

# TAYLOR COUNTY ELEMENTARY SCHOOL



## STAFF HANDBOOK 2024-2025

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

**TAYLOR COUNTY SCHOOL DISTRICT CALENDAR  
2024-2025**

**August**

2 - Teachers first Day  
12- First day for students

**September**

2- Labor Day Holiday

**October**

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

**November**

11-Veteran's Day Holiday  
25-29 - Thanksgiving Holidays

**December**

20 – End of 2<sup>nd</sup> Nine Weeks (43) Early Release  
23-31- Students/Staff Holidays

**January**

1-6 – Student Holiday  
6- Staff Professional Learning  
7- Students Return  
20 - Martin Luther King Day Holiday

**February**

17- President's Day Holiday

**March**

7- End of 3<sup>rd</sup> Nine Weeks (42)  
10-14 – Spring Break  
17- Students Return

**April**

18 – Holiday/Good Friday  
21- Holiday

**May**

26- Memorial Day Holiday  
29- Early Release/Last Day for Students (51)  
30- Staff Planning Day

**June**

2- Staff Planning Day

### **TCES Mission Statement**

Taylor County Elementary School is committed to providing all students with a relationship centered learning environment which stimulates high student growth rates, promotes effective tiered instruction through differentiation, and closely monitored academic and social development.



### **TCES Vision Statement**

Taylor County Elementary School will promote a healthy learning community where all stakeholders support and encourage students, in a safe learning environment, to demonstrate and develop increased academic growth, knowledge, and achievement, while assuming responsibility for all academic and social endeavors.

# Taylor County Elementary Faculty and Staff

## Leadership Team

Chuck Finley – Principal   Rachel Poppell – Assistant Principal

Jerry Webb – Dean of Students

Kamryn Sands – Staffing Specialist   Eli Walker – Literacy Coach

### 3<sup>rd</sup> Grade Teachers

Anderson, Kim  
Blanchett, Kristy  
Brassil, Christine  
Jarvis, Jamie  
Lowe, Holley  
Lundy, Leigh Ann  
Lytle, Hannah  
MacNeill, Sally  
Richardson, Harmony  
Ratliff, Juanita  
Sadler, Summer

### Wheel Teachers

King, Katie - Media  
King, Rodney - P.E.  
Wiggins, Cathy - Computer

### Title I Parent Liaison

Cassel, Casey

### Behavior Specialist

Purkey, Robin

### Multi-Grade Teachers

Bethea, Courtney  
Wright, Heather  
Lopey, Shavonna - Aide  
Mann, Carla - Aide  
Taylor, Laura - Aide

### Clinic Staff

Love, Amber

### 4<sup>th</sup> Grade Teachers

Bishop, Karli  
Brannen, Kelli  
Brooks, Lilly  
Jackson, Teresa  
Louk, Delanie  
Proudman, Caitlin  
Smith, Eric  
Tanner, Dixie

### Support Facilitation

Howard, Marla  
Island, Jayla – Aide

### Office Personnel

#### **Copy Room**

Allen-Micklos, Tina

#### **Bookkeeper**

Faircloth, Donna

#### **Data Entry**

Searcy, Tammy

#### **MIS-Technical Support**

Mash, Debra

#### **Secretary**

Hill, Kacy

#### **Receptionist**

Almade, Nichole

#### **Social Worker**

Brooks, Rhonda

#### **Custodial Staff**

Clayton, Herb

Hill, Maxine

Jones, Sedrick

McDonal, Kristen

Shine, Sean

Thomas, Betty

### Therapist

Alford, Bart – SLP  
Gray, Jeremy - PT  
Hunt, Marcia - OT  
Martinez, Georgette - SLP  
Money, Traci - OT

### Mental Health Coordinator

Dawna Haswell

### Mental Health Therapist

Matejic, Vera

### 5<sup>th</sup> Grade Teachers

Holton, Wade  
Loyed, Danika  
Matthews, Cynthia  
O'Berry, Leslie  
Russo, Adreanna  
Walster, Cindy

### Acceleration/Intervention Teacher

Kreidler, Kathy

## TABLE OF CONTENTS

GENERAL INFORMATION	HANDBOOK PAGE
Attendance	6
Bulletin Boards	7
Bullying	7
Classroom Appearance	8
Clinic	9
Communication Folders	9
Comp Time	9
Cumulative Records	9
Curriculum & Curriculum Meetings	9
Data Analysis	10
Discipline	10
Dress Code	10
Drug Free Schools	10
Early Sign Out	10
Electronic Devices	10
Emergency Sub Plans	10
Equity Statement	11
Faculty Meetings	12
FL Code of Ethics	12
FL Principles of Professional Conduct	12
Friends & Family Fund	14
Grade Book/Attendance	14
Grading Policy	14
Lesson Plans	15
Lunch	15
Mailboxes	15
Medication	15
Money Collected	15
MTSS	15
Parent/Teacher Conferences	15
Professional Expectations	15
Reasonable Accommodations	16
Social Security Information	16
Staff Lounge	16
Staff Sign-in / Sign-out	16
Statement of Nondiscrimination	16
Student Dismissal	17
Student Planners	17
Student Tardiness	17
Substitutes	17
Technology Issues	17
Telephone Usage	17
Temporary Duty Elsewhere	17
Transportation Changes	17
Visitors	17
Workday	18
Worker's Compensation	18

The guidelines in this handbook, district policies, and student handbook contain the procedural information describing school operations. To have an effective and efficient educational program necessitates that these guidelines serve to direct the actions of all staff members.

Addendums to this handbook will be distributed at the beginning and throughout the school year as needed and are to be considered part of this handbook and, therefore, part of the operating procedures of Taylor County Elementary School. Each employee is responsible for the material contained herein.

## 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 time 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-school 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. \*Parents may submit 3 notes per semester for Excused Absences. (All doctors notes will be honored as Excused Absences).

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-school 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-school 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-school day period. This student will be referred to the district level Intervention Services Department and the School Board Attorney.

### **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 in the area and should be updated on a regular basis.

### **BULLYING**

#### **2024-2025 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 the 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 constitutes violations of this policy.

The Superintendent shall develop procedures for the implementation 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. Painter's tape may be placed under the poster and then a small amount of hot glue or Velcro may be attached to the painter's tape. At the end of the day, please see that students remove clutter, paper, pencils,



etc. to make it easier on the custodians. Have students place their chairs on the top of their desks 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 to parents. Please let this vehicle of communication enhance your classroom program and our total school program. Planners should also be used daily to communicate with families. Regardless of individual classroom procedures, Wednesday communication folders MUST be sent home for school communication purposes.

### **COMP TIME**

Most teachers spend much more time preparing for their students than what they are compensated for, however when administration requests attendance to after school activities, compensation time will be granted. You will record and maintain a Compensation Log with Ms. Hill. \*Make sure all comp time accrued is pre-approved by Mr. Finley.

### **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. 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 – Big Ideas
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, IXL, novel units, AR, leveled readers, Discovery Education Dreambox, Phonics for Reading, Wordly Wise, Vocabulit, and Study Island
2. Math- Exact Path, IXL, Ascend Math, Gizmo, and Study Island

### **CURRICULUM MEETINGS**

Collaborative planning will take place during grade level Wheel times on Thursday's. These meetings will assist with lesson planning, progress monitoring, curriculum mapping, and data driven decision making for your classes. These meetings will take place weekly through the support of our Literacy Coach.

## **DATA ANALYSIS**

Teachers will utilize Exact Path, STAR, FAST, and K-12 Lift Data to complete the progress monitoring data sheets for their students. 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 Deliberate Practice Plan.

## **DISCIPLINE**

**2024-2025 Student Code of Conduct – available upon board approval**

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

## **DRESS CODE**

**2024-2025 Dress Code Policy – available upon board approval**

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

## **DRUG FREE SCHOOLS**

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

## **EARLY SIGN OUT**

**Teachers, please discourage parents from signing 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 here.

## **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. However, the devices cannot be used upon the student's arrival on school campus and can only be used after departing from campus. Students are responsible to ensure that their device is turned off and out of sight until the final dismissal bell. Confiscated devices are to be turned into the dean or front office. 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.

## **EMERGENCY SUB PLANS**

**\*\*See Crisis Intervention Plan**

Please update emergency lesson plans and return them to Ms. Searcy 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 schedule
- ✓ Seating chart
- ✓ Emergency Plan procedures

## **EQUITY STATEMENT**

The Taylor County School Board complies with all state statutes, including statutes on veteran's preference and the Florida Education Equity Act, as well as all federal statutes, including the Americans with Disabilities Act. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether student or employee, based on sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background of the individual. Any claim that there has been a violation, misinterpretation, or misapplication regarding any of the mentioned statutes may be processed as a grievance as herein provided but limited to the intent of this procedure and related in no way to a negotiated contract. If a person believes there is a basis for a grievance, he or she shall discuss the alleged grievance with the site administrator. If the site administrator is the offending person, the report should be made to the next higher level of administration or supervision. If satisfactory relief is not given, a complaint may be filed with the Superintendent of Schools. Summary of the conference shall be recorded on district forms entitled "Conference Form Affirmative Action" or "School Conference Form Affirmative Action (Student Complaint)." Any applicant, employee, or student claiming to have been discriminated against because sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background may file a complaint with the Superintendent of Schools, provided such complaint is filed sixty days after the initial complaint is made to the principal or administrator. Within five workdays of receipt of such complaint, the superintendent shall send the complainant written acknowledgment of the complaint, advising that it will be acted on according to procedures set forth in the complaint procedures. If any complaint alleging discrimination, the superintendent shall, within ten workdays after the complaint is received, designate a three-member panel to investigate the charges.

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

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

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

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

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

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

## **FACULTY MEETINGS**

Faculty Meetings will be held each month. Faculty meetings are intended to give information to the entire faculty at one time. Faculty meetings are mandatory for all instructional staff. They will also be mandatory for non-instructional staff as needed.

## **FL EDUCATOR CODE OF ETHICS**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

## **FL EDUCATOR PRINCIPLES OF PROFESSIONAL CONDUCT**

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 based 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 notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative, or judicial, investigatory, or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), 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. The purpose of this fund is to celebrate and support our school family & friends! This fund will be used towards baby or wedding showers and sending flowers in times of need. The friends and family committee will work together to use these funds.

**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 9:00 am. 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 TCES:

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

**Grading Protocols for Grades K-5:** See Pupil Progression Plan at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us)

## LESSON PLANS

Weekly Lesson Plans will be submitted to Literacy Coach and Administration on Fridays.

## LUNCH

Students will be escorted to the cafeteria by the teacher in charge. Teachers will be given a 30 minute duty free lunch.

## MAILBOXES

Each teacher and staff member has a mailbox located in the copy room directly behind the receptionist area. Your mail is delivered each day, so please check your box upon arrival to school, at lunch, and at the end of the day to facilitate the communication process. If sending a student, please have them check in with the front desk.

## 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 TCES 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, be sure to see the nurse ahead of time for those students who will need their medication during the time of the trip.**

## MONEY COLLECTED

All money collected (\$5 or more require a receipt) will be receipted daily and turned in to Mrs. Faircloth by the end of the day.

## 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 regarding the progress of 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 1<sup>st</sup> two weeks of school to begin a positive connection between the school and home.**

## PROFESSIONAL EXPECTATIONS

Our staff members have the opportunity to affect children's lives in more ways than providing educational opportunities. We must treat children with the same respect that we expect. Establishing an atmosphere of

learning relies on more than just knowledge of subject matter. Please make each student feel as special as you would like to be and set high expectations for yourself. Sarcasm, criticism, and degrading remarks only lead to more frustration and low self-esteem. Find something POSITIVE to say to each child every day. You will be surprised what it can do for them and you.

### **REASONABLE 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](http://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' IEP's in their class within the first weeks of school.**

### **SOCIAL SECURITY INFORMATION**

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number by the Taylor County School District. The Taylor County School District collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, the Taylor County School District collects your social security number for the following purposes: employment application, criminal history check (FDLE, FBI, local law enforcement agencies), Department of Homeland Security Federal I-9 form, Federal W4, W2, 1099 and other IRS documents, Federal Social Security taxes (FICA), unemployment reports (Florida Department of Revenue), Florida Retirement System documents and reports, Workers' Compensation documents and reports, Direct Deposit documents, authorizations and other documents for optional retirement programs such as 403(b) and FICA Alternative Programs, documents and reports related to Group benefits such as health, dental and life insurances, documents and reports related to supplemental deductions, documents and reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Office of Professional Practices Services and other FL-DOE departments as required, documents and reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, state and federal agencies as required, other purposes specifically required or authorized by local, state or federal law. 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 to school and sign out upon leaving. The sign-in sheet will be in the copy room. Please be sure you sign in and out at the actual time. Writing inaccurate times of arrival and departure to meet the required hours of your contract is considered stealing time and a direct violation of the Professional Code of Ethics established by the State of Florida.

### **STATEMENT OF NONDISCRIMINATION**

The 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

Students will be dismissed to car pickup, the cafeteria (bus riders), or the bus loop (club and daycare bus riders) at 2:45 pm each day.

## STUDENT PLANNERS

Students will be provided a daily planner. Teachers are to ensure that daily assignments are written in the planner on a weekly basis. It is very important for teachers to utilize the planner as a means of communication with parents. This can be done by initialing daily assignments, writing notes, and encouraging parents to review and sign (great opportunity for a positive point!).

## STUDENT TARDINESS

Do not accept any student in the classroom after 8:15 AM without a Tardy Pass. Contact the parent after three (3) tardies per student. Our Title I Parent Liaison will also make parent contact regarding the problem when notified by the teacher.

## SUBSTITUTES

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

## TECHNOLOGY ISSUES

If you experience technology problems, you should complete a work order online through the links 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 student safety passcode to make a change.

## VISITORS

Visitors are welcome at TCES. Before proceeding to classrooms, however, visitors are to report to the front office and receive a **visitors' 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 (parents/ visitors are contractually obligated to give teachers a 24 hour notice before visiting their classrooms).** They are asked not to attempt a parent teacher conference when you are supervising students.

## **WORKDAY**

Instructional Workday: 7:45am-3:15pm (7.5 hr)

Non-Instructional Workday Varies: (7 hr day vs 8 hr day)

Student Instructional Time: 8:15am-2:45pm

Student Supervision Time: 7:45am-3:15pm

Teachers should be at their classroom door at 7:45. 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**. Donna Faircloth has these forms and will assist you in this process. She will also help you with the follow-up appointment information.