

# **Taylor County Primary School Preschool Program**



## **Student / Parent Handbook 2020-2021**

**Kelli Brannen ~ Principal  
Laura Gray ~ Assistant Principal  
Jesika Curry ~ Dean of Students**

**The Foundation for A Bright Future!**

## **Taylor County School District Calendar ~ 2020-2021**

### **July**

30 - First day for teachers

### **August**

10 - First day for students

### **September**

7 - Labor Day Holiday

12 - Early Release/ Staff Development

### **October**

9 - Last day of first nine weeks (43)

12 – In-service Day/ Holiday for Students

### **November**

11- Veteran’s Day Holiday

23-27 - Thanksgiving Holiday

### **December**

17- Early Release

18 - Last day of second nine weeks (43)/

Last day before Christmas Holidays/ Early Release

### **January**

4 - In-service Day / Student holiday

5 - First day back for students

18 - Martin Luther King Day Holiday

### **February**

12- Holiday

15 - Presidents’ Day Holiday

### **March**

12 - Last day of third nine weeks (45)

15-19 Spring Break

### **April**

2- Holiday/Good Friday

5- Holiday

### **May**

27– Last Day of fourth nine weeks (47)/Early Release /Last Day for Students

31- Memorial Day Holiday

### **June**

1- Last Day for Teachers

## **Preschool Daily Schedule**

Supervision of Students Begins	7:30am
Instruction Begins	7:55am
Lunch Blocks	11:25am-11:55am
Rest Time	12:00pm-2:00pm
Dismissal	2:00pm

### **School Day and Dismissal Procedures Due to COVID-19, Procedures have changed.**

Students are expected to arrive at school before the instructional day begins. Drop off begins at 7:30am. All students will report to their classrooms. At 8:00am students will be taken to eat breakfast. Breakfast ends at 8:30am. All classrooms will begin instruction at 8:30am. It is vital that you make sure your child is at school on time. When students arrive after 8:30am it interrupts the educational setting for all students. Our school day ends at 2:25pm. Students that ride the bus will be taken to the bus area. Students that will be picked up will stay in their classrooms. Parents must come to the side double door at the front office, sign their child out, get a ticket, and walk to the child's room to pick them up. When at all possible please do not pick up students before 2:00pm. This interrupts our regular school day and nap time for all students. If your child is not staying with us after lunch please be here before 12:30pm to sign them out. All students must be picked up by 2:30pm.

If you are late picking up your child there will be a late fee of \$1 a minute as per the school policy.

*Not picking your child up on time could be considered child neglect and authorities will be contacted to transport your child home.* On early dismissal days, students must be picked up between 11:45am - 12:00 and bus students will be dismissed 2 hours earlier than normal time.

### **Tardy to School**

Students arriving to class after 7:55am, will be considered tardy. Excessive unexcused tardies will result in unexcused absences. ELC will not pay for consistently late students and you will be charged for days they (ELC) do not pay. Students will not be allowed to sign-in for the day without a doctor note.

### **Open Door Policy Due to COVID-19, Procedures have changed.**

Parents have unlimited access to their children during normal hours of provider operation, when children are in care. Parents are not allowed to just set in classrooms without teacher communication. This disrupts the learning environment for all.

### **Payment**

All payments are due the week prior to service. Place checks or money orders in the mailbox outside of the front office door. Make sure you clearly label which child the payment is for. TCPS **WILL NOT** accept cash. Receipts will be written during the school day and returned to parents in student backpacks.

### **Attendance**

Your child is expected to attend the center on a daily basis. You are paying for excellent care and the only way we can provide it is if your child is in attendance at the center daily. If you are set on a part time rate, the same rules apply.

1. Your child must be in school by 7:55am to be included in the count for breakfast.
2. Your child must be in attendance on or before 8:30am in order to be considered present for the day. If you arrive after the designated time your child will not be accepted for the day.

Note: If your child will be tardy for an excused reason (dr. visit, etc.) please bring your excuse from the doctor so that he or she may be accepted for the program day.

3. If you keep your child home for any reason please be sure and contact the center as soon as possible. When the child returns proper documentation from the doctor/hospital must be turned in at the front office.

**\*\*Please Note:** Your tuition payment will remain the same regardless of absences in order for your child to receive care without interruption.

4. Children that miss more than 3 days per month will be in jeopardy of losing their slot in VPK and/or School Readiness.

5. Parent must sign child in and out every day and sign the monthly verification of attendance form.

### **Transportation Due to COVID-19, Procedures have changed.**

**Drop Off:** Students transported by parents or guardians in vehicles must be dropped off and picked up in the area located in front of the school. This service is only available to students that are 3 and 4 years old. We ask that you remain in your vehicle, pull all the way forward and use the entire sidewalk to transport your child. Parents are not to get out of their cars. This disrupts the flow of traffic. School staff will assist your child out of the car.

**Walk In's:** All birth to 2 year olds **MUST** be walked in to the building and taken to their classroom. If you need to assist your child into the building, please park in the designated parking lot and use crossing area. If you are walking your child into school you **MUST** get a visitor badge.

### **Bus Procedures**

Buses will drop students off and pick students up at the front of the school. Teachers will bring students to the loading area during dismissal.

### **Pets**

Pets are not allowed at school during the school day.

### **School Day Pictures**

School pictures will be taken in September. A notice of the date will be sent home in your child's backpack. Retakes will be scheduled on a later date.

### **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](http://www.schoolinsuranceagency.com).

### **School Lunch Program Cafeteria**

This year 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.

### **Lunch time visitors Due to COVID-19, Procedures have changed.**

Parents are welcome to have lunch with their child. All visitors must sign in at the front office for a visitor's pass. Parents/guests must have security passcode and photo ID. We have provided a designated area for parents/guests. Parents will receive a ticket to go to the lunchroom to eat with their 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.

### **Cafeteria Rules**

**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.
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. Do not share food with others.

### **Progress Reports**

Teachers will send home a progress report end of each 9 weeks.

### **Incentives/Rewards**

TCPS uses a system of **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. Our students and staff will follow a code of conduct.

### **TCPS Code of Conduct**

I will be Respectful  
I will be Responsible  
I will be Safe  
I will be a Peacemaker

### **Health Policies**

**Clinic Information/ Clinic Procedure** our schools are 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 and front office 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 MUST stay home.
- h. If a student becomes too sick to stay in class, or is seriously injured, he/she will be taken to the clinic. The school nurse will notify this student's parent/guardian.

### **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 Policy**

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.

### **Lost and Found**

All found articles of clothing, lunchboxes, backpacks, etc. should be turned into the front office. Please see the front office if you are missing anything.

### **Parent-Teacher Conferences Due to COVID-19, Procedures have changed.**

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 parent 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. Conferences between parents and teachers may be scheduled after the end of the school day.
- d. If parents or teachers want administration to participate in the conference, the teacher or parent should notify the administration in advance.

### **Communication to Parents**

Every Wednesday teachers will send home daily work or school notes in student’s Wednesday folder to give their parents. Folders are to be signed and returned by the following Friday. The school will also use ClassDOJO, FB and the school website to communicate with parents.

**FOCUS Parent Portal:** Gives access on current information about your child’s data, attendance, and discipline records. Information, along with messages of school or class information will be a real easy secure web-based way of communication. Visit <https://focus.taylor.k12.fl.us/focus>

### **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.

### **Transportation Changes**

Please limit calls or messages to **emergency** changes regarding after school activity/ transportation as the front office has limited staff. If you know ahead of time please send a note with your child. If a transportation change is necessary caller must provide student security passcode. **All calls must be made before 1:30pm to insure delivery to students.** 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.

### **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.

### **Sign-Out Policy**

**Early sign outs are strongly discouraged.** When a student is signed out early, valuable teaching opportunities are lost. 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 front office. 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 office. **For the safety of all students, parents/ guardians will wait in front office for their child.**

### **Custody of Children**

School personnel are required by law to release children to EITHER of their parents and/or guardians unless the school has on file a copy of a court order that grants custody to one parent and/or guardian only or to another adult. Copies of court orders are kept on record in the front office.

### **Visitors**

We are very proud of our schools and our instructional programs parents are welcome to visit us, but we work hard to protect our instructional day. If you would like to visit you must coordinate with your child's teacher in advance. Parents are also allowed to join their child for lunch. Visitors must sign-in in the front office with your driver's license.

### **Parent/ Volunteer Involvement**

We enjoy and appreciate the support and involvement of families and friends. The group that will coordinate the volunteer activities is called **Parent Teacher Organization (PTO)**. They are the parents, grandparents, neighbors and friends that help with fund-raisers, 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 percentage-wise, 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 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 of 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>

### **Public Notice: Student Records**

In accordance with Florida law, only parents, guardians, and school officials with legitimate educational interest may see a child's educational records. Before any other persons may see your child's records, you must give written approval. Parents and/or guardians have the right to review and



inspect their child's records and to question or challenge any information, which they believe to be inaccurate or misleading.

### **Moving/Withdrawal of Student**

If you move to another childcare provider during the year please give notification to the front office and your child's teacher.

### **Extra Clothing**

Please provide your child's teacher with a complete change of clothing for your child labeled with their names. There shall be a supply of diapers/pull-ups, baby wipes and clothing at school, provided by the parent, which shall be changed or removed promptly when soiled or wet. Don't forget to include shoes, socks and underwear.

### **Toys**

Developmentally appropriate toys are provided. Please do not allow your child to bring toys from home. If toys are brought the teacher will put the toys away until the end of the day.

### **Family Engagement Night Due to COVID-19, Procedures have changed.**

As a Title I school-wide project, we will sponsor Parent Night Out activities for you and your family. Our schools will also be offering several meeting nights during the 2019-2020 school year. We look forward to your participation.

### **Field Trip Policy Due to COVID-19, Procedures have changed.**

Field trips are planned in advance and the school will notify the parents and guardians with enough advance notice for the families to attend.

### **Emergency Plan:**

Safety drills (Fire, Tornado, and Lockdown) will be conducted throughout the year to ensure the safety and protection of students and staff. In the event of poor weather conditions (IE. Tornado Watch/Warning, Severe Thunderstorm Watch/Warning), we will follow the Taylor County School Board Policy and the directives of the Emergency Management System.

### **Crisis Instructions for Parent/Guardians**

The Taylor County Pre-K Program is committed to the safety of all children and staff. In the event of an emergency and the school has to be evacuated, our evacuation site has been predetermined and the location of the site will be released at the time of the incident. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

We ask that you cooperate in following these procedures if you hear of an emergency at school.

1. The Crisis Management Team will be activated and appropriate steps will be taken to provide a safe and supportive environment for children and staff.
2. Parents are encouraged to assemble at the parent information center for timely and factual information concerning the health and safety of students and staff. Taylor Pre-K parents would report to the First Baptist Church of Perry.
3. No student will be dismissed from school unless a parent/guardian or designated person listed on the emergency form comes for the student. No child will be allowed to leave without the adult or designee providing positive identification. Please be prepared to display photo identification. It is the responsibility of the parent to keep all emergency records up-to-date.
4. Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.

5. **PLEASE DO NOT** call the school. We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately.
6. During or immediately following an emergency, do not drive to school. The school access route and entrances must remain clear for emergency vehicles. Parents, guardians, and concerned citizens are encouraged to assemble at the parent information center.
7. Listen to local radio or television stations for information and specific directions parents are to follow.
8. Buses will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
9. We suggest you keep these instructions near your phone or in a prominent place easily accessible in an emergency.

### **Videotaping of Classrooms**

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

### **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.

### **Emergency Plan**

Safety drills (Fire, Tornado, and Lockdown) will be conducted throughout the year to ensure the safety and protection of students and staff.

### **Videotaping of Classrooms**

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

### **Student Dress Code**

**TAYLOR COUNTY SCHOOL DISTRICT  
STUDENT DRESS CODE POLICY FOR Preschoolers:**

The faculties and staff of the Taylor County Schools encourage all students to take pride in their personal appearance through good grooming and wearing of proper apparel. We are sensitive to the influence of fashion and style, but what is fashionable and stylish may not always be appropriate for school. We ask that our students wear adequate and modest clothing, including undergarments of such style and design that are consistent with our community standards. **Parents should exercise good judgment seeing that their son/daughter dresses appropriately for school and school activities.**

### **“Standard of Dress”**

The school reserves the right to determine proper attire. Here at Taylor County Primary School we stress self-help skills. Please dress your child in comfortable, easily removable play clothes. Parents should use good judgment in seeing that their child dresses appropriately for school.

1. All student attire should fit properly and be properly zipped, buttoned, and belted.
2. No clothing should display certain symbols or logos that are inappropriate and disruptive to the learning environment.
3. Shorts should be of modest style and length.
4. No Athletic spikes, cleats, flip flops, light-up shoes of any kind or bedroom shoes.
5. No unnatural hair coloring.

### **Student Discipline**

#### **CLASSROOM DISCIPLINE PROCEDURE AND STEPS**

**Guidelines for Success:  
I will be Respectful**

**I will be Responsible**  
**I will be Safe**  
**I will be a Peacemaker**

Teachers will maintain discipline information on all their students. Teachers will document both positive behaviors and behavior infractions.

**CLASSDOJO** is an internet based program our schools use to track behavior and communicate with parents. Parents/Guardians can connect via computer or smartphone to follow student's behavior. Teachers, Parents, and Administration will all be connected to provide the best communication possible.

**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 given to help shape the behaviors that we want to see in our classroom and on campus.

**Negative Dojo Points:** – The preschool program will not be using negative points.

Referrals: Students with excessive disruptive behaviors will be given a referral and it will be documented in FOCUS.

### **TCPS Preschool Program - Discipline Matrix**

**Offense**  
**Bus Conduct**

**1<sup>st</sup> Referral**  
Conference with  
students and  
warning

**2<sup>nd</sup> Referral**  
Conference with  
students, parents  
notified, special  
seat beside aide,  
loss of privileges

**3<sup>rd</sup> Referral**  
Bus suspension

<b>Disruptive Behavior</b>	Warning and conference with parents; time out	Parent, teacher, student, and administrator conference; choices limited; shadowing teacher	Mandatory parent volunteer training – 5 or 1-5 days suspension for student; Parent conference is required
<b>Possession of Drugs, tobacco and/or alcohol products</b>	Parent, teacher, student, administrator, conference; loss of privileges; school resource officer called	Suspension 1-5 days and parent conference required	
<b>Fighting, battery or biting</b>	Warning and conference with student, time-out and loss of privileges	Parent, teacher, student, and administrator conference; loss of privileges; shadowing teacher	Mandatory parent volunteer for 1-5 days or suspension of student for 1-5 days. Parent conference is required.
<b>Insubordination</b>	Warning and conference with student, time-out; loss of privileges	Parent, teacher, student, and administrator conference; choices limited	Mandatory parent volunteer for 1-5 days or suspension of student for 1-5 days. Parent conference is required.
<b>Disrespectful speech/action</b>	Warning and conference w/ student/teacher calls parent	Mandatory parent teachers, student, administrator conference, loss of privileges	Mandatory parent volunteer for 1-5 days or suspension of student for 1-5 days. Parent conference is required
<b>Profanity, foul language, or obscene materials</b>	Warning and conference with student, time-out; loss of privileges	Parent, teacher, student, and administrator conference; loss of privileges	Mandatory parent volunteer for 1-5 days or suspension of student for 1-5 days. Parent conference is required.
<b>Items not appropriate at school</b>	Item(s) will be confiscated by teacher and parents will be notified to retrieve item(s) from school	Item(s) will be confiscated by teacher and may be held until the end of school before parents will be able to reclaim property.	
<b>Failure to Follow school rules</b>	Warning and conference with student, time-out; loss of privileges of privileges	Parent, teacher, student, and administrator conference; loss	Mandatory parent volunteer for 1-5 days or suspension of student for 1-5 days. Parent conference is required

**Spanking or any other form of physical punishment is prohibited.** Children shall not be subjected to discipline which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting.

### **EXPULSION POLICY**

There are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

#### **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to other children or him/herself
- Parent threatens physical or intimidating actions towards any staff member

- Parents exhibit verbal abuse to a staff member in front of enrolled children.

**PARENTAL ACTIONS FOR CHILD’S EXPULSION**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child’s immunization records
- Habitual tardiness when picking up your child. Verbal abuse to staff

**CHILD’S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

Prior to expulsion, a parent/guardian will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the Pre-K and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children’s welfare or safety, behavior does not improve, and Pre-K finds that they can no longer accommodate the child, the parent/guardian will be asked to remove him/her. The parent/guardian will be given a minimum of one week’s notice to find another center to provide care for this child.

**School Bus Discipline Matrix**

First Offense.....5 days bus suspension  
Second Offense... 10 days bus suspension  
Third Offense.....Bus suspension for the remainder of the year

**LEVEL ONE OFFENSES:** These offenses should follow the present school matrix.

- \*Eating or drinking on the bus
- \*Public display of affection

- \*Not in assigned seat
- \*Out of seat without permission while bus is in motion or sitting improperly
- \*Talking when lights are on at railroad crossing
- \*Unauthorized sales at school or on the bus
- \*Loading or unloading on unassigned bus or bus stop
- \*Bringing unauthorized items on the bus
- \*Consistently showing disrespect to fellow students

**LEVEL TWO OFFENSES:** These offenses should result in automatic bus suspension regardless of the student's standing on the present school matrix

- \*Blatant defiance of authority, disobeying or showing disrespect to school board employees.
- \*Possessing or using matches, lighters or fireworks, including stink bombs
- \*Intimidating or threatening students with violence
- \*Use of profane, obscene, or abusive language or gestures
- \*Fighting without any injury to person or property
- \*Having an imitation or toy weapon
- \*Lewd or lascivious behavior, literature or object
- \*Providing false information to school board employees
- \*Playing with or using emergency exits
- \*Throwing or propelling objects or spitting
- \*\*Putting any part of the body outside bus window while moving

**LEVEL THREE OFFENSES:** These offenses should result in suspension from the bus for the remainder of the year

- \*Hitting or striking a school board employee
- \*Threatening a school board employee with bodily harm
- \*Displaying or use of weapons, dangerous objects, mace or pepper spray
- \*Fighting or any careless or malicious action which results in the injury of a person or to property
- \*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.

Each school has the authority to administer more severe consequences than those listed above when the respective disciplinary matrix allow for such.

### **GUN FREE SCHOOLS ACT**

1006.13.(2) The zero tolerance policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice systems.

- (a) Bringing a firearm or weapon, as defined in Florida Statute, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
- (b) Making a threat or false report, as defined by ss, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

### **DISTRICT EQUITY STATEMENT**

The Taylor County Pre-K complies with all state statutes including statutes on veteran's preference and the Florida Education Equity Act, as well as all federal statutes

including the Americans with Disabilities Act. Taylor County Pre-K does not discriminate against any applicant for admission, student, or employee on the basis of sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background of the individual.

Any claim that there has been a violation, misinterpretation or misapplication regarding any of the above mentioned statutes may be processed as a grievance as herein provided; but limited to the intent of this procedure and related in no way to a negotiated contract.

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

Any applicant, employee or student claiming to have been discriminated against because of race, color, sex, age, religion, disability, creed, marital status, or national origin may file a complaint with the superintendent of schools, provided such complaint is filed within thirty (30) days after the initial complaint is made to the principal or administrator.

Within five (5) workdays of receipt of such complaint, the superintendent shall send the complainant a written acknowledgement of such complaint, advising that it will be acted on according to procedures set forth in the complaint procedures.

In any complaint alleging discrimination the superintendent shall, within ten (10) workdays after the complaint has been received, designate a three- (3) member panel to investigate the charges.

The panel will be charged with conducting an investigation of the complainant's charges. The three member investigative panel will be organized as follows. The superintendent will appoint one (1) member from the affirmative action advisory committee, one (1) member will be recommended by the complainant and the third member, who will chair the panel, will be appointed by the other two members of the panel.

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

Within thirty (30) calendar days after receipt of the assignment, the investigative panel shall submit a report to the superintendent, which will include but not be limited to the following:

- a) affidavits by the complainant
- b) affidavits by witnesses testifying on behalf of complainant
- c) affidavits by any witnesses testifying on behalf of the school board  
affidavits by the school board as the facts of the issue
- d) statement of position by the school board, together with any documents in support of that position
- e) records and documents gathered in evidence from the school board
- f) the investigative panel's summary and recommendation to the superintendent

Within ten (10) workdays after receipt of the investigative panel's recommendation, the superintendent shall make a decision as to the recommendation that will be made to the school board and within twenty (20) workdays of the panel's recommendation, the complainant will be notified of the board's action by certified mail. In the event the board's



decision favors the complainant, the superintendent shall effect a resolution that will provide relief for the complainant and all other similarly situated from the discriminatory practice

The superintendent or any other officer or employee of the school system shall be prohibited from taking any retaliatory action against any person who was involved in the discriminatory proceedings.

The contact person for federal discrimination is the Director of Personnel, 850-838-2500, Taylor District Schools, 318 N. Clark Street, Perry, FL 32347

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

*FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g) which incorporates all amendments to FERPA. FERPA regulations are found at Code of Federal Regulations (CFR) for Title 34; Part 99. Acceso a los Expedientes Escolares Derechos de los Padres*

*El Acta de Derechos Educcionales y Privacidad de la Familia (FERPA) adjudica a los padres y a los estudiantes mayores de 18 años ciertos derechos relacionados con el acceso a los expedientes escolares de los estudiantes. Estos derechos son los siguientes: 1. El derecho a revisar e inspeccionar los expedientes escolares dentro de un periodo de 45 días a partir de la fecha en que el distrito escolar recibe una petición para obtener acceso a ellos. Los padres o los estudiantes (mayores de 18 años) deberán someter una petición por escrito al director(a) de la escuela (o al oficial escolar adecuado) en la que se identifican el(los) expediente(s) que se desean inspeccionar. El director(a) de la escuela hará los arreglos necesarios que faciliten dicho acceso y notificará a los padres o al estudiante (mayor de 18 años) de cuál será el lugar y el momento apropiado en que los expedientes se pueden revisar. 2. El derecho de solicitar el que se enmiende la información contenida en UN expediente escolar, que los padre's o el estudiante elegible creen que será errónea o engañosa. Tanto los padres Como el estudiante elegible pueden solicitar que la Junta Escolar del Condado de Taylor County School District enmiende UN expediente que ellos careen errónea o engañosa. Los interesados deberán escribirle al director(a) de la escuela, identificando claramente que parte del expediente escolar desean que se cambie, detallando por que ellos consideran errónea o engañosa la información en dicho expediente. Si la Junta Escolar del Condado de Taylor School District decide no enmendar el expediente de acuerdo a la petición de los padres o del estudiante (mayor de 18 años), la Junta Escolar les avisará de su decisión y les notificará de su derecho a tener una audiencia para discutir su solicitud de enmienda. En cuanto la Junta Escolar le notifique a los padres o al estudiante (mayor de 18 años) de su derecho a una audiencia, también les proveerá información acerca de los procedimientos de audiencia que ellos deberán seguir. 3. El derecho a estar de acuerdo a que se divulgue la información personal identificable que contiene el expediente escolar del estudiante, excepto hasta el punto en que FERPA autoriza la divulgación de información sin consentimiento. Una excepción, la cual permite divulgar información del expediente sin autorización previa, es el divulgar información a ciertos oficiales escolares que tengan intereses educativos legítimos. Un oficial escolar es un individuo empleado por el Distrito Escolar Taylor County como administrador(a), supervisor(a), instructor(a) o personal de apoyo (incluyendo al personal de salud pública, médico, policia o legal); un oficial de la Junta Escolar; una persona o compañía la cual el Distrito Escolar Taylor County School ha empleado para desempeñar una tarea especial (tales como abogados, auditores, asesores médicos o terapeutas); o un padre o estudiante que desempeña labores en un comité oficial, tal como un comité disciplinario o de quejas, o que está ayudando a otro oficial escolar a desempeñar su trabajo. Un oficial escolar tiene intereses educativos legítimos si el revisar expedientes escolares es una parte integral de sus responsabilidades profesionales. El Distrito de Taylor County School también puede compartir expedientes escolares sin necesitar autorización previa con oficiales escolares de otro distrito escolar en el cual el estudiante desea matricularse. 4. El derecho de presentar una queja con el Departamento de Educación de los Estados Unidos respecto a cualquier alegación de que el Distrito de Taylor County School no haya seguido las regulaciones de FERPA. El nombre y la dirección de la oficina que se encarga de la administración de FERPA es la siguiente: Family Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. 5. La Información del directoria (por ejemplo, nombres de los estudiantes, edad, situación de la matrícula, etc.) se revelará a no ser que los padres específicamente hayan informado a la escuela (por escrito) que no se revele la información de directorio de un estudiante*

### **Directory Information Notice**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Taylor County School District, with certain exceptions, obtain your written consent prior to the disclosure of

personally identifiable information from your child's education records. However, Taylor County School District may disclose appropriately designated directory information without written consent unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Taylor County School District to include this type of information from your child's educational records in certain school publication. Examples include:

- Yearbook
  - Honor roll or recognition lists
  - Graduation programs
  - Sports activity sheets, such as for wrestling, showing weight and height of team members
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if

released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies to provide military recruiters, on request, with three directory information categories—names, addresses, and telephone listing—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

You must notify the district in writing, if you do not want the Taylor County School District to disclose directory information from your child's education records without your prior written consent. Taylor County School District has designated the following information as directory information:

- \*Student's name
- \*Address
- \*Telephone listing
- \*Electronic mail address
- \*Photograph
- \*Date and Place of Birth
- \*Grade level
- \*Dates of attendance
- \*Participation in officially recognized activities and sports
- \*Weight and Height of members of athletic teams
- \*Degrees, Honors, and Awards received
- \*Most recent educational agency or institution attended

---

\*These laws are Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the educational bill; and 10 U.S.C. 503, as amended by Section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L.)\_107-107, the legislation that provides funding for the nation's armed forces.

### **STUDENT AIDS POLICY**

Students with HIV, ARC, and/or AIDS, who are not debilitated or exhibiting symptoms or behavior that would facilitate transmission of the AIDS virus will be served in the regular classroom.

### **EMPLOYEE AIDS POLICY**

All employees diagnosed as having HIV Disease or AIDS including clinical evidence of infraction with the AIDS associated virus and receiving medical evidence indicates that their condition is not a threat to themselves or others, employees shall be assured of continued employment. Federal and state laws also mandated, pursuant to the laws protecting disabled individuals, that those individuals, not be

discriminated against on the basis of their handicaps, and that if it becomes necessary, some reasonable accommodations be made to enable qualified individuals to continue to work. A complete description of the Student and Employee AIDS policy is located in the School Board Policy Handbook and at each school site.

### **SEXUAL HARASSMENT POLICY STATEMENT**

Taylor County School District has adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees or volunteers based on race, color, sex, age, religion, disability, creed, marital status or national origin.

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

### **BULLYING POLICY**

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 of Intimidation (Bullying) Reporting Form" is available on the district's website at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us) or at each work/school site's front office.

### **TOBACCO USE POLICY**

Title: Students' Use and Possession of Tobacco and Tobacco Products

POLICY: (1) Students in Grades K-12 are prohibited from smoking, using, or from having any form of tobacco or tobacco product in their possession on school property or at any school activity and notices to that effect shall be posted. The first (1<sup>st</sup>) offense shall require a one (1) day suspension, the second (2<sup>nd</sup>) offense shall require a three (3) day suspension, and the third (3<sup>rd</sup>) offense shall require a five (5) day suspension. Upon the fourth (4<sup>th</sup>) offense, a ten (10) day suspension and a recommendation for expulsion is required. (2) Adult education centers may allow smoking by adults in outdoor areas specifically designated for smoking.

### **SCHOOL BOARD DRUG POLICY**

- (1) The use of illicit and the unlawful possession and use of alcohol is wrong and harmful.
- (2) The illegal use, possession, or sale of alcoholic beverages or controlled substances, as defined in Florida Statute, or possession of electronic telephone pagers by any student while such student is upon school property or in attendance at a school function is grounds for suspension, expulsion, or imposition of other disciplinary action by the school, and may result in criminal penalties being imposed.
- (3) Policies concerning the use, possession, or sale of alcoholic beverages or controlled substances as defined in Florida Statute, or possession of electronic telephone pagers will be included in the Code of Student Conduct to be distributed annually to all teachers, school personnel, students, and parents or guardians at the beginning of each school year.
- (4) The following words and phrases shall have the following meanings, unless the text requires otherwise:
  - (a) "Alcoholic beverages" means distilled spirits and all beverages containing one-half percent of alcohol by volume.
  - (b) "Drugs" means cannabis, the seeds thereof, and the resin extracted from any part of the plant; Narcotics; Barbiturates and related sedatives; Cocaine; Hallucinogens; Amphetamines; Minor and major tranquilizers; and any other drug that is listed as a substance in Florida Statutes. Drugs also include, and by definition mean prescription drugs, over the counter drugs, diet pills, vitamins, stimulants, such as "No Doze," and the various mail order caffeine stimulants that are shaped to look like various prescription amphetamines.

- (c) "Sale" means the actual constructive, or attempted transfer from one person to another for any consideration or remuneration whatsoever.
- (d) "Giving" means the actual constructive, or attempted transfer from one person to another without remuneration whatsoever.
- (e) "Second offense" means any second offense during a given school year while in membership in Taylor County Schools.
- (f) "Controlled substance" means any substance named or described in schedules I through V of Florida Statutes. Laws controlling the manufacturing, distribution, preparation, or administration of such substances are drug abuse laws.

Any student who sells, gives, possesses, uses or is under the influence of any alcoholic beverage, counterfeit, controlled substance and/or drugs, on the school grounds or at any school sponsored activity shall be suspended for 10 days and may be recommended for expulsion from school for the remainder of the school year. However, if the incident occurs within the last nine weeks, the student may also be expelled for all or a portion of the next school year. The School Board may require a determined number of hours of community work experience and mandatory school probation in lieu of expulsion for all or a portion of the next school year. Any second offense may result in a recommendation to the School board for expulsion with no waiver.

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

- (5) Any pupil who is subject to discipline or expulsion for unlawful possession, use, or for being under the influence of any alcoholic beverage or a substance controlled under Florida Statute shall be entitled to a waiver of the discipline or expulsion as described in Sections (a) and (B) listed below.
  - (a) If he divulges information leading to the arrest and conviction of the person who supplied such alcoholic beverage or controlled substance to him, or if he voluntarily discloses his unlawful possession of such alcoholic beverage or controlled substance prior to his arrest. Any information divulged, which leads to such arrest and conviction, is not admissible in evidence in a subsequent criminal trial against the pupil divulging such information.
  - (b) If the pupil commits himself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program his suspension may be reduced to 5 days. If at any time the student is discharged from said program for non-compliance; the original discipline will be reinstated.
- (6) The appropriate law enforcement agency shall be notified immediately in each instance where a student is found in violation of this policy.
- (7) When a student is formally charged with a felony by a proper prosecuting attorney for the unlawful use, possession, or sale of any substance controlled under Florida Statutes. The principal shall proceed as prescribed in state Board of Education Rule 6A-1.0956. The Superintendent shall furnish each principal with a copy of this rule.
- (8) Pursuant to Florida Statutes, if a student is adjudicated guilty for the unlawful possession or sale of any controlled substance under Florida Statutes, the student shall automatically be subject to the above provisions.
- (9) Electronic telephone pagers are prohibited on school property or at any school function. Pagers may be confiscated, and the student may be subject to disciplinary action by the school.
- (10) At all elementary schools in circumstances involving possession, the elementary principal shall try to determine intent prior to enforcing a suspension. On first offense cases, if the principal determines that a legitimate use exists (i.e., medication). The student shall be reprimanded, and the parent(s) or legal guardian notified of the violation and warned of their child's suspension if subsequent violation of possession occurs.

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

STATUTORY AUTHORITY: Florida Statutes  
STATE BOARD OF EDUCATION RULE: 6a-1.0956  
TCSB Policy 3.10, 5.321, and 5.322 Incorporated by reference

### **ALCOHOL/DRUG AND VIOLENCE PREVENTION RESOURCES AND REFERRALS**

Emergency Response  
911

Refuge House Hotline  
584-8808

Taylor County Sheriff's Office  
Non-Emergency, 584-4225

Domestic Violence Hotline  
1-800-500-1119

City of Perry Police  
Non-Emergency, 584-5121

National Runaway Switchboard  
1-800-621-4000

Alcoholics Anonymous  
584-2554

Department of Juvenile Justice  
838-3660

Apalachee Center  
584-5613

Alcohol Hotline Information and Referral  
1-800-252-6465

Department of Children and Families  
584-3444

Greenleaf Center  
1-800-247-2747

Drug Education Resource Coordinator  
District Schools  
838-2500

Twelve Oaks Alcohol & Drug Recovery  
1-800-622-1255

Routing Service for Drug & Alcohol  
Abuse  
1-800-662-4357

Focus on Recovery Helpline  
1-800-622-1255

Hotline for Abuse, Neglect & Exploitation  
Of Children, Adults, Elderly  
1-800-962-2873

Florida Abuse Registry Hotline  
1-800-283-2600

Florida Alcohol and Drug Abuse  
Association  
1-850-878-2196

Turn About, Inc.  
1-850-671-1920

Al-Anon/Alateen  
1-850-222-2294

Tallahassee Counseling & Referral  
1-850-224-6333

**IMPORTANT LINKS**

The Family and School Partnership for Student Achievement Act  
<http://infor.fldoe.org/docushare/Get/Document-7577/dps-2016-06.pdf>

Monthly Florida Standards Updates  
<http://infor.fldoe.org/docushare/Get/Document-7578/dps-2016-27.pdf>

Taylor County Homeless Information  
Student and Families; Homeless Education [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us)

010.215. F.S.

State	%	Total School Costs
\$ 3,531,298,510	13.38%	259,559
\$ 22,820,063,633	86.49%	156,381
\$ 9,711,526	0.04%	5,692
\$ 23,411,811	0.09%	79,446
26,384,485,480	100%	35,526
		24,563
		175,774
		11,533
		748,474

State	Total School Costs
\$ 4,109	\$ 9,868
5,016	-
7,544	249,691
4,139	-
-	-
	\$ -
	\$ -
	\$ 27,537
	\$ (27,537)
	-

costs such as transportation and