

Steinhatchee School Preschool Program



**Student / Parent Handbook
2023-2024**

**Jimmy Bray ~ Principal
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Taylor County School District Calendar ~ 2023-2024

August

- 3- First Day for Staff
- 10 - First day for students

September

- 4 - Labor Day Holiday
- 20 – Early Release/ Staff Development

October

- 12 - Last day of first nine weeks (grades are due)
- 16 – In-service Day/ Holiday for Students
- 20- Report Cards

November

- 20-24 - Thanksgiving Holiday

December

- 22- Early Release
- 22 - Last day of second nine weeks (grades are due)
- 25-31 - Christmas Holidays

January

- 8 - In-service Day / Student holiday
- 9 - First day back for students
- 12- Report Cards
- 15 - Martin Luther King Day Holiday

February

- 16 - Holiday
- 19 - Presidents' Day Holiday

March

- 8 - Last day of third nine weeks (grades are due)
- 11-15 Spring Break
- 18-19 Staff Development Days/ Student Holiday
- 29- Good Friday Holiday

April

- 1- Easter Holiday
- 17- Early Release/ Staff Development

May

- 27 – Memorial Day Holiday
- 28- VPK Graduation
- 30- Last Day for Students

PRE-K Daily Schedule

Supervision of Students Begins	7:30am
Breakfast	7:55am-8:25am
Core Instruction	8:30am-9:25am
Centers and Independent Activities	9:25am-9:55am
Core Instruction	9:55am-10:50am
Lunch	10:50am-11:20am
Rest Time	11:30am-12:30pm
Recess	12:30pm-1:20pm
Snack	1:20pm-1:35pm
Science/Social Studies	1:35pm-1:50pm
Sound City Learning and Phonological Awareness	1:50pm-2:10pm
Learning Games	2:10pm-2:25pm
Transition to Pick Up	2:25pm
Student Pick Up Begins	2:35pm

School Day and Dismissal Procedures

Students are expected to arrive at school before the instructional day begins. Drop off begins at 7:30am. All students will report to the Building 2 classroom. At 7:55am students will be taken to eat breakfast. Breakfast ends at 8:20am. The class will begin instruction at 8:25am. It is vital that you make sure your child is at school on time. When students arrive after 8:25am it interrupts the educational setting for all students. The Pre-K school day ends at 2:25pm. Students that ride the bus will be taken to the bus area. Students that will be picked up will be called out to the pick-up area as parents arrive. When at all possible please do not pick up students before 2:35pm. This interrupts our regular school day for all students. All students must be picked up by 2:45pm. *Not picking your child up on time could be considered child neglect and authorities will be contacted to transport your child home.* On early dismissal days, Pre-K dismissal time is 12:25pm. Bus students will be dismissed at 12:35 instead of normal time.

Tardy to School

Students arriving to class after 8:00am, will be considered tardy. Excessive unexcused tardies will result in unexcused absences. The Early Learning Coalition (ELC) will not pay for consistently late students.

Open Door Policy

Parents have the right to have access to their children through the front office during normal hours of provider operation, when children are in our care. We also encourage communicating with your child's teacher through Focus Portal, or telephone.

Attendance

Your child is expected to attend school on a daily basis

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 on or before 8:25am in order to be considered present for the day.

Note: If your child will be 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 home for any reason, please be sure and contact the school as soon as possible. When the child returns proper documentation from the doctor/hospital or handwritten note must be turned in at the front office.
4. Children that miss more than 3 days per month will be in jeopardy of losing their slot in VPK.
5. Parents must sign the monthly verification of attendance form.

Transportation

Drop Off: Students transported by parents or guardians in vehicles must be dropped off and picked up in the area located in the side parking lot of the school. We ask that you remain in your vehicle, pull all the way forward. Parents are encouraged to not get out of their cars. This disrupts the flow of traffic. School staff will assist your child out of the car.

Pick Ups:

All preschool students are escorted to and from their classroom by school personnel.

Bus Procedures

Buses will drop students off and pick students up at the school bus loop. Teachers will bring students to the loading area during dismissal.

Pets

Pets are not allowed at school during the school day.

School Day Pictures

School pictures will be taken on September 15. A notice of the date will be sent home in your child's backpack. Retakes will be scheduled on a later date.

School Lunch Program Cafeteria

This year 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.

Cafeteria Rules

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.
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. Do not share food with others.

Progress Reports

Teachers will send home a progress report at the end of each 9 weeks.

Incentives/Rewards

Steinhatchee School uses a system of **Positive Behavior Supports (PBS)**. Our Parent Involvement Team (PIT) meets each month to discuss and plan fun activities and rewards for students in addition to the teachers' classroom incentives. Each day our students recite the student conduct pledge.

Steinhatchee School Student Conduct Pledge

I am responsible for my own behavior.
I will follow our school rules.
I will treat others as I wish to be treated.

Health Policies

Clinic Information/ Clinic Procedure our schools are 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

- requested to provide any changes in home or business telephone numbers to the school nurse and front office 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 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 MUST stay home.
 - h. If a student becomes too sick to stay in class, or is seriously injured, he/she will be taken to the clinic. The school nurse will notify this student's parent/guardian.

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.

Head Lice Policy

In accordance with Florida State Statutes and Taylor County School District Policy, students who have evidence of live 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/school staff. Students with live 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 clinic/school and are attending class.

Lost and Found

All found articles of clothing, lunchboxes, backpacks, etc. should be turned into the front office. Please see the front office if you are missing anything.

Parent-Teacher Conferences

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 parent 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 regards to your child and will be much more effective.

- c. Conferences between parents and teachers may be scheduled after the end of the school day.
- d. If parents or teachers want administration to participate in the conference, the teacher or parent should notify the administration in advance.

Communication to Parents

Every Wednesday teachers will send home daily work or school notes in student's Wednesday folder to give their parents. Folders are to be signed and returned by the following Thursday. The school will also use Focus Parent Portal and the school Facebook page to communicate with parents.

FOCUS Parent Portal: Gives access on current information about your child's data, attendance, and discipline records. Information, along with messages of school or class information will be a real easy secure web-based way of communication. Visit <https://focus.taylor.k12.fl.us/focus>

Phone /Phone Messages

Our schools use the FOCUS Call Out 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.

Transportation Changes

Please limit calls or messages to **emergency** changes regarding after school activity/ transportation as the front office has limited staff. If you know ahead of time please send a note with your child. 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. Transportation changes must be made prior to 1:00pm in order to ensure messages are transmitted so students remain safe.

Registration

All registration procedures and forms must be completed before the 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.

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.

Sign-Out Policy

Early sign outs are strongly discouraged. When a student is signed out early, valuable teaching opportunities are lost. Please make every effort to leave your child in school until school dismissal time. However, if a child is sick (excused by clinic), or a 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**. The secretary will call the student to meet you in the front office. If the student returns during the same school day (e.g., after a dentist appointment), then the student signs back in on the same log sheet in the front office. Teachers are directed **not** to release students from class without a call or notification from the office. **For the safety of all students, parents/ guardians**

will wait in the front office for their child while school personnel escort the child to the front office to check out.

Custody of Children

School personnel are required by law to release children to **EITHER** of their parents and/or guardians **unless the school has a copy on file of a court order** that grants custody to one parent and/or guardian only or to another adult. Copies of court orders are kept on record in the front office.

Visitors

We are very proud of our schools and our instructional programs. Parents are welcome to visit us, but we work hard to protect our instructional day. If you would like to visit you must coordinate with your child's teacher in advance. Visitors must sign-in in the front office with your driver's license. **Parents are welcome to schedule an appointment and meet at a pre-determined time on campus with teachers or school staff.**

Parent/ Volunteer Involvement

We enjoy and appreciate the support and involvement of families and friends. The group that will coordinate the volunteer activities is called **Parent Involvement Team (PIT)**. They are the 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 percentage-wise, 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 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 of 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>

***Volunteers that are not working through a current district approved program are temporarily not permitted on campus due to the Covid Pandemic.**

Public Notice: Student Records

In accordance with Florida law, only parents, guardians, and school officials with legitimate educational interest may see a child's educational records. Before any other persons may see your child's records, you must give written approval. Parents and/or guardians have the right to review and inspect their child's records and to question or challenge any information, which they believe to be inaccurate or misleading.

Moving/Withdrawal of Student

If you move to another childcare provider during the year please give notification to the front office and your child's teacher.

Extra Clothing

Please provide your child's teacher with a **complete change of clothing** for your child labeled with their names. There shall be a supply of diapers/pull-ups, baby wipes and clothing at school, provided by the parent, which shall be changed or removed promptly when soiled or wet. Don't forget to include shoes, socks and underwear.

Toileting

We understand that potty learning is different for each child and each child will exhibit signs of readiness at different ages. Also, we want every child to have equal and fair opportunity to obtaining a quality learning experience. **However, due to the Steinhatchee Preschool classroom not being structured for children who are not fully potty trained, children who attend preschool at Steinhatchee Elementary are expected to be potty trained and have appropriate knowledge of self-toileting skills. We may assist students who have occasional relapses with mastering the self-toileting skills required for school and self-help awareness, but this should not be an everyday occurrence.**

Toys

Developmentally appropriate toys are provided. Please do not allow your child to bring toys from home. If toys are brought the teacher will put the toys away until the end of the day.

Family Engagement Night

As a Title I school-wide project, we will sponsor Parent Night Out activities for you and your family. Our schools will also be offering several meeting nights during the 2021-2022 school year. We look forward to your participation.

Field Trip Policy

Field trips are planned in advance and the school will notify the parents/guardians with enough advance notice for the families to attend. A parent or an adult of their designation must accompany Pre-K students on all field trips.

Emergency Plan:

Safety drills (Fire, Tornado, and Lockdown) will be conducted throughout the year to ensure the safety and protection of students and staff. In the event of poor weather conditions (IE. Tornado Watch/Warning, Severe Thunderstorm Watch/Warning), we will follow the Taylor County School Board Policy and the directives of the Emergency Management System.

Videotaping of Classrooms

Videotaping of classrooms / buses for instructional or security purposes is an accepted practice in the Taylor County School District.

Withdrawals

The parent 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.

**TAYLOR COUNTY SCHOOL DISTRICT
STUDENT DRESS CODE POLICY FOR PRE-K:**

The faculties and staff of Steinhatchee School encourage all students to take pride in their personal appearance through good grooming and wearing of proper apparel. We are sensitive to the influence of fashion and style, but what is fashionable and stylish may not always be appropriate for school. We ask that our students wear adequate and modest clothing, including undergarments of such style and design that are consistent with our community standards. **Parents should exercise good judgment seeing that their son/daughter dresses appropriately for school and school activities.**

“Standard of Dress”

The school reserves the right to determine proper attire. Here at the Steinhatchee School Pre-K we stress self-help skills. Please dress your child in comfortable, easily removable play clothes. Parents should use good judgment in seeing that their child dresses appropriately for school.

1. All student attire should fit properly and be properly zipped, buttoned, and belted.
2. No clothing should display certain symbols or logos that are inappropriate and disruptive to the learning environment.
3. Shorts should be of modest style and length.
4. No athletic spikes, cleats, **flip flops**, or bedroom shoes.

Student Discipline

CLASSROOM DISCIPLINE PROCEDURE AND STEPS

**Guidelines for Student Success:
I am responsible for my own behavior.
I will follow our school rules.
I will treat others as I wish to be treated.**

Teachers will maintain discipline information on all their students. Teachers will document both positive behaviors and behavior infractions. Refer to your parent calendar for color coded behavior updates.

PRE-K - Discipline Matrix

Warning	Chose Better Choices Please
Two Minutes Quiet focus time	Think about better choice making. Talk with Teacher
Three Minutes Quiet Focus Time	Think about better choice making. Talk with Teacher
Five Minutes Quiet Focus Time	Think about better choice making. Talk with Teacher
Loss Of Activity. Talk with Principal and Parent Note Home	Helping Guide Behavior and Choice Making
Telephone Conference with Parents	Helping Guide Behavior and Choice Making

No hitting, kicking, or placing any bodily harm upon another student will be tolerated and the child will be taken to the school principal for parents to be contacted.

No spitting will be tolerated, and child will be taken to school principal for parents to be contacted.

EXPULSION POLICY

There are reasons we have to expel 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) in order 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 EXPULSION

- 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 EXPULSION

- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff
- Not disclosing that a student isn't toilet trained

CHILD'S ACTIONS FOR EXPULSION

- 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

Prior to expulsion, 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 the Pre-K 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 Pre-K 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 notice to find another center to provide care for this child.

School Bus Discipline Matrix

First Offense.....5 days bus suspension
Second Offense...10 days bus suspension
Third Offense.....Bus suspension for the remainder of the year

LEVEL ONE OFFENSES: These offenses should follow the present school matrix.

- *Eating or drinking on the bus
- *Public display of affection
- *Not in assigned seat
- *Out of seat without permission while bus is in motion or sitting improperly
- *Talking when lights are on at railroad crossing
- *Unauthorized sales at school or on the bus
- *Loading or unloading on unassigned bus or bus stop
- *Bringing unauthorized items on the bus
- *Consistently showing disrespect to fellow students

LEVEL TWO OFFENSES: These offenses should result in automatic bus suspension regardless of the student's standing on the present school matrix

- *Blatant defiance of authority, disobeying or showing disrespect to school board employees.
- *Possessing or using matches, lighters or fireworks, including stink bombs

- *Intimidating or threatening students with violence
- *Use of profane, obscene, or abusive language or gestures
- *Fighting without any injury to person or property
- *Having an imitation or toy weapon
- *Lewd or lascivious behavior, literature or object
- *Providing false information to school board employees
- *Playing with or using emergency exits
- *Throwing or propelling objects or spitting
- **Putting any part of the body outside bus window while moving

LEVEL THREE OFFENSES: These offenses should result in suspension from the bus for the remainder of the year

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

School bus drivers will provide an initial warning to all students, then upon reoccurrence, contact the parent by telephone or message to inform parents of the problem and seek support. Documentation must be maintained by the bus driver.

Each school has the authority to administer more severe consequences than those listed above when the respective disciplinary matrix allow for such.

GUN FREE SCHOOLS ACT

1006.13.(2) The zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice systems.

- (a) Bringing a firearm or weapon, as defined in Florida Statute, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- (b) Making a threat or false report, as defined by ss, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

DISTRICT EQUITY STATEMENT

The Taylor County Pre-K 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. Taylor County Pre-K does not discriminate against any applicant for admission, student, or employee on the basis of sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background of the individual.

Any claim that there has been a violation, misinterpretation or misapplication regarding any of the above 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 basis for a grievance, he or she shall discuss the alleged grievance with the coordinator of the Pre-K. If the coordinator 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 of race, color, sex, age, religion, disability, creed, marital status, or national origin may file a complaint with the superintendent of schools, provided such complaint is filed within thirty (30) days after the initial complaint is made to the principal or administrator.

Within five (5) workdays of receipt of such complaint, the superintendent shall send the complainant a written acknowledgement of such complaint, advising that it will be acted on according to procedures set forth in the complaint procedures.

In any complaint alleging discrimination the superintendent shall, within ten (10) workdays after the complaint has been received, designate a three- (3) member panel to investigate the charges.

The panel will be charged with conducting an investigation of the complainant's charges. The three member investigative panel will be organized as follows. The superintendent will appoint one (1) member from the affirmative action advisory committee, one (1) 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 (30) 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 complainant
- c) affidavits by any witnesses testifying on behalf of the school board
affidavits by the school board as the facts of the issue
- d) statement of position by the school board, together with any documents in support of that position
- e) records and documents gathered in evidence from the school board
- f) the investigative panel's summary and recommendation to the superintendent

Within ten (10) workdays after receipt of the investigative panel's recommendation, the superintendent shall make a decision as to the recommendation that will be made to the school board and within twenty (20) workdays of the panel's recommendation, the complainant will be notified of the board's action by certified mail. In the event the board's decision favors the complainant, the superintendent shall effect a resolution that will provide relief for the complainant and all other similarly situated from the discriminatory practice

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

The contact person for federal discrimination is the Director of Personnel, 850-838-2500, Taylor District Schools, 318 N. Clark Street, Perry, FL 32347

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g) which incorporates all amendments to FERPA. FERPA regulations are found at Code of Federal Regulations (CFR) for Title 34; Part 99. Acceso a los Expedientes Escolares Derechos de los Padres

El Acta de Derechos Educcionales y Privacidad de la Familia (FERPA) adjudica a los padres y a los estudiantes mayores de 18 años ciertos derechos relacionados con el acceso a los expedientes escolares de los estudiantes. Estos derechos son los siguientes: 1. El derecho a revisar e inspeccionar los expedientes escolares dentro de un periodo de 45 días a partir de la fecha en que el distrito escolar recibe una petición para obtener acceso a ellos. Los padres o los estudiantes (mayores de 18 años) deberán someter una petición por escrito al director(a) de la escuela (o al oficial escolar adecuado) en la que se identifican el(los) expediente(s) que se desean inspeccionar. El

director(a) de la escuela hara los arreglos necesarios que faciliten dicho acceso y notificara a los padres o al estudiante (mayor de 18 anos) de cual sera el lugar y el momento apropiado en que los expedientes se pueden revisar. 2. El derecho de solicitar el que se enmiende la informacion contenida en UN expediente escolar, que los padre's o el estudiante elegible crean que sera erroneous o engines. Tanta los padres Como el estudiante elegible pueden solicitar que la Junta Escolar del Cond ado de Taylor County School District enmiende UN expediente que ellos careen erroneous o engines. Los interesados deberan escribirle al director(a) de la escuela, identificando claramente que parte del expediente escolar desean que se cambie, detallando por que ellos consideran erronea o enganosa la informacion en dicho expediente. Si la Junta Escolar del Condado de Taylor School District decide no enmendar el expediente de acuerdo a la peticion de los padres o del estudiante (mayor de 18 anos), la Junta Escolar les avisara de su decision y les notificara de su derecho a tener una audiencia para discutir su solicitud de enmienda. En cuanto la Junta Escolar le notifique a los padres o al estudiante (mayor de 18 anos) de su derecho a una audiencia, tambien les proveera informacion acerca de los procedimientos de audiencia que ellos deberan seguir. 3. El derecho a estar de acuerdo a que se divulge la informacion personal identificable que contiene el expediente escolar del estudiante, excepto hasta el punto en que FERPA autoriza la divulgacion de informacion sin consentimiento. Una excepcion, la cual permite divulgar informacion del expediente sin autorizacion previa, es el divulgar informacion a ciertos oficiales escolares que tengan intereses educacionales legitimos. Un oficial escolar es un individuo empleado por el Distrito Escolar Taylor County como administrador(a), supervisor(a), instructor(a) o personal de apoyo (incluyendo al personal de salud publica, medico, policiaco o legal); un oficial de la Junta Escolar; una persona o compania la cual el Distrito Escolar Taylor County School ha empleado para desempenar una tarea especial (tales como abogados, auditores, asesores medicos o terapistas); o un padre o estudiante que desempeña labores en un comite oficial, tal como un comite disciplinario o de quejas, o que esta ayundando a otro oficial escolar a desempenar su trabajo. Un oficial escolar tiene intereses educacionales legitimos si el revisar expedientes escolares es una parte integral de sus responsabilidades profesionales. El Distrito de Taylor County School tambien puede compartir expedientes escolares sin necesitar autorizacion previa con oficiales escolares de otro distrito escolar en el cual el estudiante desea matricularse. 4. El derecho de presentar una queja con el Departamento de Educacion de los Estados Unidos respecto a cualquier alegacion de que el Distrito de Taylor County School no haya seguido las regulaciones de FERPA. El nombre y la direccion de la oficina que se encarga de la administracion de FERPA es la siguiente: Family Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. 5. La Informacion del directoria (por ejemplo, nombres de los estudiantes, edad, situacion de la matricula, etc.) se revelara a no ser que los padres especificamente hayan informado a la escuela (por escrito) que no se revele la informacion de directorio de un estudiante

Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Taylor County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Taylor County School District may disclose appropriately designated directory information without written consent unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Taylor County School District to include this type of information from your child's educational records in certain school publication. Examples include:

- Yearbook
- Honor roll or recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters, on request, with three directory information categories—names, addresses, and telephone listing—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

You must notify the district in writing, if you do not want the Taylor County School District to disclose directory information from your child's education records without your prior written consent. Taylor County School District has designated the following information as directory information:

- *Student's name
- *Address
- *Telephone listing
- *Electronic mail address
- *Photograph
- *Date and Place of Birth
- *Grade level
- *Dates of attendance
- *Participation in officially recognized activities and sports
- *Weight and Height of members of athletic teams
- *Degrees, Honors, and Awards received
- *Most recent educational agency or institution attended

*These laws are Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the educational bill; and 10 U.S.C. 503, as amended by Section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L.)_107-107, the legislation that provides funding for the nation's armed forces.

STUDENT AIDS POLICY

Students with HIV, ARC, and/or AIDS, who are not debilitated or exhibiting symptoms or behavior that would facilitate transmission of the AIDS virus will be served in the regular classroom.

EMPLOYEE AIDS POLICY

All employees diagnosed as having HIV Disease or AIDS including clinical evidence of infraction with the AIDS associated virus and receiving medical evidence indicates that their condition is not a threat to themselves or others, employees shall be assured of continued employment. Federal and state laws also mandated, pursuant to the laws protecting disabled individuals, that those individuals, not be discriminated against on the basis of their handicaps, and that if it becomes necessary, some reasonable accommodations be made to enable qualified individuals to continue to work. A complete description of the Student and Employee AIDS policy is located in the School Board Policy Handbook and at each school site.

SEXUAL HARASSMENT POLICY STATEMENT

Taylor County School District has adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees or volunteers based on race, color, sex, age, religion, disability, creed, marital status or national origin.

A complete description of the student and employee sexual harassment policy is located in the School Board Policy Handbook and at each school site.

BULLYING POLICY

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

TOBACCO USE POLICY

Title: Students' Use and Possession of Tobacco and Tobacco Products

POLICY: (1) Students in Grades K-12 are prohibited from smoking, using, or from having any form of tobacco or tobacco product in their possession on school property or at any school activity and notices to that effect shall be posted. The first (1st) offense shall require a one (1) day suspension, the second (2nd) offense shall require a three (3) day suspension, and the third (3rd) offense shall require a five (5) day suspension. Upon the fourth (4th) offense, a ten (10) day suspension and a recommendation for expulsion is required. (2) Adult education centers may allow smoking by adults in outdoor areas specifically designated for smoking.

SCHOOL BOARD DRUG POLICY

- (1) The use of illicit and the unlawful possession and use of alcohol is wrong and harmful.
- (2) The illegal use, possession, or sale of alcoholic beverages or controlled substances, as defined in Florida Statute, or possession of electronic telephone pagers by any student while such student is upon school property or in attendance at a school function is grounds for suspension, expulsion, or imposition of other disciplinary action by the school, and may result in criminal penalties being imposed.
- (3) Policies concerning the use, possession, or sale of alcoholic beverages or controlled substances as defined in Florida Statute, or possession of electronic telephone pagers will be included in the Code of Student Conduct to be distributed annually to all teachers, school personnel, students, and parents or guardians at the beginning of each school year.
- (4) The following words and phrases shall have the following meanings, unless the test requires otherwise:
 - (a) "Alcoholic beverages" means distilled spirits and all beverages containing one-half percent of alcohol by volume.
 - (b) "Drugs" means cannabis, the seeds thereof, and the resin extracted from any part of the plant: Narcotics: Barbiturates and related sedatives: Cocaine: Hallucinogens: Amphetamines: Minor and major tranquilizers: and any other drug that is listed as a substance in Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamins, stimulants, such as "No Doze," and the various mail order caffeine stimulants that are shaped to look like various prescription amphetamines.
 - (c) "Sale" means the actual constructive, or attempted transfer from one person to another for any consideration or remuneration whatsoever.
 - (d) "Giving" means the actual constructive, or attempted transfer from one person to another without remuneration whatsoever.
 - (e) "Second offense" means any second offense during a given school year while in membership in Taylor County Schools.
 - (f) "Controlled substance" means any substance named or described in schedules I through V of Florida Statutes. Laws controlling the manufacturing, distribution, preparation, or administration of such substances are drug abuse laws.

Any student who sells, gives, possesses, uses or is under the influence of any alcoholic beverage, counterfeit, controlled substance and/or drugs, on the school grounds or at any school

sponsored activity shall be suspended for 10 days and may be recommended for expulsion from school for the remainder of the school year. However, if the incident occurs within the last nine weeks, the student may also be expelled for all or a portion of the next school year. The School Board may require a determined number of hours of community work experience and mandatory school probation in lieu of expulsion for all or a portion of the next school year. Any second offense may result in a recommendation to the School board for expulsion with no waiver.

Any student recommended for expulsion under this policy shall have a mandatory hearing before the School Board.

- (5) Any pupil who is subject to discipline or expulsion for unlawful possession, use, or for being under the influence of any alcoholic beverage or a substance controlled under Florida Statute shall be entitled to a waiver of the discipline or expulsion as described in Sections (a) and (B) listed below.
 - (a) If he divulges information leading to the arrest and conviction of the person who supplied such alcoholic beverage or controlled substance to him, or if he voluntarily discloses his unlawful possession of such alcoholic beverage or controlled substance prior to his arrest. Any information divulged, which leads to such arrest and conviction, is not admissible in evidence in a subsequent criminal trial against the pupil divulging such information.
 - (b) If the pupil commits himself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program his suspension may be reduced to 5 days. If at any time the student is discharged from said program for non-compliance; the original discipline will be reinstated.
- (6) The appropriate law enforcement agency shall be notified immediately in each instance where a student is found in violation of this policy.
- (7) When a student is formally charged with a felony by a proper prosecuting attorney for the unlawful use, possession, or sale of any substance controlled under Florida Statutes. The principal shall proceed as prescribed in state Board of Education Rule 6A-1.0956. The Superintendent shall furnish each principal with a copy of this rule.
- (8) Pursuant to Florida Statutes, if a student is adjudicated guilty for the unlawful possession or sale of any controlled substance under Florida Statutes, the student shall automatically be subject to the above provisions.
- (9) Electronic telephone pagers are prohibited on school property or at any school function. Pagers may be confiscated, and the student may be subject to disciplinary action by the school.
- (10) At all elementary schools in circumstances involving possession, the elementary principal shall try to determine intent prior to enforcing a suspension. On first offense cases, if the principal determines that a legitimate use exists (i.e., medication). The student shall be reprimanded, and the parent(s) or legal guardian notified of the violation and warned of their child's suspension if subsequent violation of possession occurs.
- (11) School personnel are required to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance, any counterfeit controlled substance, any alcoholic beverage, as defined in Florida Statute; or model glue. School personnel are exempt from liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. Only a principal or a principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation.

STATUTORY AUTHORITY: Florida Statutes

STATE BOARD OF EDUCATION RULE: 6a-1.0956

TCSB Policy 3.10, 5.321, and 5.322 Incorporated by reference

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. The designated Equity and Title IX Coordinator as required by 34 C.F.R. 100.6(d) is Kiki Puhl, Director of Personnel, kiki.puhl@taylor.k12.fl.us and Sabrina Bethea, Supervisor of ESE and Student Services and Section 504 Coordinator, sabrina.bethea@taylor.k12.fl.us; 318 N. Clark St. Perry, Fl. 32347; 850-838-2500

Please detach this back page and return it with your signature. We want to ensure that you've had the opportunity to read this handbook as well as keep a copy for your reference at home. Please contact the school at (352)498-3303 if you have any questions. Thanks!

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

