

TAYLOR COUNTY ELEMENTARY SCHOOL



For the love of learning!

STUDENT & PARENT HANDBOOK 2021-2022

Taylor County Elementary is a school-wide Title I school, and as such, ensures that all students receive educational services based on their identified needs. Title I is the largest federal educational funding program and is intended to help ensure that all children can obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Taylor County Elementary is a school-wide Title I school, and as such, ensures that all students receive educational services based on their identified needs.

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

August

3 - Teachers first Day
11- First day for students

September

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

October

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

November

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

December

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

January

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

February

21 - Presidents' Day Holiday

March

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

April

15- Good Friday/Holiday
18 - Holiday

May

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

June

1 - Last day for teachers

TCES Mission Statement

Taylor County Elementary School is committed to providing all students with a safe, positive, and challenging learning environment that enables all learners to become well-prepared, productive, and contributing citizens in the 21st century.



TCES Vision Statement

Taylor County Elementary School will assist all students with the recognition and development of individuality, self-growth and responsibility while using a variety of strategies and cooperative efforts throughout the school, home, and community.

Taylor County Elementary Faculty and Staff

Courtney Bethea – Principal

Rachel Poppell – Assistant Principal

Tracy Hall - Dean of Students

3rd Grade Teachers

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

4th Grade Teachers

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

5th Grade Teachers

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

Multi-Grade Teachers

Wright, Heather

Enrichment Staff

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

Gifted Teacher

Brooks, Lilly

Interventionist

Dudley, Kay
Kreidler, Kathy

TCSB Social Worker

Brooks, Rhonda
Stevens, Betsy

ESE Staff

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

Therapist

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

Support Staff

MTSS Coordinator

Frostick, Angie

Instructional

Coach/Interventionist

LaValle, Cherie

White, Deana

Mental Health Coordinator

Peavy, Paul

Cafeteria

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

Title I Parent Liaison

Allen-Micklos, Tina

Non-Instructional Aides

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

Clinic Staff

Brooks, Kate -RN
Love, Amber
Matthews, Cheryl

Office Personnel

Copy Room

Bowden, Debbie

Office Manager

Faircloth, Donna

Data Entry

McAfee, Kim

MIS-Technical Support

Mash, Debra

Secretary

Moses, Loretta

Receptionist

Searcy, Tammy

Custodial Staff

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

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ATTENDANCE

Taylor County School Board ATTENDANCE REGULATIONS

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

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

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

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

Excused Absences

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

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

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

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

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

Monitoring of Absences

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

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

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

The school principal or designee will mail a Level 3 Truancy letter to the parent/guardian of any student identified with 15 unexcused absences within a 90-calendar day period. This student will be referred to the district level Intervention Services Department.

Exceptions to the Attendance Policy

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

BULLYING

TCSD STUDENT BULLYING AND HARASSMENT POLICY

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

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

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

written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the School Improvement Plan and the Code of Student Conduct that includes prevention, intervention, crisis response, recovery, and annual review. Employees are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive educational environment, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S

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

TAYLOR COUNTY

CAFETERIA/LUNCH

The Taylor County School District has received a grant enabling all students to eat breakfast and lunch free of charge. This is for every child regardless of their economic status. Food and drinks should only be brought for lunch or snack and should be packed away in a lunch box that's not accessed during instructional time.

Parents/guest are welcome to have lunch with their child. All visitors must sign in at the front office to receive a visitor's pass. Parents/guests must have security passcode, photo ID and be approved through the RAPTOR screening process. Visitor passes must be worn on your shirt and be visible at all times. We have provided a designated area for parents and guests. We encourage parents to eat with their child or children. **Other students are not allowed to join you during lunch.** Students are to remain on-campus for lunch. Outside vendors are not allowed to deliver lunches to students. The side door of the cafeteria near the parking lot will be locked to ensure the safety of our students and staff. To check out the monthly menus visit <http://www.taylor.k12.fl.us/shared.content/lunch.menus/> on the district website.

All students have a right to an enjoyable lunchtime. Students are expected to follow these rules so that the cafeteria is a place where all feel welcome to have a pleasant meal:

1. Enter in a quiet and orderly manner.
2. Stay in a line until seated.
3. Use inside voices with other students at your table.
4. Stay seated at your assigned table.
5. Raise your hand if you need something.
6. Take no food or drink from the cafeteria.
7. Do not share food that has already been opened with others.
8. Use good table manners.
9. Help others remember the cafeteria rules.

CLINIC PROCEDURES

Our school is proud of the clinic and health services offered to our students. These are the required procedures of the clinic:

- a. All students must have an **Emergency Contact** form on file. This will allow the nurse to notify the appropriate people in case of an emergency. It will also list those persons that the parent/guardian has given permission to take that student off campus if ill. Parents will be requested to provide any changes in home or business telephone numbers to the school nurse as soon as possible.
- b. Written parental consent on a Taylor County School Board form is required before any medication can be administered. This school and district will not be held responsible for the effects of dispersing medication. **NO STUDENT WILL BE GIVEN ANY MEDICATION WITHOUT A MEDICAL CONSENT FORM.** Parents are provided with this form the first day of school. Additional copies may be obtained in the clinic.
- c. Parents are responsible for providing necessary medications in its original container and bringing it into the clinic. **Students are not allowed to bring any type of medication to the school.** For prescription medications, the bottle must have a legible pharmacy label with the student's name, dose, frequency, and the name of the medication must be present.
- d. Students are **not** permitted to carry medications of any kind in their pockets, purses, lunchboxes, etc. during school hours and on the school campus. All medications are to be checked in with the school nurse in the clinic when brought to school. Inhalers are permitted only if the school nurse is notified and provided with required documentation from the child's physician.
- e. No medication will be dispensed at school unless these requirements are met.
- f. The school cannot be held liable for civil damages as a result of administering such medications.
- g. Students with fevers are required to stay home.
- h. If a student becomes too sick to stay in class, or is seriously injured, he/she will report to the clinic with a pass from his/her classroom teacher. The school nurse will notify the student's parent/guardian so the student can be picked up from school by their parent/guardian.
- i. Students may not go to the clinic between classes or at break time. They must report to their next class and receive a pass from that teacher to go to the clinic.

Accidents - Any accident occurring on campus or during school hours must be reported immediately to the teacher so that the proper accident reports can be completed, and the student can receive the first aid necessary. If a student has school accident insurance, medical attention should be received within 30 days following the accident to receive benefits. Claim forms are available in the front office.

Head Lice - In accordance with Florida State Statutes and Taylor County School District Policy, students who have evidence of head lice shall not be permitted to attend class until presenting a current written notice from a doctor declaring the child to be free from head lice or being cleared by the clinic staff. Students with head lice are also prohibited from riding Taylor County School buses, so arrangements must be made for infected students to be picked up. Parents/guardians are strongly urged to obtain valuable information from the school clinic staff on the proper prevention, detection, and treatment of head lice. Students will not be marked present until they have been cleared by the nurse and are attending class.

COMMUNICATION

Conference: Our teachers will make every effort to contact each parent during the first two weeks of school. The following guidelines ensure successful parent-teacher conferences:

- a. Every conference **must** be pre-arranged so parents and teachers may bring all pertinent materials to the conference.
- b. **"Drop-in" conferences during the school day are NOT permitted.** Parents, please respect the time just prior to or during dismissal from school when our teachers are busy supervising the whole class of students. A scheduled conference between parents and teachers will allow you the benefit of having your teacher's undivided attention with regards to your child and will be much more effective.
- c. If parents or teachers want the principal, assistant principal, dean, or academic coach to participate in the conference, the teacher or parent should notify staff members in advance.

FOCUS Parent Portal: The FOCUS parent portal gives access on current information about your child's data, attendance, discipline records, and your child's latest grades. Information, along with messages of school or class information will be a secure web-based communication. Visit: <https://focus.taylor.k12.fl.us/focus>

Home Folder: Each Wednesday, teachers will send communication folders home with students to give to their parents. These folders will contain important feedback on assignments, tests, word lists, and other pertinent information about the student's progress and/or general school information. Parents are to review information, sign folder and return the empty folder with the child the next day so it can be used week after week during the school year.

Planners: At the beginning of the school year, each student grade 3-5 will receive an academic planner. Students will list both classroom and homework assignments for each day and other important information. This can be an effective communication tool and parents are encouraged to see it each day. If a student loses the planner provided by the school, the parent will be responsible for purchasing another one from the front office for \$5.00.

Phone /Phone Messages: Our schools use the Blackboard Connect automated phone calling system to notify parents about attendance and other school information. To stay informed of events and emergency situations, please make sure to keep your phone number and address updated, by contacting the front office with any changes.

Every classroom is equipped with telephone service. However, students will not be allowed to place calls by themselves. If a call is warranted, the teacher or school staff member will place the call and allow the student to talk to their parent/guardian. Telephone calls to the classroom are **not permitted**. Parents are encouraged to leave the teacher a voice message, rather than interrupt the learning process in the classroom. If there is an emergency, please call the TCES front office and a staff member will assist you.

CURRICULUM

TCES follows rigorous standards-based curriculum programs designed to improve and maintain students' reading and math abilities. Students are assigned to flexible reading and math groups for instruction at the appropriate levels. Each classroom will also utilize learning centers to differentiate instruction for all students.

CUSTODY OF CHILDREN

School personnel are required by law to release children to either of their parents unless the school has on file a copy of a court order stating that one parent has been granted custody of the child.

DAILY SCHEDULE

Supervision of Students Begins	7:30 AM
Instruction Begins	8:00 AM
Lunch Blocks	10:55 – 11:25 (4 th) 11:30 – 12:00 (3 rd) 12:05 – 12:35 (5 th)
Dismissal	First Load-2:20 PM Pick-ups-2:30 PM Second Load-2:35 PM

Students are expected to arrive at school before the instructional day begins. Drop off begins at 7:30 AM. Beginning at 7:30 AM students will be released to supervised care. Third: 3rd grade hallway, fourth: pavilion, fifth: 5th grade hallway. Students will be dismissed to class at 7:45 AM.

Classes begin promptly at 8:00 AM. Students not arriving to school on time **MUST** report to the office and get a TARDY PASS. Students who have an excessive number of tardy days will be turned over to TCSD for truancy purposes.

DISCIPLINE

Guidelines for Success: Be Respectful, Be Responsible, Be Safe

Teachers will maintain discipline records on all their students, documenting positive and negative behaviors. TCES is a **Positive Behavior Support School (PBS)**. The PBS team meets each month to discuss and plan fun activities and rewards for students in addition to the teachers' classroom incentives.

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

Positive Dojo Points: - These points are given when a student is engaging in the activities that have been asked of them. Positive dojo points are to be given to help shape the behaviors that we want to see in our classroom and on campus.

Negative Dojo Points: – These points are to be given when a student is engaging in activities that are not conducive to learning or not following school rules.

Taylor County School District Discipline - To establish reasonable consistency within the schools, a uniform Discipline Code has been developed. Definitions of terms used can be found in the Glossary. Consistent with the Code of Student Conduct, the principal or designee is responsible for discipline and determines the level of the behavior and its appropriate consequence. Schools and teachers may develop individual rules and disciplinary practices which supplement the Code but do not conflict with it. It is the intent of the District School Board of Taylor County (DSBTC) that the principal or designee of each school has a reasonable degree of choice in determining the level of a student's behavior and the resulting consequences. The factors to consider include, but are not limited to:

- * Seriousness of offense
- * Premeditation, impulse, or self-defense
- * Age and/or disability
- * Strength of evidence
- * Cooperation/remorse
- * Disciplinary history

Behaviors and their consequences are divided into five levels. Each level represents progressively more serious misbehavior and consequence. School support staff and/or community resource agencies may be involved. Under the Individuals with Disabilities Education Act (IDEA), students who have been identified as educationally disabled and are receiving ESE services are subject to disciplinary guidelines that are different than those for non-disabled students.

Examples of Restorative Practice but not limited to:

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

ISS- In School Suspension (any student that misbehaves or receives a referral in ISS will serve an extra day unless OSS is determined necessary)

OSS- Out of School Suspension

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

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

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

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

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

Sexting: <https://www.flsenate.gov/laws/statutes/2011/847.001>

*Any offense that results in computer damage will result in financial restitution or restorative practice as well as matrix consequence.

*Principals, assistant principals, and deans have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident.

* If student consequence results in a loss of laptop privilege, a desktop will be provided as needed to complete assignments.

School Bus Discipline Matrix

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

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

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

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

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

FTG	Fighting with or without any injury to person or property.
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LEVEL THREE OFFENSES: These offenses should result in suspension from the bus for the remainder of the year.

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

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

DISTRICT POLICIES

Please visit Taylor County District website at www.taylor.k12.fl.us to see policies on:

- Statement of Non-Discrimination
- Equity Statement
- Maintenance of Student Records
- Location & Availability Student Educational Records
- Who Has Access to Student Records
- What Information is in a Student's Record
- Notification of Rights Under FERPA
- Authority to Remove Disruptive Students
- Alcohol, Mood-Modifying, or Controlled Substance on Board Property
- Student's Use and Possession of Tobacco and Tobacco Products
- Dangerous Weapons in School
- Parental Notification of School Health Services
- AIDS Policy Statement
- Sexual Harassment Statement
- Gun-Free Schools Act

DRESS CODE

TAYLOR COUNTY SCHOOL DISTRICT DRESS CODE GRADES K-5

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. Articles of clothing, or accessories which promote social or political fissures or agendas are not permitted at any time.

Taylor County schools are 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 for ALL:

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, politics or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm.

Hats and Sunglasses: Both male and female head coverings and sunglasses are not permitted. This includes but is not limited to hats, beanies, hoods, bandanas, do-rags, and caps worn during the school day.

*Hats and sunglasses will be confiscated if worn on campus except for an outside PE class.

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

Dress Code for Females:

Shorts, Skirts, Skorts and Dresses: Clothing should be an appropriate length; this also includes slits and holes. Dresses and skirts should be loose fitting.

Shirts: Shirts, tops, jackets, dresses, or blouses should cover all aspects of the bosom, chest, back and sides. Cleavage should not be visible. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted. Undergarments should not be visible at any time.

Pants: Pants should fit appropriately, without sagging, and hide all undergarments (e.g., underwear, boxers, and shorts). Any pants with holes or slits that are higher than an appropriate length (when standing) is not permitted. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is 2 inches above the knee when standing. Yoga pants/tights/form fitting pants should not be see-through or sheer.

Dress Code for Males:

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

Shorts: Shorts should be an appropriate length (when standing) this also includes holes.

Shirts: Shirts, tops, jackets, should cover all aspects of the chest, back and sides. Tank tops are not permitted as a primary top. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.

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

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

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

Discipline for Failure to Follow the Dress Code Policy SB 228- Code of Student Conduct amends F.S. 1006.07 to include disciplinary action to any student who violates the dress code policy.

-First Offense: the student is given a verbal warning and the Principal or designee must call the student's parent or guardian.

-Second Offense: the student is ineligible to participate in any extracurricular activity for a period not to exceed 5 days, one day of in-school suspension and the principal or designee must meet with the student's parent or guardian.

-Third Offense: the student must receive an in-school suspension for a period not to exceed three days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal or designee must call the student's parent or guardian and send the parent or guardian a written letter regarding the student's suspension and ineligibility to participate in extracurricular activities.

-Fourth Offense and all subsequent offenses: 5 days of in-school suspension

NOTE: The principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code and hinders the education/safety of all students.

ELECTRONIC DEVICES

In the best interest of all, students should leave electronic devices at home. If a parent feels it is necessary for their child to have a cell phone at school, the following rule applies: cell phones must always remain off and out

of sight during school hours. If a student violates this policy the cell phone will be confiscated, and a parent will have to come to the school to pick up the phone. The discipline matrix will be followed for non-compliance. The school will not take responsibility for any electronic devices that are lost or damaged.

ENRICHMENT WHEEL CLASSES

Visual Art – An introduction course into fine arts, which incorporates a variety of two- and three-dimensional concepts and ideas in art and digital media and processes to convey meaning and relevance.

Physical Education - Structured fun activities, led by our highly qualified staff, are designed to make children aware of the importance of physical fitness. Our PE curriculum includes health education and a character education component as well as physical activities designed to teach the foundational skills of physical education. Students participate in the President’s Physical Fitness Program each year.

Media- Our media center supports the academic curriculum of the school. Library Media programs provide a welcoming, resource-rich environment that support multiple literacies, cultivates a culture of inquiry and literacy appreciation, and encourages the independent, ethical exploration of information and ideas. Students also have opportunities to check out books and participate in the Accelerated Reader (AR) program.

Computer Science -Students will have the opportunity to extend their learning beyond our core curriculum and intervention programs through our computer based instructional programs. The purpose of this course is to enable students to develop basic skills in computer science.

FAMILY ENGAGEMENT NIGHT

As a Title I school-wide project, we will sponsor Family Engagement activities for you and your family. Our school will also be offering several meeting nights during the school year. Please consult your monthly newsletter, school Facebook page, student planner and DOJO for more detailed information about each planned activity. We look forward to your participation.

FIELD TRIPS

Field trips are a part of our schools’ programs of activities; therefore, the same Code of Conduct required at school will be enforced during these functions. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. Policies and eligibility are determined by each grade level. Bus rules are to be observed on such trips as well. Parents will receive information regarding field trips in advance and we encourage parents, if space is available, to accompany their children on field trips. Parents may sign their child out during the trip or at the end, for their child to ride home with them, but all students are to ride to the event on the school bus as they are participating in a school-sponsored event. Some field trips are extracurricular and voluntary with parents funding the cost of their child’s participation in the trip. Other field trips are curricular activities with every child participating in the field trip at no cost to the parents. A signed and notarized Field Trip Permission Form is required for any student going on any field trip or off-campus event.

GRADING POLICY

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

Letter Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	On Grade Level
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure

Additional Grades (Conduct and Enrichment Wheel Courses)		Definition
S		Satisfactory
N		Needs Improvement
U		Unsatisfactory
I		Incomplete
NG		No Grade

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

Report cards will be issued to your student on the school board approved calendar days shown on the District Calendar which can be accessed at www.taylor.k12.fl.us or the front of this handbook.

HOMEWORK

Homework builds study skills, teaches responsibility, and reinforces daily assignments. Students will have nightly homework which can include reading, math, or other projects. Look in the planner for more specific information on student assignments.

INSURANCE

Our schools and the Taylor County School District make available a school insurance plan for students. Participation in the school insurance plan is optional. The school district does not profit from your child's participation in this plan, nor do we control the process by which claims are handled. Parents who wish to participate in the Supplemental Insurance Program must complete and return the Insurance Registration Form as directed. The program has a time limit for participation. The website for this insurance is:

www.schoolinsuranceagency.com.

LOST & FOUND

We would like to encourage students and parent/guardians to make sure all articles are properly labeled with the student's name, especially coats and jackets. All unlabeled items found at TCES will be placed in the lost and found area in the cafeteria. Unclaimed items are donated at the end of the year.

PARENT INVOLVEMENT & VOLUNTEERS

We enjoy and appreciate the support and involvement of families and friends. The TCES Parent Teacher Association is open to all school employees, parents, grandparents, neighbors, and friends that help with fundraisers, field trips, family night activities, recognition programs, teacher appreciation activities and a variety of other projects.

Serving on a **School Advisory Council (SAC)** is another opportunity for parents to become involved. By state mandate, our membership must consist of at least 51% non-school-based personnel. Parents, business, and community leaders must make up this percent and must maintain a racial/ethnic balance percentagewise, based on the student population at the school. We also strive to balance the membership according to the socio-economic status of our students. The parents at large will be given the opportunity to vote after school begins. In accordance with the Florida Sunshine laws, our SAC meetings are always open to the public. All parents and other stakeholders are invited to attend these meetings.

Volunteering in the classroom is another opportunity for parents to become involved in the school. Our staff will help to make your participation at the school a most enjoyable and productive experience. All volunteers will need to complete and return our Volunteer Survey and application and provide a copy of drivers' licenses then return it to the school so we may get you started. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title 1, Part A programs, consistent with

section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. To view the policy in full please check the Taylor County Website at:

<http://www.taylor.k12.fl.us/parents/taylor.county.title.i.parental.involvement.policy.pdf>

PROMOTION

Students are expected to make significant academic progress during the school year. Our academic curriculum is aligned to the Florida Next Generation Sunshine State Standards and the National Common Core Standards. These identify the subject area skills to be mastered. A pacing guide can be accessed on the district website. Promotion for students in grades K-5 will be based on proficient achievement in classroom work as evidenced by the report card grade and acceptable levels of performance on state assessments.

Student retention will occur when the student does not fulfill promotion requirements as outlined above. Third grade students who score **Achievement Level 1** on the FSA ELA test will be given the Stanford 10 Reading Test and STAR 360 Assessment in Spring. If they do not score at least a 45% on SAT 10 or 50% on STAR 360, they will be scheduled to attend 3rd Grade Summer Reading Camp for 6 weeks in the summer. At the completion of the 6 weeks, they will again be given the Stanford 10 Reading Test and STAR 360 Assessment. Those who do not score at the required percentile, must be retained in accordance with Florida State legislation.

There are only six “good cause” exemptions where students in this circumstance may be legally promoted to third grade:

1. Limited English Proficiency (LEP) students with less than 2 years of English instruction.
2. Students with a disability with an IEP indicating FSA standards and assessments are not appropriate.
3. Students with acceptable performance of 45% on the SAT 10 or a 50% on STAR 360.
4. Students who read on at least a Level 2 as evidenced by portfolio documentation.
5. Students with disabilities who take the FSA and whose IEP, or 504 Plan says that they have received intensive remediation in reading for more than two years, but who still show a deficiency in reading and who were previously retained in kindergarten through grade 3.
6. Students who have received intensive remediation in reading for two or more years but who still show a deficiency in reading and who have already been retained in kindergarten through grade 3 for a total of two years.

REASONABLE ACCOMODATION PROVIDED

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

REGISTRATION

All registration procedures and forms must be completed before the student attends school. An orientation is scheduled prior to the start of the school year to provide parents time to complete the registration forms. Any changes occurring during the school year of your phone numbers or address need to be reported to the office to ensure that communication between school and home is not interrupted. You may send a note with your child or call the front office if information changes are needed.

RESTROOMS

Restroom facilities are available to students in each classroom. Each classroom teacher will develop his or her own policy regarding the method of use, it is our policy that any child will be allowed to use the restroom as needed *within reason*. Should your child have a medical condition or physical challenge which requires further restroom consideration, please advise the principal, clinic staff, and classroom teachers in writing.

SAFETY

Safety drills (fire and lockdown) will be conducted monthly throughout the year to ensure the safety and protection of students and staff. Tornado drills will be conducted as needed.

Videotaping of classrooms and buses for instructional, safety or security purposes is an accepted practice in the Taylor County School District.

SIGN-OUT POLICY

Early sign outs are strongly discouraged. When a student is signed out early, valuable teaching opportunities are lost, and they are still responsible for missing work. Please make every effort to leave your child in school until school dismissal time. However, if a child is sick (excused by clinic), or a child has a doctor/dentist appointment then a parent/guardian or someone that has written authorization must sign out the student to leave campus in the front office. This will be UNEXCUSED until a note from appointment is returned. Please be prepared to present a **photo ID and your child's Security Code**. The secretary will call the student to meet you in the reception area. If the student returns during the same school day (i.e., after a dentist appointment), then the student signs back in on the same log sheet in the front office. Teachers are directed **not** to release students from class without a call or notification from the reception area. For the safety of all students, parents/ guardians will wait in reception area for their child. **TCES WILL NOT ACCEPT SIGN OUTS AFTER 1:45, DUE TO END OF DAY PROCEDURES**, please make arrangements prior to this time.

SOCIAL MEDIA

You can follow Taylor County Elementary School on Facebook at:
<https://www.facebook.com/Taylor-County-Elementary-School>

The Taylor County School Board has a YouTube page which is located at:
<https://www.youtube.com/channel/UCQGw6YQ2f1XUp2kRmHYXB7A>

The Taylor County School District's Facebook and YouTube accounts are meant to be another source of information to the community, as well as a place for the district to engage with its stakeholders. We welcome the opportunity to hear from you and encourage your participation.

At the same time, we would like to establish some rules for engagement. We expect that the people who use our pages exercise civility and common sense when posting comments to our pages. Please remember that your comments can be viewed by many people in our community and are in the public domain. While the district does not want to limit the opinions or comments of its community members, certain types of comments will not be tolerated. We reserve the right to delete posts that:

- Are vulgar or profane
- Contain personal attacks or accusations
- Could be offensive to or target specific ethnic or racial groups
- Incite violence
- Encourage others to break the law
- Could be considered campaigning for a political office
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms
- Promote services or products
- Are rude or ridicule the opinions of others

Thank you for observing the rules of engagement and we welcome your participation and feedback. If you have any questions or concerns about our Facebook page, please email, or call the school.

TRANSPORTATION

Students transported by parents or guardians in vehicles must be dropped off and picked up in the area located in front of the school. We ask that you remain in your vehicle; please pull all the way forward and use the entire sidewalk to drop off your child. Please do not use the bus loading area for safety reasons. Parents are not allowed to use the cafeteria driveway to drop off students. **For safety reasons, parents are NOT allowed to walk their child to class. Students are also not allowed to walk up from the parking lot unattended, or with an adult unless administrative permission has been given due to a student's disability.**

All bikes must be parked and locked in the racks provided in front of the school. Students may not ride bicycles through the bus loading area or through the courtyard. In the interest of safety, students may not ride scooters, skateboards, nor use skates or "skate shoes" at school.

Buses will drop students off and pick students up on the right side of the school (nearest the district office). Teachers will bring students to the loading area during dismissal.

To ensure student safety, please plan with your child, before school, regarding their after-school activities and any change in transportation. Please limit calls or messages to emergency changes regarding after school activity/ transportation as the reception area has limited staff. If a transportation change is necessary, the caller must provide the student security passcode. **All calls MUST be made before 1:00 pm to insure delivery to students. These changes MUST be made through the reception area to ensure delivery.** Our schools cannot be held responsible for messages not received in a timely manner; however, we do our best to take care of all students needing help. The transportation department can be reached at 850-838-2505.

WITHDRAWALS

The parent must request a withdrawal form from the front office on the last day of attendance. Books are to be returned to individual teachers. The withdrawal form must be signed by the student's teachers and the media specialist, and then returned to the front office. Student records will be forwarded to the student's new school upon official written request from the new school.

Keys to a Great School-Parent Partnership

TCES Appreciate Parents who:

- Never criticize teachers, administrators, or the school in front of their child
- Follow the chain of command by first going to the teacher with concerns
- Call, e-mail, or dojo when they have questions
- Encourage their child to take responsibility
- Say thank you, especially if they have gone the extra mile
- Support consequences
- Give important information that may help the teacher understand changes in the child's behavior
- Attend conferences and other extracurricular events in which their child is involved
- Are civil, courteous, and respectful

