

**TCMS
Faculty
Handbook
2025-26**



#BulldogBEST

Taylor County Middle School
601 E. Lafayette St., Perry, FL 32347
(850)838-2516

Principal, Kasey Roberts
Assistant Principal, Monica Whiddon

TAYLOR COUNTY MIDDLE SCHOOL CALENDAR
2024-2025

AUGUST

1 – First day for teachers
8 – Orientation 9:00 am -11:00 am
11 – First Day for Students

SEPTEMBER

1 - Labor Day Holiday
8 – Family Engagement
10 – Mid-Term Reports
24 – Early Release/Staff Professional Learning

OCTOBER

13 – Last Day of 1st 9 Weeks
15 –Student Holiday/Staff Professional Learning
17 – TCHS Homecoming Parade/Game
22 – Report Cards Available

NOVEMBER

11 – Veteran’s Day Holiday
12 – Mid-Term Reports
17 – Family Engagement
24 - 28 – Fall Break/Thanksgiving Holiday

DECEMBER

19 – Early Release/Last Day of 2nd 9 Weeks
22-31 Student/Staff Holiday

JANUARY

1-2 - Student/Staff Holiday
5 – Student Holiday/Staff Professional Learning
14 – Report Cards Available
19 – Martin Luther King Holiday

6 – Mid-Term Reports Issued

11 –Student Holiday/Staff Professional Learning
16 – Presidents’ Day Holiday

MARCH

4 – Early Release/Staff Professional Learning
13 – Last Day of 3rd Nine Weeks
16 – 20 – Spring Break

APRIL

1 – Report Cards Available
3 – Good Friday Holiday
6 - Holiday
15 – Family Engagement
24 – Mid-Term Reports

MAY

5 – Grade level transition event
25 – Memorial Day Holiday
26 – Awards Night
29 – Early Release/Last Day of 4th nine weeks/Last day for Students/Report Cards Issued

JUNE

1 – Staff Planning Day

FEBRUARY

TCMS Bell Schedules 2025-2026

Morning Bell 7:40

TCMS Bell Schedule		
Period 1	7:42-8:12	30
Period 2	8:15-9:07	52
Period 3	9:10-10:02	52
Period 4	10:05-10:57	52
5A LUNCH	10:57-11:27	30
Period 5A	11:30-12:22	52
Period 5B	11:00-11:52	52
5B LUNCH	11:52-12:22	30
Period 6	12:25-1:17	52
Period 7	1:20-2:15	55

TCMS Early Release Bell Schedule		
Period 1	7:42-8:12	30
Period 2	8:15-8:47	32
Period 3	8:50-9:22	32
Period 4	9:25-9:57	32
5A LUNCH	9:57-10:27	30
Period 5A	10:30-11:02	32
Period 5B	10:00-10:32	32
5B LUNCH	10:32-11:02	30
Period 6	11:05-11:37	32
Period 7	11:40-12:15	35

TCMS Pep-Rally Bell Schedule		
Period 1	7:42-8:12	30
Period 2	8:15-9:00	45
Period 3	9:03-9:48	45
Period 4	9:51-10:36	45
5A LUNCH	10:36-11:06	30
Period 5A	11:09-11:54	45
Period 5B	10:39-11:24	45
5B LUNCH	11:24-11:54	30
Period 6	11:57-12:42	45
Period 7	12:45-1:32	47
Pep Rally	1:35-2:15	40

VISION

Equip and inspire students to think, create, perform, and advocate.

MISSION

Our mission is to provide a positive, safe, healthy, nurturing, and respectful environment in which all students can learn and have the opportunity to become productive members of society.

FACULTY AND STAFF INFORMATION

ABSENCES

ALL leaves must be approved by the principal. Teachers who know a day or more in advance that they will need a substitute must make arrangements with Linda Brannon. Whenever personal leave or sick leave is granted, see the secretary to arrange for a substitute. Teachers who realize a need for a substitute before or after school hours should call the secretary at the earliest possible time (Linda Brannon 843-0400). If your absence is going to be extended, call the school before 2:00 to retain the same substitute. **If you are absent, you should prepare your green Substitute Folder according to the Instructions for Assembling a Substitute Notebook and place it in a prominent location in your classroom.**

ACTIVITY FORMS

The activity form should be used for **any** event outside the normal routine classroom activity. This includes, but is not limited to, guest speakers; videos not obtained from the school library; field trips; car washes; assembly programs; and socials. The activity request forms are in the front office. Once you complete the activity form, turn it into the assistant principal. These forms should be submitted and approved at least two weeks prior to the event. Turning this form in does not constitute approval.

ATTIRE

Faculty dress should be according to your school-related responsibilities. As professional people, **our attire should reflect professionalism and be in good taste.** Dress on planning days or non-student days can be more casual.

BAKER ACT ATTEMPT TO NOTIFY

Requirement s. 1002.20(1)1., F.S. states "The public school principal or the principal's designee shall make a reasonable attempt to notify the parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to s. 394.463. For purposes of this subparagraph, "a reasonable attempt to notify" means the exercise of reasonable diligence and care by the principal or the principal's designee to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal or the principal's designee must take the following actions: a. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including, but not limited to, telephone calls, text messages, e-mails, and voice mail messages following the decision to initiate an involuntary examination of the student. b. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt. A principal or his or her designee who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with federal and state law".

BULLETIN BOARDS

Bulletin boards and display cases should be purposeful, attractive and reflective of classroom themes and

activities; they should be changed at regular intervals. Displays for the front hall display cases must be approved by the assistant principal.

BULLYING, HARASSMENT, OR INTIMIDATION

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.

COMPENSATORY TIME

Comp. time forms are kept by the bookkeeper in the front office. Compensatory time will be given when you are requested by the principal to stay beyond your normal duty hours. The principal must approve in advance comp. time earned and comp. time used. The bookkeeper will keep a record of the comp. time you earn and use.

COPIES

Teachers are permitted to run off their own materials. The risograph is to be used only for 25 or more copies. The front office may assist you in running off your papers, but they must have at least 3 days in advance. We ask that you be professional and frugal in the use of the copy machines and paper.

DISRUPTIVE STUDENTS

HB 1009 and HB 341 give 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 students' educational placement is reviewed when the current placement is creating an unsafe or disruptive learning environment or is not 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 parent contact made. The district discipline 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.

EMAIL

E-mail is the official line of communication at TCMS. As such, faculty and staff are accountable for all directives and information sent through email and are expected to check email at least twice a day, as a bulletin and other pertinent information for both teachers and students will be sent to you via e-mail. Faculty and staff are reminded that email is for professional use and is archived for ten years.

EQUITY STATEMENT

The **Florida Educational Equity Act**, chapter 228.2001 Florida Statutes, requires that public education agencies regularly notify staff, students, and applicants for employment, parents, collective bargaining units, and the general public of its policies of non-discrimination. The information below is posted to comply with the requirements of the act.

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 Kamryn Sands- Supervisor of ESE and Student Services and Section 504 Coordinator, 318 N. Clark St. Perry, Fl. 32347: 850-838-2500/ kamryn.sands@taylor.k12.fl.us.

The Taylor County Public School district does not discriminate the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Retaliation against an employee for engaging in a protected activity is prohibited. The District also provides equal access to its facilities to the Boys Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Applicants/individual with disabilities requesting accommodations under the Americans with disabilities ACT (ADA) may call the district's Superintendent's Office at 850-838-2500 for assistance. Questions, complaints or request for additional information regarding discrimination or harassment may be sent to Kiki Puhl, Director of Personnel, Taylor County School superintendent's Office, 318 North Clark Street, Perry, Florida 32347, Ph: 850-838-2500, email: kiki.puhl@taylor.k12.fl.us

FACULTY MEETINGS

In lieu of faculty meetings, team meetings may be held. Faculty meetings will be the 4th Wednesday of every month. Attendance is required at all faculty meetings. Please let the principal know in advance if you cannot attend a scheduled meeting.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to student's education records.

These rights are:

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 must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

The right to request the amendment of the student's education record that you believe is inaccurate or misleading. Parents must write the principal, clearly identify the part of the record the parent wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent of the decision and advise the parent of their right to a hearing regarding the request for amendment.

The right to consent to disclosure 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 district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. 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. Personal identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

FIELD TRIPS

Field trips should be planned as an integral part of the educational and student reward program. Each teacher or team of teachers is responsible for the planning of field trips. All field trips must be initially approved by the principal or designee, at least ten days prior to a field trip. A field trip request form should be completed by the sponsor and signed by the assistant principal and principal. If any students are not allowed to accompany their team on a field trip for disciplinary or academic reasons, one of the team teachers will remain with these students. In planning a field trip, follow the procedures below:

Discuss plans for the trip with the principal.

Contact the bus garage to confirm the availability of buses on the projected date.

Secure from the bus garage the total cost of the trip. Be sure to include the cost of a sub driver if the trip necessitates a sub to cover the driver's route.

Complete the bus request form at least 2 weeks prior to the trip.

Coordinate sack lunches if needed with the lunchroom manager, with at least two weeks advanced notice.

Collect and turn in the total amount for expenses to Mrs. Eakins prior to the trip.

Be sure a notarized field trip permission form is completed on each child.

Secure chaperones as required by Board policy.

All school functions and recreational activities such as socials, parties, excursions, and similar activities under the sponsorship of the school should have two (2) chaperones for a group of fifteen (15) or more students and one (1) additional chaperone for each twenty-five students; chaperones shall be approved by the principal. At least one chaperone shall be an instructional staff member. Inform all students that are going on the field trip that they must go with the class and on the bus. Students may be turned over to their parents on the return trip. An instructional staff member must be on the bus.

The office bookkeeper must also be consulted concerning collection of monies related to the trip at this time.

FIRE/EVACUATION AND LOCKDOWN DRILLS

Fire/Evacuation Drill: An emergency fire drill signal will consist of either the electrical alarm, short blasts from the bell or an announcement by office personnel. Windows and doors should be closed and lights and other electrical equipment left on. Students should exit quietly in single file. Upon exiting, students should face away from the buildings. Class roll should be taken. **The evacuation plan must be posted in your room near the door** (please review with your classes the first day of school).

Lock down drill: A lock down drill will follow the plan outlined in the District Crisis Intervention Plan. You will be given a red Emergency Preparedness Folder.

FORTIFY

Suspicious activity reporting app; FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. You decide whether you want to include your name and contact information.

FUNDRAISING

All fundraising activities by teams or individuals must be requested by using an activity form. Fundraisers must have complete approval following the activity request procedures before proceeding with plans. By request of the School Board, we must turn in a fund raiser calendar for the year. Students may not sell items for fundraising which are not school related.

INJURIES

Any accident or injury occurring to students or staff members should be reported to the office immediately. Accident reports must be filled out by the teacher in charge at the time of the accident.

LEAVE FORMS

Leave must be approved at least 2 weeks in advance by the principal.

If an emergency leave occurs, upon your return after an absence, be sure your absence is documented on the appropriate leave form. The office needs this before you sign out on the day of your return. It is the responsibility of each teacher to fill out his/her leave forms. Leave forms for personal leave, temporary duty elsewhere, professional leave and compensatory time must be approved by the principal before submitting leave requests to the superintendent.

LEAVING CAMPUS

Any staff member who leaves campus during the day must sign out and in on the form for leaving campus. Other than lunch, you must have a leave form to cover any time exceeding 15 minutes when you leave campus. If you need to leave early (between 2:30- 3:00) for any reason you must clear it with the principal. The only instance that will require no clearance is a complete faculty dismissal.

LUNCH PROCEDURES

Each day teachers are responsible to see that their students are in the lunchroom on time and in a quiet and orderly fashion. Lunchroom monitors will be on duty to maintain order and see that students follow the proper lunchroom rules. The lunch period is scheduled for **thirty (30) minutes**. Teachers are responsible for being on time and awaiting classes as they return from the cafeteria.

MAILBOXES

Every teacher has a box located in the teachers' lounge where mail is delivered each day. **It is suggested that teachers check their boxes each day and keep them clear. Do not send students to check your box.**

MOMENT OF SILENCE

A moment of silence will be held each morning during announcements for a minimum of one (1) minute. This will be a time for EVERYONE to be silent and think through their day. HB 529: Principals of each public school shall require teachers in all grades to set aside at least one minute but not more than two minutes daily for the moment of silence. Teachers may NOT make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

NEGLIGENCE

Negligence is defined as the omission to do something which a reasonable person, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent person would not do. The duties of a teacher are: proper instruction, proper supervision, and proper maintenance.

PARKING

All faculty and staff are to park in front of the school. **NO EXCEPTIONS.**

PHONE CALLS

Please limit personal calls to three minutes with school phones. Phone calls should be made only during planning time and lunch. Include your number/ extension on all correspondence with parents. If you receive a phone call during instructional time that is NOT an emergency, ask that they call back during your planning or lunch time. Cell phones are **NOT** to be used during class time. Cell phones need to be on silent during school hours. This includes faculty as well as students.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public, elementary, middle and high school in the state. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch.77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch.77-806, 56 Stat. 1074, approved December 22, 1942.

PRINCIPLES OF PROFESSIONAL CONDUCT

Teachers should adhere to Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida (See pages 30-32). Please remember when discussing a student with a colleague to do so in a professional manner. Be careful not to discuss students in group settings such as in the faculty lounge.

SAFETY INSPECTIONS

We are subject to a facilities inspection at any time in our school. Please check and do not have the following items in your rooms:

aerosol cans of any kind, bleach, lighter fluid, cleaner, poisonous liquids, gasoline, insect spray, alcohol

SCHOOL CALENDAR

Any activity or event that changes the normal flow of students to and from your team must be placed on the school calendar. See the assistant principal for this. In order to be placed on the school calendar, you must turn in your request at least 5 days prior to the day of the event. If there is no conflict, and it is approved, it will be placed on the calendar. There will be no interruptions of the school day unless it has been approved and placed on the school calendar in advance. When an event is placed on the school calendar, it does not alleviate the teacher's responsibility of letting the appropriate personnel know of your intentions to take students from their classes. This should be done by a list distributed to them prior to the event. The lunchroom should always be notified if your event prohibits students from eating in the cafeteria.

SEARCH AND SEIZURE

It is the goal of the School Board of Taylor County that all school environments remain safe and students remain free from harm. These procedures are implemented as a means of achieving that goal through the use of personal searches, searches of property and searches of motor vehicles upon school property. It is the intent of the School Board that searches be conducted in the least intrusive manner possible in order to protect the health, safety and welfare of students, faculty, staff and visitors. The rights of students as citizens to be free from unreasonable search shall be preserved in the schools, however, when an administrator has a reasonable suspicion that an individual possesses an item of contraband, the following types of search may be utilized as appropriate: search of the person, search of personal property.

SECURING THE FACILITY

When you exit your room, always remember to check and make sure your door is locked and completely closed. This also applies to your wing doors and the main entrance doors as you exit after the custodians have locked up for the day.

“SEVEN DEADLIES”

The State of Florida has outlined specific offenses for which teachers may be suspended or dismissed. These have come to be known in educational circles as the “Seven Deadlies”. To avoid commission of the “Seven Deadlies”,

which will insure a conference with the principal:

Do not commit money in the name of Taylor County Middle School without the principal's permission.

Do not leave inadequate lesson plans for substitute teachers.

Do not let the principal first hear about unusual occurrences in your class from students or parents.

Do not make complaints about the school to the community without first having shared them with the principal.

Do not request to disrupt the school day without going through proper channels.

Do not engage in unprofessional talk, in front of visitors or students.

Do not place the principal in the position of defending indefensible actions.

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.

SOCIAL MEDIA POLICY

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. HB 379 states: The Florida Board of Education has banned TikTok on all personal devices using school internet and on devices owned or provided by schools.

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 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 [Policy](#), Federal and State Statutes and the Principles for 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:**

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

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

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.

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

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.

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.

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.

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.

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 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.

SOCIALS AND PARTIES

Any money to be paid for the social or party expense will be paid by check through the school bookkeeper. Expenses will not be paid from money collected at the door of the social. Sponsors for social or parties will follow procedures outlined for turning in social receipts to the bookkeeper.

STAFF LOUNGE

Please help us take care of the lounges by cleaning up behind yourself. The lounge is off-limits to all students. Please do not send students to the lounge for snacks or drinks at any time before, during or after school.

STUDENT SUPERVISION

Everyone should be on duty at their designated time. For the welfare of our students, it is most important that we provide responsible supervision before school starts, during the school day, and at dismissal. We must be on time and at our doors as students enter the building and classrooms. **No class should be left unattended.** Helping to monitor student activity during class changes is everyone’s responsibility. Please go to your door at your class change and keep your eyes on things until your students are in your class.

SUNSHINE FUND

Flowers will be sent in the event of the death of a member of an employee’s immediate family (parent, child, spouse, sibling), and to employees who are hospitalized for an illness or accident. Donations to the Sunshine fund go to Linda Brannon.

TECHNOLOGY

If you experience technological problems you should complete a work order online at <https://www.taylor.k12.fl.us/tech>.

TOBACCO USE

Florida law prohibits the use of tobacco products on school campus or in the school building.

TORNADO PROCEDURES

The superintendent’s office will notify all schools of all weather warnings. Each school will then notify all staff and individual classes.

Tornado Drill Procedures:

First Call: Tornado Watch (possibility that tornado may develop)

Second Call: Tornado Warning (a tornado has been sighted)

If the tornado warning goes into effect, do the following:

B,C,D, and E wings go to the southwest corner of your classroom. Squat down and cover your head.

F-Wing goes into the hall and squats down.
G-Wing into the small hall between the classrooms.
Gym classes go into northeast corner of the gym.
Library students should remain in library at the south end away from glass doors.
Guidance office goes into the conference room.
Dean's office in the bathrooms in the offices.

USE OF GYMNASIUM

The following guidelines MUST be adhered to when using the gymnasium:
Permission must be granted in writing by the assistant principal or principal. Activity/Facility request forms are in the front office.
All activities must be properly supervised by school personnel. (No students in gym without sponsor or coach.)
There will be NO food or drink allowed in gym. This includes gum, candy, snacks, etc.
No one will be allowed on the floor unless in proper foot attire. Athletic shoes ONLY. This means NO flip flops, heels, boots, deck shoes or any other hard bottom soled shoes.
Under NO circumstances will equipment be allowed on floor that could cause damage.
Anyone using the gymnasium is responsible for clean-up. This includes floors and bleachers.
The bleachers are off limits if they are in the closed position. No one should be on the bleachers unless they are out and ready for occupancy.
Any group not immediately associated with the district school system is subjected to a user fee. This is determined by the principal and the athletic director.

The above guidelines are necessary to protect the facilities and keep them looking their best. Please assist the athletic department in maintaining the gymnasium so our students will take pride in their school.

VISITORS

ALL visitors must sign in through the front office, present valid identification, and receive/wear a visitor's pass.

WORK DAY

Normal working hours are from 7:30AM. until 3:00PM for teachers, 7:20 – 2:20 for non-instructional staff.
Teachers should sign in at exact time of arrival and departure. Please leave the date blank if you are absent and make sure leaves are turned into Mrs. Eakins the day you return.

INSTRUCTION

CLASSROOM CARE AND APPEARANCE

Teachers are responsible for the physical appearance of their classrooms and for the materials and equipment assigned to them. Teachers are expected to demonstrate pride in the appearance of our classrooms. Vandalism of any type will not be tolerated. Emphasize to students the importance of taking care of school property. Routine "de-cluttering" will help. At the end of your last academic class, students should pick up anything on the floor and stack their chairs.

CLASSROOM MANAGEMENT

Team policies or rules should be consistent with board policy, school administration policy and philosophy. Classroom control should be based upon the principles of **Positive Reinforcement**. Appropriate behavior modification practices should be developed and used in each classroom. Let's keep our classrooms orderly, **yet warm and positive**.

School-wide guidelines that should be posted in each classroom:

Bulldog B.E.S.T.

B – Be Safe

E - Engage Fully

S - Show Respect

T - Take Responsibility

CONFERENCES

Conferences are important. Teachers should initiate them. When possible, all team members and other involved parties should attend the conference. Teacher initiated conferences with parents serve as an excellent means of facilitating communication for the good of the student. Conferences should be held not only for student problems, but also as a means of recognizing exceptional student achievement. All conferences held during the school year should be documented by the teacher in Focus.

GRADING

Conduct grades

We are now required to give a conduct grade in each class. A grade of unsatisfactory must be documented on the student conduct sheet, in a team conference with the student, and with a parent conference.

Grade books

Grade books should reflect an accurate documentation of student assessment and attendance. For students to demonstrate knowledge and understanding of concepts being taught every teacher will have at minimum of 4 graded summative assessments per grading period, and at least 8 graded formative assignments with at least 1 completed prior to each summative assessment. Adequate assessment means that for each course, a minimum of 12 grades should be taken for the grade book each 9 weeks.

Grading Policy

Every teacher should be familiar with and adhere to grading rules and regulations as outlined in the Student Progression Plan.

Grading Standards

Grade	Scale	Point Value
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

Incomplete Grades

Students that have been unable to complete course work by the end of a 9-weeks, will be given an I for that grading period. Incomplete grades will only be given when appropriate documentation is provided to the school and has been approved.

Midterm reports

Midterm reports will be distributed on the days designated during the nine weeks grading period. Midterm reports will go out to all students. These reports are created using the electronic grade book.

Posting Grades

All grades should be updated and posted in FOCUS weekly.

Weighted Category

Teachers have a uniform standard for the weighted categories in a grade book. The categories are summative and formative. The total value of all summative assessments will be 60% of the final grade, for formative assignments, 40% of the total grade.

HOMEROOM PROCEDURES

Students are required to be on time to Homeroom/First Period; failure to do so will be handled as outlined in the discipline plan. Announcements will be made during the first five minutes of Homeroom/First Period. Students should not be allowed out of the classroom during this time and should be required to be orderly and listen to the announcements.

HOMEWORK

Homework is an important part of a student's educational experience. Homework should be assigned to reinforce concepts introduced in class. Teachers at TCMS should make homework assignments that appropriately enhance student's academic success.

LESSON PLANS

Lesson Plans should be comprehensive and reflect the entire school day. Plans should be dated by the week and should be made at least one week in advance. On **Monday of each week** plans will be checked in Canvas. Always be sure adequate plans are available for substitutes.

MTSS

Taylor County Middle School's MTSS Team is designed to explore methods to enhance the learning process for students who have demonstrated a need for assistance with academics, attendance, or behavior skills. This team develops intervention strategies for implementation at school and/or home. The MTSS Team is comprised of, but not limited to, the student's teachers, a guidance counselor, a representative from the dean's office, a school administrator, the parent, and the student (when appropriate).

PLANNING

Planning time is provided to give you time to communicate, organize, and plan. Teachers are expected to remain on campus during their planning period without prior approval from the principal.

STUDENT CONFIDENTIALITY

Principles of Professional Conduct of the State of Florida requires that teachers keep in confidence personally identifiable information obtained in the course of professional service. **Failure to comply within this principle could result in a reprimand or loss of certification.**

Teachers need to be sure that they do **not**:

Discuss student progress or behavior in the faculty lounge or anywhere someone else may be present who is not listed on that student's access-to-information list.

Allow students to grade other student's work, record student grades in your grade book, or see other student's grades in the grade book.

Share information about any students with other student's parents.

TARDIES AND ABSENTEE NOTES

Students entering the classroom after the tardy bell are considered tardy and should not be admitted to class without a tardy slip. When a student brings in a note for being absent, each homeroom/first period teacher should send that note to the Guidance Office. The Guidance Office determines if the note is excused or unexcused according to Florida Statutes and School Board policy.

TEACHER EVALUATION

The process is provided for your growth and enhancement. It is important and can make a positive difference. Your growth plan will be complete through iObservation. All professional learning will be recorded through ePDC.

TEXTBOOKS

Record keeping procedures of books and book numbers is essential. Use the Student Textbook Assignment forms, which are available in the front office. Remind students that damaged texts and library books will be paid for. Teachers are responsible for the inventory of classroom textbooks. **Students who owe for lost textbooks will not be issued a take home set of textbooks.**