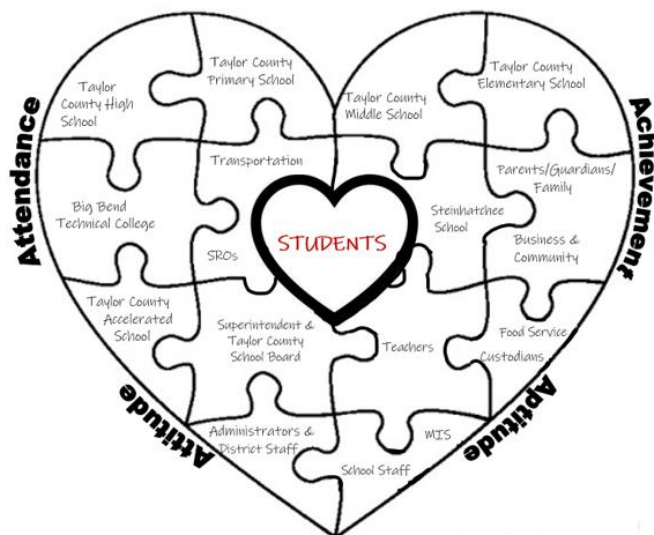


TAYLOR COUNTY ELEMENTARY SCHOOL

Elevating Taylor



For the love of learning!

STAFF HANDBOOK 2021-2022

**Taylor County Elementary is a school-wide Title I school, and as such, ensures that all students receive educational services based on their identified needs.*

**The Taylor County Elementary School faculty and staff are responsible for the information contained in this handbook. Please become familiar with it and keep it available for ready reference. This information is based on district policies, state statutes, and professional expectations.*

**Taylor County School District Calendar
2021-2022**

August

3 - Teachers first Day
11- First day for students

September

6- Labor Day Holiday
27- Staff development/Student holiday

October

8- Last day 1st nine weeks (41)
11- In-service Day/Holiday for students
20 Report cards issued

November

11-Veteran's Day Holiday
22-26 - Thanksgiving Holidays

December

16 - Early Release
17- Last day of 2nd nine weeks (43) Last day before Christmas Break/Early Release

January

3 - In-service Day /Student Holiday
4 - First day back for students
12- Report cards issued
17 - Martin Luther King Day Holiday

February

21 - Presidents' Day Holiday

March

11 - Last day of 3rd nine-weeks (47)
16 - Early Release
21 - 25- Spring Break
30 - Report cards issued

April

15- Good Friday/Holiday
18 - Holiday

May

26- Early Release
27 - Last day of 4th nine weeks (48) Early Release
30- Memorial Day Holiday
31- Post planning for teachers

June

1 - Last day for teachers

Taylor County Elementary Faculty and Staff

Courtney Bethea – Principal

Rachel Poppell – Assistant Principal

Tracy Hall - Dean of Students

3rd Grade Teachers

Anderson, Kim
Heard, Rene
Jarvis, Jamie
Ojala-Free, Heather
Parker, Mindy
Polley, Hannah
Sadler, Summer
Walker, Betsy

4th Grade Teachers

Hires, Carlana
Louk, Delaney
Merritt, Sarah
Murphy, Valerie
Proudman, Caitlan
Smith, Eric
Walker, Eli
Webb, Jerry

5th Grade Teachers

Bellamy, Tevin
Dubose, Sherri
Loyed, Danika
Lundy, Atesa
O’Berry, Leslie
Ratliff, Juanita
Russell, Corri
Small, Lorie
Smith, Heather

Multi-Grade Teachers

Wright, Heather

Enrichment Staff

Hendry, Karen - Art
King, Katie - Media
King, Rodney - P.E.
Poore, Justin - P.E.
Wiggins, Cathy - Computer

Gifted Teacher

Brooks, Lilly

Interventionist

Dudley, Kay
Kreidler, Kathy

TCSB Social Worker

Brooks, Rhonda
Stevens, Betsy

ESE Staff

Blanchett, Kristy
Haynes, Melissa
Howard, Marla
Johnson, Brandi
Lundy, Leigh Ann
Stubbs, Theresa

Therapist

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

Support Staff

MTSS Coordinator

Frostick, Angie

Instructional

Coach/Interventionist

LaValle, Cherie

White, Deana

Mental Health Coordinator

Peavy, Paul

Cafeteria

Barfield, Stacey
Dalton, Minsuk
Davis, Chrissy
Page, Jan
Parker, Heather
Stephens, Kay

Title I Parent Liaison

Allen-Micklos, Tina

Non-Instructional Aides

Bass, Jozee
Davis, J.T.
Dice, Janet
Hanson, Maggie
Johnson, Cade
Perryman, Emily
Persons, Linda
Purkey, Robin
Tamme, Leigh Ann
Whiddon, Sheena

Clinic Staff

Brooks, Kate -RN
Love, Amber
Matthews, Cheryl

Office Personnel

Copy Room

Bowden, Debbie

Office Manager

Faircloth, Donna

Data Entry

McAfee, Kim

MIS-Technical Support

Mash, Debra

Secretary

Moses, Loretta

Receptionist

Searcy, Tammy

Custodial Staff

Clayton, Herb
Fletcher, Nell
Hill, Maxine
Jones, Sedrick
Thomas, Betty
McDonald, Kristen

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

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

ATTENDANCE

Taylor County School Board ATTENDANCE REGULATIONS

The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to the improvement of student learning and achievement.

Attendance procedures shall be carried out in accordance with Taylor County School Board Rule 5.02, Florida Statute 1003.26, and the Code of Student Conduct and Attendance Policies.

1. According to FS 1003.26, any student between the ages of 6 and 16 is within compulsory school attendance age requiring regular school attendance. Parents of a child within the compulsory school attendance age shall be responsible for such child's attendance as required by FS 1003.26. It is understood that ALL students will be subject to the stipulations within this attendance policy. Attendance is required of all students for at least 180 days of instruction or the equivalent as provided by law, except for absences which are excused or as otherwise provided by law.
2. Attendance is defined as the actual presence of a student at school or away from school on a school day engaged in an educational activity that constitutes a part of the school-approved instructional pupil program.

Absence is defined as the nonattendance of a student on days that school is scheduled to be in session. Any tardy/absence of 10 minutes or more from a class will result in an absence from that class. Absences may be defined as excused or unexcused in accordance with local policy.

Excused Absences

In compliance with Florida School Laws, the Taylor County School Board recognizes excused absences as those resulting the following:

- Absence resulting from sickness, injury or other insurmountable conditions or participation in an approved academic program or class
- Participation in the observance of a religious holiday or in religious instruction
- Death in the immediate family of the student (immediate family is defined as parents, siblings, grandparents, aunts, and uncles, and in some cases, other persons in the household)
- Pre-excused doctor, dentist appointments, or educational/field trips
- Insurmountable weather conditions.

A student who misses one (1) or more periods during the school day must, within two (2) school days, bring a note from a parent or guardian stating the reasons for that absence. Excused absences are described above. Students returning to school after an excused absence shall have a time period equal to the number of days excused or a minimum of five (5) days, whichever is greater, to make up missed work. It is the student's responsibility to plan with their teachers to complete missed work. If reasonable doubt exists regarding a sickness or injury, the principal is authorized to require a statement from an accepted medical authority. Failure to comply with this requirement shall result in the absence being unexcused.

If a student fails to bring a note within two (2) school days after being absent, or if the reason is not a valid one, the student will receive an unexcused absence for the days/classes missed and the following rules will be in effect

- Students with unexcused absences and determined to be truant or skipping are subject to disciplinary action.

Monitoring of Absences

As outlined in FS 1003.26, upon each unexcused absence, or absence for which the reason is unknown the school principal, or his or her designee, shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, the school board shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

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

During each semester of the school year, the following actions will take place: The student's primary teacher(s) will make documented attempts at parent contact once the student has been identified with five unexcused absences within a 30-calendar day period. A Level 1 Truancy letter will be mailed home at this time. The school principal or designee will make documented attempts at parent contact once the student has been identified with ten unexcused absences within a 90-calendar day period. A Level 2 Truancy letter will be mailed home at this time and a meeting with the Intervention Assistance Team will take place with designated team members, the parents/guardians, and the student present. The school principal or designee will mail a Level 3 Truancy letter to the parent/guardian of any student identified with 15 unexcused absences within a 90-calendar day period. This student will be referred to the district level Intervention Services Department.

Exceptions to the Attendance Policy

- Chronic or extended illness (must have a doctor's verification). Students suffering chronic illnesses – i.e. Asthma, Diabetes, etc. must submit to the principal at the beginning of the school year, a doctor's verification of the condition
- A note from the hospital, and/or physician must verify hospitalization
- Death in the immediate family requiring extended absence (parents/guardian written verification needed)
- Court subpoena (copy of court paperwork for verification)

BULLETIN BOARDS

Bulletin boards are a great way to display student work or themes. The bulletin boards in hallways are to be shared by those nearest in the area and should be updated on a regular basis.

BULLYING

2019-2020 TCSD STUDENT BULLYING AND HARASSMENT POLICY

The Taylor County School System is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying may involve but is not limited to: Teasing, Social Exclusion, Threat, Intimidation, Stalking, Physical Violence, Theft, Sexual, religious, or racial harassment, Public Humiliation, Destruction of Property

Cyber stalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or using electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose. Nothing in this section requires the affected student to possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Other inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the School Improvement Plan and the Code of Student Conduct that includes prevention, intervention, crisis response, recovery, and annual review. Employees are expected to support the dignity and safety of all members of the school community. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive educational environment, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

The Superintendent shall develop procedures for the implementation this policy, as well as guidelines for the prompt investigation of a report of bullying or harassment. These procedures are to be implemented in full and shall represent the guidelines, actions, and responsibilities of all Taylor County School District employees, as well as our students, parents, and the community.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S

LAWS IMPLEMENTED: 1001.31, 1001.372(1), 1001.363, 1001.395, 1001.41, 1001.43, 1003.02, F.S.

TAYLOR COUNTY

CLASSROOM APPEARANCE

Decorative, colorful environments are an inviting place to learn. Please use caution with how you attach items and do not use adhesives (i.e., tape, hot glue, staples, Velcro) that will damage paint or drywall. Painter's tape may be placed under the poster and then a small amount of hot glue or Velcro may be attached to the painter's tape. Only 50% of the wall space may be covered with items and still be in compliance with the Fire Marshall. At the end of the day, please see that students remove clutter, paper, pencils, etc. to make it easier on the custodians. Have students place their chairs on the top of their desks to assist the custodians in their clean up.

CLINIC

Students need a pass to receive services in the clinic. The school nurse and/or her assistants will dispense medications as prescribed by the physician. Please discourage students who continually use this as an excuse to leave class. Teachers and staff should not call, text, email, DOJO, or use any other form of communication to notify a parent/guardian of a sick or injured student. **ALL STUDENTS SHOULD BE SENT TO THE CLINIC AND THE CLINIC STAFF SHOULD ASSESS THE STUDENTS AND NOTIFY PARENTS/GUARDIANS IF A STUDENT NEEDS TO LEAVE SCHOOL.**

COMMUNICATION FOLDERS

Each **Wednesday** classroom teachers will send home a two-pocketed folder with papers/notes parents need to see, sign, and return. Teachers, you are the key to this method of communication to parents. Please let this vehicle of communication enhance your classroom program and our total school program. Planners should also be used daily to communicate with families. Regardless of individual classroom procedures, Wednesday communication folders MUST be sent home for school communication purposes.

COMP TIME

Most teachers spend much more time preparing for their students than what they are compensated for, however when administration requests attendance to after school activities, compensation time will be granted. You will record and maintain a Compensation Log to be submitted for approval by Ms. Bethea or Mrs. Poppell. The log will then be given to Donna Faircloth for payroll purposes and she will place it back in your mailbox for future use.

CUMULATIVE RECORDS

During the first two weeks of school, each teacher should review the information contained in each child's cumulative record. These folders are kept in the Records Room. Please sign the cumulative records out and back in before leaving that day.

CURRICULUM

In alignment with the District Reading Plan and Every Student Succeed Act (ESSA), our schools utilize the following Core Curricula for the subjects listed below:

1. ELA – McGraw Hill/Wonders
2. Math –Go Math/Ready
3. Science – Inspire
4. Social Studies – Pearson My World

In addition to these core materials, the following supplemental curricula are approved for use in our classrooms:

1. Reading- iReady, Failure Free, Velocity, novel units, AR, leveled readers, BrightFish, Text Talk, Leveled Language Intervention and Study Island
2. Math- iReady, Ascend Math, Gizmo, and Study Island

CURRICULUM MEETINGS

Subject area-grade level meetings will be scheduled to discuss subject progress monitoring, curriculum map alignment, assessments, and instructional decisions. These meetings will be held on Wednesday's during teacher planning time. Additional planning time has been built in the master schedule to accommodate collaborative planning.

DATA ANALYSIS

Teachers will utilize iReady, STAR, and K-12 Lift Data to complete the progress monitoring sheets for their students. Progress monitoring tests will be given three times per year. Monthly growth monitoring assessments will also be given using iReady on the months that do not have progress monitoring scheduled. The results from these tests will be disaggregated and the analysis of this data should drive all instruction

that takes place in the classroom. This data will be used for instructional purposes as well as for use in each teacher's Individual Professional Development Plan.

DISCIPLINE (Classroom Management)

Each teacher will submit a Classroom Management Plan (to Mrs. Moses) that coordinates with Taylor County Elementary School Guidelines for Success: BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE. Classroom rules should be clearly posted in each classroom. Teachers will maintain discipline information on all their students, documenting positive and negative behaviors. Disruptive students will be dealt with and processed through the Classroom Management Plan and Discipline Matrix. Be sure that students' behavior is addressed at MTSS and team meetings. Behavior Intervention Plans should be developed as needed.

CLASSDOJO is an internet-based program our school uses to track behavior and communicate with families. Parents or guardians can connect via computer or smartphone to follow student's behavior. Teachers, parents, and dean's will all be connected to provide the best communication possible. Weekly behavior progress can be sent home in Wednesday folders. Parents or guardians who use profanity or threatening language on Dojo towards any staff member will be blocked from Dojo.

- **Positive Dojo Points:** These points are given when a student is engaging in the activities that have been asked of them. Positive dojo points should be given to help shape the behaviors that we want to see in our classroom and on campus. All students should get at least one positive point every day!
- **Negative Dojo Points:** These points are to be given when a student is engaging in activities that are not conducive to learning. Team teachers can discuss which behaviors should be documented, but please have these listed as negative behaviors school-wide:
 - **Disruptive** - student behavior that hinders the teaching process, the learning process, the school's safety, climate, property, and well being
 - **Disrespectful** - discourteous, rude, non-verbal, disregard for authority, uncontrolled behavior, and negative performing of conduct
 - **Defiant**- when a student is boldly refusing to obey; or becomes challenging towards any staff member
 - **Dishonest** – lying about/to others, not telling the whole truth, or cheating

If a student needs to be removed from class, contact the front office or the dean to inform them of the situation. If a referral is necessary, first complete the referral on FOCUS as soon as possible before the end of the school day, so that the dean may take appropriate action. Then, the teacher or staff member that wrote the referral must contact the parents. Taylor County School District K-5 Discipline Matrix will be implemented as needed. **Students are not to be placed outside the classroom without supervision, for any reason.**

- Referrals should be written by the staff member with whom the behavior took place, as should the awarding of positive and negative DOJO points. Teachers should make a reasonable effort to notify the parent of the behavior and the subsequent referral before the dean contacts the parent. Copying and pasting from the comments of the referral into a DOJO message will be sufficient. The dean will contact parents to notify them of the consequence after reviewing the discipline matrix and the student's referral history, as well as conferencing with the student regarding the incident.
- Referrals must be put in Focus for consequences to be applied. Classroom time outs, conferences with the dean or other school staff are not consequences per se since they do not stem from a referral. They are interventions intended to avoid the need for further disciplinary action. OTI is a consequence and must be documented in the form of a referral and determined via the discipline matrix, therefore, OTI cannot be used as a time out. Teachers are encouraged to work together to provide time outs, and if circumstances do not allow this, please contact the dean and we will work together to provide a time out for the student prior to their returning to class.

Dean's "Winner Awards" will be given out by the dean, as well as by teachers and staff when outstanding behavior is observed, OR if significant improvements are noted. These "Winner Awards" will be given throughout the day and cashed in at the locations and time listed below, beginning on the first day of school. This schedule will allow students to return to class quickly, thereby minimizing their loss of instructional time.

- 1:15 - Middle of the 3rd grade hallway
- 1:30 - Breezeway at the rear of the building for classes along the back hallway
- 1:45 - Middle of the 5th grade hallway

Taylor County Schools Discipline Matrix				
Grades K-5				
Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> • Dress Code Violation • Failure to Follow Rules • Horseplay • Lack of Cooperation • Possession of Matches/Lighters • Possession of Toys • Unauthorized Sales at School • Use of Electronic Devices 	<ul style="list-style-type: none"> • Aggressive Acts • Defacing/Destroying Property Less than \$1000 • Defiance • Disruption • Forgery/Cheating/Plagiarism • Not in Assigned Area • Obscenities/Violent Materials • Profanity • Rude/Discourteous • Skipping/Leaving Class • Throwing/Propelling Objects 	<ul style="list-style-type: none"> • Disrespectful Speech/Action • Insubordination • Profanity/Improper Gestures (Towards Staff) • Possession of Dangerous Object/Not a Weapon/Knife Less than 2.5 Inches • Theft Less than \$750 	<ul style="list-style-type: none"> • Altercation/Fighting • Bullying SESIR • Extortion/Take Money by Force • Hitting/Striking a School Employee • Instigating an Altercation/Fight • Intimidation/Threat SESIR • Minor Campus Disruption • Minor Sexual Misconduct • Possession/Use of Alcohol SESIR • Possession/Use of Tobacco or Electronic Smoking Device SESIR • Theft More than \$750 	<ul style="list-style-type: none"> • Arson SESIR • Battery of Staff SESIR • Battery of Peers SESIR • Bomb Threat • Breaking and Entering/Burglary SESIR • Drug Possession and/or Use SESIR • Drug Sales/Distribution SESIR • Fighting-Serious Mutual SESIR • Harassment SESIR • Major Campus Disruption SESIR • Sexual Misconduct SESIR • Unclassified/Other Major SESIR • Vandalism More than \$1000 SESIR • Weapons Possession SESIR

Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	Repeated
1	Student Conference with Admin. and/or Loss of Privilege 1 Day	Loss of Privileges 3 Days	Loss of Privileges 5 Days	Timeout Remainder of the Day	1 Day ISS Mandatory Parent Conference	3 Days ISS Behavior Intervention
2	Loss of Privileges and/or Timeout for Remainder of the Day	1 Day ISS	2 Days ISS	3 Day ISS and Mandatory Parent Conference	1 Days OSS and Behavior Intervention	2-5 Days OSS and Updated Behavior Intervention
3	Timeout for Remainder of day and Loss of Privileges	2 Days ISS	3 Day ISS and Mandatory Parent Conference	1 Day OSS and Behavior Intervention	2-5 Days OSS and Updated Behavior Intervention	
4	1-3 Days OSS and Mandatory Parent Conference	3-5 Days OSS and Behavior Intervention	5-7 Days OSS and Updated Behavior Intervention	10 Days OSS and Recommendation to School Board for Expulsion		
5	Mandatory Parent Conference 10 Days OSS and Recommendation to School Board for Expulsion					

- Principals, assistant principals, and deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident.
- A good faith effort to contact parent or guardian will be made during the referral process.
- Discipline for students with disabilities will be handled on an individual basis. The disciplinary decisions belong to the principal or their designee to affect all situations as afforded by law. Discipline outside of classroom (timeout/ISS) shall not impede access to ESE/504 services for students.
- Due to privacy and confidentiality, parents may not view video evidence.
- Restorative practices will be utilized as alternative methods when possible.
- Technology related infractions will follow the current school discipline matrix.
- Any student with 15 discipline referrals will be referred to the Taylor County School Board for expulsion.

Examples of Restorative Practice but not limited to:

- Breakfast/Lunch Detention with Essay
- Time Out
- Work Detail
- Loss of Wheel
- Loss of Computer
- Conflict Mediation
- Behavior Reflection
- Guidance Conference
- Apology Letter
- Behavior Essay
- Restore/repair property damage

ISS- In School Suspension

*Any student that miss behaves or receives a referral in ISS will serve an extra day, unless OSS is determined necessary.

OSS- Out of School Suspension

Taylor County School District 2021-2022 K-5 Technology Discipline

Level 1	Level 2	Level 3	Level 4	Level 5
Inappropriate searches (not vulgar)	Disrespecting staff/students	Search containing threat of violence	Altering information	Using electronic device/network to steal
Unauthorized web/games/video streaming	Connecting non-district hardware	Minor Network disruption (classroom)	Network security compromise	Severe Network disruption
Inappropriate student communication or sharing/collaborating (sharing) using technology	Accidental Damage/Minor Damage	Logging into an account other than your own (sharing passwords)	Altering information	Sexting
Unauthorized movie streaming	Graphic/vulgar search	Filter Avoidance	Major Damage (non-accidental)	Use of electronic device to steal
		Possession of hacking tool; attempts to hack		
Level	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1	Conference with Student	Go Guardian Penalty Box (5 Days)	Go Guardian Penalty Box (5 Days and 1 Day OTI)	Mandatory Parent Conference/Loss of Laptop Privilege
2	Go Guardian Penalty Box (10 Days)	Go Guardian Penalty Box (10 Days and 1 Day OTI), Mandatory Parent Conference	Loss of Laptop Privilege, 3 Days OTI	Loss of Laptop Privilege, 3 Days OSS
3	Go Guardian Penalty Box (10 Days and 1 Day OTI), Mandatory Parent Conference	Loss of Laptop Privilege, 3 Days OTI	Loss of Laptop Privilege, 1 Days OSS	Loss of Laptop Privilege, 3 Days OSS
4	Loss of Laptop Privilege, 1 Days OSS, Mandatory Parent Conference	Loss of Laptop Privilege, 3 Days OSS	10 Days OSS and Possible Recommendation to School Board for Expulsion	
5	10 Days OSS and Recommendation to School Board for Expulsion			

- Sexting: <https://www.flsenate.gov/laws/statutes/2011/847.001>
- *Any offense that results in computer damage will result in financial restitution or restorative practice as well as matrix consequence.
- *Principals, Assistant Principals, and Deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. * If student consequence results in a loss of laptop privilege, a desktop will be provided as needed to complete assignments.

School Bus Discipline Matrix

- **LEVEL ONE OFFENSES:** These offenses should follow the present school matrix except for SBV which should result in a one-day bus suspension:
 1. First Offense: Warning
 2. Second Offense: 1 day bus suspension
 3. Third Offense: Move to Level Two Offense #1

EAT	Eating or drinking on the bus.
KIS	Public display of affection.
NAS	Not in assigned seat.
OOS	Out of seat without permission while bus is in motion or sitting improperly.
RRX	Talking when lights are on at railroad crossing.
SAL	Unauthorized sales at school or on the bus
STP	Loading or unloading on unassigned bus or bus stop
UIB	Bring unauthorized item on the bus.
DIS	Consistently showing disrespect to fellow students.
SBV	Failure to wear seat belt.
HSP	Horseplay

- **LEVEL TWO OFFENSES:** These offenses should result in bus suspension regardless of the students standing on the present school matrix.
 1. First Offense: 3 days bus suspension
 2. Second Offense... 5 days bus suspension
 3. Third Offense.....10 days bus suspension
 4. Fourth Offense....Bus suspension for the remainder of the year.

DEF	Blatant defiance of authority, disobeying or showing disrespect to school board employee.
WWT	Possessing or use of matches, lighter or fireworks, including stink bombs.
INT	Intimidating or threatening students with violence.
PRO	Use of profane, obscene, or abusive language or gestures.
FTG	Fighting without any injury to person or property.
IMI	Having an imitation or toy weapon.
LWD	Lewd or lascivious behavior, literature, or object.
LYG	Providing false information to school board employee
PRP	Destroying, defacing, or damaging school property.
XIT	Playing with or using emergency exits.
THR	Throwing or propelling objects or spitting.
BOW	Putting any part of the body outside the bus window while moving.

- **LEVEL TWO OFFENSES:** This offense should result in school suspension regardless of the students standing on the present school matrix.

FTG	Fighting with or without any injury to person or property.
-----	--

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

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

- School bus drivers will provide an initial warning to all students, then, upon reoccurrence, contact the parent by telephone or message to inform parents of the problem and seek support. Documentation must be maintained by the bus driver that contact has been made. Subsequent infraction of this matrix will result in automatic referral requiring no parent contact.
- Infractions involving level two and three offenses are to be referred for disciplinary action. In addition to the sanctions above, the school may impose more severe consequences as outlined in the respective school discipline matrix. Such school discipline matrix may require suspension or expulsion from school based upon the type and seriousness of the offense.
- Adult students are afforded the privilege of school bus transportation and are subject to loss of privilege for failure to comply with bus rules.
- ***Upon receiving 2 bus referrals, students will not be allowed to ride that bus for the remainder of the year.

DRESS CODE

Our school staff leads by example and should dress for success. Therefore, all staff should adhere to the district dress code. In an environment where children are learning to establish personal goals and look to us as role models, our attire should reflect professionalism and be in good taste. Dress on planning days or non-student days can be more casual. **Jeans are only appropriate to wear on Friday's, field trip days, and planning days.**

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents/guardians. Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Items that when worn together are usually indicative of gang memberships or apparel that contains a message that is obscene or promotes illegal activities, drugs, discrimination, alcohol, or tobacco products shall not be permitted on school grounds or at school sponsored functions.

Taylor County schools is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

Dress Code for ALL TCSD:

- **Shoes:** Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Open-toed and backless slides are acceptable if they are sturdy and fit securely. Bedroom shoes or slippers are not permitted.
- **Accessories and Jewelry:** Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm.
- **Hats and Sunglasses:** Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags and caps worn during the school day. During outside PE classes hats and sunglasses are permitted for sun protection.

*Uniforms or team purchased clothing for sports, organizations, and special activities sponsored by the school and district are permitted.

Dress Code for Females:

- **Shorts, Skirts, Skorts and Dresses:** Clothing should be an appropriate length, this also includes slits and holes. Dresses and skirts should be loose fitting.
- **Shirts:** Shirts, tops, jackets, dresses, or blouses should cover all aspects of the bosom, chest, back and sides. Cleavage should not be visible. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted. Undergarments should not be visible at any time.
- **Pants:** Pants should fit appropriately, without sagging, and hide all undergarments (e.g., underwear, boxers, and shorts). Any pants with holes or slits that are higher than an appropriate length (when standing) is not permitted. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is 2 inches above the knee when standing (yoga pants/tights/form fitting pants should not be see-through or sheer).

Dress Code for Males:

- **Pants:** Pants should fit appropriately, without sagging, and hide all undergarments (e.g., underwear, boxers, or shorts). Any pants with holes or slits that are higher than an appropriate length is not permitted.

- **Shorts:** Shorts should be an appropriate length (when standing) this also includes holes.
- **Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides. Tank tops are not permitted as a primary top. 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. Discipline for Failure to Follow the Dress Code Policy SB 228- Code of Student Conduct amends F.S. 1006.07 to include disciplinary action to any student who violates the dress code policy.

- **First Offense:** the student is given a verbal warning and the principal or designee must call the student's parent or guardian.
- **Second Offense:** the student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days, one day of in-school suspension and the principal or designee must meet with the student's parent or guardian.
- **Third Offense:** the student must receive an in-school suspension for a period not to exceed three days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal or designee must call the student's parent or guardian and send the parent or guardian a written letter regarding the student's suspension and ineligibility to participate in extracurricular activities.
- **Fourth Offense and all subsequent offenses:** 5 days of in-school suspension

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.

DRUG FREE SCHOOLS

In accordance with Florida Statute, smoking is not permitted in the buildings or on any Taylor County School Board grounds. Please refer to Taylor County Schools Employee Handbook.

EARLY SIGN OUT

Teachers, please discourage parents from signing students out early. When the office notifies a teacher that a student is checking out early, please see that the student gets the proper assignments. If the child is sick, the office will notify you that the child is checking out. DO NOT release a child to the parent from your classroom. The child must go to the office to meet the parent. Keep them in the room until the parent is here.

ELECTRONIC DEVICES

Staff should only use cell phones during non-student contact time, unless using Dojo. Please do not use cell phones during meetings or during student contact time.

Students may possess electronic devices at school (cell phones, smart watches, tablets). However, the devices cannot be used upon the student's arrival on school campus and can only be used after the final

dismissal bell. Students are responsible to ensure that their device is turned off and out of sight until the final dismissal bell. Confiscated devices are to be turned into the dean or front office. The family must be contacted to come pick up the device.

Teachers should never post to Snap Chat, FB, Instagram, or other forms of social media during the school day and should never post images of students on our campus. It is appropriate to share class photos on class dojo – after checking the photo release paperwork.

EMERGENCY SUB PLANS

****See Crisis Intervention Plan**

Please update emergency lesson plans and return them to Loretta Moses during the first two weeks of school so that we will have them available in the front office. Make certain the following items are easily accessible in your folder:

- ✓ Lesson plans and daily schedule
- ✓ Attendance and lunch count forms
- ✓ Schedule for ESE/intervention students
- ✓ Information about special needs students (medically fragile, allergies, etc.)
- ✓ Your duty schedule
- ✓ Seating chart
- ✓ Emergency Plan procedures

EQUITY STATEMENT

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

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

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

- (a) Affidavits by the complainant,

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

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

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

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

FACULTY MEETINGS

Faculty Meetings will be held on the first Wednesday of every month. Faculty meetings are intended to give information to the entire faculty at one time. Faculty meetings are mandatory for all instructional staff. They will also be mandatory for non-instructional staff as needed. Staff children should not be attending faculty meetings.

FL EDUCATOR CODE OF ETHICS

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

FL EDUCATOR PRINCIPLES OF PROFESSIONAL CONDUCT

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.

- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
 - b. Shall not based on race, color, religion, sex, sexual orientation, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that everyone is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.
 - f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
 - g. Shall not misrepresent one's own professional qualifications.
 - h. Shall not submit fraudulent information on any document in connection with professional activities.
 - i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
 - j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

- k. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- l. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative, or judicial, investigatory, or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- m. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- n. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall comply with the conditions of an order of the Education Practices Commission.
- p. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

FRIENDS & FAMILY FUND (formerly “Flower Fund”)

Each staff member is asked to give \$10 to the friends and family fund. The purpose of this fund is to celebrate and support our school family & friends! This fund will be used towards baby or wedding showers and sending flowers in times of need. The friends and family committee will work together to use these funds.

GRADE BOOK & ATTENDANCE

Teachers are expected to utilize the FOCUS software program for grades and attendance. **Teachers will be responsible for submitting attendance every morning by 8:30 am.** Attendance information will be open for parents to view as well. Teachers may record it in a grade book or print a report from FOCUS at the end of each nine weeks. Such record is a legal document which is required by Florida Statutes 1003.23.

Traditional grade books are optional. Grades are to be entered within a week from the date of an assignment.

GRADING POLICY

In accordance with the legislative ruling, the following grading procedure applies at TCES:

Letter Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
Additional Grades (Conduct and Wheel)		Definition
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory
I		Incomplete
NG		No Grade

Grading Protocols for Grades K-5: See Pupil Progression Plan at www.taylor.k12.fl.us

LESSON PLANS

Weekly lesson plans are to be posted on Canvas by Sunday at 5:00 pm.

LUNCH

Email the lunchroom how many students are present each morning.

Students will be escorted to the cafeteria by the teacher in charge and should wait with students until the staff in charge has given them directions. This will eliminate students waiting in line outside without adult supervision. Teachers will be expected to pick up students **on time** from the cafeteria.

MAILBOXES

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

MEDICATION

Information about administration of medication at school is provided in the packet sent home with students the first day of school. The school does not provide any medication for students; therefore, **parents must bring medication needed by students to the school clinic themselves.** Teachers, if a child brings any type of medication to school, please confiscate it and hand it to the nurse. The TCES clinic staff will contact the parent about this and get the proper forms completed, if necessary. Remember, **the nurse is the only person to administer medication that has been properly authorized.** It is important that teachers send all completed forms to the office as soon as you receive them from home. When you are aware that a student will be receiving meds at school, please assist the students by reminding him/her when medication is due. **If you are planning a field trip, be sure to see the nurse ahead of time for those students who will need their medication during the time of the trip.**

MONEY COLLECTED

All money collected will be receipted daily and turned in to Mrs. Faircloth by the end of the day. Do not receipt anything less than \$5.

MTSS MULTI-TIERED SYSTEM OF STUDENT SUPPORT

To continue to bring continuity to our instructional program and equity to all students in the curriculum, teachers and students are grouped into Learning Teams. Each team, comprised of team teachers, should monitor student academic progress – study the student data that indicates what is working, what is not working, develop alternative strategies, and plan together as a team. The MTSS team will meet on the most struggling, Tier 3 students. If you have a student who is receiving Tier 2 services and you need more assistance, the MTSS team will assist you with this.

PARENT TEACHER CONFERENCES

Frequent contact with parents is vital to the success of all students. Parent/teacher conferences serve as an excellent means of facilitating communication for the good of students. Teachers are expected to conference with each homeroom student & family by the end of the first quarter. When possible, all teachers who impact a student should attend the conference. All conferences must be documented and signed by all participants. Please remember to give the parents a copy as well as the parent liaison a copy. The principal will review conference forms periodically. It is important to make every attempt to schedule these conferences. **A phone call should be made to EVERY parent during the 1st two weeks of school to begin a positive connection between the school and home.**

PROFESSIONAL EXPECTATIONS

Our staff members have the opportunity to affect children's lives in more ways than providing educational opportunities. We must treat children with the same respect that we expect. Establishing an atmosphere of learning relies on more than just knowledge of subject matter. Please make each student feel as special as you would like to be and set high expectations for yourself. Sarcasm, criticism, and degrading remarks only lead to more frustration and low self-esteem. Find something POSITIVE to say to each child every day. You will be surprised what it can do for them and you.

REASONABLE ACCOMODATION PROVIDED

Individuals with a disability needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered, in advance, to request reasonable accommodation. To assist parents in making informed decisions regarding their child's education, please refer them to the Taylor County School District website www.taylor.k12.fl.us/parents/Exceptional Student Education section (under information for parents) for placement, least restrictive environment, diploma options, FSA Waiver Options and a list of contact organizations. **Teachers are responsible for reading all students' IEP's in their class within the first weeks of school.**

SOCIAL SECURITY INFORMATION

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number by the Taylor County School District. The Taylor County School District collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, the Taylor County School District collects your social security number for the following purposes: employment application, criminal history check (FDLE, FBI, local law enforcement agencies), Department of Homeland Security Federal I-9 form, Federal W4, W2, 1099 and other IRS documents, Federal Social Security taxes (FICA), unemployment reports (Florida Department of Revenue), Florida Retirement System documents and reports, Workers' Compensation documents and reports, Direct Deposit documents, authorizations and other documents for optional retirement programs such as 403(b) and FICA Alternative Programs, documents and

reports related to Group benefits such as health, dental and life insurances, documents and reports related to supplemental deductions, documents and reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Office of Professional Practices Services and other FL-DOE departments as required, documents and reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, state and federal agencies as required, other purposes specifically required or authorized by local, state or federal law. For additional information, please refer to page 6 of the Employee Information Handbook or to School Board Policy 7.381.

STAFF LOUNGE

Please take advantage of our lounge adjoining the student cafeteria for all food and drink. Please do your part to maintain an attractive, clean environment for all of us. This area is off limits to students in order to maintain privacy for our staff.

STAFF SIGN-IN & OUT

All staff members are to sign in upon arrival to school and sign out upon leaving. The sign-in sheet will be in the copy room. Please be sure you sign in and out at the actual time. Writing inaccurate times of arrival and departure to meet the required hours of your contract is considered stealing time.

STATEMENT OF NONDISCRIMINATION

The Taylor County School Board is committed to providing fair and equal educational and employment opportunity without regard to race, color, religion, national origin, age, sex, disability, or marital status. The district complies with all Federal and State laws prohibiting discrimination in education.

STUDENT DISMISSAL

Classroom teachers will be responsible for sending car riders to the designated area at the appointed time. **Classroom teachers will walk bus students to the loading area and remain in that area until buses are loaded.** For safety purposes, all students should be in their classrooms at dismissal time, not on the playground.

STUDENT PLANNERS

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

STUDENT TARDINESS

Do not accept any student in the classroom after 8:00 AM without a Tardy Pass. Contact the parent after three (3) tardies per student. Our Title I Parent Liaison will also make parent contact regarding the problem if she is notified by the teacher.

SUBSTITUTES

Contact Loretta Moses (850-843-5959) as soon as possible if you need a sub.

TECHNOLOGY ISSUES

If you experience technology problems, you should complete a work order online through the links on the District Webpage.

TELEPHONE USAGE

All classrooms are equipped with phones. Dial a "9" in front of an outgoing call. You will only be able to place local and toll-free long-distance numbers from your classroom phone. Long distance calls related to school

business are permitted. If a student has an emergency need of phone use, you or our office staff should place the call to the parent and then assist the student during the call.

TEMPORARY DUTY ELSEWHERE

You must complete a TDE form seven (7) days prior to the activity. All TDE's will require principal approval, and some will require board approval. The board is hesitant to approve **any** leaves that are turned in for approval "after the fact". According to board policy, leaves are due **prior** to the employee being off duty or on temporary duty. An employee may request **personal leave**; however, it should be made **at least 2 weeks in advance, if possible.**

TRANSPORTATION CHANGES

Parents/Guardians are to call the front office for a transportation change. Calls must be made before 1:00 pm to ensure delivery to students. Parents/Guardians must provide student safety passcode to make a change.

VISITORS

Visitors are welcome at TCES. Before proceeding to classrooms, however, visitors are to report to the front office and receive a **visitors' badge**. If someone comes to your classroom without a visitor's badge, please direct him/her to the office and alert the front office of his/her presence. (site TCSB Crisis Intervention Plan). Visitors should only stay for an appropriate amount of time to ensure as little disruption from classroom activities as possible. **Parents should contact you ahead of time if they wish to visit your class.** They are asked not to attempt a parent teacher conference when you are supervising students.

WORKDAY

Instructional: 7:45-3:15 (7.5 hr.)
Non-Instructional Varies by Staff Member (7 hr. day)
Student Contact Time: 7:45-2:45

Teachers should be at their classroom door at 7:45. If you leave campus for lunch, you must sign out and sign back in upon your return. **Teachers are paid to be on duty during their planning time. Teachers must remain on campus during this time. If you need to leave during this time you must provide leave to do so.** Teachers must make it a priority to check their email a minimum of twice per day (morning and afternoon).

WORKER'S COMPENSATION

It is each employee's responsibility to implement the best safety practices possible while on school property. In the event of an accident with injury, a Workers' Comp Form must be completed and signed **immediately**. Donna Faircloth has these forms and will assist you in this process. She will also help you with the follow-up appointment information.

TCSD Policy on 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.

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.