

Steinhatchee
School
Parent/Student
Handbook

2023-2024



Stingrays -
One Town,
One School,
One Family

Jimmy Bray

Taylor County School District

2023-2024

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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

"Every kid a winner every day!"

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!)

CAFETERIA INFORMATION

7:30 – 7:55

Breakfast Program

Lunch Program

Adult breakfast price	\$2.25
Adult lunch price	\$4.00

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 2023-2024.

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 2023-2024 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.



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.

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:

<u>Grade</u>	<u>Percent</u>	<u>Definition</u>
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 Inspire Science(McGraw Hill – 2018 edition),FLVS 4/5
- 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.**

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. and 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.

In grades K through 8, students will receive full credit on work made up from an excused absence and will receive at least ½ credit on completed work missed during the unexcused absence.

Monitoring of Absences

During the nine weeks grading period the following procedures will take place:

- On the third absence, the student's school will make contact with the parent.
- On the fifth absence, the student's school will mail home a letter informing the parent of the five absences for the nine weeks and the consequences of such absences.

Compulsory School Attendance:

No parent or guardian of a child shall be held responsible for a child's non-attendance at school under the following conditions:

- The absence is with permission of the head of the school.
- The absence was without the parent's knowledge, consent, or connivance.
- Financial inability as reported in writing to the superintendent.
- An insurmountable condition or sickness or injury as attested to by written statement by a licensed practicing physician.

If a student has had at least 5 unexcused absences or absences from which the reasons are unknown, within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report to the school principal that the student may be exhibiting a pattern of nonattendance.

Exceptions to the Attendance Policy:

1. Chronic or extended illness with doctor's verification.
2. A note from the hospital or physician to verify hospitalization.
3. Death in the immediate family requiring extended absence.
4. Court subpoena.

MALE:

1. Pants:

a. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).

b. Any pants with holes or slits that are higher than an appropriate length are not permitted.

2. Shorts: shorts should be an appropriate (when standing) this also includes holes.

3. Shirts: Shirts, tops, jackets, should cover all aspects of the chest, back and sides. a. Tank tops are not permitted as a primary top.

b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

***See special disciplinary actions below.** Exceptions may be made by administration for special school activities or if the student is a member of a legally recognized religious organization requiring head covering or if there is a legitimate medical necessity.

*Any administrator or designee shall make the determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions.

Any student wearing inappropriate clothing will be asked to change clothes. If no other clothing is available, parents will be contacted to bring a change of clothing and the discipline matrix will be followed. If a parent cannot bring appropriate clothing the student will sit in ISS for the remainder of the day and the discipline matrix will be followed.

NOTE: The principal or the principal's designee has the final authority for interpreting whether a student's apparel/ appearance conforms to the dress code and hinders the education/safety of all students.



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

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:

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

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

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

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

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.

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 *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

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

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.

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

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.

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 same 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.

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 in 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

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.

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

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

Taylor County School District
 Steinhatchee Elementary

	Revenues		School		District		State		
				%		%		%	
Federal	\$	392,566	35.32%	\$	11,696,103	32.63%	\$	6,740,369,455	21.90%
State/Local (Excludes Lottery)		718,801	64.68%	\$	23,992,322	66.94%	\$	24,013,872,357	78.03%
Lottery		-	0.00%	\$	-	0.00%	\$	-	0.00%
Private		-	0.00%	\$	155,594	0.43%	\$	22,876,493	0.07%
TOTAL		1,111,367	100%		35,844,019	100%		30,777,118,305	100%

	Operating Costs		School		District		State		Total School Costs
				%		%		%	
Teachers/Teacher Aides (Salaries/Benefits)	\$	6,759	\$	5,198	\$	5,555		512,178	
Substitute Teachers (Salaries/Benefits)		See Footnote (1)		-		-		115,924	
Other Instructional Personnel		1,262		1,611		1,330		31,300	
Contracted Instructional Services		454		274		323		119,760	
School Administration		1,869		772		683		56,410	
Materials/Supplies/Operating Capital Outlay		1,347		759		418		37,654	
Food Service		688		655		599		224,404	
Operational and Maintenance of Plant		3,057		1,062		1,138		13,737	
Other School Level Support Services		270		147		294		1,111,367	
TOTAL SCHOOL COSTS		15,706		10,478		10,340			

	Additional Detail Information		School		District		State		Total School Costs
				%		%		%	
Teacher/Teacher Aides (Salaries/Benefits)									
Basic Programs	\$	5,830	\$	4,416	\$	4,631	\$	318,813	
ESOL Programs		-		-		5,726		-	
Exceptional Programs		10,262		7,858		8,660		193,365	
Career Education Programs		-		3,730		4,518		-	
Adult Programs		-		-		-		-	
Materials, Supplies, Operating Capital Outlay									
Textbooks	\$	499	\$	300		35,303			
Computer Hardware and Software		304		262		21,518			
Other Instructional Materials		599		150		42,401			
Other Materials and Supplies		(605)		(218)		(42,812)			
Library Materials and Supplies		-		5		-			

{1}- Total Cost of Substitute Teachers: \$ 12,765
 District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and

Taylor County School District | 2023-2024 CALENDAR

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

4 Independence Day

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

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

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

3 Teachers Return
10 Students Return

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

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

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

4 Labor Day
20 Early Release/Staff Development

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

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

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

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

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

1 Holiday
17 Early Release/ Staff Development

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

11 Veterans Day
20-24 Thanksgiving Holidays
23 Thanksgiving Day

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

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

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

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

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

16 Father's Day

APPROVED

MAR 21 2023

By Taylor County
School Board