

# **Taylor County Elementary School**



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

**You are Here to Thrive!**

*A Title I School-- 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 – 2002 – 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 – Veterans Day Holiday

23-27 – Thanksgiving Holiday

### **December**

17 – Early Release Day

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 Jr 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

## **Taylor County Elementary Faculty and Staff**

**Courtney Bethea – Principal**

**Rachel Poppell – Assistant Principal**

### **Sally MacNeill - Dean of Students**

#### **3<sup>rd</sup> Grade Teachers**

Anderson, Kim  
Dudley, Kay  
Gordan, Jamie  
Heard, Rene  
Ojala-Free, Heather  
Parker, Mindy  
Polley, Hannah  
Quicke, Sandra  
Sadler, Summer  
Tedder, Denise  
Walker, Betsy

#### **4<sup>th</sup> Grade Teachers**

Denmark, Debra  
Henderson, Olivia  
Knight, Claire  
Murphy, Valerie  
Poore, Brittany  
Poore, Justin  
Proudman, Caitlan  
Ratliff, Juanita  
Schroeder, Danielle  
Smith, Eric

#### **5<sup>th</sup> Grade Teachers**

Blue, Lori  
Dubose, Sherri  
Hires, Carlena  
Loyed, Danika  
Lundy, Atesa  
McBride, Mitzi  
O'Berry, Leslie  
Walker, Eli

#### **Multi-Grade Teachers**

McMillian, Michael  
Varga, Szlvia  
Wright, Heather

#### **Gifted Teacher**

Brooks, Lilly

#### **Enrichment Staff**

Hendry, Karen-Art

King, Katie-Media  
King, Rodney-P. E  
Wentworth, Reggie-P.E.  
Wiggins, Cathy-Computer

#### **Interventionist**

Kreidler, Kathy  
White, Deana

#### **TCSB Social Worker**

Brooks, Rhonda  
Stevens, Betsy

#### **ESE Staff**

Blanchett, Kristy  
Haynes, Melissa  
Howard, Marla  
Lundy, LeighAnn  
Mullis, Kelli  
Stubbs, Theresa

#### **Therapist**

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

#### **Support Staff**

##### **Guidance Counselor**

Frostick, Angie

##### **Instructional Coach**

LaValle, Cherie

##### **CAMPS Coordinator**

Hall, Tracy

##### **Mental Health Coordinator**

Paul Peavy

#### **Cafeteria**

Barfield, Stacey  
Coxwell, Ellen "Punkin"  
Minsuk, Dalton  
Davis, Chrissy  
Meeks, Ariel  
Page, Jan

Parker, Heather  
Stephens, Kay

#### **Non-Instructional Aides**

Allen-Micklos, Tina  
Bass, Jozie  
Davis, J.T.  
Dice, Janet  
Flowers, Arturo (Bev. Specialist)  
Folsom, Roxanne  
Hill, Ciana  
Jackson, Savannah  
Perryman, Emily  
Persons, Linda  
Puckey, Robin

#### **Clinic Staff**

Brooks, Katie -RN  
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  
Harris, Keyarda  
Hill, Maxine  
Jones, Sedrick  
Thomas, Betty

#### **Title I Parent Liaison**

Fralix, Jessica

## **TCES Daily Schedule**

Supervision of Students Begins	7:30 am
Instruction Begins	8:00 am
Lunch Blocks	10:23am-1:07 pm
Dismissal	Pick-ups-2:20pm First Load-2:20 pm Second Load-2:35 pm

### **School Day and Dismissal Procedures**

Students are expected to arrive at school before the instructional day begins. Drop off begins at 7:30am. Beginning at 7:30am students will be released to supervised care. 3<sup>rd</sup> grade- 3<sup>rd</sup> Hallway, 4<sup>th</sup> grade –Pavilion, 5<sup>th</sup> grade 5<sup>th</sup> Grade Hallway. Students will be dismissed to class at 7:45 am.

### **Tardy to School**

Students arriving to class 8:00 am will receive an unexcused tardy. Excessive amounts of unexcused tardies will result in will be documented and turned over for truancy.

### **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. If you need to assist your child onto the sidewalk, please park in the parking lot and use the crossing area. 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 will no longer be allowed to walk their child to class.**

### **Walking or bicycling to school /use of scooters/skaters or skateboards**

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 (during bus hours) or through the courtyard. In the interest of safety, students may not ride scooters, skateboards, nor use skates or “skate shoes” at school.

### **Bus Procedures**

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.

**Pets** Pets are not allowed at school during the school day.

### **School Day Pictures**

School pictures will be taken in the Fall and Spring. A notice of the date will be sent home in your child's Wednesday folder. Students are requested to wear appropriate apparel for their picture as this picture will be used in our school's annual yearbook. 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**

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.

### **Lunch time visitors: Due to COVID-19, Procedures have changed. No visitors are allowed on campus.**

Parents 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/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.

### **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. 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.

### **Enrichment Wheel Classes.**

**Visual Art** - This will involve a variety of different techniques to build fine motor skills and develop a strong imagination.

**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 centers support the academic curriculum of the school. Students have opportunities to check out books and participate in the Accelerated Reader (AR) program. The Taylor County Public Library will also support our reading and science themes by reserving books for the students' use after school.

**Computer/STEM**-Students will have the opportunity to extend their learning beyond our core curriculum and intervention programs through our computer based instructional programs.

### **Reading and Math Programs**

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 in order to differentiate instruction for all students.

### **Grading Policy**

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

<b>Letter Grade</b>	<b>Percent</b>	<b>Definition</b>
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
<b>Additional Grades</b>		<b>Definition</b>
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](http://www.taylor.k12.fl.us)

**Report Cards** Report cards will be issued to your student on the Board approved calendar days shown on the District Calendar which can be accessed on the website [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us).

### **Promotion/Retention/Remediation**

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. Parents will receive a Pacing Guide for each nine-weeks which will outline standards, skills and other material which will be taught during that time. Promotion for students in grades K-5 will be based on satisfactory achievement in classroom work as evidenced by the report card grade and acceptable levels of performance on state assessments.

**Retention** - Pupil 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 of 2021. If they do not score at least a 45% on SAT 10 or 50% on STAR 360, they will be scheduled to attend 3<sup>rd</sup> Grade Summer Reading Camp for 6 weeks in the summer of 2020. 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 has a deficiency in reading and who have already been retained in kindergarten through grade 3 for a total of two years.

### **Incentives/Rewards**

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. We believe students and staff should **BE RESPECTFUL, BE RESPONSIBLE, AND BE SAFE**.

### **End of the Year Awards Assembly**

At the end of each school year, the faculty and staff of TCES will present special awards to our students who have demonstrated outstanding achievement in academic work during the school year. Dates will be announced.

### **Health Policies:**

#### **Clinic Information/ Clinic Procedure**

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 this student's parent/guardian.
- i. Students may not go to the clinic between classes or at break time. They must report to their next class and there they may 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 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.

### **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. 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, in order 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.

### **Field Trip Eligibility**

Classes may be scheduled to take field trips. Only students who demonstrate appropriate behavior prior to the trip will be allowed to attend. Policies and eligibility for each grade level are determined by teachers.

### **Lost and Found**

All found articles of clothing, lunchboxes, backpacks, etc. should be turned into custodians. If you are in search of an item please see any custodian. We would like to encourage students and parent/guardians to make sure all articles are properly **labeled** with **student's name and room number**, especially coats and jackets.

### **Parent-Teacher Conferences**

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

### **Communication to Parents**

Each Wednesday, teachers will send communication folders home with students to give 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.

**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 real easy secure web-based way of communication. Visit <https://focus.taylor.k12.fl.us/focus>

### **Student Planners**

At the beginning of the school year, each student grade 3-5 will receive a 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 ask to see it each day. If a student loses the planner provided by the school, the parent will need to purchase 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 of 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 inform the secretary of such and she will assist you.

### **Transportation Changes**

In order to insure student safety, please make arrangements 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 caller must provide 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.

### **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 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.**

### **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 that grants custody to one parent only or to another adult.

### **Parent Involvement/Volunteers: Due to COVID19 these procedures have changed.**

We enjoy and appreciate the support and involvement of families and friends. The group that will coordinate the volunteer activities is called **Volunteers in Public Schools (VIPS)**. VIPS 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.

### **Due to COVID 19 The procedures have changed and Volunteers/Visitors are not allowed on campus.**

**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>

### **Family Engagement Night**

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 2020 2021 school year. Please consult your monthly newsletter/ school Facebook/ DOJO for more detailed information about each planned activity. We look forward to your participation.

### **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.

### **Yearbook**

Throughout the year, photographs of students and student activities are taken for use in our yearbook. IF you wish to opt out of your child being photographed, please see the publicity statement in the registration packet. Information on cost and ordering the yearbook will be provided after school begins.

### **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.

### **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 improve 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.

### **Policies Governing K- 8 Attendances**

**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 or dentist appointments;*
- *Pre-excused educational/field trip; and*
- *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 time 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 make arrangements 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.

- The student will receive a "0" in all classes missed during the unexcused absence; and 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.

During the nine- (9) weeks grading period the following actions will take place:

- On the third absence, the student's school will make contact the parent.
- On the fifth absence, the student's school will mail home a letter informing the parents of the five absences for the nine weeks and the consequences of such absences.

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. As per F.S. 1003.26, habitually absent students will be referred to the Intervention Assistance Team and an attendance conference will be scheduled with the parents/guardians.

### **Exceptions to the Attendance Policy**

1. 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.
2. A note from the hospital, and/or physician must verify hospitalization.
3. Death in the immediate family requiring extended absence. (Parents/guardian written verification needed.).
4. Court subpoena (copy of court paperwork for verification).
5. Students who are suspended will be considered administratively absent and the suspension days are not subject to the attendance policy, but are still considered unexcused absences and students are not allowed to receive credit for missed work.

## **Student Dress Code**

### **DRESS CODE AND GROOMING**

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.

Taylor County schools is designed to promote safety and good hygiene as well as allow students the convenience of dressing comfortably while at school. Encouraging students to dress appropriately for school will prepare them to be productive members of society.

**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, 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. (During outside PE classes hats and sunglasses are permitted for sun protection).

\*Hats and Sunglasses will be confiscated if worn on campus with the exception of 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) are not permitted. No yoga pants/tights/form fitting pants are allowed unless the top (shirt) is 2 inches of 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 (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.

## Student Discipline

### CLASSROOM DISCIPLINE PROCEDURE AND STEPS

#### Guidelines for Success:

**Be Respectful**

**Be Responsible**

**Be Safe**

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 Dean's will all be connected to provide the best communication possible. Weekly behavior progress will be sent home in Wednesday folders.

**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.

#### **Level I Type Offenses – intervention required**

- **Disruptive** - (-1) student behavior that hinders the teaching process, the learning process, the school's safety, climate, property, and well being
- **Disrespectful** - (-1) discourteous, rude, non-verbal, disregard for authority, uncontrolled behavior, and negative performing of conduct.
- **Defiant-** (-1) when a student is boldly refusing to obey; or becomes challenging towards any staff member.

#### **Actions**

**1<sup>st</sup> Negative point** – point lost and student behavior re-directed by teacher.

**2<sup>nd</sup> Negative point** – point lost and teacher notifies the parent. (phone/DOJO)

**3<sup>rd</sup> Negative point** – point lost, conference with Dean for intervention/timeout if needed.

**4<sup>th</sup> Negative point** – point lost written referral, the Dean will follow Discipline Matrix

**Level II Type Offenses** – no intervention required (refer to Discipline Matrix). An automatic 4 negatives will be given.

**Actions** – referral is to be written and the Dean will follow Discipline Matrix.

**Dean's Awards:** Dean's Awards will be given out when outstanding behavior is observed by the Dean.

## **Taylor County School District Discipline**

To establish reasonable consistency in 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 four 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.



## Taylor County Schools Discipline Matrix Grades K-5

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

Level	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> 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 and	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 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.

**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 miss behaves or receives a referral in ISS will serve an extra day, unless OSS is determined necessary.

**OSS- Out of School Suspension**

**Technology Discipline Matrix**

Level 1	Level 2	Level 2	Level 3	Level 3
Inappropriate searches (not vulgar)	Disrespecting staff/students	Search containing threat of violence	Sexting	Using electronic device/network to steal
Unauthorized web/games	Possession of hacking tool	Minor Network disruption (classroom)	Network security compromise	Severe Network disruption
	Filter Avoidance		Major Damage (non-accidental)	Use of electronic device to steal
	Graphic/vulgar search		Altering information	
	Minor damage			
	Accidental Damage			
<b>Minor examples:</b>	<b>Intermediate A examples</b>	<b>Intermediate B examples:</b>	<b>Major examples:</b>	<b>Severe examples:</b>
Searching "boobs"	hacking software	Bomb search		Money or information
	Virus, trojans, due to inappropriate usage	WIFI password is compromised (discovered WIFI pw and use it)	Comprise of password causes a shutdown of the network in some form	School and/or districtwide disruption
	Popping-off a key	Classroom wide disruption (unplugged switch/WIFI)	Distributing the password and/or instructing others	Hacking to steal
	Lays computer down & gets stepped on/broken		Changing grades	

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

## **SCHOOL BUS DISCIPLINE MATRIX**

### **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.

### **LEVEL TWO OFFENSES:**

These offenses should result in automatic bus suspension regardless of the students standing on the present school matrix.

First offense.....	3 days bus suspension
Second Offense.....	5 days bus suspension
Third Offense .....	7 days bus suspension
Fourth Offense.....	10 days bus suspension
Fifth Offense.....	bus suspension for the remainder of the year.

DEF	Blatant defiance of authority, disobeying or showing disrespect to school board employees
WWT	Possessing or use of matches, lighters 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 employees.
PRP	Destroying, defacing and 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 bus window while moving.

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

EAT	Eating or drinking on the bus.
KIS	Public display of affection.
NAS	Not 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 loading on unassigned bus or bus stop.
UTB	Bringing unauthorized items on the bus.
DIS	Consistently showing disrespect to fellow students.

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 school disciplinary matrix allows for such.

## 2020-2021 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:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. 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 through the use of 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 actually 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, in particular, 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

Discipline techniques and consequences used at TCES and TCPS corrects student behavior in a way that teaches the child what behavior is acceptable and why that behavior is unacceptable. The ultimate goal is to help students develop self-discipline during their primary elementary school years, based on an understanding of how certain behavior contributes to the efficiency of community and the benefits that can be received.

The focus of our discipline policy is not **punishment but training**. It should be understood that when mistakes are made and that they be used for the basis of learning. However, three things must happen in order for this policy to work.

1. Parents must work collaboratively with the school to ensure that their child understands the expected behavior and support the school consequences that may need to be applied.
2. Each student must understand that it is his/her obligation to conform to the rules and expectations set forth, so that a safe and productive learning environment in the byproduct.
3. Administration and support staff will consistently maintain and fairly administer the discipline policy that will include dispensing behavioral consequences.

## **APPENDIX A**

### **STATEMENT OF NON-DISCRIMINATION:**

The Taylor County School Board is committed to providing fair and equal educational and employment opportunity without regard to race, color, religion, national origin, age, sex, disability, or marital status. The district complies with all Federal and State laws prohibiting discrimination in education.

### **EQUITY STATEMENT**

The Taylor County School Board 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. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether 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 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 a basis for a grievance, he or she shall discuss the alleged grievance with the site administrator. If the site administrator 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 sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background may file a complaint with the Superintendent of Schools, provided such complaint is filed sixty days after the initial complaint is made to the principal or administrator. Within five workdays of receipt of such complaint, the superintendent shall send the complainant written acknowledgment of the complaint, advising that it will be acted on according to procedures set forth in the complaint procedures. If any complaint alleging discrimination, the superintendent shall, within ten workdays after the complaint is received, designate a three-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 member from the affirmative action advisory committee, one 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 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 the complainant,
- (c) Affidavits by any witnesses testifying on behalf of the school board,
- (d) Affidavits by the school board as to the facts of the issue,
- (e) Statement of position by the school board, together with any documents in support of that position,
- (f) Records and documents gathered in evidence from the school board,
- (g) The investigative panel's summary and recommendation to the superintendent.

Within ten workdays after receipt of the investigative panel's recommendation shall make a decision the recommendation that will be made to the school board and within twenty workdays of the panel's recommendation will be notified of the board's action by certified mail. In the event the board's decision favors the complainant, the superintendent shall affect a resolution that will provide relief for the complainant and all others similarly situated from the discriminatory practice.

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

- (1) For discrimination issues contact: Mike Thompson,  
Director of Personnel, 850-838-2500, Taylor District  
Schools, 318 N. Clark St., Perry, FL 32347.

### **REASONABLE ACCOMMODATION PROVIDED:**

Disabled individuals 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.

For parents of students with disabilities - To assist you in making informed decisions regarding your child's education, please refer to the Taylor County School District Website [www.taylor.k12.fl.us/parents](http://www.taylor.k12.fl.us/parents) and select the section entitled "Students with Disabilities". Topics include diploma options, transition planning and services, eligibility, placement, least restrictive environment, Section 504 Information & Guide, FCAT Waiver Options, and a list of contact organizations.

### **APPENDIX B**

#### **STUDENT RECORDS MAINTAINED BY TAYLOR COUNTY PUBLIC SCHOOLS**

The Taylor County Public Schools maintain educational records on each student in the school in which he/she is currently enrolled for the purpose of planning instructional programs, for guidance of students for preparation of State and Federal reports, and for research. Student records are for the educational benefit of the student, and information recorded and maintained is in keeping with the best educational interest of the student.

#### **Location and Availability of District Policies on Student Educational Records**

The District's policies on educational records of students are maintained under the direction of the school principal in each Taylor County School and in the office of the Superintendent of Schools. A parent who wishes to review these policies should make an appointment with the school principal. School personnel are available to interpret district's policies on educational records of students. School officials will honor all such requests as soon as possible. A parent may request a copy of the policies at actual cost of reproduction. (.25 per page).

#### **Who Has Access To Student Records?**

Access to educational records shall be limited to:

- a. Parents or guardians, or the student if he/she is eighteen years of age or is attending an institution of post-secondary education.
- b. School officials and authorized personnel who have a legitimate educational interest see the information.
- c. Officials of other school systems in which the student seeks to enroll, subject to conditions forth in the Federal Register, June 17, 1976, Section 99.34, Privacy Rights.
- d. School Boards conducting student expulsion hearings.
- e. The Auditor General's Office as limited by Florida Statutes.
- f. Individuals or organizations conducting authorized educational studies when personal identification of students is withheld.
- g. Authorized representatives of the Federal Government.
- h. Accrediting organizations in order to carry out their accrediting functions.
- i. A court of competent jurisdiction, after notification of parent/student procedures has been followed.
- j. School officials and credit bureaus (with certain limitations) in connection with a student's application for, or receipt of, financial aid.
- k. Appropriate parties in a health and safety emergency, subject to the conditions described in the Federal Register, June 17, 1976, Section 99.36, Privacy Rights.



- l. Other persons whom the parent or adult student may authorize in writing by executing a form that specifies what records are to be released, to whom and for what purpose, in which case the school shall maintain a record of such release of access.

In cases where parents request a copy of a student's educational records, such a copy shall be provided and a fee charge based upon the cost of reproducing the records. In cases of legal separation or divorce, either parent may have access to a student's educational records unless an appropriate court order to the contrary has been filed with the school. If any material or document in the educational records of a student includes information on more than one student, the parent seeking access will have the right to inspect and review only those parts that relate to said student or be informed of the specific information contained in such materials. Compliance with a request to inspect and review a student's educational record should be done as administratively feasible; under no circumstances should the time element exceed thirty (30) days after the request has been made. Personally identifiable information which is disclosed to an individual, agency, or organization may be used only for the purpose for which the disclosure was made. Cumulative records are transferred upon the request of a receiving school when the student seeks to enroll in another school.

### **What Information Is In A Student's Record?**

The major, but not only, component of a student's educational record is the Cumulative Record Folder, and it shall be maintained for each student from his/her entrance into a Taylor County Public School through the twelfth (12) grades. Information contained in this record shall be classified as follows:

- m. Category A: Permanent information- verified information of a clear educational importance which shall be retained permanently in the manner prescribed by Florida Statute 230.221 (2).
- n. Category B: Temporary information-verified information of a clear educational importance which is subject to change, and which may be destroyed upon the district's record retention schedule.
- o. The content of Category A and Category B educational records shall be defined in State Board Rules 6A-1.0955.

### **Notification of Rights under FERPA**

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

## **APPENDIX E**

### **AUTHORITY TO REMOVE DISRUPTIVE STUDENTS**

HB 1009 and HB 341 give school personnel the authority to deal with students who are seriously disrupting the learning process and who may need alternative placement. This legislation seeks to minimize classroom disruption while a disruptive student's educational placement is reviewed when the current placement is creating an unsafe or disruptive learning environment, or is to meeting the student's learning needs.

A teacher may expel a student from his/her classroom provided the following steps have been taken: The teacher's classroom management plan has been followed and a parent contact made and the district matrix for that particular disruptive behavior has been followed. However, in situations where a disruptive student poses a threat to the safety and well-being of a teacher or student(s) in a classroom setting that student may be expelled from that particular classroom setting.

If a student is expelled from a classroom, a Placement Review Committee shall convene to render a decision as to the future placement of the student. Removals to the alternative school, to another classroom or back to the original classroom are some of the options that will be considered. The Committee will consist of two teachers, chosen by their peers, a school administrator, a guidance counselor and a non-instructional staff member. The legislation gives the committee five days from removal of the student in which to render a decision.

## **APPENDIX F**

### **NETWORK/INTERNET ACCEPTABLE USE POLICY**

#### **Policy Highlights:**

This policy will provide guidelines for the use of information technology in the Taylor County School District.

Acceptable uses of the network are activities which support learning and teaching:

(1) All use of information technology services shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a professional, responsible, ethical, and legal manner while using the network.

(a) Network accounts shall be used only by the authorized users of the accounts for the purposes specified. All communications and information accessible via the networks are the property of the School Board. Misuse shall result in the removal of participant access rights and authorization. Authorized users shall be ultimately responsible for all activity under their account and password.

- (b) Any use of the District's information technology for illegal, inappropriate, or obscene purposes, or in support of such activities, shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the District's mission, goals, policies or procedures.
- (c) Any use of the District's information technology for commercial purposes, product advertisement or political lobbying shall be prohibited.
- (d) No guarantee can be made for the privacy of any communication on the network.
- (e) All network users shall adhere to the rules of copyright regarding software, information and the attribution of authorship.
- (f) The District cannot completely eliminate the possibility of unwanted access to users, nor can users be completely prevented from accessing services or information that is offensive to or inappropriate for certain groups of users. Individual users must be responsible for their own access and conduct in using District information technology.
- (g) Student use of the network shall be properly supervised.
- (h) Use of the network shall require a signed agreement to adhere to the acceptable use policy

## **APPENDIX G**

### **ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING, OR CONTROLLED SUBSTANCE ON BOARD PROPERTY**

#### **POLICY MANUAL CHAPTER 3.0 3.10**

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance, as defined by Florida Statutes, while on school property, at school-sponsored activities, or while on school trips involving students. (1) All principals are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the school premises immediately. (2) Any person having purchased an admission ticket to a school event shall forfeit his/her rights under this rule by having an alcoholic beverage in his/her possession at the event. (3) Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. (4) While on school-sponsored trips, the following action may become necessary:

- (a) Alcoholic beverages in possession of minors will be seized.
- (b) Students and/or adults in possession of alcoholic beverages may be sent back and/or other appropriate action taken.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S. LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.27,  
F.S. TAYLOR COUNTY SCHOOL BOARD

## **APPENDIX H**

### **Students' Use and possession of Tobacco and Tobacco Products**

**Policy:** 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 activity and notices to that effect shall be posted. The first (1st) offense shall require a one (1) day suspension, the second (2nd) offense shall require a three (3) day suspension, and the third (3rd) offense shall require a five (5) day suspension. Upon the fourth (4th) offense, a ten (10) day suspension and a recommendation for expulsion is required. Adult education centers may allow smoking by adults in outdoor areas specifically designated for smoking.

### **Dangerous weapons in school**

#### **TITLE: Weapons Prohibited**

**Policy:** A student who possesses, carries, or conceals any item capable of inflicting bodily harm, including, but not limited to, a firearm, cutting instrument (i.e., knife, razor, etc.), chemical weapon, destructive device, explosive, or other weapon (such as a dirk, metallic knuckles, slingshot, tear gas gun, chemical weapon

or device, electric weapon, or other deadly weapon) shall be subject to consequences as directed by school Board policies “Zero Tolerance for School Related Violent Crime”, and/or federal laws, rules and regulations. The school’s jurisdiction shall include school grounds, buildings, transportation, school-sponsored activities, as well as vehicles on school grounds or vehicles involved in school sponsored activities.

## **APPENDIX I- PARENTAL NOTIFICATION OF SCHOOL HEALTH SERVICES**

### **Taylor County Health Department**

**1215 Peacock Street  
Perry, Florida 32347  
(850)-584-5087**

Dear Parent or Guardian:

One or more of the following health services may be offered to students a part of the Comprehensive School Health Services program. The promotion of good health and prevention of disease is the primary goal of this program. Please take a moment to consider these free services and the advantages to your child:

- Health screenings such as vision, hearing, scoliosis, dental, growth and development (height/weight), blood pressure, nursing assessment to identify possible communicable diseases and other risks to a student’s health.
- Education programs including but not limited to health, safety, and hygiene, self-esteem, conflict resolution, nutrition, violence and substance abuse prevention, etc.
- Opportunities to interact with school nurse, social worker, and counselor through individual counseling regarding any health and/or social problems they might encounter.

You will be notified if there are any abnormal results from health screenings.

If you do not desire these services for your child, you must write a letter to your child’s school. In your letter, you must state which of these services you do not want your child to receive. Be sure to indicate your child’s parent or legal guardian. If you have any health concerns or questions regarding your child, please contact the following health services staff at your child’s school:

School R.N.: Amber Dice

## **APPENDIX J**

### **Harassment/Intimidation/Bullying Statement**

The Taylor County School District is committed to protecting its students, employees and applicants for admission from bullying, harassment, or intimidation 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](http://www.taylor.k12.fl.us) or at each work/school site’s front office.

## **APPENDIX K**

### **AIDS POLICY STATEMENT**

Taylor District Schools' has adopted AIDS policies for students and employees.

**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 on infraction with the AIDS associated virus and receiving medical attention may wish to continue to work. As long as employees are able to meet acceptable performance standards, and 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 each school site.

## **APPENDIX L**

### **SEXUAL HARASSMENT POLICY STATEMENT**

Taylor District Schools' 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 each school site.

## **APPENDIX M**

### **GUN-FREE SCHOOLS ACT INFORMATION**

FSS 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 system.

a. Bringing a firearm or weapon, as defined in Chapter 790, 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. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity.

## **APPENDIX N**

**Title I, Part A**, is the largest federal educational funding program and is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments. Perry Primary and 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. In addition, 100% teachers in our school meet "highly qualified" status.

## **APPENDIX O**

### **Keys to a Great School-Parent Partnership**

Teachers Appreciate Parents who:

- Never disparage teachers, administrators, or the school in front of their child
- Follow the chain of command by first going to the teacher with concerns
- Develop a healthy skepticism regarding their child's rendition of the day's events
- Call or e-mail when they have questions
- Allow 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, plays, games, or other events in which their child is involved
- Are civil, courteous, and respectful

## **APPENDIX P**

Under HB 7029, Section 1003.3101, parents may request to have their child transferred to a new teacher. The following steps must be completed to accommodate a parents request to move their child to another classroom:

Step 1: Make a formal request with the principal (documentation will be submitted to our registrar).

Step 2: Placement review committee will make a team decision to deny or approve the request.

Step 3: Principal will notify the parent of the team decision within 2 weeks after receiving the request.

\*Class size prohibits any K-5 class from being over the designated number of students allowed in a given classroom. This law will be weighed heavily during the team decision making process for the placement of a student.

## **APPENDIX Q**

Pledge of Allegiance: Florida Statute 1003.44 states that all students have the right not to participate—by saying or standing—in the Pledge of Allegiance. No disciplinary or other retaliatory measures of any kind will be taken toward any student for nonparticipation in pledge rituals.

## **APPENDIX R**

### **Social Media Policy and Rules of Engagement**

You can follow Taylor County Primary 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; or
- \* Are rude or deride 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 your child's school Facebook page, please email or call your child's school.

