

**TCMS  
Faculty  
Handbook  
2021-22**



# **Achieving Excellence Together**

Taylor County Middle School

850-838-2516

Principal, *Kasey Roberts*

Assistant Principal, *Stuart Ely*

**Taylor County Middle School  
Faculty & Staff 2021-2022**

<b>Name</b>	<b>Grade/Area</b>	<b>Subject/Area</b>	<b>Room</b>	<b>Phone Ext.</b>
Kasey Roberts	6-8	Principal		205
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Lucas Allbritton	6A	ELA	B-2	232
Farrah Cone	6A	Math	B-3	231
Tori Carmichael	6A	Science	B-4	230
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Mary Ludlam	6-8	VE	B-6	228
Jennifer Amman	6B	Math	C-1	239
Maria Farrell	6B	Language Arts	C-2	238
Denise Tedder	6B	Science	C-3	237
Anna Morgan	6B	Social Studies	C-4	236
Marti McElveen	6-8	Reading iii	C-5	235
Yvonne Heartsfield	6-8	Instructional Coach	C-6	234
<b>7<sup>th</sup> Grade</b>				
Amanda Johnson	7A	Civics	D-1	245
Dara Nix	7A	Math	D-2	244
Wade Holton	7A	Language Arts	D-3	243
Chandra Bowden	7A	Science	D-4	242
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Deborah Hodge	7B	Language Arts	E-2	250
Rick Patrick	7B	Science	E-3	249
Deidra Newman	7B	Math	E-4	248
Caitlin Weatherly	7B	Civics	E-5	247
Sonja Burford	6-8	Reading iii	E-6	246

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Austin Emfinger	8A	ELA	F-4	261
Natalie Fuller	8A	Math	F-6	260
Chastity Gunter	8A	Science	F-8	259
Justin Calhoun	8B	Science	F-1	258
Niki Fuller	8B	Math	F-3	257
Adam Anderson	8B	ELA	F-7	256
Joanna Ezell	8B	ELA	F-9	255
Ron Hernandez	6-8	Computer Tech	Gym 2	279
Connie Gibson	Multi-Grade	Alt. Assessment	G-1	270
Sarah Boles	6-8	Agriculture	G-2	274
Rusty Ludlam	Speech Therapist	Technology Lab		282
Jessica Udell	Unified Arts	Band	Band Rm.	250
Wil Joiner	Multi Grade	PE	Gym	252
William Wentworth	Multi Grade	PE	Gym	253
Jeff Johnson	Resource/Discipline/Athletic Director	Dean	Dean's Office	208
			Tech Lab B	271
Melissa Krejcar	Office Staff	Dean's Secretary	Dean's Office	207
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Donna Johnson	Staffing Specialist		Guidance	212
Courtney Gray	6-8	Technology	Lab C	273
Jazminn Parga	6-8	Librarian	Library	226
Katie Crews		Nurse	Clinic	214

## Our Beliefs

- Student learning being the chief priority for the school, students' learning needs should be the primary focus of all educational decisions of the school.
- Students need to apply their learning in meaningful context and need to be instructed in a variety of ways to support their learning process and engaging them in the learning process.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs, and curriculum and instructional practices should incorporate a variety of learning activities that include the use technology.
- Optimum learning takes place in a positive atmosphere of trust and harmony where students and staff members feel safe and are treated with respect and dignity.
- A commitment to continuous improvement is imperative among teachers, administrators, parents and the community, who share the responsibility for advancing the school's mission, if students are to become confident, self-directed, lifelong learners.

## Faculty Information

1. **Work day:** Normal working hours are from 7:40 a.m. until 3:10 p.m. **All faculty and staff are to park in front of the school. NO EXCEPTIONS.** Teachers should sign in at exact time of arrival and departure.
2. **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.
3. **Early Departure:** If you need to leave early (between 2:30- 3:10) for any reason you must clear it with the principal. The only instance that will require no clearance is a complete faculty dismissal.

Duty: Everyone should be on duty at their designated time.

4. **Teacher absence:** Teachers who know a day or more in advance that they will need a substitute should make arrangements with the principal's secretary. 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.
5. **If you are absent you should have prepared:**
  - a. lesson plans
  - b. schedules of the day including extra duties
  - c. attendance information
  - d. grade book
  - e. extra notes the substitute might need to achieve a successful day

6. **Leave Form:** 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.
7. **Daily Bulletin:** E-mail is the official line of communication at TCMS. Check your e-mail daily, as a bulletin will be sent to you via e-mail. Check for more information that is pertinent for both teachers and students. Read student announcements to the students each morning during homeroom.
8. **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.**
9. **Staff Bulletin Board:** The bulletin board in the teachers' lounge is to be used for posting information for teachers.
10. **Faculty meetings:** In lieu of faculty meetings, team meetings will be held. Faculty meetings will be held when required due to emergency items. Attendance is required at all faculty meetings. Please let the principal know in advance if you cannot attend a scheduled meeting.
11. **Canvas:** 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.
12. **Grade books / Focus:** Grade books should reflect an accurate documentation of student assessment and attendance. Adequate assessment should include no less than:
1. 9 daily grades
  2. 4 test grades
- Focus: All grades should be posted in Focus weekly.**
13. **Midterm reports:** Midterm reports will be distributed on the days designated during the nine weeks grading period (check calendar for dates). Midterm reports should go out to all students. These reports should be created using the electronic grade book (**Focus**) on each teacher's computer.
14. **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 parent conference.

15. **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.

16. **Dress Code:** 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.

17. **Phone calls:** No personal long-distance calls may be charged to the school. All long-distance calls must be logged in. The phone log should be near the phone. 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.

18. **Cell phones:** Cell phones are not to be used during class time. Cell phones must be turned off during school hours. This includes faculty as well as students.

19. **Smoking is not permitted** in the building or on school grounds.

20. **Food in the classroom:** Teachers should not eat or drink in the classroom when students are in attendance. Please keep eating in the classrooms to a minimum as this is an element to our pest problems. If the faculty lounge is full, or if you want to have a team meeting in a classroom during lunch, please dispose of your plates, cups etc. in the faculty lounge.

21. **Teacher's lounge:** Please help us take care of the lounge 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.**

22. **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 or her designee 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.

23. **Visitors:** Visitors will not be allowed on campus. If there is a need for a visit an appointment will need to be made.

24. **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.

25. **Student supervision:** 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.

**26. Teacher-Parent 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.

**27. 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 rooms. 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.

**28. Classroom management:** Team policies or rules should be consistent with board policy, school administration policy and philosophy. A copy of team rules should be filed with the Dean’s office. 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 make our classrooms orderly, *yet warm and positive*.

**29. School wide guidelines that should be posted in each classroom:**

- a. Be Safe*
- b. Be Responsible*
- c. Be Respectful*

**30. Confidentiality of Student Information:** 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 the principle could result in a reprimand or loss of certification.** Teachers need to be sure that they do not:

- a. 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.
- b. 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.
- c. Share information about any students with other student’s parents.

**31. Homebase procedures:** Students are required to be on time to homebase; failure to do so will be handled as outlined in the discipline plan. Announcements will be made during the first five minutes of homebase. Students will not be allowed out of homebase during this time and should be required to be orderly and listen to the announcements. The first bell will ring at 7:50 with the tardy bell ringing at 7:55.

**32. Planning times:** Planning times are provided to give you time to communicate, organize, and plan the educational programs or activities of the school while relaxing free of student supervision. This time can be used to refresh yourself with a cup of coffee or soft drink while meeting or planning. **To give anyone a different impression of what planning time is – would be unwise.**

**33. USE OF GYMNASIUM:** The following guidelines **MUST** be adhered to when using the gymnasium:

1. Permission must be granted in writing by the assistant principal or principal. Activity/Facility request forms are located in the front office.
2. All activities must be properly supervised by school personnel. (No students in gym without sponsor or coach.)
3. There will be **NO** food or drink allowed in gym. This includes gum, candy, snacks, etc.
4. 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.
5. Under **NO** circumstances will equipment be allowed on floor that could cause damage.
6. Anyone using the gymnasium is responsible for clean-up. This includes floors and bleachers.
7. 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.
8. 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.

**34. 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.**

**35. Homework:** Homework is an important part of a student's educational experience. Homework should be assigned to reinforce concepts introduced in class. Commensurate with the development levels of middle school age students, teachers at TCMS should make homework assignments that appropriately enhance student's academic success.

**36. 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.

**37. Teacher evaluation:** The assessment process is provided for your growth and enhancement. It is important and can make a positive difference. The timeline is included in your professional development plan booklet. All in-service, workshops, and conferences are to be recorded through EPDC.

**38. 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, located in the assistant principal's office. In order to be placed on the school calendar, you must turn in your request to the assistant principal at least 5 days prior to the day of the event. If there is no conflict, and it is approved by the principal, 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.

**39. 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 assistant principal, 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:

- a. Discuss plans for the trip with the principal.
- b. Contact the bus garage to confirm the availability of buses on the projected date.
- c. 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.
- d. Complete the bus request form at least 2 weeks prior to the trip.
- e. Coordinate sack lunches if needed with the lunchroom manager, with at least two weeks advance notice.
- f. Collect and turn in the total amount for expenses to Mrs. Eakins prior to the trip.
- g. Be sure a notarized field trip permission form is completed on each child.
- h. 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.

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

**40. 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.

**41. 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.

**42. Activity Form:** 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.

**43. Fire/Lock Down Drills:** One fire drill and code red drill per month will be held. The emergency fire drill signal will consist of either the electrical alarm or short blasts from the bell. Windows and doors should be closed and lights and other electrical equipment turned off. Students should exit quietly in single file. Upon exiting, students should face away from the buildings. Roll should be taken. **The evacuation must be posted in your room near the door** (please review with your classes the first day of school). The lock down drill will follow the plan outlined in the District Crisis Intervention Plan.

**44. Tornado Procedures:**

a. Alert Notification: The Taylor County Civil Defense office will notify the School Superintendent's office of all weather warnings. The superintendent's office will then notify all school and offices. Each school will then notify all staff and individual classes.

b. Tornado Drill Procedures:

1. First Call: Tornado Watch (possibility that tornado may develop)
2. Second Call: Tornado Warning (a tornado has been sighted)
3. 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 north east 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.
  - \* Deans' office in the bathrooms in the offices.

**45. 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.

**46. 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.

- a. drink bottles
- b. aerosol cans of any kind
- c. bleach
- d. lighter fluid
- e. cleaner of any kind except hand soap
- f. rags, old clothes, junk of any kind
- g. poisonous liquids
- h. mouth wash
- i. gasoline
- j. insect spray
- k. Alcohol

47. **Copy service:** 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. The expense can get out of hand.

48. **Inventory and property accounting:** An inventory of your room should be done at the beginning, middle, and end of the school year. These are the guidelines for inventory:

- a. Inventory everything with or without a property number
- b. Specify how many and record the property number. If you cannot read the number or one is not present, please specify.
- c. If an item is removed or transferred, please fill out a Transfer of Property notice.
- d. If a new item has been received, and after one month no property control number has been attached, notify the office.

49. **Child Study Team/MTSS:** Taylor County Middle School's Child Study/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 Child Study/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.

50. **Principles of Professional Conduct:** Teachers should adhere to the "Principles of Professional Conduct of the Education Profession in Florida". 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.

51. **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.

52. **"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:

1. Do not commit money in the name of Taylor County Middle School without the principal's permission.
2. Do not leave inadequate lesson plans for substitute teachers.
3. Do not let the principal first hear about unusual occurrences in your class from students or parents.
4. Do not make complaints about the school to the community without first having shared them with the principal.
5. Do not request to disrupt the school day without going through proper channels.

6. Do not engage in unprofessional talk, in front of visitors or students.
7. Do not place the principal in the position of defending indefensible actions.

53. **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

54. **Authority to remove 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 distribution 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:

1. The teacher's classroom management plan has been followed and a parent contact made.
2. 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.**

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

56. **Library/Media Center policies:** The chief purpose of the Taylor County Middle School Library/Media Center is to make available to all students and personnel all media, materials, and services possible for recreational reading. The media staff endeavors to fulfill this purpose in a quiet, pleasant, fair, effective and efficient manner.

The center is open to students and school personnel during school hours on scheduled school days. The center is to be a quiet area where learning, research and reference work, as well as quiet reading can be accomplished in a quiet orderly manner.

Teachers must reserve time with the media staff prior to bringing a class to the media center. The classroom teacher must accompany and remain with their class(es) while they are scheduled to use the center. The classroom teacher will be responsible for maintaining discipline and a quiet orderly atmosphere among their students. The media staff will attempt to work with, support and back-up the classroom teacher in maintaining a quiet orderly atmosphere. No more than one (1) class at a time may reserve the use of the center.

Each teacher may send up to two (2) students at a time with written pass(es) to use the center's facilities. The pass(es) should state the activity(ies) in which the student is to be involved, the time which the student left and is to return to the classroom, and be signed or initialed by the classroom

teacher. Students may not be sent to the center to play games, as punishment, or to take tests. If a student in the center, on a pass, is loud or disruptive, that student will be sent back to the classroom with a pass to the teacher indicating said disruptive behavior.

Current periodicals or reference books will be checked out to school personnel for overnight use only. All other circulating items (books, vertical files, Professional books, and audio-visual software) will be checked out for two (2) weeks at a time. Renewals are permitted if there have been no other requests for that material. Students may check out one (1) item at a time. Staff members may have up to ten (10) items checked out at a time. Staff members must sign up with the media staff in advance for the use of audio-visual equipment. The more in advance the notice is given, the greater the probability of obtaining the desired equipment at the desired time. Equipment should be returned promptly after the arranged time has expired. Mobile labs should be returned to the media center by the end of the school day. All computers should be plugged in and properly placed in appropriate portals.

Teachers are requested to send students who have due library materials and/or debts to the center at the beginning of each school day and to encourage their students to clear up their debts and be responsible users of the center.

**57. Attendance procedures:** Morning procedures

- \* Attendance will be recorded as outlined by the “Focus” system.
- \* After the tardy bell, students must pick up tardy slip from the dean’s office.

**58. Tardies and absentee notes (notification of excused absences):** 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 homebase 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.

## **Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida.**

(1) Florida educators shall be guided by the following ethical principles:

- (a) 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.
- (b) 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.
- (c) 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.

(2) Florida educators shall comply with the following disciplinary principles. 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.

(a) Obligation to the student requires that the individual:

- 1. 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.
- 2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- 3. Shall not unreasonably deny a student access to diverse points of view.
- 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- 6. Shall not intentionally violate or deny a student's legal rights.
- 7. Shall not harass or discriminate against any student on the basis of 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.
- 8. Shall not exploit a relationship with a student for personal gain or advantage.
- 9. Shall keep in confidence personally identifiable information obtained in the course of

professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, 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.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. 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 each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. 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.
10. Shall not withhold information regarding a position from an applicant or misrepresent an

assignment or conditions of employment.

11. 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.
12. 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.
13. 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), F.S.
14. 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), F.S.
15. 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), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.



## **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.

### **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.**

### **Moment of Silence**

A moment of silence will be held each morning during announcements for 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.

### **TCMS COVID-19 Policies**

TCMS encourage students, faculty, and staff to perform daily health screenings at home for infectious illnesses, including COVID-19. We ask that students, faculty, and staff with signs or symptoms of infectious illness, including COVID-19, stay home when sick and/or seek medical care. Students, faculty, and staff are encouraged to wash and/or disinfect their hands often.

In the event a TCMS student, faculty and/or staff member tests positive, the program, classroom, and/or affected students, faculty, and staff may be required to enter a mandatory self-quarantine period following CDC and Health Department protocol. Students/faculty/staff who test positive, have direct contact with, or have been knowingly exposed to someone testing positive for COVID-19, must notify school administration.

## **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 improve 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.

### **Policies Governing K- 12 Attendance**

**Absence is defined as the nonattendance of a student on days that school is scheduled to be in session. 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);*
- *Documented doctor or dentist appointments;*
- *Pre-excused educational/field trip; and*
- *Insurmountable weather conditions.*

Students who miss one (1) or more periods during the school day must, within three (3) school days, bring a note from a parent or guardian stating the reasons for that absence. Excused absences are described above.

If a student fails to bring a note within three (3) 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 will receive credit on work made up from an excused absence, and will receive at least ½ credit on completed work missed during an unexcused absence, as well as suspensions
- Work completed in OTI will receive full credit, as well as students with pending expulsion hearings
- Make-up work for excused absences not turned in on time will result in teachers deducting up to 50%; and
- Students with unexcused absences and determined to be truant or skipping are subject to disciplinary action.

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 make arrangements 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.

**TCMS will accept three (3) parent notes per semester. A doctor's note is required after that.**

### **Unexcused Absences**

- (1) Inadequate or unacceptable reason for the absence; i.e. car trouble, oversleeping, alarm and power failures are all unexcused
- (2) Results from school disciplinary action
- (3) Truancy

Parents will be notified of unexcused or unexplained absences. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.

### **Pre-excused Absences**

Absences for vacation or other anticipated reasons must be given prior approval from an administrator and the student must make arrangements for completion of work prior to the absence. Students with excessive absences will not be excused for such reasons.

60. **Promotional Policy for Taylor County Middle School:** In accordance with 6A-1.09401 SBR, the Next Generation Sunshine/ Florida State Standards shall be the basis for the curriculum and instruction in grades 6-8. These benchmarked standards provide a broad curriculum base and describe what students should know and be able to do in grades 6-8 in the subjects of language arts, math, science, social studies, art, health/physical education, and foreign language will be included in the middle school curriculum. Appropriate instruction and assessment of mastery will be provided to assist students in the achievement of these standards. (1008.25(2)(a), Florida Statutes)

*Florida Course Descriptions for Grades 6 - 12, Basic and Adult Education* which provides the essential content and course requirements for courses listed in the *Course Code Directory and Personnel Assignments for Florida Schools* will form the basis of instruction for each course. In order to successfully complete a course, a student must master these Course Descriptions and obtain a passing grade for the course. Methods for assessing mastery of these standards can be by observation, classroom work, homework assignments, and examinations, including mandated state EOC assessments. Certification of mastery of these standards will be a passing score in the course. The grading scale is as follows:

## SECONDARY GRADING -- MIDDLE SCHOOL

<u>Grade</u>	<u>Percent</u>	<u>Grade Point Value</u>	<u>Definition</u>
A	90-100	4	Outstanding Progress
B	80-89	3	Above Average Progress
C	70-79	2	Average Progress
D	60-69	1	Lowest Acceptable Progress
F	0-59	0	Failure
I	0	0	Incomplete

The annual course grade will be determined by the average of the nine-week grades. Students must have a minimum of a 60 average to pass the course. This includes reading, language arts, math, science and social studies. In addition,

- Mastery of 70% of the Florida State Standards and grade level expectations will be attained by students functioning on grade level and maintaining a 60 average in each course.
- Middle school students enrolled in courses for high school credit shall be graded in accordance with the provisions of high school section of this plan.(1003.43(1)(k) Florida Statutes)
- The yearly GPA is determined by averaging the final grade for each class. The final grade for each class is determined by multiplying the quality point value of the final class grade (A=4, B=3, C=2, D=1, F=0) times the length of the course (Full year = 1.0; Semester = .5; Quarter = .25). All students must have a 2.0 GPA to be promoted to the next grade.
- Remediation and elective courses for middle school students will have numeric grades in these courses that will impact their GPA.
- The report card will clearly depict and grade: a student's academic performance in each class or course in grades 6 through 8 based on examinations as well as written papers, class participation, and other academic performance criteria; a student's conduct and behavior; and a student's attendance, including absences and tardiness (1003.33(1) Florida Statutes) The final report card for a school year shall contain a statement indicating end-of-the-year status or performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. Schools shall not exempt any student from academic performance requirements, such as final exams, based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement. ((1003.33.(2) Florida Statutes)

**Florida Virtual School:** Florida Virtual School is a fully accredited public virtual school that offers free online courses to middle school and high school students in Florida. It provides options for students, parents, school districts and schools. For more information you can visit [info@flvs.net](mailto:info@flvs.net) and get information regarding planning for education for your child, or visit [http://www.flvs.net/students\\_parents/index\\_of\\_links\\_sp.php](http://www.flvs.net/students_parents/index_of_links_sp.php)



## **GENERAL REQUIREMENTS FOR GRADES 6-8**

The following courses or subjects shall be required in grades 6-8:

1. Three courses in mathematics, middle school level or higher. At least 1 high school level math course must be offered  
– (Advanced Math is offered to eligible 7<sup>th</sup> grade students, and Algebra I is offered to eligible students entering 8<sup>th</sup> grade).
2. Three courses in language arts, which shall include experiences in reading, writing, and speaking
3. Three courses in science, which shall include instruction in life science, earth/space science and physical science.
4. Three courses in social studies/civics, which shall include the study of United States history and government, world geography, Florida history and world history. Students will take a Civics EOC as part of the required state assessment.
5. Computer literacy skills.
6. One semester per year of physical education unless a waiver applies.
  - (a) remedial classes for deficient areas which may be scheduled in place of the P.E. elective.
  - (b) The P.E. requirement may be waived when one of the following is true:
    - The student is required to take remedial coursework.
    - The student requests and qualifies for band.
    - The student is participating in physical activities beyond the school day which meet or exceed the requirement.
7. A series of unified arts experiences shall be provided for student development which may include, but not be limited to, the following: art, music, foreign languages, and technology education. Such experiences shall be regularly scheduled as possible in grades 6 through 8 when funds are available.
8. Comprehensive health education which includes substance abuse prevention, acquired immune deficiency syndrome and communicable disease prevention, human growth and development, human sexuality and pregnancy prevention, and personal health and hygiene, and shall also provide for instruction, where appropriate, that abstinence from sexual activity outside of marriage is the expected standard for all school age children; and abstinence from sexual activity is a certain way to avoid pregnancy, sexual transmission of acquired immune deficiency syndrome, and other communicable diseases which are transmitted sexually.

### **A. Placement for Good Cause Requirements**

#### **Grades 6-8 students failing to demonstrate mastery in Reading, Math, Writing or Science:**

Request for promotion for Good Cause may be made for documented reasons including, but not limited to:

1. Classroom performance as evidenced by a student portfolio or a report card that indicates the ability to apply grade level skills, and/or scored at a Level 2 or above on the FSA Reading and Math tests.

2. The student demonstrated an acceptable level of performance on an alternative standardized assessment approved by the State Board of Education. The assessment to be used is the End of Course Exam for both Reading and Math.

### **6-12 Extra-Curricular Activities Eligibility Requirements**

TCMS offers a variety of sports, clubs, and other extra-curricular organizations in which we encourage students to become involved in. Selection of members and participation in these extra-curricular activities varies. Please consult with the coaches/sponsors if you have any questions on specific requirements.

Before a student may participate or practice, he/she must adhere to the following policies:

1. Eligibility for Athletic Participation: Must be in accordance with all the Florida High School Activities Association Eligibility Standards. Students must have at least a 2.0 GPA
2. Try-Outs: No student may try-out for a team after the designated sign-up/formal practices have begun. Exceptions may be granted for following conditions: documented illness, transfer, participating in another sport, or pre- approved absence.
3. Insurance: All athletes must have insurance provided by school or parents, or submit a written release of responsibility by school from parent or guardian.
4. Physical: All athletes must have an up-to-date physical before beginning practice.
5. Parent Consent: All athletes must have a consent form signed by parent or guardian before beginning practice.
6. Birth Certificate: All athletes must show proof of age by submitting a birth certificate to the coach for registration.
7. Equipment: All athletes are responsible for the equipment issued to them. Lost or mishandled equipment will be charged to the athlete.
8. If a student athlete's conduct results in an FHSAA fine, the student is responsible for paying the fine. The student will not be eligible to participate in any athletic event until the fine is paid in full.
9. A student violating the saggy pants rule a second time may be ineligible to participate in extracurricular activity for a period of time not to exceed 5 days and for a third offense or subsequent offense be ineligible for a period not to exceed 30 days.
10. Discipline: Students on suspension cannot participate in extra-curricular activities during the suspension.
11. Students must be in attendance for at least ½ the school day to be eligible to participate in extra-curricular activities that same day.
12. Students who have violated the district's drug and alcohol policy are not eligible to participate in extra-curricular activities until they have completed a rehabilitation program with an accredited counseling service provider and provided the school with a clean drug test.

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 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.

Limited-English-Language skills will not be a barrier to admission or participation in educational programs including Career and Technical Educational programs. Such programs offered by the high school and Taylor Technical Institute include:

- Business, Management & Administration
- Health Science
- Human services
- Information Technology
- Manufacturing
- Architecture & Construction

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](mailto:kiki.puhl@taylor.k12.fl.us)**

Parents, student or employees who have reason to believe that this policy has been violated may [click here](#) to access a printable form that can be filled out and returned.

**CLASSROOM TRANSFER PROCESS:** A parent has the right to request that his or her student be transferred to a different classroom teacher: however, this does not give a parent the right to choose a specific classroom teacher. A request for such transfer is to be made in writing to the school principal. Within 2 weeks after receiving the request, the school will approve or deny the request. A denial of such a request shall specify the reason(s). The school principal's decision is final.

A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled; however, this does not give a parent the right to choose a specific classroom teacher. A request for such transfer is to be made in writing to the school principal. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 week, if an in-field teacher for the

course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s.1003.03 and 3677 s.1, Art IX of the State Constitution. If a request for transfer is denied the school must notify the parent and specify the reason(s).

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance: “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with Liberty and justice for all,” shall be rendered by students standing with the right hand over the heart. 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.

**GUN FREE SCHOOLS ACT:** 1006.13.(2) The zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student’s regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system. (a) Bringing a firearm or weapon, as defined in Chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at the school. (b) Making a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel’s property, school transportation, or a school-sponsored activity.

### **Student Records and Privacy:**

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents 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.
2. 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.
3. 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.

**EQUITY POLICY STATEMENT - GRIEVANCE PROCEDURE:** The Taylor County School Board complies with all state statutes, including statutes on veteran's preference and the Florida Education Equity Act, as well as all federal statutes, including the Americans with Disabilities Act. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether student or employee, on the basis of sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background of the individual. Any claim that there has been a violation, misinterpretation, or misapplication regarding any of the above mentioned statutes may be processed as a grievance as herein provided, but limited to the intent of this procedure and related in no way to negotiated contract.

If a person believes there is a basis for a grievance, he or she shall discuss the alleged grievance with the site administrator. If the site administrator is the offending person, the report should be made to the next higher level of administration or supervision. If satisfactory relief is not given, a complaint may be filed with the Superintendent of Schools. Summary of the conference shall be recorded on district forms entitled "Conference Form Affirmative Action" or "School Conference Form Affirmative Action (Student Complaint)."

Any applicant, employee, or student claiming to have been discriminated against because of sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background may file a complaint with the Superintendent of School, provided such complaint is filed within 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 a written acknowledgement of the complaint, advising that it will be acted on according to procedures set forth in the complaint procedures.

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

The panel will be charged with conducting an investigation of the complainant's charges/ The three member investigative panel will be organized as follows. The superintendent will appoint one member from the affirmative action advisory committee, one member will be recommended by the complainant, and the third member, who will chair the panel, will be appointed by the other two members of the panel.

In no instance shall any member of the investigative panel be directly involved in the complaint or occupy a position that would represent the school board in any subsequent litigation.

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

- (a) 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 the 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, the superintendent shall make a decision as to the recommendation that will be made to the school board and within twenty workdays of the panel's recommendation, the complainant will be notified of the board's action by certified mail. In the event the board's decision favors the complainant, the superintendent shall 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 any 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

**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.

**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](http://www.taylor.k12.fl.us) or at each work / school site's front office.

**FortifyFL**-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.

**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.

**TYPES OF SEARCH:** 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.

1. Search of the person.
2. Search of property (lockers, containers or parcels and motor vehicles).

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

**ALCOHOL AND OTHER DRUGS SCHOOL BOARD POLICY:**

- (1) use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- (2) The illegal use, possession, or sale of alcoholic beverages or controlled substances, as defined in Chapter 893, or possession of electronic telephone pagers by any student while such student is upon school property or in attendance at a school function is grounds for suspension, expulsion, or imposition of other disciplinary action by the school, and may result in criminal penalties being imposed.
- (3) Policies concerning the use, possession, or sale of alcoholic beverages or controlled substances as defined in Chapter 893, or possession of electronic telephone pagers will be included in the Code of Student Conduct to be distributed annually to all teachers, school personnel, students, and parents or guardians at the beginning of each school year.
- (4) The following words and phrases shall have the following meanings, unless the text requires otherwise:  
:
  - (a) “Alcoholic beverages” means distilled spirits and all beverages containing one-half of one percent of alcohol by volume.
  - (b) “Drugs” mean cannabis, the seeds thereof, and the resin extracted from any part of the plant: Narcotics: Barbiturates and related sedatives: Cocaine: Hallucinogens: Amphetamines: Minor and major tranquilizers; and any other drug that is listed as a substance in Chapter 893, Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamins, stimulants, such as “No Doze”, and the various mail order caffeine stimulants that are shaped to look like various prescription amphetamines.
  - (c) “Sale” means the actual constructive, or attempted transfer from one person to another for any consideration or remuneration whatsoever.
  - (d) “Giving” means the actual constructive, or attempted transfer from one person to another without remuneration whatsoever.
  - (e) “Second offense” means any second offense during a given school year while in membership in Taylor County Schools.
  - (f) “Controlled substance” means any substance named or described in Schedules I through V of Florida Statutes 893.03. Laws controlling the manufacture, distribution, preparation, or administration of such substances are drug abuse laws.
- (5) Any student who sells, gives, possesses, uses or is under the influence of any alcoholic beverage, counterfeit, controlled substance and/or drugs, on the school grounds or at any school sponsored activity shall be suspended for 10 days and shall be recommended for expulsion from school for

the remainder of the school year. However, if the incident occurs within the last nine weeks, the student may also be expelled for all or a portion of the next school year. The School Board may require a determined number of hours of community work experience and mandatory school probation in lieu of expulsion for all or a portion of the next school year.

Any second offense shall result in a recommendation to the School Board for expulsion with no waiver.

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

- (6) pupil who is subject to discipline or expulsion for unlawful possession, use, or for being under the influence of any alcoholic beverage or a substance controlled under Chapter 893 may be entitled to a waiver of the discipline or expulsion as described in Sections (1) and (b) listed below.
  - (a) If he divulges information leading to the arrest of the person who supplied such alcoholic beverage or controlled substance to him and agrees to fully cooperate in providing information necessary for prosecution as well as acknowledging his willingness to testify in a trial. Additionally a waiver may be granted if the student voluntarily disclosed his unlawful possession of such alcoholic beverage or controlled substance prior to his arrest. Any information divulged which leads to such arrest and conviction is not admissible in evidence in subsequent criminal trial against the pupil divulging such information.
  - (b) If the pupil commits himself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program, his suspension may be reduced for a period of time up to 5 days. If at any time the student is discharged from said program for non-compliance, the original discipline will be reinstated.
  - (c) In lieu of completion of above mentioned drug abuse program (6) (b), the agency or organization providing such a program may submit written verification of the student's intent to enroll in and complete said program. Such verification must include the location, dates, and times of the program, and signature of a program administrator.

The student and his/her parent/s must provide written documentation, including program name, location, dates, times, and signatures of student and parent/s. This letter shall indicate student intent and parental support of the enrollment in and completion of a drug abuse program.

- (7) appropriate law enforcement agency shall be notified immediately in each instance where a student is found in violation of the policy.
- (8) When a student is formally charged with a felony by a proper prosecuting attorney for the unlawful use, , or sale of any substance controlled under Chapter 893, Florida Statutes, the principal shall proceed as prescribed in State Board of Education Rule 6A-1.0956. The Superintendent shall furnish each principal with a copy of this rule.
- (9) Pursuant to Florida Statutes, if a student is adjudicated guilty for the unlawful possession or sale of any controlled substance under Chapter 893, Florida Statutes, the student shall automatically be subject to the above provisions.
- (10) Electronic telephone pagers are prohibited on school property or at any school sponsored function. Pagers may be confiscated, and the student may be subject to disciplinary action by the school.
- (11) At all elementary schools, in circumstances involving possession of controlled substance, drugs, and/or alcohol, the elementary principal shall try to determine intent prior to enforcing a



suspension. On first offense cases, if the principal determines that a legitimate use exists (i.e., medication), the student shall be reprimanded, and the parent (s) or legal guardian notified of the violation and warned of their child's suspension if subsequent violation of possession occurs.

(12) School personnel are required to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance as defined in FS 893.02; any counterfeit controlled substance, as defined in FS 891.01; any alcoholic beverage, as defined in 561.01 (4); or model glue. School personnel are exempt from liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. Only a principal or a principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation.

**STATUTORY AUTHORITY:** Section 230.22(2), Florida Statutes

**LAWS IMPLEMENTED:** Section 232.26; 230.23(6); 232.277; Chapter 893; 56101(4), Florida Statutes

**STATE BOARD OF EDUCATION RULE:** 6A-1.0956                      Revised: March 1996; September 1998; May 2001; April 2002

**CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL POLICY:**

Except for employment under emergency conditions as provided in Section 236.0711, Florida Statutes, no person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a valid Florida Educator's Certificate. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate reissuance or renewal in the district office as soon as the Department of Education issues the new validity period on the certificate. The deadline for establishing a new certificate level or training in the district office shall be September 1 of each school year.

(1) The Superintendent shall designate a Certification Contact to work directly with the Bureau of Teacher Certification,

Florida Department of Education, to assist personnel with certification issues.

(2) A teacher may not teach outside the field for which he/she is certified for more than one school year unless the teacher has earned sufficient credits to continue to remain outside the field of certification.

(3) A teacher will be considered qualified in the field of assignment if one of the following conditions is met:

(a) holds a valid Florida Educator's Certificate with an appropriate coverage as provided in the Course Code Directory for teaching the course, or

(b) Holds a valid Florida Educator's Certificate and has a minor in the field in which instruction is provided, as shown on an official college transcript or as verified in writing by the college or university, or

(c) Holds a valid Florida Educator's Certificate and has demonstrated sufficient subject area expertise in the subject area in which the instruction is provided by presenting a passing score on the subject area test of the Florida Teacher Certification Examination.

(4) A teacher who has not met the requirement for demonstration of mastery of general knowledge by passing the required state test within one calendar year of employment may not be continued in employment in any position that requires a Temporary Certificate past the end of the contract year in which the one calendar year falls.

STATUTORY AUTHORITY: Sections 230.22 (2); 230.23 (7) Florida Statutes  
LAWS IMPLEMENTED: Sections 231.0861 (3); 231.15; 231.17; 236.0711, Florida Statutes  
STATE BOARD OF EDUCATION RULES: 6a-1.0501; 6a-1.0502; 6a-1.0503  
TAYLOR SCHOOL BOARD APPROVED - MARCH 19, 2002

**NOTICE OF PRIVACY PRACTICES:** This notice describes how medical information about you may be used and disclosed and how you can get access to this information:

**Department of Health Duties**

The Department of Health is required by law to maintain the privacy of your protected health information. This Notice of Privacy Practices tells you how your protected health information may be used and how the department keeps your information private and confidential. This notice explains the legal duties and practices relating to your protected health information. As part of the department's legal duties this Notice of Privacy Practices must be given to you. The department is required to follow the terms of the Notice of Privacy Practices currently in effect. The Department of Health may change the terms of its notice. The change, if made, will be effective for all protected health information that it maintains. New or revised notices of privacy practices will be posted on the Department of Health website at [www.myflorida.com](http://www.myflorida.com) and will be available by email and at all Department of Health buildings. **Uses and Disclosures of your protected health information.** Protected health information includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person. Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse. The Department of Health can act as each of the above business types. This medical information is used by the Department of Health in many ways while performing normal business activities. Your protected health information may be used or disclosed by the Department of Health for purposes of treatment, payment, and health care operations. *Health care professionals use medical information in the clinics or hospital to take care of you. Your protected health information may be shared, with or without your consent, with another health care provider for purposes of your treatment. The Department of Health may use or disclose your health information for case management and services. The Department of Health clinic or hospital may send the medical information to insurance companies, Medicaid, or community agencies to pay for the services provided to you. Your information may be used by certain department personnel to improve the department's health care operations. The department also may send you appointment reminders, information about treatment options or other health related benefits and services. Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:*

Reporting abuse of children, adults, or disabled persons.

£ Investigations related to a missing child.

£ Internal investigations and audits by the department's divisions, bureaus, and offices.

£ Investigations and audits by the state's Inspector General and Auditor General and the legislature's Office of Program Policy Analysis and Government Accountability.

£ Public health purposes including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals.

£ District medical examiner investigations.

£ Research approved by the department.

£ Court orders, warrants, or subpoenas.

£ Law enforcement purposes, administrative investigations, and judicial and administrative proceedings. Other uses and disclosures of your protected health information by the department will require your written authorization. This authorization will have an expiration date that can be revoked by you in writing. These uses and disclosures may be for marketing and for research purposes. Certain uses and disclosure of psychotherapist notes will also require your written authorization.

### **Individual Rights**

**You have the right to request the Department of Health to restrict the use and disclosure of your protected health information** to carry out treatment, payment, or health care operations. You may also limit disclosures to individuals involved with your care. The department is not required to agree to any restriction.

**You have the right to be assured that your information will be kept confidential.** The Department of Health may mail or call you with health care appointment reminders. We will make contact with you in the manner and at the address or phone number you select. You may be asked to put your request in writing. If you are responsible to pay for services, you may provide an address other than your residence where you can receive mail and where we may contact you. **You have the right to inspect and receive a copy of your protected health information.** Your inspection of information will be supervised at an appointed time and place. You may be denied access as specified by law. If access is denied, you have the right to request a review by a licensed health care professional who was not involved in the decision to deny access. This licensed health care professional will be designated by the department. **You have the right to correct your protected health information.** Your request to correct your protected health information must be in writing and provide a reason to support your requested correction. The Department of Health may deny your request, in whole or part, if it finds the protected health information:

£ Was not created by the department,

£ Is not protected health information,

£ Is by law not available for your inspection, or

£ Is accurate and complete. If your correction is accepted, the department will make the correction and tell you and others who need to know about the correction. If your request is denied, you may send a letter detailing the reason you disagree with the decision. The department will respond to your letter in writing. You also may file a complaint, as described below in the section titled Complaints. **You have the right to receive a summary of certain disclosures** the Department of Health may have made of your protected health information. This summary does **not** include:

£ Disclosures made to you.

£ Disclosures to individuals involved with your care.

£ Disclosures authorized by you.

£ Disclosures made to carry out treatment, payment, and health care operations.

£ Disclosures for public health.

£ Disclosures for health professional regulatory purposes.

£ Disclosures to report abuse of children, adults, or disabled.

£ Disclosures prior to April 14, 2003. This summary **does** include disclosures made for:

£ Purposes of research, other than those you authorized in writing.

£ Responses to court orders, subpoenas, or warrants. You may request a summary for not more than a 6-year period from the date of your request. If you received this Notice of Privacy Practices

electronically, you have the right to a paper copy upon request.

**For Further Information**

Requests for further information about the matters covered by this notice may be directed to the person who gave you the notice, to the director or administrator of the Department of Health facility where you received the notice, or to the Department of Health, Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141.

**Complaints**

If you believe your privacy rights have been violated, you may file a complaint with the: Department of Health’s Inspector General at 4052 Bald Cypress Way, BIN A03/ Tallahassee, FL 32399-1704/ telephone 850-245-4141 and with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, S.W./ Washington, D.C. 20201/ telephone 202-619-0257 or toll free 877-696-6775. The complaint must be in writing, describe the acts or omissions that you believe violate your privacy rights, and be filed within 180 days of when you knew or should have known that the act or omission occurred. The Department of Health will not retaliate against you for filing a complaint.

**Effective Date**

This Notice of Privacy Practices is effective beginning April 14, 2003, and shall be in effect until a new Notice of Privacy Practices is approved and posted.

**References**

“Standards for the Privacy of Individually Identifiable Health Information; Final Rule.” 45 CFR Parts 160 through 164. *Federal Register*, Vol. 65, No. 250 (December 28, 2000).

“Standards for the Privacy of Individually Identifiable Health Information; Final Rule.” 45 CFR Parts 160 through 164. *Federal Register*, Vol. 67, No. 157

(August 14, 2002).

**Florida Department of Health**

**Office of the Inspector General**

4052 Bald Cypress Way, BIN A-03

Tallahassee FL 32399-1704

DH 150-741, 4/03; Stock Number: 5730-741-0150-0

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 1-9 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.

### **DRESS CODE AND GROOMING**

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.

**This is not an all-inclusive list. Administrative discretion will apply in some cases.**

Dress Code:

#### **ALL:**

**Masks:** Student masks in grades 6-12 can be patterned or printed but cannot have words, symbols, lettering, or in any way be out of compliance with TCSD approved dress code. Bandanas may not be used as masks.

**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 (nose; lip; eyebrow; tongue rings are not permitted).

**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).

**\*Hats and Sunglasses will be confiscated if worn on campus with the exception of an outside PE class.**

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

**\*Any item worn or displayed that causes a disruption will not be permitted.**

### **Female:**

- 1. Shorts, Skirts, Skorts:** Clothing should be at least as long as the middle finger with arms extended by the side, this also includes slits and holes.
- 2. Dresses:** Dresses and skirts should be loose fitting.
  - a. No BodyCon, formfitting or body hugging dresses are allowed.
  - b. Dresses/tops can be worn with leggings but the top **MUST** come to the middle finger with arms extended by the side.
  - c. Dresses without leggings must be no more than 2 inches above the knee
- 3. Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back shoulder, and sides.
  - a. Cleavage should not be visible.
  - b. Crop tops, tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
  - c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
  - d. Undergarments should not be visible at any time.
- 4. Pants** should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, and shorts). Any pants with holes or slits should come no higher than the middle finger with arms extended by the side. No yogapants/tights/form fitting pants are allowed unless the top (shirt) is at least as long as the middle finger with arms extended by the side. Yoga pants/ tights/form fitting pants should not be see-through or sheer.

### **MALE:**

- 1. Pants**
  - a. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, or shorts).
  - b. Any pants with holes or slits should come no higher than the middle finger with arms extended by the side
- 2. Shorts:** shorts should be at least as long as the middle finger with arms extended by the side, this also includes holes.
- 3. Shirts:** Shirts, tops, jackets, should cover all aspects of the chest, back and sides.
  - a. Tank tops are not permitted as a primary top.
  - b. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

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

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

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

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.

# Taylor County Middle School

## Grades 6-8 Campus Behavior Referral Levels

Level 1	Level 2A	Level 2B	Level 3	Level 4
<ul style="list-style-type: none"> <li>-Cafeteria misconduct</li> <li>-Cheating on test</li> <li>-Dress code violation (including any item deemed disruptive by the principal or their designee)</li> <li>-Tardy to school/class</li> <li>-Eat/Drink/Gum</li> <li>-Lack of cooperation, does not want to complete assignments or classwork, sleeping in class, not bringing materials</li> <li>-Possessing inappropriate items</li> <li>-Use of cell phone and smart watches without permission</li> <li>-Field Trip misconduct</li> <li>-Use of profane or obscene language</li> <li>-Public display of affection</li> <li>-Inappropriate searches (not vulgar, includes games)</li> </ul>	<ul style="list-style-type: none"> <li>-Disorderly Conduct</li> <li>-Disrespect</li> <li>-Disruptive behavior</li> <li>-Gestures and name calling to other students</li> <li>-Gambling or unauthorized sales</li> <li>-Disobedient/ non-compliant</li> <li>-Loitering on campus</li> <li>-Leaving class without permission (returning to class)</li> <li>-In hall without permission, wandering the halls</li> <li>-Electronic device misuse</li> <li>-Possession/ use of unauthorized medication, OTC</li> <li>-Behavior Putting Safety at Risk (Horseplay)</li> <li>-Pushing; shoving; slap-boxing</li> <li>-Threat or Intimidation</li> <li>-Insubordination</li> <li>-Failure to show up for detention/work detail</li> <li>-Throwing, propelling objects</li> </ul>	<ul style="list-style-type: none"> <li>-Behavior Putting Safety at Risk with cause or intent to injure</li> <li>-Leaving campus without permission</li> <li>-Defiance of authority</li> <li>-Skipping class</li> <li>-Leaving class without permission (not returning to class)</li> <li>-Failure to comply with ISS expectations</li> <li>-Providing false information to a school board employee</li> <li>-Improper computer use, unauthorized entry into any computer system, altering, deleting</li> <li>-Verbal Altercation</li> </ul>	<ul style="list-style-type: none"> <li>-Disruption of school function</li> <li>-Hazing</li> <li>-Inciting/ Instigating a fight/Videoing a fight</li> <li>-Tampering with emergency equipment</li> <li>-Possession of tobacco, matches, lighters, electronic smoking products.</li> <li>-Possessing using or under the influence of alcohol</li> <li>-Bullying/ Harassment</li> <li>-Pulling fire alarm</li> <li>-Careless act causing injury</li> <li>-Threatening to disrupt school</li> <li>-Gross disrespect/ misbehavior towards staff</li> <li>-Open display gang related</li> <li>-Disruption of school sponsored activity after school hours</li> <li>-Fighting</li> <li>-Possession or use of fireworks</li> <li>-Intimidation, threatening, harassment of other students</li> <li>-Intentionally making false accusations</li> <li>-Sexual harassment</li> <li>-Sexual misconduct; indecent proposition or contact or touching, pornographic materials, indecent exposure</li> <li>-Sexting</li> <li>-Stealing or accessory to theft (less than \$300)</li> <li>-Entering or remaining in school property without permission</li> <li>-vandalism</li> <li>-possession of pocketknife with less than 2 ½ inch blade</li> </ul>	<ul style="list-style-type: none"> <li>-Sale or distribution of alcohol</li> <li>-Arson</li> <li>-Battery, when one or more student(s) physically attacks another student</li> <li>-Assault on school staff</li> <li>-Bomb threat</li> <li>-Breaking and entering/ Burglary into a school property</li> <li>-Major campus disruption</li> <li>-Possession, use or under the influence of drugs</li> <li>-Sale or distribution of drugs or controlled substances</li> <li>-Extortion/ Coercion/ Blackmail</li> <li>-Homicide, Kidnapping, other serious, harmful activities resulting in law enforcement intervention</li> <li>-Intimidating, threatening, harassment of school staff</li> <li>- Major campus disruption causing a large number of people to gather and behave in a violent or uncontrollable manner, rioting</li> <li>-Robbery</li> <li>-Stealing or accessory to stealing, buying and/or selling stolen property (over \$300)</li> <li>-Sexual contact, including inter-course, without force or threat of force</li> <li>-Sexual offense, Sexual Battery, Indecent exposure</li> <li>-Threatening to use or bring weapon</li> <li>-Possession or discharge of explosive device</li> <li>-Possession of weapons or firearms, lookalikes, imitation or dangerous objects which can be used to do bodily harm (all knives over 2 ½ inches)</li> </ul>



Principals/ Assistant principals/ 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 his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s).

If any student reaches a 10<sup>th</sup> Level 2A referral or above, or 20<sup>th</sup> referral total, he/she 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 Computer
  - Conflict Mediation
  - Behavior Reflection
  - Guidance Conference
  - Apology Letter
  - Behavior Essay
  - Restore/repair property damage
- ISS-** In School Suspension
- OSS-** Out of School Suspension

**TEXTBOOKS and TECHNOLOGY DEVICES:**

Textbooks and technology devices (ex. laptops) are loaned to students for use during the school year. Once assigned to a student, textbooks and technology devices are that student's responsibility. Since textbooks and technology devices are very expensive to replace (the average cost of a textbook is \$60.00 and laptop is \$200-400), students are asked to take special care in their use and storage. If a textbook or technology device is lost or damaged, the student will be asked to pay for that textbook or technology device. **Students will not be issued take-home textbooks if they owe for textbooks from previous years.**

Level	1st	2nd	3rd	4th	5th	Repeated
1	Parent Contact Warning	Parent Contact, 1 day restorative practice	Parent Contact; 3 days restorative practice	Parent Contact; 1 day ISS	Parent Contact; 3 days ISS	Parent contact; OSS/ Expulsion
2 A	Parent Contact Warning	Parent Contact, 3 days restorative practice	Parent Contact; 1 day ISS	Parent Contact; 3 days ISS	Parent Contact; 5 days ISS	Parent contact; OSS/ Expulsion
2B	Parent Contact; 3 days ISS	Parent Contact, 5 days ISS	Parent Contact, 10 days ISS			Parent contact; OSS/ Expulsion
3	Parent Contact, 5 days OSS	Parent Contact, 10 days OSS				Parent contact; OSS/ Expulsion
4	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion					

### ISS Rules and Expectations

1. Students will report on time and on the assigned day(s).
2. Students must turn in electronic devices/cell phones to teacher upon entering ISS until the end of day.
3. Students will bring books, pen/pencil, paper and enough schoolwork to be on task and productive the entire time. Any student that fails to bring assigned work from every class may receive an additional day of ISS. This work should be assigned by each student's teacher.
4. Any student that fails to report on his/her assigned day by the start of 1<sup>st</sup> period may receive an additional disciplinary consequence that could include, but not limited to, lunch detention, ISS or OSS.
5. Students will not talk or otherwise disrupt the orderly climate of the setting.
6. Students will not be out of their assigned seat. (Absolutely no passes will be issued to lockers, restrooms, etc.). If a student needs to use the restroom, they will be escorted to the restroom only during the first 15 minutes of each class period.
7. No form of sleeping will be allowed in ISS, this includes laying your head down, resting your head on your arm or hand, or sleeping. Students will comply with the above rules. Failure to do so will result in further disciplinary corrective action.

