



TAYLOR COUNTY HIGH SCHOOL

Faculty and Staff Handbook

2024-2025

LEARNERS TODAY, LEADERS TOMORROW

Taylor County High School
900 N. Johnson Stripling Rd, Perry, FL 32347
Phone: (850) 838-2525 Fax: (850) 838-2521

TAYLOR COUNTY HIGH SCHOOL CALENDAR
2024-2025

AUGUST

- 2 – First day for teachers
 - 7 – 10th-12th schedule pick up 1-3 PM
 - 8 – Freshman Orientation 1:30-3:30PM
 - 12 – First Day for Students
-

SEPTEMBER

- 2 - Labor Day Holiday
 - 11– Mid-Term Reports Issued
 - 16 – Open House
-

OCTOBER

- 11 – Last Day of 1st 9 Weeks
 - 14 – In Service Day/Student Holiday
 - 22 – Family Engagement
 - 23– Report Cards Issued
 - 29 – Homecoming Pep Rally
-

NOVEMBER

- 1 – Homecoming Parade/Game
 - 11 – Veteran’s Day Holiday
 - 12 – Family Engagement
 - 13– Midterm Reports Issued
 - 25 - 29 – Fall Break/Thanksgiving Holiday
-

DECEMBER

- 20 – Early Release/Last Day of 2nd 9 Weeks
 - 23-31 Student/Staff Holiday
-

JANUARY

- 1-5 - Student/Staff Holiday
- 6 – Inservice Day/Student Holiday
- 15– Report Cards Issued

- 20 – Martin Luther King Holiday
- 28 – Family Engagement

FEBRUARY

- 5– Mid-Term Reports Issued
 - 17 – Presidents’ Day Holiday
-

MARCH

- 4 – Family Engagement
 - 7 – Last Day of 3rd Nine Weeks
 - 10 – 14 – Spring Break
 - 26- Report Cards Issued
-

APRIL

- 11 – Grad Bash
 - 18 – Good Friday Holiday
 - 21 - Holiday
 - 23– Mid-Term Reports Issued
 - 26 – Prom
-

MAY

- TBD - Senior Trip
 - 20 - Senior Awards Night
 - 23 – TCHS Graduation
 - 26 – Memorial Day Holiday
 - 29 – Early Release/Last Day of 4th nine weeks/Last day for Students
 - 30 – Staff Planning Day
-

JUNE

- 2 – Staff Planning Day

VISION:

All Taylor County High School students will achieve college and career success while becoming productive citizens, willing to invest in the common good of all. (Revised February 26, 2020)

MISSION:

The mission of Taylor County High School is to enable all students to become successful in a global society by preparing them for college/career through rigorous academic programs and a collaborative partnership with the community. (Revised March 6, 2020)

VALUES:

Provide rigorous academic instruction and encourage the desire to expand knowledge in an ever-changing society.

Provide a safe, nurturing environment where success is expected and supported by promoting a sense of personal responsibility and a respect for each other.

Model and encourage good citizenship, personal responsibility and respect.

Create a learning community that encourages students to utilize critical thinking, problem solving and soft skills to accomplish their goals.

Model and encourage, for students, a love of life-long learning, a sense of personal responsibility and acceptance of all cultures.

(Revised March 6, 2020)

Alma Mater:

Dear Old High School
We Love Her
Our Ideal and Pride
We will hold up Her Standards
Whatever may betide
We will follow Her Colors
Flung out to the Sky
We will give our Hears Devotion
To Old Taylor High

STAFF DIRECTORY
TAYLOR COUNTY HIGH SCHOOL
2024 - 2025

Principal	Heather McCoy	Fiscal Manager	Kelly Croft
Assistant Principal	Breonne Murray	Secretary Front Office	Melissa Krejcar
Instructional Coach	LeaAnne Kalinowski	Attendance	Kristina Howard
Athletic Director	Jesse Braswell	Guidance Secretary	Gina Jarvis
Dean	Sherman Rhines	Data Entry	Robyn Ely
Guidance	Sharon Jandula Sonya Sadler	Parent Liaison/ Credit Recovery	James Bidy
Staffing Specialist	William Tripp	SRO	Kyle Johnson
Media Specialist	Laurie Wynn	Employment Specialist	Robin Baker
Exceptional Student/VE	Jodi Rowell Kathy Morgan	MIS	Stacie Coxwell
Language Arts	Theresa Crawford Leslie High Zack Comstock Cynthia Edwards Terri Murphy Rena White	Cafeteria	Mamie Simons Helen Flowers Peggy Myer Sony Patel Nickole Weatherly
Foreign Language	Graciela Resendiz	Dean's Office Secretary	Susan Neel
Reading	Julie Bowden		
Math	Whitney Brooks Mike Mincy Heather Reeves Jenny Winters	ESE Teacher Aide	JT Davis Monica Knowles Tiffany Lewis Greer Fudge Deanna Bodiford
Science	Jay Carson Jesika Curry Stephen Seufert	Custodians	Gloria Harris Clara Staten Joe Rouis Trellis Turnbough Lisa Gipson
Social Studies	Kathleen Courtney Kaydee Faircloth Mitzi McBride		
Financial Literacy	Stuart Ely		
Ag	Jessica Grubbs		
Early Child Education	Carlena Hires		
DCT	Carol Wentworth		
JROTC	Quinn Brumfield Keith Bucklin		
Physical Education	Phillip Rogers Cade Johnson Andrew Faulkner		
Performing/Fine Arts	Danielle Schroeder		

TAYLOR COUNTY HIGH SCHOOL BELL SCHEDULE

2024 - 2025 SCHOOL YEAR

TCHS BELL SCHEDULE

TCHS Bell Schedule		
Warning Bell	8:30	
Period 1	8:34-9:36	62
Period 2	9:40-10:36	56
Period 3	10:40-11:36	56
4A LUNCH	11:36-12:15	39
Period 4A	12:19-1:15	56
Period 4B	11:40-12:36	56
4B LUNCH	12:36-1:15	39
Period 5	1:19-2:15	56
Period 6	2:19-3:15	56

TCHS Early Release Bell Schedule		
Warning Bell	8:30	
Period 1	8:34-9:13	39
Period 2	9:17-9:54	37
Period 3	9:58-10:35	37
4A LUNCH	10:35 -11:12	37
Period 4A	11:16-11:53	37
Period 4B	10:39-11:16	37
4B LUNCH	11:16-11:53	37
Period 5	11:57-12:34	37
Period 6	12:38-1:15	39

TCHS Homeroom Bell Schedule		
Warning Bell	8:30	
Homeroom	8:34-9:00	26
Period 1	9:04-9:56	52
Period 2	10:00-10:52	52
Period 3	10:56-11:48	52
4A Lunch	11:48-12:27	39
Period 4A	12:31-1:23	52
Period 4B	11:52-12:44	52
4B Lunch	12:44-1:23	39
Period 5	1:27-2:19	52
Period 6	2:23-3:15	52

TCHS Pep-Rally Bell Schedule		
Warning Bell	8:30	
Period 1	8:34-9:26	52
Period 2	9:30-10:20	50
Period 3	10:24-11:14	50
Pep-Rally	11:18-11:54	42
4A LUNCH	11:54-12:33	39
Period 4A	12:37-1:27	50
Period 4B	11:58-12:48	50
4B LUNCH	12:48-1:27	39
Period 5	1:31-2:21	50
Period 6	2:25-3:15	50

FACULTY AND STAFF INFORMATION

Staff Parking

All staff are to park in the staff parking lot on the south-east side of the building. **NO PARKING ON THE GRASS OR IN THE FRONT OF THE SCHOOL! DO NOT PARK IN VISITORS' PARKING SPACES.** Vehicles are monitored by our resource officer. Substitutes are not to park in the visitors parking spaces.

Workday & Sign Out Policy

The workday for teachers is from 8:00 AM to 3:30 PM. You are required to sign in and out each day you are here. Please leave the date blank if you are absent and make sure leaves are turned in to Mr. Croft the day you return.

TDE/LEAVES/SUBS

When you must be out in an emergency, and need a substitute, **call between 6:00 and 6:30 AM if possible** or notify the day/night before. Do NOT send an email. Whenever personal leave or sick leave is granted, see the secretary (Mrs. Krejcar) to arrange for a substitute. If your absence is going to be extended, call the school before 2:30 to retain the same substitute (if possible).

Should an emergency arise during the school day, please contact administration to arrange the covering of your remaining class(es).

Please submit emergency lesson plans that will cover a period of five days of independent instruction to Mrs. Krejcar by August. 26, 2024. Emergency plans are to be used when an unexpected emergency arises. Otherwise, regular substitute plans that relate to your current course of study should be provided. Emergency plans must be replenished if used.

If you are absent and need a substitute you should have prepared:

lesson plans and any needed materials
schedules of the day including extra duties
attendance roster with seating charts and student photos (if available)
extra notes the substitute might need to achieve a successful day

Leave Forms

TDE Forms should be turned in at least 2 weeks prior to the activity for approval by administration. Follow-up travel vouchers must be submitted upon your return. Out of State must be approved by the school board 2 weeks prior to your activity.

Upon your return after an unexpected absence, be sure your absence is documented on the appropriate leave form. Mr. Croft 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.

Lesson Plans

Lesson plans will be uploaded to Canvas every Monday by 8PM.

Email

Email is the primary means of communication at TCHS. As such, faculty and staff are accountable for all directives and information sent through email and are expected to check email at least twice a day. Faculty and staff are reminded that email is for professional use and is archived for ten years.

Announcements

Announcements will be made at 8:30 AM and 3:10 PM (as needed). Other interruptions will be closely monitored and will be kept to a minimum.

Cell phones

Cell phones are not to be used during class time.

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.

Early Departure

If you need to leave early for any reason, you must clear it with the principal. The only instance that will require no clearance is a complete faculty dismissal.

Meetings/Duty Time

Teachers are expected to be present at all meetings and perform all duties as directed.

Mailboxes

Please check your mailbox **each morning** as you sign in **before** going to your classroom.

Planning

Teachers are expected to remain on campus during their planning period without prior approval from the principal.

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.

Keys

All keys will be issued and controlled through the front office/Secretary.

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.

Professional Dress

Teachers and staff should dress appropriately and professionally for their job assignments (fashionable does not always equal professional). As a general rule, shorts are not to be worn by staff. Physical education teachers who teach classes that require physical activity may wear "walking" length shorts. Shorts are articles of clothing that hit above the knee. Capri slacks that fall below the knee are permitted. All articles of clothing should be modest and appropriate (knee length and provides full coverage). No holey jeans or workout apparel.

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.

Classroom management

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

Confidentiality of Student Information

Principles of Professional Conduct of the State of Florida require 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: Discuss student progress or behavior anywhere someone else may be present who is not listed on that student’s access-to-information list. This includes but is not limited to hallways, office area, or any other non-secure location where you may be.

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

Share information about any students with other students’ parents.

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.

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.

“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 ensure a conference with the principal:

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

Do not leave inadequate lesson plans for substitute teachers.

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

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

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

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

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

SEXUAL HARASSMENT POLICY STATEMENT

Taylor District Schools have adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees, or volunteers based on race, color, sex, age, religion, disability, creed, marital status, or national origin. A complete description of the student and employee sexual harassment

policy is located in the School Board Policy Handbook and at each school site.

Tobacco

Florida law prohibits the use of tobacco products on school campus or in the school building. This includes students and staff.

Equity Statement/Grievance Procedure

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

Bullying, Harassment, or Intimidation

The Taylor County School District is committed to protecting its' students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. A Harassment or Intimidation (bullying) reporting form is available on the district's website at www.taylor.k12.fl.us or at each work school site's front office.

Food on Campus

Students eating on campus will be limited to either the indoor or outdoor cafeteria areas. Students will not be allowed to bring food into your classroom. Staff should not eat in the classroom during student instruction time.

Assemblies/Pep Rallies

Teachers are expected to accompany their students to pep rallies/assemblies. Teachers are expected to sit **among** their students during pep rallies and assemblies and insist that their students behave. Follow the assembly seating chart.

Parent Conferences

Conduct all face-to-face parent conferences in the presence of another school staff member. Record the date, time and nature of your conference in FOCUS under student documentation. A phone/email log should also be kept each time you confer with a parent. This will serve as documentation should the need arise.

Compensatory Time

Comp time forms are kept by Kelly Croft in the office. Compensatory time will be given when you are requested **by the principal** to stay beyond your normal duty hours. The principal must approve **in advance** comp time earned and comp time used except when covering a class during your planning period. Kelly Croft will keep a record of the comp time you earn and use. Compensatory time should not be used during student contact time unless approved by the principal. Comp time will expire at the end of each school year.

Department Meetings

It is the responsibility of the department chairperson to meet with their departments at least monthly. Department minutes should be kept and turned in to the principal. A minimum of nine meetings should be

conducted with the corresponding minutes filed with the principal. Please notify the administration of the time and date of meetings in advance.

Activity Request Form

The Activity Request Form should be used for **any** event outside the normal, routine classroom activity. This includes, but is not limited to, guest speakers, films and slides not obtained from the school library, field trips (even short ones such as to the public library), car washes, dances, visiting music groups, assemblies, etc. All activity forms should be forwarded to the Assistant Principal. These forms should be submitted and approved at least two weeks prior to the event. Turning this form in does not constitute approval. Approved activities will be added to the calendar and an email with details will be sent.

Hall Supervision

Please stand outside your door at the end of every period to monitor students as they change classes.

Field Trips

Field trips may be planned as an integral part of the educational and student reward program. Each teacher or team of teachers is responsible for the planning of field trips. All field trips must be initially approved by the principal, at least ten days prior to a field trip (by completing the activities request form). The form should be completed by the sponsor and signed by the principal. If any students are not allowed to accompany their class/group on a field trip for disciplinary or academic reasons, alternate plans must be made for supervision (such as having a sub). In planning a field trip, follow the procedures below:

Discuss plans for the trip with the principal/assistant principal.

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

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

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

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

Collect and turn in the total amount for expenses to Lindy Brock prior to the trip.

Be sure a notarized field trip permission form is completed on each child and that you have made photocopies to take with you.

Be sure you have signed and returned parent permission forms that outline the details of the trip (such as departure and arrival times).

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 eleven (11) or more student and one (1) additional chaperone for each fifteen 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 signed out by their parents on the return trip. An instructional staff member must be on the bus.

Please note that all field trips/athletic events, etc. that occur out of state must be board approved. Plan accordingly.

Student Activity Supervision

No Taylor County High School student or group of students should engage in any activity that is under the auspices of Taylor County High School without a school sponsor. If you are responsible for a class or a group and are unable to supervise them, you must arrange for another school board employee to be present and you must inform the administration of the substitution. Student clubs or student organizations such as cheerleaders, majorettes, etc. cannot meet without an approved sponsor. It is the sponsor's responsibility to ensure that all students have transportation or have been picked up after an activity. The sponsor should not leave the school until all students have been picked up after the activity.

Copy Service

All copy requests must be turned into the front office one week in advance. Once copies have been made, they will be placed in your mailbox. The office staff have been instructed by the principal to help out in emergency situations **only if time permits**. If office staff are working on assignments that must be completed, they will not be allowed to stop what they are doing to run copies. Please do not send copying needs to the office staff on a continuing basis.

Health Policies

The Clinic is responsible for obtaining necessary parent signatures on health forms.

Any child having any kind of communicable disease will be required to bring a statement from a doctor certifying that the child can no longer transmit the disease to others. The clinic aide will verify the statement.

In case of serious injury please contact the clinic. If the clinic is unavailable, please contact the front office for assistance.

An Accident Report form must be completed for all accidents. The **Accident Report form** must be completed on the day of the accident. The staff member who observed the accident or was the first called to the scene of the accident will make this report.

Concerns about student health and subsequent health referrals should be made through the Clinic.

Driving Liability

If you or a parent drives students on a school activity, you (or the parent) are assuming liability. The district has catastrophic insurance that will pick up excessive amounts after your initial payment, but that initial payment is extremely large. Also, you do not get the catastrophic insurance unless you have submitted to the principal, prior to the event, the name of the driver and the students to be transported by that driver. Under no circumstances should a student ride with another driver during or after the activity unless this is arranged beforehand. This includes students who ride to an event on a bus. The student must return on the bus unless prior arrangements are made. School personnel cannot transport students in a van or 4-wheel drive vehicle.

Social Security Numbers

Vocational teachers are required by law to see that all students enrolled in vocational courses have social security numbers.

Student Passes Required

All students must have passes when out of the classroom for any reason.

Students should not be sent to another teacher's room unless a prior arrangement between both teachers has been made.

Student passes should include the date, the time, the reason, and a staff signature. A return pass should be signed by the receiving teacher and return time noted.

Multiple students should not be sent out of your classroom at the same time.

Teachers should keep a sign-out log documenting where students are that leave the classroom.

Homeroom/Activity Period

Homeroom will not be held every day. Official daily attendance will be taken in first period (See attendance section).

INSTRUCTION

Lesson Plans

Lesson plans should be prepared in advance on the template provided. Plans must be uploaded to Canvas every Monday by 8:00 pm for the following week. The only exception to this is the first week of school when plans may be uploaded by 3:00 on the Friday before school begins.

Posting Grades

All grades should be updated and posted in Focus weekly.

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.

Grade Books

Tests/Quizzes will count as 40%, Homework/Classwork will count as 60%

Classroom Management Plan

District policy requires that a classroom management plan be submitted by each teacher. This is due to the dean on Friday, August 23.

School Resource Officer

Our school resource officer is available upon your request to talk to your classes on a variety of important topics. Please call upon the resource officer if you would like an officer to talk to your classes.

Workers Comp/Illness in the Line of Duty Procedures:

- 1-Report the accident to the immediate supervisor.
- 2-Complete a notice of injury form to be submitted to payroll (on-line) District Website @ taylor.k12.fl.us
- 3-Go to DMH Medical Plaza if medical care is needed.
- 4-Go to your pharmacy for a one-time prescription fill if needed. (See Kelli Croft or Shanna Dodimead for a prescription fill card).

Obviously, if the injury is severe, the notice of injury can wait, but someone needs to either call Kelli Croft or Shanna Dodimead at the district office. They will call DMH Medical Plaza to alert them that an employee with a Worker's Comp injury is in route.

If a copy of the notice of injury doesn't go with the employee, DMH Medical Plaza needs a call so they can get pertinent information from you.