800-621-4000

Alcoholics Anonymous
584-2554

Department of Juvenile Justice
838-3660

Apalachee Center
584-5613

Alcohol Hotline Information and Referral
1-800-252-6465

Department of Children and Families
584-3444

Greenleaf Center
1-800-247-2747

Drug Education Resource Coordinator
District Schools
838-2500

Twelve Oaks Alcohol & Drug Recovery
1-800-622-1255

Routing Service for Drug & Alcohol
Abuse
1-800-662-4357

Focus on Recovery Helpline
1-800-622-1255

Hotline for Abuse, Neglect & Exploitation
Of Children, Adults, Elderly
1-800-962-2873

Florida Abuse Registry Hotline
1-800-283-2600

Florida Alcohol and Drug Abuse
Association
1-850-878-2196

Turn About, Inc.
1-850-671-1920

Al-Anon/Alateen
1-850-222-2294

Tallahassee Counseling & Referral
1-850-224-6333

IMPORTANT LINKS

The Family and School Partnership for Student Achievement Act
<http://infor.fldoe.org/docushare/Get/Document-7577/dps-2016-06.pdf>

Monthly Florida Standards Updates
<http://infor.fldoe.org/docushare/Get/Document-7578/dps-2016-27.pdf>

Taylor County Homeless Information
<http://www.taylor.k12.fl.us>/Student and Families; Homeless Education www.taylor.k12.fl.us

2021-2022 School Financial Report
Educational Funding Accountability Act, Sec. 1010.215, F.S.

Taylor County School District
 Pre-K

Revenues						
	<u>School</u>	<u>%</u>	<u>District</u>	<u>%</u>	<u>State</u>	<u>%</u>
Federal	\$ 186,233	24.88%	\$ 11,696,103	32.63%	\$ 6,740,369,455	21.90%
State/Local (Excludes Lottery)	562,241	75.12%	23,992,322	66.94%	24,013,872,357	78.03%
Lottery	-	0.00%	-	0.00%	-	0.00%
Private	-	0.00%	155,594	0.43%	22,876,493	0.07%
TOTAL	748,474	100%	35,844,019	100%	30,777,118,305	100%

PER FULL-TIME EQUIVALENT STUDENT				
<u>Operating Costs</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Teachers/Teacher Aides (Salaries/Benefits)	\$ 8,094	\$ 5,198	\$ 5,555	259,559
Substitute Teachers (Salaries/Benefits)	See Footnote (1)	-	-	-
Other Instructional Personnel	4,689	1,611	1,330	156,381
Contracted Instructional Services	123	274	323	5,692
School Administration	4,070	772	683	79,446
Materials/Supplies/Operating Capital Outlay	400	759	418	35,526
Food Service	643	655	599	24,563
Operational and Maintenance of Plant	2,295	1,062	1,138	175,774
Other School Level Support Services	207	147	294	11,533
TOTAL SCHOOL COSTS	20,521	10,478	10,340	748,474

PER FULL-TIME EQUIVALENT STUDENT				
<u>Additional Detail Information</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Teacher/Teacher Aides (Salaries/Benefits)				
Basic Programs	\$ 6,076	\$ 4,416	\$ 4,631	\$ 9,868
ESOL Programs	-	-	5,726	-
Exceptional Programs	8,154	7,858	8,660	249,691
Career Education Programs	-	3,730	4,518	-
Adult Programs	-	-	-	-

PER FULL-TIME EQUIVALENT STUDENT				
<u>Materials, Supplies, Operating Capital Outlay</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Textbooks	\$ 4	\$ 300		\$ 135
Computer Hardware and Software	\$ -	262		\$ -
Other Instructional Materials	\$ 475	150		\$ 17,312
Other Materials and Supplies	\$ (478)	(218)		\$ (17,447)
Library Materials and Supplies	\$ -	5		\$ -

(1)-Total Cost of Substitute Teachers: \$ 140

District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and

2021-2022 School Financial Report
Educational Funding Accountability Act, Sec. 1010.215, F.S.

Taylor County School District
Taylor County Primary School

Revenues

	<u>School</u>	<u>%</u>	<u>District</u>	<u>%</u>	<u>State</u>	<u>%</u>
Federal	\$ 2,024,101	41.48%	\$ 11,696,103	32.63%	\$ 6,740,369,455	21.90%
State/Local (Excludes Lottery)	2,855,365	58.52%	\$ 23,992,322	66.94%	\$ 24,013,872,357	78.03%
Lottery	-	0.00%	\$ -	0.00%	\$ -	0.00%
Private	-	0.00%	\$ 155,594	0.43%	\$ 22,876,493	0.07%
TOTAL	4,879,466	100%	35,844,019	100%	30,777,118,305	100%

PER FULL-TIME EQUIVALENT STUDENT

<u>Operating Costs</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Teachers/Teacher Aides (Salaries/Benefits)	\$ 5,033	\$ 5,198	\$ 5,555	2,841,027
Substitute Teachers (Salaries/Benefits)	See Footnote (1)	-	-	-
Other Instructional Personnel	1,052	1,611	1,330	547,772
Contracted Instructional Services	207	274	323	99,548
School Administration	431	772	683	302,065
Materials/Supplies/Operating Capital Outlay	456	759	418	277,015
Food Service	669	655	599	396,551
Operational and Maintenance of Plant	602	1,062	1,138	347,937
Other School Level Support Services	134	147	294	67,551
TOTAL SCHOOL COSTS	8,584	10,478	10,340	4,879,466

Additional Detail Information

PER FULL-TIME EQUIVALENT STUDENT

<u>Teacher/Teacher Aides (Salaries/Benefits)</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Basic Programs	\$ 4,160	\$ 4,416	\$ 4,631	\$ 2,077,036
ESOL Programs	-	-	5,726	-
Exceptional Programs	8,996	7,858	8,660	763,991
Career Education Programs	-	3,730	4,518	-
Adult Programs	-	-	-	-

PER FULL-TIME EQUIVALENT STUDENT

<u>Materials, Supplies, Operating Capital Outlay</u>	<u>School</u>	<u>District</u>	<u>State</u>	<u>Total School Costs</u>
Textbooks	\$ 247	\$ 300		\$ 140,246
Computer Hardware and Software	\$ 0	262		\$ 244
Other Instructional Materials	\$ 129	150		\$ 73,171
Other Materials and Supplies	\$ 111	(218)		\$ 63,354
Library Materials and Supplies	\$ 3	5		1,763

(1)-Total Cost of Substitute Teachers: \$ 12,251

District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and