



TAYLOR COUNTY HIGH SCHOOL  
STUDENT HANDBOOK  
2024-2025

*LEARNERS TODAY,  
LEADERS TOMORROW*

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

## ***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 Hearts Devotion*

*To Old Taylor High*

Dear TCHS Bulldog,

Let me be the first to welcome you to the 2024-2025 school year at Taylor County High School! We are excited to have you on campus this fall for what will be a great school year. Our goal is to provide you the best education possible to ensure that every student at TCHS graduates ready for the next chapter in their lives.

The information in this handbook has been derived from legal requirements and sound educational practices. Your education, safety, and welfare are our utmost concerns. As such, our school will be organized in such a manner to ensure an orderly learning environment so you may achieve a quality education.

I am here for you and as such, my door is always open, or you can schedule a time to talk when I am out and about on campus. If you have a concern, question, or suggestion, please reach out to me and we will work through it together. Our goal is to build upon the strengths of our students, teachers, and families while challenging them to be prepared for life after high school. I look forward to hearing from you as we embark upon this important work.

Keys to success at TCHS:

- Arrive on time, ready to engage with learning
- Be prepared, bring your laptop, charger, and any other materials needed for class
- Be positive, having a good attitude each day helps set the tone for how the day will go
- Work hard, even when the material is difficult

TCHS is OUR high school, and it is my sincere hope that you will learn to love it and take pride in calling it your school. By acquainting yourself with this Student Handbook, we trust you will have taken the first step toward this goal. We look forward to working with you this school year!

Sincerely,

*Heather McCoy*

Mrs. McCoy

Principal

## IMPORTANT DATES FOR 2024-2025

AUGUST 12	First day for students
SEPTEMBER 2	Labor Day Holiday
SEPTEMBER 11	Mid Terms Issued
OCTOBER 11	Last Day of 1 <sup>st</sup> 9 Weeks
OCTOBER 14	Student Holiday
OCTOBER 23	Report Cards Issued
NOVEMBER 11	Veteran's Day Holiday
NOVEMBER 13	Midterm Reports Issued
NOVEMBER 25 – 29	Thanksgiving Break
DECEMBER 20	Early Release / Last Day of 2 <sup>nd</sup> 9 Weeks
DECEMBER 23 - JAN. 6	Student Holiday
JANUARY 7	First Day Back for Students
JANUARY 15	Report Cards Issued
JANUARY 20	Martin Luther King Holiday
FEBRUARY 5	Midterm Reports Issued
FEBRUARY 17	Presidents' Day Holiday
MARCH 7	Last Day of 3 <sup>rd</sup> 9 Weeks
MARCH 10-14	Spring Break Holiday
MARCH 26	Report Cards Issued
APRIL 18	Good Friday Holiday
APRIL 21	Holiday
APRIL 23	Midterm Reports Issued
MAY 26	Memorial Day Holiday
MAY 29	Early Release / Last Day of 4 <sup>th</sup> 9 Weeks

## 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

## ACADEMIC DISHONESTY

Students should aspire to learn and to achieve honestly. Their work and achievement should be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form: copying homework from another student or allowing another student to copy one's work; looking at another person's paper during a test or quiz, plagiarism (i.e. copying directly, using partial wording, or using another person's original ideas without documentation); providing another student with test answers, providing another student with written work; allowing another student to use their profile on the computer to gain an unfair advantage in any dishonest manner. The following will occur if students are found to be cheating or attempting to cheat:

- Zero earned on assignment for all parties involved (Make-up at teacher's discretion)
- Parent/or Guardian Contact

## AFTER SCHOOL

- Doors lock at 3:30 p.m.
- Students remaining on campus must be in a supervised activity.
- Students who plan to ride a bus other than their assigned bus must have a written bus note from the front office prior to dismissal. A note from the parent is required for approval.
- At 3:15 p.m. bus riders are expected to proceed directly to the buses. Buses will leave promptly at 3:25 p.m.

## ANNOUNCEMENTS

Daily announcements will be made each morning. Last minute p.m. club/team announcements must be submitted to Mrs. Krejcar for approval no later than 3:00 pm.

## ATHLETICS

At Taylor County High School, good sportsmanship is just as important as winning and is something in which every student can take pride. Winning is only cheapened by poor sportsmanship. All athletic programs at TCHS stress physical and character development as well as good sportsmanship.

TCHS athletes not only represent themselves, but also the student body, faculty, their families, and the community at large. Participation in athletics is a privilege. Along with meeting the GPA requirements, discipline and attendance are supremely important in determining your eligibility to participate. **Students serving an Out of School Suspension will not be permitted to participate during the term of their suspension.**

Every student is encouraged to get involved in our athletic programs. All athletes must comply with the eligibility rules set forth by the Florida High School Athletic Association. If a student is arrested and charged with a misdemeanor or felony, he or she will immediately be suspended from extracurricular activities while the matter is investigated. In substantiated cases, the student may be suspended from participating in all extracurricular activities, including practices/meetings, for an entire school year (from the beginning date of his or her suspension). If a student is convicted of a felony or delinquent act, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year. (Florida Statutes 1001.41 and 1001.42)

## **ACADEMIC ELIBIBILITY REQUIREMENTS (FHSAA)**

To be eligible for athletics and interscholastic activities, a student must maintain a cumulative grade point average of 2.0 in all courses taken which are required for graduation. A student's eligibility is determined after each semester (not a nine-week grading period).

## **ATHLETIC PARTICIPATION**

Prior to participating in athletics, the Florida High School Athletic Association requires that a student must provide the following:

1. **Physical Evaluation** (current school year)
2. Parent/Guardian **Release** and Hold Harmless Agreement for High School Athletics
3. Acknowledgement of Standards for Participation (current school year)
4. Proof of Insurance
5. Consent and Release from Liability Certificate for Concussion and Heat- Related Illness
6. Affidavit of Compliance with Policy on Athletic Recruiting and Non- Traditional Participation
7. HIPPA Compliant Authorization to Release Medical Information Form
8. Medical Release Form for Out-of-County or Overnight Travel
9. Emergency Medical/Treatment Field Trip Consent Form
10. Standards for Participation in Athletic Activities Form for Current School Year
11. Concussion Training

**ALL OF THE ABOVE MUST BE TURNED IN TO COACH BRASWELL**

## **ATTENDANCE POLICY**

1. Class attendance is imperative to student achievement and success. Students who have accrued more than the allotted amount of unexcused absences will be subject to loss of credit.
2. Excused Absence —(1) Documented illness of the student; (2) Documented major illness in the immediate family, (3) Death in the immediate family, (4) Duration of a religious holiday of the specific faith of the student, (5) Special and unique situations approved by the principal.
3. Unexcused Absence – (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.

4. Parents/guardians need to provide a written explanation within **three days** upon the student's return to school. Written notes should be turned to the Attendance Clerk in the front office.
5. The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused. In the case of excessive excused absences for illness, a parent/guardian may be asked to provide documentation from a physician.
6. Absences for vacation or other anticipated reasons must be given prior approval from an administrator and the student must plan for completion of work prior to the absence.  
**Students with excessive absences will not be excused for such reasons.**
7. 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.
8. Any student who has 15 unexcused absences, excluding suspensions, within 90 calendar days, with or without the knowledge or justifiable consent of the child's parent or legal guardian is considered habitual truant.
9. The school shall provide opportunities for the student to make-up assigned work within a reasonable time (one day per absence). It is the student's responsibility to request and complete make-up work. In the case of unexcused absences, **other than for suspension, a teacher may deduct up to 50%** from the earned grade for work made-up.
10. Students who demonstrate excessive absences and reach a Level 3 truancy status will forfeit their rights to attend Grad Bash, Prom or other extracurricular activities.
11. The Florida Department of Highway Safety and Motor Vehicles is automatically notified via computer when a student has **15 days of unexcused absences** from school within 90 calendar days. ONE CLASS PERIOD OF UNEXCUSED ABSENCE WILL COUNT TOWARD THE 15 UNEXCUSED ABSENCES. The student's driver's license is then suspended until the student displays perfect attendance for 30 consecutive school days.

### EARLY DISMISSAL POLICY

We encourage students to arrange for medical and dental appointments after 3:30 p.m. When a student must leave during the school day:

- He/she should bring a parental note stating the time needed to leave school and a phone number where the parent can be reached.
- The note should be dropped off at the Attendance Office BEFORE school starts. The parental note will be verified and a pass to leave campus will be made ready for the student.
- The student will pick up the pass and sign out at the Attendance Office when it is time for him/her to leave school.
- Any student leaving campus for **ANY REASON** without first signing out through the Attendance Clerk will be considered truant and subject to disciplinary action for Skipping. If a student reaches the age of maturity (18) a notarized letter from a parent or guardian is required to be on file before a student can sign out and leave campus.
- If students return before end of day, they are required to sign back in through the Attendance Clerk.
- **Parental pick-up is required for student release for appointments. A written excuse is needed for drivers and walkers.**



## **TARDY POLICY**

When a student is tardy to class, or late to school, that student will receive a referral for that tardy. The first Tardy will result in a Warning and Parent Contact, and every subsequent Tardy will result in one of the following: 1) Lunch Detention or 2) Restorative Practice After School as assigned by the Dean or Principal's Designee. Failure to complete one of these by the date and time they are assigned will result in the student being given one day of ISS on the next school day. Furthermore, when students are being referred for expulsion for having 10 referrals, Tardy referrals will NOT be counted as part of them.

## **CAMPUS ATTIRE**

Taylor County High School takes pride in the appearance of its students. Students should come to school ready to learn and participate in the instructional program. TCHS's policy on student dress and appearance is based upon the premise that the school is a student's place of business. Modesty, decency, and professionalism should be reflected in all students' clothing.

### **Student Dress Code 6-12**

The dress and grooming of students at Taylor County Middle and Taylor County High Schools shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student. These rules on the personal appearance of students are intended to enable the students of TCMS and TCHS to dress casually but reasonably. However, the school principal is the final authority regarding the appropriateness of student dress. Nothing in these rules shall be construed to preempt the principal's authority to act in specific cases when, in the principal's judgment and discretion a student's dress threatens to disrupt the educational process or the good order and discipline of the school or is otherwise inappropriate.

A student's apparel and grooming shall be the responsibility of the individual student and his or her parents or guardians. Each student is expected to dress appropriately and in such a manner that it 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. This dress code is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

## **Dress Code specifics**

1. Shorts, Skirts, Skorts and Dresses: Clothing should not be shorter than 4” above the knee. This also includes slits.
2. Shirts: Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, stomach, back and sides. This should also include when arms are raised above the head.;
  - a. Cleavage should not be visible.
  - b. Sleepwear, pajamas, bedroom clothes are not permitted.
  - b. Tank tops, tube tops, halters, racerbacks, cutouts, sheer materials or spaghetti straps are not permitted as a primary top.
  - c. Beachwear, revealing clothing, lingerie are not acceptable.
  - d. Undergarments should not be visible at any time.
3. Pants: Pants must be worn at the waist, should fit appropriately, without sagging, and hide all undergarments. (Underwear, boxers, shorts, etc.)
  - a. Any pants with holes or slits 4” above the knee are unacceptable.
  - b. Pajama bottoms are not permitted.
4. Hats: Head coverings are not permitted on campus. This includes but is not limited to hats, hoods, bandannas, do-rags, and caps. Exceptions may be made by the principal 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.
5. Items that when worn together are usually indicative of gang memberships, or apparel that contains a message that is obscene, racist, or promotes illegal activities, (weapons, drugs, alcohol, or tobacco products) shall not be permitted on school grounds or at school functions. Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing, or any other object or on the body of any student or person on school property.
6. Shoes: Students must wear shoes that are safe and appropriate for the learning environment. 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. Sneakers/Tennis Shoes must be worn at PE. Bedroom shoes or slippers are not permitted (unless pre-approved by the principal).
7. 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 to anyone on campus. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm (i.e. fish hooks on caps, spikes on bracelets or necklaces). Also, suggestive, or offensive accessories are not permitted.
8. Clothing for special programs (i.e. physical education) is not to be worn in the regular classroom. Uniforms for sports and special activities sponsored by the school and district may be exempt from the Student Dress Code if approved by the administration. Any administrator or designee shall make the final determination concerning questions regarding the appropriateness of dress for school and for school sponsored functions. Students who dress in a manner inconsistent with the approved Dress Code Policy will be required to change their clothes. Students may be sent to ISS temporarily while they wait for their parent or guardian to arrive with clothing that meets dress code. Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable. Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases,

advertisements, phrases or symbols of alcohol, tobacco or drugs or create a safety issue within the learning environment.

## **CAMPUS PRIDE**

We are working hard every day to keep our campus clean and neat. This is an impossible task without the students' help and support. Waste receptacles are located in all areas, and everyone should make a special effort to see that these receptacles are used. All trash should be put into these receptacles and not thrown on campus. This is your campus, so be proud of it. Taylor County High School can only be as clean and neat as you make it. This is your school, OWN IT, RESPECT IT, AND HAVE PRIDE IN IT.

## **CARE OF SCHOOL PROPERTY**

Each student is responsible for the proper care of all books, supplies, laptops, furniture, etc supplied by the school. A student who vandalizes or does damage to school property or equipment will be required to pay for the damage done or replace the item. There will be severe consequences for any damages to Taylor County High School.

## **CHANGE OF ADDRESS**

It is important that the school office records be up-to-date. Please inform the Registrar of any change of address, phone number(s) or significant information.

## **CLINIC**

The clinic is open from 8:15 a.m. to 3:15 p.m. to assist with health and hygiene problems. The health room aide may not dispense aspirin or other medications but may provide first aid treatment and supplies. If students become ill or are injured, they should request a pass to the clinic from a teacher. If a student needs to go home, the student's parents will be contacted. Parents must sign a student out with the Attendance Clerk or give permission over the phone to release those students who can drive themselves.

Students are NOT allowed to carry drugs or any type of medication (prescription or over-the-counter) during the school day. **All medications must be delivered to the clinic with a written parental/guardian note. Medications must be kept in the original pharmacy container/package.** Medication will be taken under supervision.

**All injuries must be reported immediately to school personnel and an accident report filed with the clinic.**

## COLLEGE FINANCIAL AID INFORMATION

College-bound students needing financial aid information should consult with their counselor. Financial aid information is available in the Guidance Office. Financial Aid Seminars are conducted at least once a year to help students and parents with their college financial planning. See your guidance counselor for information about possible careers, colleges, and scholarship information.

## COLLEGE PREPARATION

### The College Application Process

1. The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
2. Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for consistent performance in all subjects.
3. Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, take the exam again during your senior year.
4. Look at as many potential colleges as possible. Do not limit your options.
5. Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.
6. Send applications to the prospective colleges beginning in early fall of your senior year.
7. Fill out any potential scholarship forms and send them to the appropriate personnel.
8. Allow at least two weeks for your counselor to process your applications.
9. Many schools will respond to your application within four to six weeks.

### Steps for Juniors

1. Talk to your counselor about filling your junior-year class schedule with coursework in English, Social Studies, Science, and Mathematics. It is recommended that students take as many Mathematics courses as possible.
2. Find out when potential universities are visiting your school or when your school is going on visitations to potential colleges.
3. It is best to visit campuses when classes are in session. (not spring break, Christmas, or any major holiday)
4. Take a course that prepares you for the SAT or ACT.
5. In the fall of your junior year, take the PSAT exam to practice and gauge yourself for the SAT.
6. Start applying for any scholarships for which you feel you are qualified.
7. If you know your intended field of study in college, schedule your senior year with an emphasis in that area and seek job shadowing opportunities.
8. Plan to visit as many colleges during the summer as possible.

### Steps for Seniors

1. Check credits with counselor by September 30th of senior year.
2. Get measured for cap and gown (and meet deadline for fee).
3. Make written requests to the Guidance Office for college transcripts (must give 10 school days' notice).
4. Fill out resume for guidance counselors and teachers at least three weeks prior for requested letter of recommendation.
5. College applications to selective schools requiring letters of recommendation and secondary school reports should be submitted 10 school days before deadline.

6. Check for possible financial aid in the Guidance Resource Room with Ms. Jandula.
7. Make sure all obligations have been fulfilled.

## **COLLEGE VISITATION PRODEDURE**

Juniors and seniors are strongly urged to plan their visitations to prospective colleges on vacation days and teacher workdays. Any visitation during school time must have prior written approval. The Attendance office should be notified of the desired visitation no later than FIVE SCHOOL DAYS PRIOR to the requested absence for proper consideration.

## **COMMUNICATION**

Please make sure we have an updated cell phone number and email address for your parent/ guardian on file. We will send important information/ announcements home via text messages and through email.

## **CONDUCT AT ATHLETIC EVENTS & SCHOOL ACTIVITIES**

Students are expected to exhibit proper behavior at both home and away events. This includes no fighting, heckling, throwing items, etc. and no loitering in the immediate area before or after an event. School policy prohibiting the use or possession of tobacco, drugs and alcohol applies at all events in which the school is involved regardless of the site. Students serving an out-of-school suspension or referred to truancy court may not attend any school-related activity.

## **DELIVERIES**

No outside deliveries will be available for students. This includes, but is not limited to: lunch/food, flowers, balloons, birthday gifts, etc.

## **DISCRIMINATION POLICY**

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment, or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law, regarding nondiscrimination. See 34 C.F.R. 100.6 (D); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the school board provides equal access to the Boy Scouts of America and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and the activities of the school board, are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodations. The lack of English language

skills will not be a barrier to any opportunity or event associated with Taylor County Schools. Questions, Complaints, or Requests for additional information regarding discrimination or harassment may be sent to; Kiki Puhl, Director of Personnel and Title IX Coordinator at 318 N. Clark St Perry, FL 32347: 850-838-2500 /kiki.puhl@taylor.k12.fl.us, or Sabrina Bethea, Supervisor of ESE and Student Services and Section 504 Coordinator, 318 N. Clark St. Perry, FL 32347: 850-838-2500 /sabrina.bethea@taylor.k12.fl.us.

## ELECTRONIC DEVICES

A student may possess electronic devices (cell phones, PDAs, laptops, and other devices designed to receive and send an electronic signal or store digital data) in school, on school property, at after-school activities, and at school-related functions. **In the classroom setting, use of electronic devices during instruction is prohibited.** Cell phones must be placed in the designated area determined by the classroom teacher at the beginning of each class period and remain in the designated area until the class period is over. Students will only use electronic devices during class time under the express and deliberate direction of the teacher.

Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. No expectation of confidentiality will exist in the use of electronic devices on school premises/property.

Students may not have earbuds, headphones, airpods or any other such device while on campus.

The student who possesses an electronic device is responsible for its care. The school board is not responsible for preventing theft, loss, damage, or vandalism to electronic devices brought onto its property.

## EVACUATION DRILLS

Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone follows procedures promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions to the students.

1. Move quickly and quietly
2. Exit according to plan
3. Leave belongings behind
4. Turn off lights and close doors

## FIGHTING POLICY

The penalty for being involved in a fight, defined as an exchange of physical blows, (hitting, slapping, pushing, shoving), will be an out-of-school suspension. Students who do not fight back will not be subject to consequences. Those students should report the incident immediately to an administrator or teacher.

Students should not take matters into their own hands but should allow an administrator to handle the situation.

If an altercation/fight occurs, students are advised to move away from the area of the disturbance. Students must remain clear of the area, as staff members/administrators attend to the situation. Students who do not comply will receive a consequence for their actions.

Students who instigate fights but are not actively involved (that is, students who **film/photograph/or post fights on the internet or their phones**, carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report all information immediately to a staff member or administrator. **Fighting will not be tolerated on this campus, on the school bus, or at a school-sanctioned event and may lead to an automatic 10 day suspension from school.**

## FIELD TRIPS

School field trips are a privilege for students. All required forms and emergency information must be submitted prior to the field trip. Field trip participation for students may be curtailed for students who have poor grades, poor attendance, or for disciplinary reasons.

## FINANCIAL OBLIGATIONS

Students are expected to meet financial obligations to the school for such items as lost textbooks, uniforms, fundraiser items, etc. Students who have outstanding school debt are at risk of being omitted from the following privileges offered at TCHS: purchase parking permits, yearbooks, tickets to special events, participate in graduation ceremonies, check books out of the media center, participate in sports or extra-curricular activities, etc. Obligations are to be paid to the bookkeeper.

## FREEDOM OF EXPRESSION

The School Board recognizes that one of the most important missions of the school is to provide effective avenues through which students may express their opinions, views, and ideas on a wide range of subjects. To that end, students have the right to express their viewpoints in an orderly and appropriate manner. Students also have the responsibility to recognize the rights of others by expressing themselves in a manner which does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others. The TCHS Administration reserves the right to disallow any items deemed to be disruptive to the learning environment.

## GRADING/GRADUATION REQUIREMENTS

**Grade books**

Grade books should reflect an accurate documentation of student assessment and attendance. Adequate assessment means that for each weighted category, a minimum of 4 grades should be taken. Tests/Quizzes must be one of these weighted categories and should account for 40% of the overall grade. Homework/class activities/participation/other will account for the remaining 60%.

**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.

**Grading Standards**

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

**Graduation requirements:**

Updated graduation requirements for each cohort class can be found at:

<https://www.fldoe.org/core/fileparse.php/7764/urlt/StandardDiplomaRequirements.pdf>

**PROMOTION REQUIREMENTS - 24 CREDIT STANDARD DIPLOMA (OPTION 1)**

**NINTH GRADE TO TENTH GRADE**

- A minimum of five (5) credits earned in Grade 9. Including an English credit, Science credit and a Math credit earned during their 9<sup>th</sup> grade year.

**TENTH GRADE TO ELEVENTH GRADE**

- A minimum of eleven (11) credits including eight core credits. Core credits must include two (2) English credits two (2) science credits, one (1) Social Studies credit, and two (2) Math credits.
- A minimum 2.0 unweighted GPA

**ELEVENTH GRADE TO TWELFTH GRADE**

- A minimum of twelve core credits . At least three (3) credits must be earned in English, three (3) Math, two (2) Science, two (2) Social Studies and a 2.0 unweighted cumulative grade point average.



## **HARASSMENT/BULLYING**

We, the students, faculty, parents, staff, and supporters of Taylor County High School are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our students to learn and succeed in. If harassment occurs, students should be assured of the fact that all incidents will be addressed quickly, thoroughly, and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of harassment will report the incident to the principal, assistant principal, dean or to the guidance office immediately and with the promise of confidentiality if desired.

Harassment can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically, or emotionally. Harassment carries the ramification of causing pain and stress to the victim. Harassment is never justified and is not excusable as “kids being kids”, “just teasing” or any other rationalization. The victim is never “responsible” for being a target of harassment. Specific types of harassment may include, but are not limited to: emotional, homophobic, physical, ethnic/racist intolerance, sexual and verbal.

Bullying is a purposeful action that is intended to injure, involves physical (hitting, pushing, shoving, kicking, etc.) and/or mental components (e.g. verbal humiliation, hurtful, threatening behaviors, gossip, exclusion), and ALWAYS involves an imbalance of power. This may include cyberbullying, using text messages, SnapChat, Instagram, Facebook or other social networks.

## **HOSPITAL/HOMEBOUND PROGRAM**

Parents/Guardians should contact the ESE Staffing Specialist.

## **INTERNET USAGE POLICY**

Please see our District Discipline Matrix regarding the inappropriate use of internet/ technology devices.

## **LOST AND FOUND**

The Lost and Found is in the Dean’s Office. Students are requested to bring articles found on campus to the Dean’s Office.

## **LUNCH**

1. Students classified as Seniors and Juniors are permitted to leave during the lunch period if they have:
  - a) A notarized parent approval from on file in the Dean’s office,
  - b) at least a 2.5 GPA

*\*This privilege can be taken away for skipping classes, being tardy to class from lunch, or for abusing school rules including, but not limited to, taking non-approved or ineligible students off campus, or loitering in the parking lot during lunches.*

2. No food/lunch deliveries will be allowed.
3. Freshmen and Sophomores who leave campus during lunch period are considered leaving school without permission.
4. There will be no acceptable excuse for being late to the next class due to leaving campus for lunch.
5. Students remaining on campus during lunch must be in the lunchroom or the outdoor cafeteria area.
6. **STANDARD STUDENT LUNCH WILL BE FREE FOR EVERY STUDENT.**

### **VEHICLE USE BY STUDENTS**

Students who drive automobiles, trucks, motor scooters, or motorcycles to school shall comply with the rules prescribed by the principal:

1. All students must obtain a TCHS parking decal.
2. Careless and reckless driving will not be tolerated.
3. No alcohol, weapons, contraband, etc. should be in your automobile while on the school campus.
4. Music should not be played so loud that it disturbs others. Violations of this policy may result in the loss of driving privileges.
5. Students may not sit in vehicles in the parking lot before/after school or during lunch. As soon as students arrive on campus, they are to exit their vehicles and enter the courtyard.
6. Students who incur a traffic violation during the period of the school day may lose the privilege of driving.
7. The student (or parent if student is under 18) assumes the liability in case of an accident.
8. Students enrolled at Big Bend Technical College are permitted to drive to their classes.

### **PARKING**

The campus parking facilities are the property of the Taylor County School District. Parking on campus is a privilege, not a right. The following rules must be adhered to:

1. Students must park in their assigned parking spot in the west main parking lot. All students parking on campus must have a parking permit purchased in the Front Office. Parking permits are \$20.00 and require proof of a valid driver's license, registration, and insurance. Vehicles not holding a valid parking permit may be towed away at the owner's expense.
2. The southeast parking lot is reserved for school staff and visitors.
3. No cars may be parked in the bus loading/drop-off lane in front of the school at any time.

### **BIG BEND TECHNICAL COLLEGE (B.B.T.C.) DRIVING PRIVILEGES**

1. Dually enrolled students are permitted to drive to B.B.T.C. with notarized parental permission.
2. Students who incur a traffic violation during the period of the school day will lose the privilege of driving to B.B.T.C. Students who do not follow school rules concerning dual enrollment driving or behave in a reckless manner may also lose their driving privilege.

## **MAKE-UP WORK**

Students should request make-up work the day they return to school. They will be given one day per absence to complete and submit work. In the case of unexcused absence, other than for suspension, a teacher may deduct up to 50% from the earned grade for work made-up. A natural consequence of an absence is missing the opportunity to participate and interact in the classroom environment.

## **MEDIA CENTER**

Every student enrolled in Taylor County High School has the privilege of checking out library materials. Books may be kept for three weeks and renewed unless there is a demand for the book. Every student is encouraged to use the media center at his/her convenience for serious reading, study, or research. Any student who abuses library privileges will lose those privileges. Fines are charged for materials overdue at an established rate. Any student who owes fines for previous financial obligations, i.e. lost books, cafeteria charges, other school materials, may not check books out of the media center. Students entering the media center must have a pass from their teacher. No food or drink is permitted. The media center is open from 8:15 A.M. to 3:15 P.M.

## **MESSAGES (IN CASE OF EMERGENCY)**

In case of an emergency, a student may be sent a message by a parent or guardian. To protect students, no one other than a parent/guardian may leave a message for a student, including people who identify themselves as siblings or other relatives. To not disrupt the academic focus of the school, messages will only be delivered to students in the case of an emergency.

## **PERSONAL PROPERTY**

While students are permitted to bring personal items to school, including cell phones, the school and its staff do not assume responsibility for loss of, or damage to, personal possessions, including motor vehicles and bicycles.

## **PUBLIC DISPLAY OF AFFECTION**

Students shall refrain from public displays of affection. Any student in violation can face disciplinary action at the discretion of the teacher and administration. The district discipline matrix will be enforced for this behavior.

## **SUPERVISION**

Students must leave campus or plan to leave campus promptly after school hours and after an activity concludes.

## **RESTRICTED AREAS**

Restricted areas are those locations that are considered off-limits to all students during the school day because of student safety concerns. Violations of restricted area policies and procedures will result in disciplinary action. The following areas are designated as restricted areas at Taylor County High School:

1. **Parking Lots:** Administrative permission is required to enter any parking lot during the school day.
2. **Gymnasium & Athletic Fields:** Only students scheduled for physical education are permitted in these areas during the school day.
3. **Cafeteria & Lunch Area:** Students are only permitted in the cafeteria or pavilion before the start of school and during their scheduled lunch time.

## **SOLICITATION OF FUNDS**

Individuals may not solicit funds at schools, nor may individuals sell or distribute items on campus, unless approved by the principal. Officially recognized organizations may seek fund-raising approval for items to be sold before school, at lunch and after school, as well as in the community. Edible items cannot be sold during the school day.

## **TRANSCRIPTS**

Requests for transcripts are made to the counselor or registrar. Counselors should be given at least three weeks' notice when asked to write letters of recommendation for colleges and jobs.

## **SCHEDULE CHANGES**

Schedule changes are handled by the Guidance Department and requests for changes are not guaranteed. Only changes to correct errors, meet graduation requirements, balance class sizes, or other administrative reasons will be made.

## **SURVEILLANCE CAMERAS**

For security and safety purposes video cameras are used for recording at this facility.

## **TESTING**

### **PSAT (NMSQT) – Preliminary Scholastic Aptitude Test**

Website: <http://www.collegeboard.com>

The PSAT measures verbal and mathematical reasoning skills. Students in 11th grade may take this test for an opportunity to qualify for the National Merit Scholarship. The assessment of verbal and mathematic skills on the PSAT is effective practice in the preparation for the SAT.

### **SAT – Scholastic Aptitude Test**

Website: <http://www.collegeboard.com>

The SAT is an objective test designed to measure how well students have developed their verbal, mathematics, grammar, and writing skills. It is recommended that 11th grade students take this test in the spring of their junior year, or fall of their senior year. An excellent resource: Khan Academy <https://www.khanacademy.org>.

### **ACT – American College Test**

Website: <http://www.act.org>

The ACT is designed to assess high school students' general educational development and their ability to complete college-level work. The tests cover four skill areas: English, Mathematics, Reading, and Science reasoning. An excellent resource: Khan Academy <https://www.khanacademy.org>.

### **CTE – Career and Technology Education**

Taylor County High School offers an array of career and technical education courses that prepare students for the workforce, provide them with skills that will help them to become responsible and contributing citizens, and enable them to earn industry certification.

**PERT – College Placement Test** - The Postsecondary Education Readiness Test (P.E.R.T.) is Florida's customized common placement test. The purpose of the P.E.R.T. is accurate course placement based on the student's skills and abilities. The P.E.R.T., is aligned with the Postsecondary Readiness Competencies identified by Florida faculty as necessary for success in entry-level college credit coursework. The P.E.R.T. assessment system includes Placement and Diagnostic tests in mathematics, reading and writing.

### **ASVAB – Armed Services Vocational Aptitude Battery**

The ASVAB measures mechanical, clerical, verbal, and mathematic skills. This test is administered to juniors and seniors to help identify suitable careers and occupations.

### **Florida Assessment of Student Thinking (FAST)**

Testing the BEST standards is part of Florida’s effort to improve the teaching and learning of higher educational standards for all students. The primary purpose of this testing is to assess student achievement of the higher-order cognitive skills represented in the Florida BEST Standards in Reading/Writing. Students in 9th and 10th grades must take this test. A passing score in tenth grade is a graduation requirement.

### **EOC – End of Course Assessments**

The Florida EOC Assessments are designed to measure student achievement of the BEST standards for specific courses, as outlined in their course descriptions.

<http://www.floridastandards.org/Courses/CourseDescriptionSearch.aspx> these assessments are part of Florida’s Strategic Plan for increasing student achievement and improving college and career readiness and include EOC assessments in the following subject areas: Biology 1, Geometry, U.S. History and Civics. The Florida EOC Assessments are administered on the computer as part of Florida’s commitment to moving to computer-based testing for statewide assessments.

Students will take the EOC assessments toward the completion of their coursework. Typically, each EOC assessment will be administered in the last three weeks of a course. All test dates are set by the Florida Department of Education.

### **CLT- Classic Learning Test**

The Classic Learning Test offers online and paper assessments that evaluate reading, grammar, and mathematics and provide a comprehensive measure of achievement and aptitude. The CLT can also be used by students to gain concordant score for graduation purposes.

## **TEXTBOOKS/LAPTOPS**

Students are provided district-owned textbooks and/or laptops for use during the year. Students are responsible for returning the book/laptop or paying for it if it is lost, stolen, or damaged. It is important that you understand the Florida State Law and School Policy that deals with textbooks and materials.

## **TOBACCO/SMOKING/VAPING**

In compliance with the Florida State Law, which prohibits the sale of tobacco products to anyone less than 18 years of age, smoking or the use of other tobacco products, including e-cigarettes, by any student (regardless of age) is prohibited on school grounds. Students who disregard this policy will be referred to an administrator for disciplinary action. Students who are found smoking or in possession of tobacco products are subject to monetary fines ranging from \$25 to \$500.

## **TRANSPORTATION**

Bus transportation will be provided to all students living more than two (2) miles from Taylor County High School. Students who wish to ride another bus other than their own must have a note from parent/guardian presented in advance an administrator for approval signature. For more information concerning this service, parents should contact the Director of Transportation at 838-2505.

## **VISITORS**

Parents are always welcome, but are encouraged to make an appointment to see a teacher, administrator, or counselor. **ALL VISITORS MUST REPORT TO THE RECEPTION AREA IN THE FRONT OFFICE** to secure a visitor's pass. Due to school safety issues, a student is not allowed to bring visitors to school without prior administrative approval. Students from other schools may not visit in classrooms.