

WELCOME TO D.A.W.G. NATION



**FACULTY/STAFF
HANDBOOK**

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.

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.

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.

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

School Staff

Staff Member	School Assignment
Anderson, Blake	Advanced Manufacturing
Baker, Cheryl	ESE Voc Rehab
Bodiford, Dena	ESE Support
Boggs, Shane	PE
Bowden, Julie	Reading
Brannen, Kelli	Assistant Principal
Braswell, Jesse	Athletic Director
Brumfield, Vonte	ROTC
Bucklin, Keith	ROTC
Carson, John	Science
Cook, Jessica	Parent Liaison
Courtney, Kathleen	History
Crawford, Theresa	Language Arts
Curry, Jesika	Science
Davis, Alma	Custodian
Davis, John	ESE Support
Edwards, Cynthia	Language Arts
Ely, Benjamin	Math
Ely, Robyn	Data Entry
English, Gena	Language Arts
Faircloth, Kaydee	World History
Finley, Charles	Principal
Fudge, Greer	ESE Support
Gipson, Lisa	Custodian
Grubbs, Jessica	AG
High, Leslie	Reading
Hinkle-Schroeder, Danielle	Art
Hires, Carlana	Early Childhood
Howard, Kristina	Attendance
Jandula, Sharon	Guidance
Jarvis, Gina	Guidance
Johnson, Ethan	PE
Knowles, Monica	ESE Support R
Krejcar, Melissa	Secretary

Staff Member	School Assignment
McBride, Mitzi	History
Mincy, Michael	Math
Moody, Melissa	Office Manager
Morgan, Katherine	ESE
Murphy, Angela	Language Arts
Neel, Susan	Dean's Office
Ratliff, Juanita	Instructional Coach
Reeves, Heather	Math
Resendiz, Graciela	Foreign Language
Rogers, Phillip	PE
Rouis, Joseph	Custodian
Rowell, Jodi	ESE Teacher
Sadler, Sonya	Guidance
Seufert, Stephen	Science
Starling, Jessica	Band
Staten, Clara	Head Custodian
Tripp, William	ESE Program
Turnbough, Trellis	Custodian
Webb, Jerry	Dean
Wentworth, Carol	Technology/DCT
Whiddon, Sheena	ISS
White, Lisa	Clinic
White, Renae	Language Arts
Winters, Jenny	Math
Wynn, Laurie	Media

SCHOOL CALENDAR

TCHS Calendar 25-26

■ District
 ■ State
 ■ College Prep
 ■ School Event
 ■ No School

August

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

- 1 - Teachers Return
- 6 - Schedule Pickup (10-12)
- 6 - Parking Permit Sales
- 7 - Freshman Orientation
- 11 - First Day of School
- 26 - FAST PM1 10th
- 28 - FAST PM1 9th

JANUARY

- 1-4 - Christmas Holidays
- 5 - Teachers Return/Staff PL
- 6 - Students Return
- 13 - FAST PM2 10th
- 15 - FAST PM2 9th
- 19 - MLK Holiday
- 27 - Family Engagement Night

January

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER

- 1 - Labor Day
- 6 - ACT
- 15 - Open House
- 17 - FAST Retake
- 24 - Early Release/Staff PL

FEBRUARY

- 11 - Student Holiday/Staff PL
- 14 - ACT
- 16 - Presidents' Day/Holiday
- 25 - Write Score

February

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER

- 1 - Algebra Retake
- 8 - PSAT/NMSQT 9th - 12th
- 13 - End of 1st nine weeks (45)
- 15 - No School/ Staff PL Day
- 17 - Homecoming Football Game
- 23 - WOW Field Trip - 9th

MARCH

- 4 - SAT School Day 11th - 12th
- 4 - Early Release/ Staff PL
- 10 - CONGIA
- 13 - End of 3rd Nine Weeks
- 16-20 - Spring Break

March

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER

- 4 - Write Score
- 11 - Veterans Day Holiday
- 24-28 - Thanksgiving Break

APRIL

- 1 - B.E.S.T Writing- 10th
- 2 - B.E.S.T. Writing- 9th
- 11 - ACT
- 3 - Good Friday
- 6 - Easter Holiday
- 18 - Prom
- 24 - Grad Bash

April

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER

- 9 - FAST Retake
- 10 - Algebra Retake
- 11 - FCLE/Government
- 13 - ACT
- 19 - End of 2nd Nine Weeks (45)
- 22-31 - Christmas Break

MAY

- 4 - FAST Retake, FCLE
- 5 - FAST PM3 Grade 10th
- 6 - FAST PM3 Grade 9th
- 7 - Geometry, Senior Awards Night
- 8 - Senior Walk
- 12 - US History EOC
- 13 - Biology EOC
- 15 - Graduation
- 19 - Algebra EOC
- 25 - Memorial Day
- 29 - Early Release/ Last Day

May

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BELL SCHEDULES

2025-2026 TCHS Bell Schedule

Bell	Time	Time in Class
Warning Bell	7:30	
Period 1	7:34-8:35	61
Period 2	8:39-9:35	56
Period 3	9:39-10:35	56
Period 4	10:39-11:35	56
Lunch	11:35-12:15	40
Period 5	12:19-1:15	56
Period 6	1:19-2:20	61

2025-2026 TCHS Early Release Bell Schedule

Bell	Time	Time in Class
Warning Bell	7:30	
Period 1	7:34-8:15	41
Period 2	8:19-8:55	36
Period 3	8:59-9:35	36
Period 4	9:39-10:15	36
Lunch	10:15-10:55	40
Period 5	10:59-11:35	36
Period 6	11:39-12:20	41

2025-2026 TCHS Homeroom Bell Schedule

Bell	Time	Time in Class
Warning Bell	7:30	
Homeroom	7:34-8:19	45
Period 1	8:23-9:12	49
Period 2	9:16-10:05	49
Period 3	10:09-10:58	49
Period 4	11:02-11:51	49
Lunch	11:51-12:31	40
Period 5	12:35-1:24	49
Period 6	1:29-2:20	51

2025-2026 TCHS Pep-Rally Bell Schedule

Bell	Time	Time in Class
Warning Bell	7:30	
Period 1	7:34-8:23	49
Period 2	8:27-9:16	49
Period 3	9:20-10:09	49
Pep Rally	10:13-10:58	45
Period 4	11:02-11:51	49
Lunch	11:51-12:31	40
Period 5	12:35-1:24	49
Period 6	1:29-2:20	51

INFORMATION

Activity Request Form

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

Announcements

Announcements will be made at 7:35am and 2:15pm (as needed). All other announcements must be approved by Mr. Finley.

Assemblies/Pep Rallies

Teachers are expected to accompany their students to pep rallies/assemblies. Teachers are expected to sit among their students during pep rallies and assemblies and monitor their student behaviors. Follow the assembly seating chart.

Bullying, Harassment, or Intimidation

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

Cell phones

Cell phones are not to be used during class time.

Classroom Care and Appearance

Teachers are responsible for the physical appearance of their classrooms and for the materials and equipment assigned to them. Teachers are expected to demonstrate pride in the appearance of our rooms. Vandalism of any type will not be tolerated. Emphasize to students the importance of taking care of school property. Routine "de-cluttering" will help! At the end of your last academic class, students should pick up anything on the floor and stack their chairs (if needed).

Classroom Management

Classroom policies or rules should be consistent with board policy, school administration policy and philosophy. Classroom control should be based upon the principles of Positive Reinforcement. Appropriate behavior modification practices should be developed and used in each classroom. Let's make our class-rooms orderly, yet warm and positive. Please maintain orderly yet warm and positive learning environment.

Classroom Management Plan

District policy requires that a classroom management plan be submitted by each teacher. This is due to the dean on Friday, August 22.

Confidentiality of Student Information

Principles of Professional Conduct of the State of Florida require that teachers keep in confidence personally identifiable information obtained during professional service. Failure to comply within the principle could result in a reprimand or loss of certification. Teachers need to be sure that they

DO NOT:

- Discuss student progress or behavior anywhere someone else may be present who is not listed on that student's access-to-information list. This includes but is not limited to hallways, office area, or any other non-secure location where you may be.
- Allow students to take attendance, grade other student's work, record student grades in your grade book, or see other student's grades in the grade book.
- Share information about any students with other students' parents.

Compensatory Time

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

Copy Service

All copy requests must be turned into the front office one week in advance. Once copies have been made, they will be placed in your mailbox.

Department/Grade Level Meetings

It is the responsibility of the department chairperson/grade level team leader to meet with their departments at least weekly. Meeting minutes should be kept and turned into the principal.

Driving Liability

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

Early Departure

If you need to leave early for any reason, make sure you sign out and inform administration.

Email

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

Equity Statement/Grievance Procedure

The School Board of Taylor County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law, regarding non-discrimination. See 34 C.F.R.100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the 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 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 Bell- Director of Personnel and Title IX Coordinator, 318 N. Clark St. Perry, Fl. 32347: 850-838-2500/ kiki.bell@taylor.k12.fl.us or Supervisor of ESE and Student Services and Section 504 Coordinator, 318 N. Clark St. Perry, Fl. 32347: 850-838-2500.

Field Trips

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

- Discuss plans for the trip with the principal/assistant principal.
- Contact the bus garage to confirm the availability of buses on the projected date.
- Secure from the bus garage the total cost of the trip. Be sure to include the cost of a sub driver if the trip necessitates a sub to cover the driver's route.
- Complete the bus request form at least 2 weeks prior to the trip.
- Coordinate sack lunches if needed with the lunchroom manager, with at least two weeks advance notice.
- Collect and turn in the total amount for expenses to Melissa Moody prior to the trip.
- Be sure a notarized field trip permission form is completed on each child and that you have made photocopies to take with you.
- Be sure you have signed and returned parent permission form that outline the details of the trip (such as departure and arrival times).
- Secure chaperones as required by Board policy. All school functions and recreational activities such as socials, parties, excursions, and similar activities under the sponsorship of the school should have two (2) chaperones for a group of eleven (11) or more student and one (1) additional chaperone for each fifteen students; chaperones shall be approved by the principal. Chaperones not employed by TCSD, must meet Level 2 screening requirements for being a volunteer. At least one chaperone shall be an instructional staff member. See school board policy 3.18 School Volunteer.
- Inform all students that are going on the field trip that they must go with the class and on the bus. Students may be signed out by their parents on the return trip. An instructional staff member must be on the bus.
- Please note that all field trips/athletic events, etc. that occur out of state must be board approved. Plan accordingly.

Food on Campus

Students eating on campus will be limited to either the indoor or outdoor cafeteria areas. Students will not be allowed to bring food into your classroom.

Staff should not eat in the classroom during student instruction time.

GRADING POLICY

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

- **Gradebooks**

- Grade books should reflect an accurate documentation of student assessment and attendance. For students to demonstrate knowledge and understanding of concepts being taught every teacher will have at minimum of 4 graded summative assessments per grading period, and at least 8 graded formative assignments with at least 1 completed prior to each summative assessment. Adequate assessment means that for each course, a minimum of 12 grades should be taken for the grade book each 9 weeks.

- **Posting Grades**

- All grades should be updated and posted in FOCUS bi-weekly.

- **Midterm Reports**

- Midterm reports will be distributed on the days designated during the nine weeks grading period. Midterm reports will go out to all students and parents via FOCUS. These reports are created using the electronic grade book.

- **Exam Exemptions for All Courses:**

- To qualify for an exam exemption, students must maintain an average of 90% or higher for both nine-week periods in the current semester, along with an average daily attendance rate of 94% or better throughout the entire semester, regardless of whether absences are excused or unexcused. Additionally, absences resulting from school functions will not negatively affect the student's average daily attendance or disqualify them from being exempt from exams.

Health Policies

- The Clinic is responsible for obtaining necessary parent signatures on health forms.
- Any child having any kind of communicable disease will be required to bring a statement from a doctor certifying that the child can no longer transmit the disease to others. The clinic aide will verify the statement.
- In case of serious injury please contact the clinic. If the clinic is unavailable, please contact the front office for assistance.
- An Accident Report form must be completed for all accidents. The Accident Report form must be completed on the day of the accident. The staff member who observed the accident or was the first called to the scene of the accident will make this report.
- Concerns about student health and subsequent health referrals should be made through the Clinic.

Leaving Campus

Any Staff member who leaves campus during the day must sign out and in on the form for leaving campus. Other than lunch, you must have a leave form to cover any time exceeding 15 minutes when you leave campus.

Leave Forms

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

Upon your return after an unexpected absence, be sure your absence is documented on the appropriate leave form. Mrs. Krejcar needs this before you sign out on the day of your return. It is the responsibility of each teacher to fill out his/her leave forms.

Lesson Plans

Lesson plans should be prepared in advance on the template provided. Plans must be uploaded to Canvas every Sunday by 8:00 pm for the following week.

Keys

All keys will be issued and controlled through the front office of the Mrs. Krejcar.

Meetings/Duty Time

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

Mailboxes

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

Negligence

Willful neglect is a violation of the principles of professional conduct.

Parent Conferences

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

Planning

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

Principles of Professional Conduct

Teachers should adhere to the “Principles of Professional Conduct of the Education Profession in Florida”. Please remember when discussing a student with a colleague to do so in a professional manner. Be careful not to discuss students in group settings such as in the faculty lounge.

Professional Dress

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

School Resource Officer

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

Securing the Facility

When you exit your room, always remember to check and make sure your door is locked and completely closed. This also applies to your wing doors and the main entrance doors as you exit after the custodians have locked up.

Sexual Harassment Policy Statement

Taylor District Schools have adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees, or volunteers based on race, color, sex, age, religion, disability, creed, marital status or national origin. A complete description of the student and employee sexual harassment policy is located in the School Board Policy Handbook and at each school site.

Staff Parking

All staff are to park in the staff parking lot on the south-east side of the building. Please refrain from parking in the grass. See Mrs. Moody for an assigned parking spot.

Student Activity Supervision

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

Student Passes Required

- All students must have passes when out of the classroom for any reason.
- Students should not be sent to another teacher's room unless a prior arrangement between both teachers has been made.
- Student passes should include the date, the time, the reason, and a staff signature. Return pass should be signed by receiving teacher and return time noted.
- Multiple students should not be sent out of your classroom at the same time.
- Teachers should keep a sign-out log documenting where students are that leave the classroom.
- School wide limitation for hall passes will be set by the principal.

Student supervision

For the welfare of our students, it is most important that we provide responsible supervision before school starts, during the school day, and at dismissal. We must be on time and at our doors as students enter the building and classrooms. No class should be left unattended. Helping to monitor student activity during class changes is everyone's responsibility. Please stand at your door and monitor behaviors in your hallway area as well as your classroom as you greet students entering your classroom.

TDE/LEAVES/SUBS

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

- Please submit emergency lesson plans that will cover a period of five days of independent instruction to Mrs. Krejcar by August 25, 2025. Emergency plans are to be used when an emergency arises. Otherwise, regular substitute plans that relate to your current course of study should be provided. Emergency plans must be replenished if used.
- If you are absent and need a substitute you should have prepared:
 - lesson plans and any needed materials.
 - schedules of the day including extra duties
 - attendance roster with seating charts and student photos (if available)
 - extra notes the substitute might need to achieve a successful day.

Tobacco

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

Workday & Sign Out Policy

The workday for teachers is from 7:25am-2:55pm. You are required to sign in and out each day you are here. Please leave the date blank if you are absent and make sure leaves are turned into Mrs. Krejcar the day you return.

Workers Comp/Illness in the Line of Duty Procedures:

1. Report the accident to the immediate supervisor.
2. Complete a notice of injury form to be submitted to payroll (on-line) District Website @ taylor.k12.fl.us.
3. Go to DMH Medical Plaza if medical care is needed.
4. Go to your pharmacy for a one-time prescription fill if needed. (See Melissa Moody or Shanna Dodimead for a prescription fill card).
5. Obviously, if the injury is severe, the notice of injury can wait. But someone needs to either call Kelly Croft or Chris Olson at the district office. They will call DMH Medical Plaza to alert them that an employee with a Worker's Comp injury is enroute.
6. If a copy of the notice of injury doesn't go with the employee, DMH Medical Plaza needs a call so they can get pertinent information from you.