Steinhatchee School Parent/Student Handbook

2026-2027



Stingrays - Achieving Excellence Together

Jimmy Bray
Taylor County School District
2026-2027

Steinhatchee School

Jimmy Bray
Principal

P. O. Box 790
Steinhatchee, FL 32359
352-498-3303

August 11, 2026

Dear Parents and Guardians,

Welcome to the 2026–2027 school year at Steinhatchee School! We are so thankful that you and your child(ren) will be a part of our Stingray Family this year! We deeply appreciate the confidence and trust you place in us by choosing to send your child to our school. Your child's safety, well-being, and academic success remain our absolute priorities. At Steinhatchee School, we believe in working hard and treating each other with respect. Please help us reinforce these core values with your child at home by emphasizing the importance of daily school attendance and sharing a positive attitude toward learning.

Our academic focus is on mastering the Florida Benchmarks for Excellent Student Thinking (B.E.S.T.) state standards for each grade level. We will once again utilize the Florida Assessment of Student Thinking (F.A.S.T.) progress-monitoring system to measure and support student growth throughout the year. Thanks to the incredible dedication of our students, teachers, and staff—combined with the unwavering support of our community—Steinhatchee School is proudly celebrating our 8th consecutive year as an "A" school! This year, our students will be building on back-to-back years of scoring in the top 1% of Florida Elementary Schools. This exemplifies just how much can be accomplished when we work in unison. This new year will bring fresh challenges, but our Stingray Team will enjoy continued success if we stay locked in on achieving excellence together.

In this handbook, you will find information that will be useful during the school year. Communication is crucial to our success. A student binder will be used to help students with organization and communication. Also, teachers are available through email using the format of first.last@taylor.k12.fl.us (for example jane.doe@taylor.k12.fl.us). If you need to talk to a teacher, please call and schedule a conference time so we can determine the best method to communicate safely. Teacher planning times are listed in this handbook. We ask that you give us 24 hours' notice and share the area of concern. This helps prepare us to address your concerns in a timely manner. If after a conference with the teacher you feel that you still have unresolved issues, please let me know. When we all work together, we can achieve great things. We look forward to another outstanding school year!

Sincerely,

Jimmy Bray

TABLE OF CONTENTS

INFORMATION	**Page**
Title I Schoolwide Project/SES After School Tutoring	3
Vision/Mission/Motto/School Song	4
Steinhatchee School Personnel	5
Cafeteria Information	6
Student General Information	7
DISTRICT POLICIES	
Student Transportation Guidelines	11
Student Code of Conduct Statement	12
Taylor County Website Information	13
Other District Policies	14
Video Taping of Classrooms	
Statement of Non-Discrimination	
Equity Coordinator and Equity Statement	
Reasonable Accommodation Provided	
For Parents of Students With Disabilities	
Student Records	
Family Educational Rights and Privacy Act (FERPA)	
Alcohol and Drugs	
Vaping	
Use of Tobacco	
AIDS Policy	
Sexual Harassment Policy Statement	
Gun-Free Schools Act and Dangerous Weapons at School	
Authority to Remove Disruptive Students	
Discrimination Grievance Procedures for Students	
Comprehensive Health Education	
Head Lice	
Student Random Extra-Curricula Drug Testing Policy	
Taylor District School Network/Internet Acceptable Use	
Taylor County Schools Social Media Policy	
Financial Status Report	
Handbook Acknowledgement	

TITLE I SCHOOL-WIDE PROJECT

Title I of the Elementary and Secondary Education Act (ESEA) is the largest federal assistance program to our nation's schools. ESEA was first established in 1965 and until December, 2015, the most recent reauthorization in 2001 coined the phrase "No Child Left Behind" (NCLB). Title I has evolved to the "Every Student Succeeds Act (ESSA)".

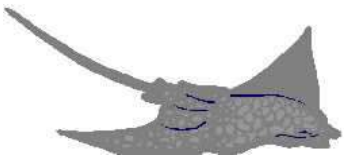
Title I, Part A, is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Title I focuses on promoting school-wide reform in high-poverty schools and ensuring students' access to scientifically based instructional strategies and challenging academic content. It is our desire to have all teachers as highly qualified. This means that they have certification in the areas in which they teach.

Steinhatchee School is supplemented with Federal funds as a Title I School-wide Project. These funds provide a teacher assistant and parent liaison, computers/courseware and other educational materials for remediation in reading, math, and writing skills. Our Title I Plan includes a **Parent Engagement** component with a Parent Compact for parents, students, teachers, and school principal to agree to uphold for the overall success of the student. Parents are requested to complete an **Interest Inventory** each year for parent involvement planning.

SES (Supplemental Education Services) are provided by Title I funds. This **after-school tutoring program** is available to eligible students. Parents will be given the opportunity to select a provider for this service free of charge to them.

Another After School Program that is available to all students ages 5 and older is the **Boys and Girls Club.** The hours for the Stingray Club are Monday through Friday from 2:45pm to 5:30pm.

Steinhatchee School also houses a **Family Center** that makes available special services to the school and community in collaboration with Doctors Memorial Hospital.

Steinhatchee School... 

"Achieving Excellence Together!"

Vision

Steinhatchee School envisions every child becoming a lifelong learner who is a responsible, productive, and caring citizen.

Mission

At Steinhatchee School our staff, parents, and community are committed to providing a quality education for all students to become lifelong learners and responsible, productive citizens.

Motto

"Achieving Excellence Together!"

Steinhatchee School Song

(*sung to tune of "Danny Boy"*)

Steinhatchee School, your open doors they welcome me
You took my hand and helped me on my way
No matter where in life that I may have to roam
Steinhatchee School, you'll be my home

The friends I made here stay within my memory
The pride I learned I'll keep my whole life long
No matter where in life that I may have to roam
Steinhatchee School, you'll be my home

(*This song was written by a Steinhatchee young'un who is now our 3rd Grade Teacher… Ms. Melissa Harden!)*

STEINHATCHEE SCHOOL PERSONNEL

PRINCIPAL

Jimmy Bray

INSTRUCTIONAL

Kindergarten	Beth Stefanelli	(planning from 1:40 – 2:10)
Grade 1	Laurie Lilliott	(planning from 1:40 – 2:10)
Grade 2	Robyn Taylor	(planning from 1:40 – 2:10)
Grade 3	Melissa Harden	(planning from 2:10 – 2:45)
Grade 4 HR	Kiley Cole	(planning from 2:10 – 2:45)
Grade 5 HR	Tracey Blackshear	(planning from 2:10 – 2:45)
MTSS/ESE	Cierra McKinney	

NON-INSTRUCTIONAL AIDES

Chrissy Bray
Christy Davis
Dorry Roberts
Kylee Driggers

OFFICE STAFF

Laura Linzi - Parent Liaison
Pamela Revels - Bookkeeper

CUSTODIAL

Head Custodian – Canssandra Randall
Custodian – Lela Thomas

CLINIC AIDE

Jodi Shipman

FOOD SERVICE

Laverne Rhodes (Manager)
Libbi Patterson

BUS

Lori Edmondson (Driver)
Jessica Downing (Bus Aide)

SRO

Lindsey Shaw

CAFETERIA INFORMATION

7:30 – 7:55 Breakfast Program

Lunch Program

Adult breakfast price	$3.00
Adult lunch price	$5.50
Adult Entrée Price	$2.00

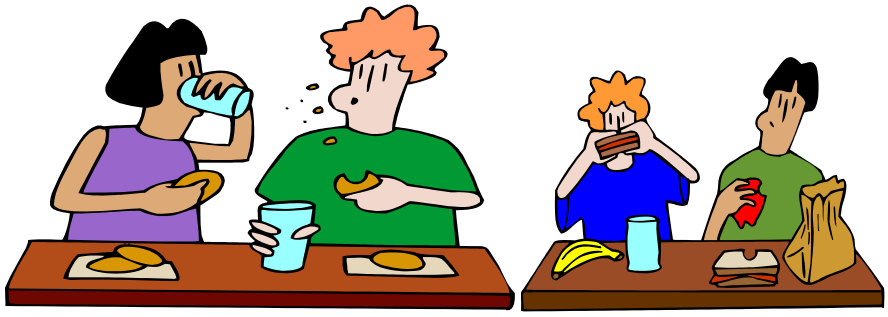
We are pleased to inform you Taylor County School District will continue to implement the new option available to schools participating in the National School Lunch and Breakfast Program called the Community Eligibility Provision (CEP) for School Year 2026-2027.

Schools participating in the CEP are able to provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in a CEP school during the 2026-2025 School Year.

Teachers will escort students to and from the cafeteria. Students are expected to enter the cafeteria **quietly and orderly**. Students have 30 minutes for lunch.

Good table manners are expected! Parents, please teach your children that they represent you and your family while at school, and should use proper manners. A student who chooses **not to follow cafeteria expectations** may be moved to another table during the lunch period, assigned a work detail, or other appropriate discipline. All students have the right to a relaxing and enjoyable cafeteria experience at Steinhatchee School.

Breakfast and lunch are served by nutritional standards. Students may bring a lunch from home which may include fruit drinks in plastic containers. No glass containers, please.



STUDENT GENERAL INFORMATION

ARRIVAL TO SCHOOL: All students arriving at school between 7:30 – 7:55, should report to the cafeteria. Breakfast will be served from 7:30 until 7:55. Students are not to be on campus earlier than 7:30. Students report to areas their designated supervision areas immediately following breakfast. The first bell will ring at 7:55 and the tardy bell will ring at 8:00.

ANOTHER DESTINATION: Students that wish to get off the bus anywhere other than their usual destination MUST BRING A NOTE signed by parent/guardian. **Please make every effort to send a note with your child to let the school know of different plans prior to coming to school.** If there is an emergency, **a PARENT may call the front office by 2:00**. This rule applies to students that walk or ride bikes as well.

Boys & Girls Stingray Club students go directly to Club after school.

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

PERSONAL ITEMS: Steinhatchee School is NOT responsible for personal items lost at school or on field trips. PERSONAL ITEMS should stay at home! Students **are not allowed** to bring toys, cameras, radios, ipods, tape recorders, games, video games, pagers, video or cassette tapes, CD's, knives, toys, trading cards, wallet-chains, hats (unless outdoors), sunglasses (unless outdoors)**,** Heely shoes (when using wheels), fidget spinners, **Pokémon cards**, or any other personal items unless requested by the teacher and approved by the principal.

COMMUNICATION:

- **Communication Binders**
  Students will be given a binder containing folders for homework/communication, and a student planner. The binder will also contain their **Wednesday** folder with notes, papers/grades for parents to see (and perhaps sign) before returning the folder. Some teachers may send home information on a more frequent schedule.
- **Student Planners**
  Students will receive a Student Planner at no cost. This goal-setting tool will be used to document students' classroom assignments, homework, tests, and activities. Teachers may ask parents to read, sign, and return the planner to school with the child the next day. There will be a $5.00 charge to replace student planners if they go missing.

Parent Engagement:

The following is a list of important dates for conferences and other activities:

September 17 – Title I Annual Meeting
October 29 – Individual Parent Conference
February 18 – Individual Parent Conference
May 20 – Grade Level Transition Event

***Remember, any time you have concerns you may also send a note with your child, e-mail your child's teacher, or call the school office to schedule a teacher-parent conference.**

State Rules – **House Bill 7029** states that students have the right not to participate in the reciting of the pledge only upon written request of the parent or guardian.

House Bill 529 requires schools to have a moment of silence each day for at least 1 minute but no longer than 2 minutes. The bill empowers families to discuss with their child on what to focus on during the moment of silence and help them use this time as an opportunity to prepare for the upcoming day. Please take time to discuss with your child how they can use this time as it pertains to your values.

Book Review Rights: **House Bill 14677** Upon written request, a school district shall provide access to any material or book specified in the request that is maintained in a district school system library and is available for review.

CUSTODY OF CHILDREN: School personnel are required by law to release children to either of their parents, **UNLESS** the school has on file a **COPY of a COURT ORDER** that grants custody to a particular parent or another designated adult. Please know that safety for our students is a priority and we need your help to keep our information current.

FOOD and DRINKS: Food and drinks should only be brought for lunch and should be packed away in a lunch box that's not accessed by students unless they are in the lunchroom at lunch time. Liquid containers like tumblers, that students drink from throughout the day, should only contain water.

GUM: Chewing gum is only allowed by the permission of the teacher. If a student misuses gum, that student will not be allowed to use gum at school. Neither gum nor candy is to be used at P. E.

GRADING SCALE: The following grading scale will be used in Conduct and in P. E.:

S - Satisfactory
N - Needs Improvement
U – Unsatisfactory
I - Incomplete

The following grading scale will be used in core subjects in grades K – 6:

Grade	Percent	Definition
A	90-100	Outstanding
B	80-89	On Grade Level
C	70-79	Average
D	60-69	Lowest acceptable progress
F	0-59	Failure
I	0	Incomplete

Textbooks : The textbooks that will be used during this school year are:

- English/Language Arts - Wonders (2020 edition), Ready
- Mathematics Big Ideas (2022 edition), Ready
- Science Discovery Education Science (Discovery Education – 2024 edition)
- Social Studies Studies Weekly (2023-2024 edition)

Steinhatchee School students will be using a variety of textbooks, reading books, and technology devices (ex. laptops). Students are responsible for proper care and usage of all books and technology devices. Students/parents are responsible for lost, damaged textbooks, library books, and technology devices and must be paid for in a timely manner. **Textbooks usually cost $50 - $100 to be replaced**. Laptops usually cost $200-$400.

HOMEWORK: Homework is used to reinforce content learned during the school day. Homework will be given only on Monday through Thursday. Listening to your child read or reading to them is an appropriate activity for each night. Two things that you can practice every week are spelling and math facts. BGCA provides homework support every afternoon at club.

INSURANCE: Student insurance is available throughout the school year for purchase. You receive the insurance information when your child enrolls in Steinhatchee School. Forms are sent home with your child the first day back at school.

ILLNESS or INJURY AT SCHOOL: Parents/guardian will be notified by phone if a child becomes ill or is injured at school. Our Clinic Aide is trained in administering first aid. It is IMPERATIVE that we have **your correct phone number** so you can be reached in the event of an emergency. Please be sure the office/clinic knows this number and your intent for your child in the event of an illness or emergency.

MEDICATIONS: Any medication to be administered at school, must be **brought to school by the parent in the original container.** Please complete the appropriate form with our nurse, Jodi Shipman, in the Clinic. If your child brings medicine to school without the proper forms on file, the clinic will make every effort to contact you. If you cannot be reached, the medication will not be administered to your child and will be kept in the office until you come to pick it up. In compliance with Florida statute, school personnel are only allowed to administer soap, water, ice, Band-Aids for scrapes and cuts, and TLC as needed.

SCHOOL ADVISORY COUNCIL (SAC): This is the group who advise the principal regarding issues that will improve the school's efforts. At least 51% of this council must, according to Florida Statute, be non-school employees. Therefore, we urge parents, business partners, and community leaders to become active in this advisory committee.

PARENT/TEACHER COLLABORATION: All parents are invited to support students and staff through assisting the school leadership team with positive behavioral supports/activities for students. The leadership team consists of a teacher from each grade level, the parent liaison, and school principal. The leadership team will conduct monthly parent collaboration meetings to receive parent input and plan ways to enhance our students' school experience together.

EARLY SIGN-OUT: If an emergency arises and it becomes necessary for you to check your child out before the end of the day, you MUST check in at the Administrative Office. The secretary will reach your child's classroom by way of the school telephone, and your child will meet you in the Family Center office. NO ONE WILL BE ALLOWED TO PICK UP A CHILD FROM THE CLASSROOM. **School attendance is so important;** please attempt to schedule appointments (doctor/dentist appt., etc.) after school whenever possible. **Absences for early sign-outs will be monitored closely** and parents will be contacted to discuss this issue in a conference if necessary.

TARDINESS: The first bell rings at 7:55 and classes begin promptly at 8:00 AM. Students not arriving to school on time, MUST report to the office and get a TARDY PASS from office staff. Please refer to the attendance policy regarding tardies and absences from class.

ATTENDACE POLICY: Please see the district section of this handbook.

TELEPHONE USE: The telephone is off limits to students. If calls need to be made, someone in the office will assist your child with a call. Students **will not** be permitted to use the phone to ask your permission to go home with another child that day.

VISITORS: Visitors are welcome at Steinhatchee School, and we want to have a record of your visit. A VISITOR is an adult who is not employed at the school. For the safety of our children and staff, there is only **one entrance to the school campus**. ALL visitors must report to the **main school office** to sign in and inform the secretary who they would like to visit. Florida Statute requires that a teacher is given 24 hour notice before a parent is allowed to visit a class. We will call the teacher to inquire if they are open to a visit. Once permission is given, you will be given you a visitors' pass to wear in a noticeable place while on school grounds. Upon leaving campus, please remember to sign out**. School age children**, who are not enrolled in Steinhatchee School, are not permitted to visit classrooms.

VOLUNTEER PROGRAM: Steinhatchee School is a wonderful place to spend time. If you would like to volunteer, please complete the school volunteer application available on the TCSD website or pick one up in our office. For student safety purposes, a background check must be completed prior to volunteering.

PLAYGROUND: Students will have P. E. or recess each day. Students are required to follow safe PLAYGROUND rules at all times. NO roughhousing, i.e. tackling, horseplay, pulling on others' clothing, etc. Stay OFF and AWAY from fences. **Do not go to the fence to talk to anyone while outside at PE.** Parents and other visitors are requested to report to the front office if they wish to communicate to students, teachers, or staff. **Students do not leave the playground to retrieve a ball or other equipment.** The adult on duty will take responsibility for retrieval of the item.

Student Transportation Guidelines

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

Transportation Changes

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

Approved Schedule-Based Arrangements

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

- Written documentation must be submitted to the school 72 hours in advance.
- The arrangement must be approved by school administration and the transportation director.

Same-Day Pick-Up Requests

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

Emergencies

We do understand emergencies arise. If you have an emergency, contact the school, and school administration will work with the transportation department to allow for the change.

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

2026-2027 Discipline Information Grades K-5

***The 2026-2027 Student Code of Conduct is currently being reviewed by the Taylor County School District at the time of our Parent/Student Handbook printing. The most up to date document(s) can be found at www.taylor.k12.fl.us . The updated code of conduct will also include attendance and dress code policies. When approved, the copy will be sent home in your child's Wednesday folder with a return page to confirm receipt.**



PARENT NOTICE on AYP

STUDENT PROGRESSION PLAN

Expectations for Pupil Performance (per Florida Statute)
Promotion/Remediation/Retention Procedures

SCHOOL ACCOUNTABILITY REPORT (SPAR)

PARENT RIGHT TO KNOW

- The teacher is in-field, certified to teach the course or if the teacher is out-of-field and not certified to teach the course;
- Whether or not the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or certification of the degree;
- Is your child being provided services by paraprofessionals (teacher aide) and, if so, what are their qualifications;
- A description of the frequent and regular methods of notification on how your child is performing in each academic area and on each of the State academic assessments.

NOTE: These documents/information are available at the school office and the Taylor County School Board website www.taylor.k12.fl.us

Other DISTRICT POLICIES

VIDEOTAPING OF CLASSROOMS: For instructional purposes this is an accepted practice in the Taylor County School District. If you wish for your child NOT to be taped or pictures to be published in the local newspapers, please submit your request in writing to the school principal/office staff.

STATEMENT OF NON-DISCRIMINATION: 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.

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 or 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.

EQUITY COORDINATOR: The district appoints an Equity Coordinator to coordinate compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures effecting employment or educational opportunities in the district please contact: *Taylor County School Board.*

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, 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 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 of 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 conducting an investigation 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 foe 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.

REASONABLE ACCOMMODATION PROVIDED: Disabled individuals 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.

FOR PARENTS OF STUDENTS WITH DISABILITIES: To assist you in making informed decisions regarding your child's education, please refer to the Taylor County School District Website www.taylor.k12.fl.us/parents and select the section entitled "Students with Disabilities". Topics include diploma options, transition planning and services, eligibility, Revised Procedural Safeguards, least restrictive environment, Section 504 Information & Guide, FCAT Waiver Options, and a list of contact organizations."

PUBLIC NOTICE
STUDENT RECORDS MAINTAINED BY TAYLOR COUNTY PUBLIC SCHOOLS

The Taylor County Public Schools maintain educational records on each student in the school in which he/she is currently enrolled for the purpose of planning instructional programs, for guidance of students for preparation of State and Federal reports, and for research. Student records are for the educational benefit of the student, and information recorded and maintained is in keeping with the best educational interest of the student.

Location and Availability of District Policies on Student Educational Records

The District's policies on educational records of students are maintained under the direction of the school principal in each Taylor County School and in the office of the Superintendent of Schools.

A parent who wishes to review these policies should make an appointment with the school principal. School personnel are available to interpret district's policies on educational records of students. School officials will honor all such requests as soon as possible. A parent may request a copy of the policies at actual cost of reproduction. (.25 per page).

Who Has Access To Student Records?

Access to educational records shall be limited to:

a. Parents or guardians, or the student if he/she is eighteen years of age or is attending an institution of post-secondary education.
b. School officials and authorized personnel who have a legitimate educational interest seeking the information.

c. Officials of other school systems in which the student seeks to enroll, subject to conditions set forth in the Federal Register, June 17,1976, Section 99.34, Privacy Rights.
d. School Boards conducting student expulsion hearings.
e. The Auditor General's Office as limited by Florida Statues.
f. Individuals or organizations conducting authorized educational studies when personal identification of students is withheld.
g. Authorized representatives of the Federal Government.
h. Accrediting organizations in order to carry out their accrediting functions.
i. A court of competent jurisdiction, after notification of parent/student procedures has been followed.
j. School officials and credit bureaus (with certain limitations) in connection with a student's application for, or receipt of, financial aid.
k. Appropriate parties in a health and safety emergency, subject to the conditions described in the Federal Register, June 17, 1976, Section 99.36, Privacy Rights.
l. Other persons whom the parent or adult student may authorize in writing by executing a form that specifies what records are to be released, to whom and for what purpose, in which case the school shall maintain a record of such release of access.

In cases where parents request a copy of a student's educational records, such a copy shall be provided and a fee charge based upon the cost of reproducing the records. In cases of legal separation or divorce, either parent may have access to a student's educational records unless an appropriate court order to the contrary has been filed with the school.

If any material or document in the educational records of a student includes information on more than one student, the parent seeking access will have the right to inspect and review only those parts that relate to said student or be informed of the specific information contained in such materials. Compliance with a request to inspect and review a student's educational record should be done as administratively feasible; under no circumstances should the time element exceed thirty (30) days after the request has been made. **Personally** identifiable information which is disclosed to an individual, agency, or organization may be used only for the purpose for which the disclosure was made. **Cumulative records** are transferred upon the request of a receiving school when the student seeks to enroll in another school

What Information Is In A Student's Record?

The major, but not only, component of a student's educational record is the Cumulative Record Folder, and it shall be maintained for each student from his/her entrance into a Taylor County Public School through the twelfth (12) grades. Information contained in this record shall be classified as follows:

a. Category A: Permanent information- verified information of a clear educational importance which shall be retained permanently in the manner prescribed by Florida Statute 230.221 (2)
b. Category B: Temporary information-verified information of a clear educational importance which is subject to change, and which may be destroyed upon the district's record retention schedule.

The content of Category A and Category B educational records shall be defined in State Board Rules 6A-1.0955.

MAINTENANCE OF STUDENT RECORDS

As defined in Section 228.093(3)F.S., The Taylor County School Board policy for storage, retention and destruction of personally identifiable information is available at the school office upon request. Steinhatchee School and the Taylor District School Board has the right to retain permanent records of name, address, etc. without time limitation. If any parents of students enrolled at Steinhatchee School are unable to comprehend a written English notice, they should contact the school office for an explanation or translation of this material. Any questions regarding this information should be directed to the principal of the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

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 *SchoolDistrict* 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

La ley de privacidad (FERPA) y derechos educativos de familia ofrece los padres y alumnos mayores de 18 años de edad ("estudiantes elegibles") ciertos derechos respecto a los registros de educación del estudiante. Estos derechos son: (1) el derecho a inspeccionar y revisar los registros de educación del estudiante dentro de 45 días del día la escuela recibe una solicitud de acceso. Los padres o los estudiantes elegibles deben presentar a la escuela principal [o escuela apropiado tra Oficial] una solicitud por escrito que identifica la record(s) que deseen inspeccionar. El funcionario de escuela va hacer arreglos para el acceso y notificar el padre o estudiantes elegibles del tiempo y lugar donde los registros pueden ser inspeccionados. (2) El derecho a pedir la modificación de los registros de educación del estudiante que cree que los padres o alumnos elegibles son inexacto. Los padres o alumnos elegibles podrán pedir a la escuela para modificar un registro que creen es inexacta. Debe escribir el principal de escuela [o funcionario de la escuela apropiado], claramente identificar la parte del registro que quieren cambiar y especificar por qué es inexacta. Si la escuela decide no modificar el registro de lo solicitado por el padre o alumno elegible, la escuela se notificar los padres o alumnos elegibles de la decisión y asesorar a ellos de su derecho a una audiencia con respecto a la solicitud de enmienda. Información adicional sobre los procedimientos de audiencia se prestará a los padres o alumnos elegibles cuando notifique del derecho a una

audiencia. (3) El derecho a consentir divulgaciones de información personalmente identificable contenida en los registros de educación del estudiante, excepto que FERPA autoriza divulgación sin con enviado. Una excepción, que permite la divulgación sin el consentimiento es divulgación a funcionarios de la escuela con intereses legítimos de educación. Un funcionario de escuela es una persona empleada por la escuela como un anuncio ministrator, supervisor, instructor, o apoyar miembro del personal (incluyendo salud o personal médico y personal de unidad de represión); una persona al servicio de la Comisión escolar; una persona o com compañía con quien ha contratado a la escuela para realizar una tarea especial (como un abogado, audi tor, consultor médico o terapeuta); o un padre o estudiante desempeñan funciones en un Comité oficial, tales como un comité disciplinario o agravio, o ayudando a otro funcionario de escuela en llevar a cabo sus tareas. Una escuela oficial tiene un legítimo interés educativo si el funcionario necesita revisar un registro de cion educa a fin de cumplir su responsabilidad profesional. [Opcional] Previa solicitud, la escuela revela registros de educación sin el consentimiento a los funcionarios de otro distrito escolar en el que un estudiante busca o va a inscribirse. [Nota: FERPA requiere un distrito escolar para hacer un intento razonable para notificar a los padres o estudiante de los registros re búsqueda a menos que se dice en su notificación anual que se pretende reenviar registros bajo petición.] (4) El derecho a presentar una queja con el Departamento de educación con respecto a alegado incumplimiento por el distrito escolar de cumplir los requisitos de FERPA. El nombre y dirección de la Oficina que administra FERPA son: familia política Compliance Office estadounidense Departamento de educación 400 Maryland Avenue, SW Washington, DC 20202-5901

3.10

ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR CONTROLLED SUBSTANCE ON BOARD PROPERTY

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance, as defined by Florida Statutes, while on school property, at school-sponsored activities, or while on school trips involving students.

(1) All principals are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the school premises immediately.
(2) Any person having purchased an admission ticket to a school event shall forfeit his/her rights under this rule by having an alcoholic beverage in his/her possession at the event.
(3) Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.
(4) While on school-sponsored trips, the following action may become necessary:

(a) Alcoholic beverages in possession of minors will be seized.
(b) Students and/or adults in possession of alcoholic beverages may be sent back and/or other appropriate action taken.

USE OF TOBACCO PRODUCTS BY STUDENTS

TITLE: Students' Use and possession of Tobacco and Tobacco Products
POLICY:

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 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.
Adult education centers may allow smoking by adults in outdoor areas specifically designated for smoking.

Comprehensive Health Education and Substance Abuse Prevention

Comprehensive Health Education and Substance Abuse Prevention, pursuant to 1003.42 F.S. In appropriate classes in the K-12 curriculum, with teaching materials appropriate to the grade level and with values consistent with those of the community, instruction will include the following: nutrition education; substance abuse prevention that may include health, personal and economic consequences as well as decision making; resisting peer pressure, self-concept enhancement and identifying and dealing with situations posing a risk to one's health and possibly leading to abuse; the causes, transmission and prevention of HIV infection, AIDS and other sexually transmissible diseases; and reproductive health; consumer health; environmental health; interpersonal
skills and parenting to reduce teenage pregnancy family life, including an awareness of the benefits of sexual abstinence as the expected standard and the consequences of teenage pregnancy; teen dating violence; mental and emotional health; injury prevention and safety; personal health; and prevention and control of disease. Instructional materials and available for inspection by parents or guardians of the children engaged in such classes. Any student whose parent makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development, and treatment. A student so exempted may not be penalized by reason of that exemption.
All students shall be provided physical education consisting of physical activities of at least moderate intensity, subject to the differing capabilities of students. Elementary students shall have 150 minutes of physical education activities per week to include at least 30 consecutive minutes of activity. Middle school students shall have one semester of physical education per year unless a waiver applies. High school students shall meet the 135 hour physical education graduation requirement of Personal Fitness and an elective physical education course or its equivalent pursuant to 1003.455 F.S.

AIDS POLICY STATEMENT: Taylor District Schools have adopted AIDS policies for students and employees.

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 attention may wish to continue to work. As long as employees are able to meet acceptable performance standards, and 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 District Schools have 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.

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 system. (a) Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at the school. (b) Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

DANGEROUS WEAPONS IN SCHOOL

TITLE: Weapons Prohibited
POLICY: A student who possesses, caries, or conceals any item capable of inflicting bodily harm, including, but not limited to, a firearm, cutting instrument (i.e., knife, razor, etc.), chemical weapon, destructive device, explosive, or other weapon (such as a dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, electric weapon, or other deadly weapon) shall be subject to consequences ad directed by school Board policies "Zero Tolerance for School Related Violent Crime", and/or federal laws, rules and regulations.

The school's jurisdiction shall include school grounds, buildings, transportation, school-sponsored activities, as well as vehicles on school grounds or vehicles involved in school sponsored activities.

AUTHORITY TO REMOVE DISRUPTIVE STUDENTS

STATUTORY AUTHORITY; Section **1003.32** Florida Statutes
gives school personnel the authority to deal with students who are seriously disrupting the learning process and who may need alternative placement. This legislation seeks to minimize classroom

disruption while a disruptive student's educational placement is reviewed when the current placement is creating an unsafe or disruptive learning environment, or is to meeting the student's learning needs.

A teacher may expel a student from his/her classroom provided the following steps have been taken:

- The teacher's classroom management plan has been followed and a parent contact made and
- The district matrix for that particular disruptive behavior has been followed.

However, in situations where a disruptive student poses a threat to the safety and well-being of a teacher or student(s) in a classroom setting that student may be expelled from that particular classroom setting.

If a student is expelled from a classroom, a Placement Review Committee shall convene to render a decision as to the future placement of the student. Removals to the alternative school, to another classroom or back to the original classroom are some of the options that will be considered. The Committee will consist of two teachers, chosen by their peers, a school administrator, a guidance counselor and a non-instructional staff member. The legislation gives the committee five days from removal of the student in which to render a decision.

DISCRIMINATION GRIEVANCE AND COMPLAINT PROCEDURES FOR STUDENTS

Students may feel at times they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of student grievances, including complaints alleging any action, which would be prohibited by Title IX:

1. Student/teacher conference,
2. Student/principal conference,
3. Student/behavior team conference.

The first step taken by the student is with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after initial contact, the student may involve the parent(s), a counselor, or any other school personnel of the student's choice.

HEAD LICE

According to TCSB policy based on Section 230.22(2) F.S., any student infested with live head lice shall be excluded from school and school transportation until the student has received treatment for head lice. To be readmitted to school, the student must be checked at school by the clinic aide or by designated school personnel, or the student must present school personnel a form signed by a physician or Health Department official which verifies that the student is free of head lice.

STUDENT RANDOM EXTRACURRICULAR DRUG TESTING

The Taylor County School Board recognizes the use of alcohol, tobacco and illegal drugs by students is not only increasing but also beginning at a younger age. Students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. This policy is a proactive approach designed to create a safe, orderly, healthy and drug free environment for students and to assist them in getting help when needed.

(1) General Procedures

Parents/guardians/custodians, students and school officials will be informed of the policies and procedures involved in the random drug testing program at the beginning of each school year. A copy of this policy will be provided to each student. In order to participate in extracurricular activities, each student shall sign and return a consent form permitting the school to conduct drug testing. The consent form must be signed by the student and by a parent/guardian/custodian and notarized at the start of each school year.
The form must be returned to the school prior to the student's participation in any extracurricular activity. Extracurricular activities are those activities in which any student voluntarily participates. Extracurricular activities include, but are not limited to, athletics, cheerleading, band and its auxiliaries, chorus, school clubs, class officers/student government and any other school organizations.
At the discretion of the principal or designee, students participating in extracurricular activities may be randomly tested at any time during the school year. Selection for random testing will not be by lottery drawing from a list of participating students. The principal and vendor shall take all reasonable steps to assure the integrity, confidentially, and random nature of the selection process. Students who have been chosen randomly to be tested have the right within twenty-four (24) hours of the random drug test to furnish the principal a list of prescription and/or over-the-counter medications the student may have taken prior to being tested.

(2) Procedures for Sample Collection and Test Results

Samples will be collected at a mutually convenient time established by the vendor and the principal/designee. Students providing samples will be given as much privacy as possible while providing the samples. A portion of the sample shall be used for the initial test. If the initial test renders a negative test results then no further analysis will be conducted. If the initial test renders a positive result, then a report without the student's name and bearing only a number with which to identify the student will be sent to the Medical Review Officer (MRO). The MRO will receive each report of a positive result and will be supplied with information to determine the correct name of the student whose identifying number appears on each positive test result report. Prior to verifying a positive result, the MRO shall attempt to contact the student whose name coincides with the identifying number on the positive drug test report and his/her parent/guardian/custodian to afford them the opportunity to confidentially discuss the test results with the MRO and to provide the MRO with the student's medial history and any other relevant biomedical information including the use of any prescription or non-prescription medication that would assist the MRO in determining whether the MRO should verify the test results as positive. If the MRO determines that the test results should be deemed negative, then no further action shall be taken and the student's test result along with all other previous test results will be reported to the principal or his/her designee as a negative result. If the MRO confirms a positive test result as reported by the vendor, the MRO shall submit that positive drug test result to the principal or his/her designee.
Test results are kept by the principal, secured in a locked file and maintained separately from students' cumulative records and discipline files. Test results shall be transferable

among campuses with the TaylorCountySchool District. Files of students in grades nine through twelve will be destroyed upon students' graduation, or if students are no longer in the Taylor County School System, files will be destroyed upon the students' projected graduation date. Files for students in grades six through eight will be destroyed upon completion of the eighth grade.

(3) Positive Test Conference

The principal shall schedule a positive test conference with the student and his/her parent/guardian/custodian and other appropriate school personnel as deemed necessary to discuss any positive test results and the consequences.

The parent/guardian/custodian has five (5) school days from the positive test conference to request in writing to the principal that the remainder of the sample is tested. The five-day window to request that the remainder of the sample be tested begins the day after the **Positive Test Conference.**

This test will be at parent/guardian/custodian expense. If the second analysis renders a negative result, then no further action will be taken and all records pertaining to a positive result will be expunged. If the parent/guardian/custodian does not request the second test or if the second test is positive, then the Procedures in the Event of Positive Result shall be implemented.

(4) Procedures in the Event of Positive Result

Whenever the MRO confirms and reports a positive test result and there is no negative second test result, the following shall occur:

First Positive Result

The student shall be ineligible to participate in all extracurricular activities for one year from the date of the positive test conference, **OR:**

(a)The student shall receive a 10 day minimum or two (2) game suspension (whichever is more) from all extracurricular activities.

(b)Suspensions shall not be limited to one sport or activity and can roll forward to the next sport or activity.

Within five (5) working days after the positive test conference the student must enroll in a substance abuse counseling program that is licensed by the State of Florida.

Counseling may be provided by a substance professional, a licensed clinical social worker, a licensed marriage and family therapist, a licensed psychologist or a licensed mental health counselor. Failure to enroll in or complete the aforementioned counseling program shall result in a suspension from all extracurricular activities for one year.

(c) The student must attend a minimum of six (6) sessions that must be completed within six weeks from the date of the positive test conference. Failure to attend the six sessions shall result in a suspension from all extracurricular activities for one year.

(d) Upon proof of enrollment in an approved substance abuse counseling program and completion of the ten (10) day suspension or two game suspension, the student may submit to another drug test. If the student has a negative test result, the student may resume participation in the extracurricular activities.

(e) In the event the test result is positive, the student moves to the second positive result level.

(f) The substance abuse program and subsequent drug tests shall be at the expense of the student and/or his/her parent/guardian/custodian.
(g) Once a student has an initial positive test result, he/she must be tested in all future student random drug testing for the remainder of his/her enrollment in the particular school in which that student is enrolled.
Should the student transfer to another school in the district with the same grade configuration (middle school to middle school, etc.), drug testing for all future student random drug testing at the new site must continue.

Second Positive Test Result

The student shall be ineligible to participate in all extracurricular activities for one year from the date of the second positive test conference.

(5) Refusal to Submit to Random Testing

If a student participating in extracurricular activities who has signed the consent form and whose name was randomly selected for testing refuses to be tested for alcohol or drugs the following shall occur:
(a) The principal or his/her designee must immediately attempt to contact the student's parent/guardian/custodian and advise them of the refusal of the student to take the test. If the parent/guardian/custodian also refuses for the student to be tested or the student continues to refuse to be tested, then the student shall be immediately suspended from all extracurricular activities for one year from the date of refusal.
(d) At the end of one-year suspension, the student shall be required to submit to a drug test and render a negative result in order to participate in any extracurricular activities. The test will be done at the expense of the student or his/her parent/guardian/custodian.

(6) Non-Punitive

No student shall be penalized academically for testing positive for alcohol or drugs. The results of the drug tests pursuant to this policy will not be documented in any student's academic records.
Information regarding the results will not be disclosed to criminal or juvenile authorities absent legal compulsion by a valid and binding subpoena other legal process, which the school shall not solicit. In the event of service of such subpoena or legal process, the student and his/her parent/guardian/custodian will be notified at least 72 hours before response is made by the school.

DEFINITIONS:

Alcohol: Any substance containing any form of alcohol including, but not limited to, ethanol, methanol, proganol and isopropanol.
Drugs: Cannabis, the seeds thereof, and the resin extracted from any part of the plant, narcotics, barbiturates and related tranquilizers and any other drug that is listed as a substance in Chapter 983, Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamins, stimulants, and the various mail order stimulants that are shaped to look like various prescription amphetamines.

Dangers and Consequences of Vaping

The Taylor County School District is concerned about the well-being of their students and the impact that vaping has had on our students over the past few years. According to the American Lung Association has tried vaping and the use of e-cigarettes in the United States has increased so dramatically that the U.S. Surgeon General has called it a "youth epidemic". In order to help students and their parents deal with this situation we have provided some resources to help students overcome this addiction. In addition, the Taylor County Middle School and Taylor County High School have set up programs to give further assistance.

TAYLOR DISTRICT SCHOOLS NETWORK/INTERNET ACCEPTABLE USE POLICY

Network Overview

Taylor District Schools provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and administrative activities.

The Internet is a global telecommunications network connecting millions of individual users. By means of infrastructure provided by Taylor County Schools, students, teachers and administrators will have access to the following:

- Worldwide electronic mail services
- Global information and news as well as the opportunity to correspond with other institutions
- Public domain and shareware computer software of all types
- Discussion groups on a broad range of topics

Network Warning

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material, individual contacts or communications which are not suitable for school-aged children. The Taylor District School Board views information retrieval from the network in the sane capacity as information retrieval from reference materials identified by schools. Specifically, the district supports those activities which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. **At school, each student's access to and use of the network will be under the teacher's direction and monitored as a regular instructional activity**. The district, however, cannot prevent the possibility that some may access material that is not consistent with the educational mission, goals and policies of the Taylor District School.

General Policy and Guidelines

It is general policy that Taylor District Schools network facilities (referred to hereafter as "The network") are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Taylor District Schools. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving a logon id. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

GUIDELINE I: Acceptable uses of the network are activities, which support learning and teaching. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: access to database, electronic mail, conferences, bulletin boards, and access to the internet

GUIDELINE II: Unacceptable uses of the network include:
Violating the conditions of the Education Code dealing with student's rights to privacy (FERPA).
Using profanity, obscenity, or other language, which may be offensive to another user.
Reposting personal communications without the author's prior consent.
Copying commercial software in violation of copyright law or other copyright protected material.
Using the network for financial gain or for any commercial or illegal activity.

GUIDELINE III:
Users must be aware of the finite capacity of the network and must cooperate with the network management to conserve resources and assure equitable access for all. The network has limited amount of bandwidth to serve a growing number of users. Users are expected to observe the following:
Limit on-line time to valid educational/administrative activities;
Minimize internet "surfing" by carefully preparing classroom activities;
Do not download from the Internet during peak hours (i.e., between 8 a.m. and 3 p.m.);
Prepare text files foe uploading before logging on;
Log off before editing and printing downloaded files; and
Delete e-mail files in a timely manner.

GUIDELINE IV: Users should remember that e-mail is regulated by the same rules as any written communication. Misuse of e-mail is subject to disciplinary action by the site administrator.

GUIDELINE V: Classroom teachers and aides are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of network resources.

GUIDELINE VI: the person in whose name a logon id is issued is responsible at all times for its proper use. Users should be extremely careful with their passwords.

GUIDELINE VII: Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be referred to the site administrator for disciplinary action and may be reviewed as criminal activity under applicable state and federal law.

GUIDELINE VIII: the network management accepts no responsibility for harm caused directly of indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

7.40 – Taylor County School Board Policy

SOCIAL MEDIA USE

The Taylor County School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

Definitions

Social media means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, or blogs. Official district social media platform is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

Personal social media is that is which employees, students, and community members engage with family and friends.

Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain written approval from the principal before creating an official classroom or team social media platform.

Official District Sites

Official district social media platform is a site authorized by the Superintendent or designee. These approved sites will include required district information and district logo All TCSD school social media sites will use district email and will provide district as well as school admin access. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

Guidelines for Content

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's

purposes along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner. Keeping in mind that information produced by TCSD staff and students is a reflection on the entire district and is subject to the District's School and District Technology Acceptable Use Policy, Federal and State Statutes and the Principles of Professional Conduct for the Education Profession in Florida, and other related applicable policies and guidelines. The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms by not plagiarizing giving credit where it is due. The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

Privacy

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses, as specified in State Board of Education Rule 6A-1.095 shall apply to district and school web sites as well as all other official district social media platforms.

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations. Each official district social media platform shall prominently display:

1. The purpose of the site along with a statement that users are expected to use the site only for those intended purposes.

2. Information on how to use the security settings of the social media platform.

3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that: A. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation - B. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.

5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.

6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.

7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.

8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

Employees' Use of Personal Social Media Sites

The School Board takes no position regarding the decision of its employees to participate in various forms of social media for personal use. Employees shall not use the District's seal, school logos, or any other District representation or images on any personal sites.

END OF POLICY

This would need to be added to employee's handbooks that you review annually:

Guidelines for Personal Social Media Sites

· District employees are encouraged to block their personal sites from students.

· Employees may identify themselves as a District employee but must include a disclaimer stating that the views expressed, or information posted do not reflect the views of the Taylor County School Board or School District staff. Employee communication with students shall be through the use of District supplied e-mail or other District approved software applications or webtools.

· Employees are encouraged to copy parents on any e-mail communication with students. Employees must always maintain appropriate relationships with students and parents.

· Employees are responsible for the content of their communication. Employees must be fair and respectful and maintain professionalism consistent with District policies and state law.

Employees shall not engage in any activity that could reasonably be viewed as inappropriate or that seriously reduces his or her effectiveness as an employee of the District. TCSB Employee General Guidelines

TCSB Employee General Etiquette for Social Media:

Your online behavior should reflect honesty, respect, and consideration.

· Be Honest/Truthful: Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

· Maintain confidentiality: Do not post any confidential or proprietary information regarding yourself and/or others. Students can reveal some information about themselves (ethnicity, political beliefs, stance on issues, interests) but should not offer any confidential information (place of residence, phone number, discretely identifiable information, common 'hang-out' locations).

· Know You Are Always "On": You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations; social media are not the best venues in which to air frustration as those comments are available to everyone.

· Be Respectful: Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way.

· Think Ahead: Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.

· The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.

· Avoid "hazardous" materials: Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.

Inappropriate use of social media shall be reported to an employee's supervisor or to the District Director of Human Resources. Good faith reporters shall be protected from retaliation in accordance with Florida law. School Board Rule 2.18 - Prohibition of Harassment shall also apply regarding employees' use of social media.

Employees are informed of this rule and understand that if they choose to post on social media sites it may affect his or her professional reputation and employment with the District and that all employees are bound by the Code of Ethics and Principals of Professional Conduct for the State of Florida.

Failure to adhere to these principles and guidelines will be subject to disciplinary action.

2024-2025 School Financial Report

Educational Funding Accountability Act, Sec. 1010.215. F.S.

Taylor County School District

Steinhatchee Elementary

Revenues	School	%	District	%	State	%
Federal	$ 208,803	14.24%	$ 12,683,488	27.66%	$ 5,215,084,332	14.89%
State/Local (Excludes Lottery)	1,257,231	85.76%	$ 33,085,443	72.14%	$ 29,774,485,597	85.02%
Lottery	-	0.00%	$ -	0.00%	$ -	0.00%
Private	-	0.00%	$ 92,604	0.20%	$ 29,468,091	0.08%
TOTAL	1,466,034	100%	45,861,535	100%	35,019,038,020	100%

Operating Costs	PER FULL-TIME EQUIVALENT STUDENT School	District	State	Total School Costs
Teachers/Teacher Aides (Salaries/Benefits)	$ 6,512	$ 5,536	$ 6,199	672,509
Substitute Teachers (Salaries/Benefits)	See Footnote (1)	-		
Other Instructional Personnel	950	1,108	1,531	98,119
Contracted Instructional Services	603	229	484	62,291
School Administration	1,517	956	785	156,637
Materials/Supplies/Operating Capital Outlay	834	260	349	86,103
Food Service	803	781	752	82,915
Operational and Maintenance of Plant	2,746	2,220	1,442	283,625
Other School Level Support Services	231	169	350	23,835
TOTAL SCHOOL COSTS	14,196	11,259	11,892	1,466,034

Additional Detail Information	PER FULL-TIME EQUIVALENT STUDENT

Teacher/Teacher Aides (Salaries/Benefits)	School	District	State	Total School Costs
Basic Programs	$ 5,644	$ 4,922	$ 5,017	$ 486,729
ESOL Programs	-	4,900	6,101	-
Exceptional Programs	10,903	7,399	9,916	185,780
Career Education Programs	-	6,972	5,085	-
Adult Programs		-	-	

PER FULL-TIME EQUIVALENT STUDENT

Materials, Supplies, Operating Capital Outlay	School	District	State	Total School Costs
Textbooks	$ 139	$ 116		$ 14,332
Computer Hardware and Software	$ -	-		$ -
Other Instructional Materials	$ 98	98		$ 10,107
Other Materials and Supplies	$ 597	488		$ 61,664
Library Materials and Supplies	$ 2	4		211

(1)-Total Cost of Substitute Teachers: $ 1,538

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

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law, regarding nondiscrimination. See 34 C.F.R.100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boy Scouts of America and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodations. The lack of English language skills will not be a barrier to any opportunity or event associated with Taylor County Schools. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Kiki Bell- Director of Personnel and Title IX Coordinator, 318 N. Clark St. Perry, Fl. 32347: 850-838-2500/ kiki.bell@taylor.k12. fl.us or Supervisor of ESE and Student Services and Section 504 Coordinator, 318 N. Clark St. Perry, Fl. 32347: 850-838-250

STEINHATCHEE SCHOOL
PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT
2026-2027

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE 2026-2027 STEINHATCHEE SCHOOL PARENT/STUDENT HANDBOOK:

_____	_____
PARENT NAME	STUDENT NAME
_____	_____
PARENT SIGNATURE	STUDENT
SIGNATURE	
_____	_____
DATE	DATE

PLEASE DETACH AND RETURN TO SCHOOL.
THANKS!!!