

2020-2021

Steinhatchee School Parent/Student Handbook



**STEINHATCHEE
SCHOOL**

Compassion
– Unity –
Resilience

Jimmy Bray

Taylor County School District

2020 2021

Steinhatchee School

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Principal

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August 27, 2020

Dear Parents and Guardians,

Welcome to the 2020-2021 school year at Steinhatchee School. We are thankful that you and your child(ren) will be a part of our school family. We appreciate the confidence and trust you placed in us by choosing to send your child to our school. Your child's safety and well-being are our top priority. We believe in working hard and treating each other with respect. This year all Taylor County Schools will prioritize "Compassion - Unity - Resilience". Please help us reinforce these values with your child at home.

In this handbook, you will find information that will be useful during the school year. Communication is crucial to our success. A student binder will be used to help students with organization and communication. Also, teachers are available through email using the format of first.last@taylor.k12.fl.us (for example jane.doe@taylor.k12.fl.us). If you need to talk to a teacher, please call and schedule a conference time so we can determine the best method to communicate safely. Teacher planning times are listed in this handbook. We ask that you give us 24 hours' notice and share the area of concern. This helps prepare us to address your concerns in a timely manner. If after a conference with the teacher you feel that you still have unresolved issues, please let me know. When we all work together we can achieve great things.

We look forward to another outstanding school year!

Sincerely,

Jimmy Bray

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TITLE I SCHOOL-WIDE PROJECT

Title I of the Elementary and Secondary Education Act (ESEA) is the largest federal assistance program to our nation's schools. ESEA was first established in 1965 and until December, 2015, the most recent reauthorization in 2001 coined the phrase "No Child Left Behind" (NCLB). Title I has evolved to the "Every Student Succeeds Act (ESSA)".

Title I, Part A, 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. Title I focuses on promoting school-wide reform in high-poverty schools and ensuring students' access to scientifically based instructional strategies and challenging academic content. It is our desire to have all teachers as highly qualified. This means that they have certification in the areas in which they teach.

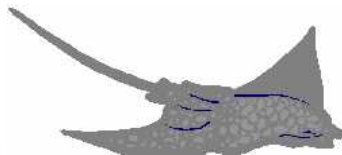
Steinhatchee School is supplemented with Federal funds as a Title I School-wide Project. These funds provide a teacher assistant and parent liaison, computers/courseware and other educational materials for remediation in reading, math, and writing skills. Our Title I Plan includes a **Parent Involvement** component with a Parent Compact for parents, students, teachers, and school principal to agree to uphold for the overall success of the student. Parents are requested to complete an **Interest Inventory** each year for parent involvement planning.

SES (Supplemental Education Services) are provided by Title I funds. This **after-school tutoring program** is available to eligible students. Parents will be given the opportunity to select a provider for this service free of charge to them.

Another After School Program that is available to all students ages 5 and older is the **Boys and Girls Club**. The hours for the Stingray Club are Monday through Friday from 2:30pm to 6:00pm.

Steinhatchee School houses a **Family Center** that makes available special services to the school and community in collaboration with Doctors Memorial Hospital.

Steinhatchee School...



"Every kid a winner every day!"

Vision

Steinhatchee School envisions every child to be a lifelong learner who is a responsible, productive, and caring citizen.

Mission

At Steinhatchee School our staff, parents, and community are committed to providing a quality education for all students to become lifelong learners and responsible, productive citizens.

Motto

“Every kid a winner every day!”

Steinhatchee School Song

(sung to tune of “Danny Boy”)

Steinhatchee School, your open doors they welcome me
You took my hand and helped me on my way
No matter where in life that I may have to roam
Steinhatchee School, you’ll be my home

The friends I made here stay within my memory
The pride I learned I’ll keep my whole life long
No matter where in life that I may have to roam
Steinhatchee School, you’ll be my home

(This song was written by a Steinhatchee young’an who is our Kindergarten teacher, Ms. Melissa Harden)

STEINHATCHEE SCHOOL PERSONNEL

STUDENT GENERAL INFORMATION

ARRIVAL TO SCHOOL: All students arriving at school between 7:35 – 7:55, should report to the cafeteria. Breakfast will be served from 7:35 until 7:55. Students are not to be on campus earlier than 7:35. Students report to areas designated in the attached “School Health Safety Procedures” immediately following breakfast. The warning bell will ring at 7:55 and the tardy bell will ring at 8:00.

ANOTHER DESTINATION: Students that wish to get off the bus anywhere other than their usual destination MUST BRING A NOTE signed by parent/guardian. **Please make every effort to send a note with your child to let the school know of different plans prior to coming to school.** If there is an emergency, a PARENT may call the front office by 2:00. This rule applies to students that walk or ride bikes as well.

Boys & Girls Stingray Club students go directly to Club after school.

CELL PHONES: In the best interest of all, students should **leave cell phones at home.** If a parent feels it is necessary for their child to have a cell phone at school, the following rule applies: **Cell phones must remain off and out of sight at all times during school hours. If a student violates the district cell phone policy the cell phone will be confiscated and a parent will have to come to the school to pick up the phone. The discipline matrix will be followed for non-compliance.** The school will not take responsibility for cell phones that are lost or damaged.

PERSONAL ITEMS: Steinhatchee School is NOT responsible for personal items lost at school or on field trips. PERSONAL ITEMS should stay at home! Students **are not allowed** to bring toys, cameras, radios, ipods, tape recorders, games, video games, pagers, video or cassette tapes, CD’s, knives, toys, trading cards, wallet-chains, hats, sunglasses, **idget spinners** or any other personal items unless requested by the teacher and approved by the principal.

COMMUNICATION:

- **Communication Binders**

Students will be given a binder containing folders for homework/communication, and a student planner. The binder will also contain their two-pocketed **Wednesday** folder with notes, papers/grades for parents to see (and perhaps sign) before returning the folder. Some teachers may send home information on a more frequent schedule.

- **Student Planners**

Students will receive a Student Planner at no cost. This goal-setting tool will be used to document students’ classroom assignments, homework, tests, and activities. Teachers may ask parents to read, sign, and return the planner to school with the child the next day. There will be a \$5.00 charge to replace student planners if they go missing.

Parent Engagement:

The following is a list of important dates for conferences and other activities:

September 17 – Open House/Annual Title I Meeting

October 22 – Individual Parent Conference Night

November 19 – Community Thanksgiving Dinner

February 9 – Individual Parent Conference Night

***Remember, any time you have concerns you may also send a note with your child, e-mail your child’s teacher, or call the school office to schedule a teacher-parent conference.**

PATRIOT RULES – House Bill 7029 states that students have the right not to participate in the reciting of the pledge only upon written request of the parent or guardian.

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 either designated parent or another adult person. Please know that safety for our students is a priority and we need your help to keep our information current.

FOOD and DRINKS: Food and drinks should only be brought for lunch and should be packed away in a lunch box that's not accessed by students unless they are in the lunch room at lunch time.

GUM: Chewing gum is only allowed by the permission of the teacher. If a student misuses gum, that student will not be allowed to use gum at school. Neither gum nor candy is to be used at P. E.

GRADING SCALE: The following grading scale will be used in Conduct and in P. E.:

- S - Satisfactory
- N - Needs Improvement
- U – Unsatisfactory
- I - Incomplete

The following grading scale will be used in core subjects in grades K – 6:

<u>Grade</u>	<u>Percent</u>	<u>Definition</u>
A	90-100	Outstanding
B	80-89	On Grade Level
C	70-79	Average
D	60-69	Lowest acceptable progress
F	0-59	Failure
I	0	Incomplete

Textbooks : The textbooks that will be used during this school year are:

- English/Language Arts - Journeys (2013 edition) , Ready
- Mathematics GO Math (2013 edition), Ready
- Science Inspire Science (McGraw Hill – 2018 edition)
- Social Studies My World (Pearson – 2017 edition)
- All Subjects FLVS Online Curriculum

Steinhatchee School students will be using a variety of textbooks and reading books. Students are responsible for proper care and usage of all books. Students/parents are responsible for lost, damaged textbooks or library books and must be paid for in a timely manner. **Textbooks usually cost \$50 - \$100 to be replaced.**

HOMEWORK: Homework is used to reinforce content learned during the school day. Homework will be given only on Monday through Thursday. Listening to your child read or reading to them is an appropriate activity for each night. Two things that you can practice every week are spelling and math facts.

INSURANCE: Student insurance is available throughout the school year for purchase. You receive the insurance information when your child enrolls in Steinhatchee School. Forms are sent home with your child the first day back at school.

ILLNESS or INJURY AT SCHOOL: Parents/guardian will be notified by phone if a child becomes ill or is injured at school. Our Clinic Aide is trained in administering first aid. It is IMPERATIVE that we have **your correct phone number** so you can be reached in the event of an emergency. Please be sure the office/clinic knows this number and your intent for your child in the event of an illness or emergency.

MEDICATIONS: Any medication to be administered at school, must be **brought to school by the parent in the original container.** Please complete the appropriate form with our nurse, Jodi Shipman, in the Clinic. If your child brings medicine to school without the proper forms on file, the clinic will make every effort to contact you. If you cannot be reached, the medication will not be administered to your child and will be kept in the office until you come to pick it up. In compliance with Florida statute, school personnel are only allowed to administer soap, water, ice, Band-Aids for scrapes and cuts, and TLC as needed.

SAC (School Advisory Council): This is the group who advise the principal regarding issues that will improve the school's efforts. At least 51% of this council must, according to Florida Statute, be non-school employees. Therefore, we urge parents, business partners, and community leaders to become active in this advisory committee.

EARLY SIGN-OUT: If an emergency arises and it becomes necessary for you to check your child out before the end of the day, you **MUST** check in at the Administrative Office. The secretary will reach your child's classroom by way of the school telephone, and your child will meet you in the Family Center office. **NO ONE WILL BE ALLOWED TO PICK UP A CHILD FROM THE CLASSROOM.** **School attendance is so important;** please attempt to schedule appointments (doctor/dentist appt., etc.) after school whenever possible. **Absences for early sign-outs will be monitored closely** and parents will be contacted to discuss this issue in a conference if necessary.

TARDINESS: Classes begin promptly at 8:00 AM. Students not arriving to school on time, **MUST** report to the office and get a TARDY PASS from Ms. Laura Harrington or Ms. Joanie Griffin. Please refer to the attendance policy regarding tardies and absences from class.

ATTENDANCE POLICY: Please see the district section of this handbook.

TELEPHONE USE: The telephone is off limits to students. If calls need to be made, someone in the office will assist your child with a call. Students **will not** be permitted to use the phone to ask your permission to go home with another child that day.

VISITORS*: Visitors are welcome at Steinhatchee School, and we want to have a record of your visit. A VISITOR is an adult who is not employed at the school. For the safety of our children and staff, there is only **one entrance to the school campus.** ALL visitors must report to the **main school office** to sign in and inform the secretary who they would like to visit. Florida Statute requires that a teacher is given 24 hour notice before a parent is allowed to visit a class. We will call the teacher to inquire if they are open to a visit. Once permission is given, you will be given you a visitors' pass to wear in a noticeable place while on school grounds. Upon leaving campus, please remember to sign out. **School age children**, who are not enrolled in Steinhatchee School, are not permitted to visit classrooms.

***Visitors are temporarily not permitted on campus due to the Covid Pandemic. Please see the attached "School Health Safety Procedures" for additional details.**

VOLUNTEER PROGRAM*: Steinhatchee School is a wonderful place to spend time. Please come and register with Laura Harrington, our Parent Liaison, who will find a good place for you to serve. If you cannot come to the school and stay, perhaps you can take some things home with you to work on. Any help is appreciated.

***Volunteers that are not working through a current district approved program are temporarily not permitted on campus due to the Covid Pandemic. Please see the attached "School Health Safety Procedures" for additional details.**

PLAYGROUND: Students will have P. E. and recess each day. Students are required to follow safe PLAYGROUND rules at all times. NO roughhousing, i.e. tackling, horseplay, pulling on others' clothing, etc. Stay OFF and AWAY from fences. **Do not go to the fence to talk to anyone while outside at PE.** Parents and other visitors are requested to report to the front office if they wish to communicate to students, teachers, or staff. **Students do not leave the playground to retrieve a ball or other equipment.** The adult on duty will take responsibility for this.

Taylor County District Schools

K-8 Attendance Policy

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 school attendance as required by FS 1003.26. It is understood that ALL students K-5 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.

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 program.

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

Excused Absences

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

- Absence resulting from sickness, injury or other insurmountable condition.
- 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.
 - Insurmountable weather conditions.

Make-Up Work:

- Students returning to school after an excused absence shall have a time period equal to the number of days excused or a minimum of 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 3 school days after being absent, or if the reason is not a valid one, the student will receive an unexcused absence for the days missed and the following rules will apply:

In grades K through 8, students will receive full credit on work made up from an excused absence and will receive at least ½ credit on completed work missed during the unexcused absence.

Monitoring of Absences

During the nine weeks grading period the following procedures will take place:

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

Compulsory School Attendance:

No parent or guardian of a child shall be held responsible for a child's non-attendance at school under the following conditions:

- The absence is with permission of the head of the school.
- The absence was without the parent's knowledge, consent, or connivance.
- Financial inability as reported in writing to the superintendent.
- An insurmountable condition or sickness or injury as attested to by written statement by a licensed practicing physician.

If a student has had at least 5 unexcused absences or absences from 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 that the student may be exhibiting a pattern of nonattendance.

Exceptions to the Attendance Policy:

1. Chronic or extended illness with doctor's verification.
2. A note from the hospital or physician to verify hospitalization.
3. Death in the immediate family requiring extended absence.
4. Court subpoena.

DRESS CODE

Taylor County School District

Grades K-5

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:

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.**

Female:

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

2. **Shirts:** Shirts, tops, jackets, dresses or blouses should cover all aspects of the bosom, chest, back and sides.

a. Cleavage should not be visible.

- b. Tank tops, tube tops, halters, or spaghetti straps are not permitted as a primary top.
- c. Sheer materials, extremely tight clothing, beachwear, sleepwear/pajamas/bedroom clothes are not permitted.
- d. Undergarments should not be visible at any time.

3. 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.

MALE:

1. Pants:

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

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

3. Shirts: Shirts, tops, jackets, should cover all aspects of the chest, back and sides. a. Tank tops are not permitted as a primary top.

- b. 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.

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.

School Bus Discipline Matrix

LEVEL ONE OFFENSES: These offenses should follow the present school matrix with the exception of SBV which should result in a one day bus suspension:

1. First Offense..... Warning
2. Second Offense... 1 day bus suspension
3. Third Offense.....Move to Level Two Offense #1

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

LEVEL TWO OFFENSES: These offenses should result in bus suspension regardless of the students standing on the present school matrix.

1. First Offense:..... 3 days bus suspension
2. Second Offense... 5 days bus suspension
3. Third Offense.....10 days bus suspension
4. Fourth Offense....Bus suspension for the remainder of the year.

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

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

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

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

School bus drivers will provide an initial warning to all students, then, upon reoccurrence, contact the parent by telephone or message to inform parents of the problem and seek support. Documentation must be maintained by the bus driver that contact has been made. Subsequent infraction of this matrix will result in automatic referral requiring no parent contact.

Infractions involving level two and three offenses are to be referred for disciplinary action. In addition to the sanctions above, the school may impose more severe consequences as outlined in the respective school discipline matrix. Such school discipline matrix may require suspension or expulsion from school based upon the type and seriousness of the offense.

Adult students are afforded the privilege of school bus transportation and are subject to loss of privilege for failure to comply with bus rules.

***Upon receiving 2 bus referrals, students will not be allowed to ride that bus for the remainder of the year.

2020-2021 Discipline Grid Grades Pre-K

	Behavior	First Offense	Second Offense	Third Offense
1	Bus Conduct	Conference with students and warning.	Conference with students, parents notified, special seat beside aide, loss of privileges	Bus suspension
2	Disruptive Behavior	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.
3	Possession of Drugs, tobacco, and/ or alcohol products	Parent, teacher, student and administrator conference; loss of privileges; school resource officer called	Suspension 1-5 days and parent conference required	
4	Fighting, battery, or biting	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 training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
5	Insubordination	Warning and conference with student; time-out and loss of privileges	Parent, teacher, student and administrator conference; choices limited	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
6	Disrespectful speech/ action	Warning and conference with student, teacher calls parents	Mandatory parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
7	Profanity, foul language, or obscene materials	Warning and conference with student; time –out; loss of privileges	Parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required.
8	Items not appropriate at school	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 the school before parents will be able to reclaim property.	
9	Failure to follow school rules	Warning and conference with student; time –out; loss of privileges	Parent, teacher, student and administrator conference; loss of privileges	Mandatory parent volunteer training 1– 5 days or 1-5 days suspension for student; Parent conference is required

Principals/ Assistant principals/ 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 his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and the video has not been entered into evidence with Law Enforcement Agencies

2020-2021 Discipline Grid Grades K-5

K-5 Campus Behavior Referral Levels

Level 1	Level 2	Level 3	Level 4	Level 5
3 rd Dress Code Violation Toys at School Disorderly conduct Classroom Disruption Disrespect to Students Cheating Failure to Follow Instructions Horseplay Name Calling	Defiance Aggression Skipping/Leaving Class Use of Cell Phone Being in unauthorized area Forgery Profanity/improper gestures towards Student	Stealing Defacing Property Destroying Property Profanity/improper gestures towards Staff Intimidating Student Altercation/Fighting Misuse of Electronic Device Extortion Possession of tobacco/drugs in any form: (Lighter, electronic/synthetic smoking products.) Minor Campus Disruption	Bullying Sexual Misconduct Intimidating Staff Battery Use of tobacco/drugs in any form: (Lighter, electronic/synthetic smoking products)	Zero Tolerance Hitting school Staff Bringing a Gun/Knife/Weapon to school Major Campus Disruption

Principals/ Assistant principals/ 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 his designee to affect all situations as afforded by law.

Due to privacy and confidentiality, parents may NOT view video evidence of inappropriate behavior(s) unless all faces of students not belonging to the viewer's family are blurred or otherwise removed and the video has not been entered into evidence with Law Enforcement Agencies.

If any student reaches 15 referrals he/she 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

Level	1st	2nd	3rd	4th	5th	6th	Repeated
1	Parent Contact and Verbal reprimand; timeout remainder of the day	Parent Contact, 1 day restorative practice; timeout remainder of the day	Parent Contact; 3 days restorative practice; timeout remainder of the day and 1 ISS	Parent Contact; 5 days restorative practice; 1- 3 days ISS	Parent Contact; 7 days restorative practice; 3-5 days ISS	Mandatory parent conference (face to face) and behavior contract. 1 OSS and 5 days restorative practice upon return.	Parent contact; sequential ISS days 5-10 days restorative practice upon return.
2	Parent Contact and Verbal reprimand; timeout for remainder of the day	Parent Contact, 3 days restorative practice; timeout remainder of the day	Parent Contact; 5 days restorative practice; timeout remainder of the day and 3 days ISS	Parent Contact; 10 days restorative practice; timeout remainder of the day and 5 days ISS	Mandatory parent conference (face to face) and behavior contract. 1 OSS and 5 days restorative practice upon return.		Parent contact; sequential ISS days; 5-10 days restorative practice upon return.
3	Parent Contact, Verbal reprimand, 1 day ISS.	Parent Contact, Verbal reprimand, 3 days ISS, 3 days restorative practice; refer to guidance	Parent Contact, Verbal reprimand, 5 days ISS, 5 days restorative practice; refer to guidance	Mandatory parent conference (face to face); behavior contract 1 days OSS and 5 days of restorative practice upon return.			Parent contact; sequential ISS days; 5-10 days restorative practice upon return.
4	Mandatory parent conference (face to face). 1 day OSS.	Mandatory parent conference (face to face) 3 days OSS. Refer to Guidance	Mandatory parent conference (face to face). 5 days OSS. Behavior contract. 10 days Restorative practice upon return.				Parent contact; sequential ISS days; 5-10 days restorative practice upon return.
5	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion						



DISCIPLINE MATRIX

PARENT NOTICE on AYP

STUDENT PROGRESSION PLAN

Expectations for Pupil Performance (per Florida Statute)
Promotion/Remediation/Retention Procedures

SCHOOL ACCOUNTABILITY REPORT (SPAR)

PARENT RIGHT TO KNOW

- The teacher is in-field, certified to teach the course or if the teacher is out-of-field and not certified to teach the course;
- Whether or not the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or certification of the degree;
- Is your child being provided services by paraprofessionals (teacher aide) and, if so, what are their qualifications;
- A description of the frequent and regular methods of notification on how your child is performing in each academic area and on each of the State academic assessments.

NOTE: These documents/information are available at the school office and the Taylor County School Board website

www.taylor.k12.fl.us

Other DISTRICT POLICIES

VIDEOTAPING OF CLASSROOMS: For instructional purposes this is an accepted practice in the Taylor County School District. If you wish for your child NOT to be taped or pictures to be published in the local newspapers, please submit your request in writing to the school principal/office staff.

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.

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

EQUITY COORDINATOR:The district appoints an Equity Coordinator to coordinate compliance with Federal and State laws prohibiting discrimination. If you have any questions, concerns, complaints, or suggestions about policies and/or procedures effecting employment or educational opportunities in the district please contact: *Taylor County School Board*.

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 of 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:

- (b) Affidavits by the complainant,
- (c) Affidavits by witnesses testifying on behalf of the complainant,
- (d) Affidavits by any witnesses testifying on behalf of the school board,
- (e) Affidavits by the school board as to the facts of the issue,
- (f) Statement of position by the school board, together with any documents in support of that position,
- (g) Records and documents gathered in evidence from the school board,
- (h) 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 to 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.

For discrimination issues contact: Michael 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 and select the section entitled "Students with Disabilities". Topics include diploma options, transition planning and services, eligibility, Revised Procedural Safeguards, least restrictive environment, Section 504 Information & Guide, FCAT Waiver Options, and a list of contact organizations."

PUBLIC NOTICE

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 seeking the information.

- c. Officials of other school systems in which the student seeks to enroll, subject to conditions set 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:

- a. 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)
- b. 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.

The content of Category A and Category B educational records shall be defined in State Board Rules 6A-1.0955.

MAINTENANCE OF STUDENT RECORDS

As defined in Section 228.093(3)F.S., The Taylor County School Board policy for storage, retention and destruction of personally identifiable information is available at the school office upon request. Steinhatchee School and the Taylor District School Board has the right to retain permanent records of name, address, etc. without time limitation. If any parents of students enrolled at Steinhatchee School are unable to comprehend a written English notice, they should contact the school office for an explanation or translation of this material. Any questions regarding this information should be directed to the principal of the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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

La ley de privacidad (FERPA) y derechos educativos de familia ofrece los padres y alumnos mayores de 18 años de edad ("estudiantes elegibles") ciertos derechos respecto a los registros de educación del estudiante. Estos derechos son: (1) el derecho a inspeccionar y revisar los registros de educación del estudiante dentro de 45 días del día la escuela recibe una solicitud de acceso. Los padres o los estudiantes elegibles deben presentar a la escuela principal [o escuela apropiado tra Oficial] una solicitud por escrito que identifica la record(s) que deseen inspeccionar. El funcionario de escuela va hacer arreglos para el acceso y notificar el padre o estudiantes elegibles del tiempo y lugar donde los registros pueden ser inspeccionados. (2) El derecho a pedir la modificación de los registros de educación del estudiante que cree que los padres o alumnos elegibles son inexacto. Los padres o alumnos elegibles podrán pedir a la escuela para modificar un registro que creen es inexacta. Debe escribir el principal de escuela [o funcionario de la escuela apropiado], claramente identificar la parte del registro que quieren cambiar y especificar por qué es inexacta. Si la escuela decide no modificar el registro de lo solicitado por el padre o alumno elegible, la escuela se notificar los padres o alumnos elegibles de la decisión y asesorar a ellos de su derecho a una audiencia con respecto a la solicitud de enmienda. Información adicional sobre los procedimientos de audiencia se prestará a los padres o alumnos elegibles cuando notifique del derecho a una

audiencia. (3) El derecho a consentir divulgaciones de información personalmente identificable contenida en los registros de educación del estudiante, excepto que FERPA autoriza divulgación sin consentimiento. Una excepción, que permite la divulgación sin el consentimiento es divulgación a funcionarios de la escuela con intereses legítimos de educación. Un funcionario de escuela es una persona empleada por la escuela como un administrador, supervisor, instructor, o un miembro del personal (incluyendo salud o personal médico y personal de unidad de represión); una persona al servicio de la Comisión escolar; una persona o una compañía con quien ha contratado a la escuela para realizar una tarea especial (como un abogado, auditor, consultor médico o terapeuta); o un padre o estudiante desempeñan funciones en un Comité oficial, tales como un comité disciplinario o de agravio, o ayudando a otro funcionario de escuela en llevar a cabo sus tareas. Una escuela oficial tiene un legítimo interés educativo si el funcionario necesita revisar un registro de educación a fin de cumplir su responsabilidad profesional. [Opcional] Previa solicitud, la escuela revela registros de educación sin el consentimiento a los funcionarios de otro distrito escolar en el que un estudiante busca o va a inscribirse. [Nota: FERPA requiere un distrito escolar para hacer un intento razonable para notificar a los padres o estudiante de los registros de búsqueda a menos que se dice en su notificación anual que se pretende reenviar registros bajo petición.] (4) El derecho a presentar una queja con el Departamento de educación con respecto a alegado incumplimiento por el distrito escolar de cumplir los requisitos de FERPA. El nombre y dirección de la Oficina que administra FERPA son: familia política Compliance Office estadounidense Departamento de educación 400 Maryland Avenue, SW Washington, DC 20202-5901

**TAYLOR COUNTY SCHOOL BOARD
POLICY MANUAL
CHAPTER 3.0**

3.10

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

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.

