

# Taylor County Primary School



## **STAFF Handbook 2019-2020**

**One TEAM Above All. Above All ONE Team.**

*A Title I School-- Taylor County Elementary and Perry Primary are school-wide Title I schools, and as such, ensures that all students receive educational services based on their identified needs.*

## **Taylor County School District Calendar ~ 2019-2020**

### **August**

5 - First day for teachers  
12 - First day for students

### **September**

2 - Labor Day Holiday  
23 - Early Release/ Staff Development

### **October**

11 - Last day of first nine weeks (43)  
14 – In-service Day/ Holiday for Students

### **November**

11- Veteran's Day Holiday  
25-29 - Thanksgiving Holiday

### **December**

19- Early Release  
20 - Last day of second nine weeks (43)/  
Last day before Christmas Holidays/ Early Release

### **January**

6 - In-service Day / Student holiday  
7 - First day back for students  
20 - Martin Luther King Day Holiday

### **February**

5- Early Release/Staff Development  
17 - Presidents' Day Holiday

### **March**

13 - Last day of third nine weeks (45)  
16-20 Spring Break

### **April**

10- Holiday/Good Friday  
13- Holiday

### **May**

25- Memorial Day Holiday  
29– Last Day of fourth nine weeks (47)/Early Release /Last Day for Students  
30- Last Day for Teachers

### **June**

2- Last Day for Teachers

# Taylor County Primary School Staff

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

## **Support Staff**

Cantrell, Kay ~ Reading Coach  
Guenther, Sabrina ~ Math-Science Coach  
Frostick, Angie ~ Guidance Counselor  
Morgan, Melanie ~ MTSS Coordinator

## **Birth to 1 year old Teachers**

Aman, Lindsey  
Hafner, Michelle

## **2 Year Old Teachers**

Island, Velma  
Roberts, Telina

## **3 Year Old Teachers**

Harris, Rebecca  
Calhoun, Nova  
Hernandez, Julie  
Alsip, Jessica  
Weatherly, Sandra  
Arnold, Emily

## **4 Year Old Teachers**

Freeman, Marcy  
Wallace, Alisha  
Wallat, Christi  
Gipson, Starla  
Sever, Elizabeth  
Dibler, Jennah  
McClain, Diann  
Johnson, Rhonda  
Reid, Maria  
Allen, Lisa  
Wright, Deidra  
Tucker, Megan  
McEwien, Debbie  
Miller, Jennifer

## **Kindergarten Teachers**

Bowden, Amy  
Williams, Lauren  
Fall, Anglee  
Vann, Jessi  
Stanley, Brittony  
Williams, Lauren  
Carson, Heather  
Hubbard, Lindsey  
Freeman, Melissa  
Williams, Melanie  
Hewett, Meredith  
Reams, Patsy

## **1<sup>st</sup> Grade Teachers**

Rowell, Bobbie  
Roberts, Laura  
Ricketson, Vanessa  
Hornsby, Becky  
Byrd, Stacy  
Wiles, Valerie  
Hill, Lia  
Moon, Sherie  
Clark, Bryttany  
Amman, Jennifer

## **2<sup>nd</sup> Grade Teachers**

Davis, Brooke  
Gibson, Keira  
Wood, Julie  
Miles, Emerald  
Murphy, Mary Theresa  
Mixon, Lori  
Fletcher, Katie  
Sands, Kamryn  
Watt, Cathy  
Rayburn, Tara

**Enrichment Staff**

Pegg, Kim -Media  
Brown, Lynn -P.E  
Ricketson, Cheryl- P.E  
Everett, Melissa- STEM  
Stading, Adena- Music

**School Resource Officer**

Bell, Kathy

**TCSB Social Worker**

Brooks, Rhonda  
Stephens, Betsy

**ESE Staff**

Walker, Robin  
Dowdy, Rhonda  
Jackson, Teresa  
Brantley, Cheryl  
Palaio, Jack  
Sesock, Anne

**Speech/Language Therapist**

Addison, Margie  
Wambolt, Rebecca

**Physical Therapist**

Jeremy Gray

**Occupational Therapist**

Macia Hunt

**Gifted Teacher**

Brooks, Lilly

**ESE Aides**

Fletcher, Sherry  
Dulbs, Jessica  
Weaver, Morgan  
Beach, Sandy  
Calhoun, Elijah  
TBA

**Clinic Staff**

Dice, Amber- RN  
Cockcroft, Marlana –LPN  
Brown, Kristina- Aide  
Lauterbach, Marlow

**Office Personnel**

Fedor, Salena  
Murphy, Tonya  
Wright, Angie  
Miller, Kathy  
Nesbit, Linda  
Wright, Diane  
Pitts, Darla  
Sheffield, Don

**Title I Parent Liaison**

Fike, Stacey

**Instructional Staff**

Lundy, Rhonda  
York, Kathy  
Bembry, Opal  
Colliette, Eunice

**Custodial Staff**

Freeman, Debra  
Demps, Herman  
Harris, Rosa  
Bishop, Virginia  
Krejar, Dale

**Cafeteria Staff**

Weatherly, Nikole  
Russell, Katrina  
Aquilar, Monica  
Radunz, Pat  
Thomas, Shirley  
Dycus, Tami  
Hathcock, Elke

## **Bulletin Boards**

Bulletin boards are a great way to display student work or themes. The bulletin boards in hallways are to be shared by those nearest in the area and should be updated on a regular basis.

## **Classroom Appearance**

Decorative, colorful environments are an inviting place to learn. Please use caution with how you attach items and do not use adhesives (ie. tape, hot glue, staples, Velcro) that will damage paint or drywall. Painter's tape may be placed under the poster and then a small amount of hot glue or Velcro may be attached to the painter's tape. At the end of the day, please see that students remove clutter, paper, pencils, and place their chairs on the top of their desks.

## **Classroom Management**

Each teacher will implement the Classroom Management Plan that coordinates with our school wide procedures. All staff and students will follow a code of conduct.

### **TCPS Code of Conduct:**

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

Disruptive students will be dealt with and processed through the Classroom Management Plan and Discipline Matrix. Be sure that students' behavior is addressed at MTSS meetings and Behavior Education Plans are developed as appropriate. *See Student Discipline.*

**Students are not to be placed outside the classroom without supervision. Parents must be contacted by the classroom teacher before writing a referral.**

## **Clinic**

Students need a pass to receive services in the clinic. The school nurse and/or her assistants will dispense medications as prescribed by the physician. Preschool staff must call the clinic to have the aide come get their student.

## **Code of Ethics of the Education Profession in Florida.**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

## Principles of Professional Conduct for the Education Profession in Florida

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1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
  - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.

- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

## **Communication Folders**

Each **Wednesday** the teachers will send home a two-pocketed folder with papers/notes parents need to see, sign, and return.

## **Comp Time**

Comp time will be discussed on an as need basis.

## **Cumulative Records**

Teachers should review the information contained in each child's cumulative record. These folders are kept in the Records Room. Please sign the cumulative records out and back in before leaving that day.

## **Curricula**

In alignment with the District Reading Plan and the Every Student Succeed Act (ESSA), our schools utilize the following Core Curricula for the subjects listed below:

1. Reading – Journeys/ Creative Curriculum
2. Math –Go Math/ Creative Curriculum
3. Language Arts – Journeys/ Creative Curriculum
4. Science – FUSION/ Creative Curriculum
5. Social Studies – Pearson My World/ Creative Curriculum

In addition to these core materials, the following supplemental curricula are approved for use in our classrooms:

1. Reading- iReady, novel units, AR, leveled readers, Text Talk, Max Scholar, Leveled Language Intervention and Study Island.
2. Math- iReady, Ascend Math, Accelerated Math, and Study Island.

## **Curriculum Meetings**

Subject area-grade level meetings will be scheduled every 6 days to discuss subject progress monitoring, curriculum map alignment, assessments and instructional decisions.

## **Data Analysis**

Teachers will utilize ASQ's, DIAL 4, VPK Assessments, FLKRS , ESGI and iReady data as it pertains to your age group in order to complete the progress monitoring for their students. Progress monitoring tests will be given three times per year. The results from these tests will be disaggregated and the analysis of this data should drive all instruction that takes place in the classroom. This data will be used for instructional purposes as well as for use in each teacher's Individual Professional Development Plan.

## **Drug Free Schools**

In accordance with Florida Statute, smoking is not permitted in the buildings or on any Taylor County School Board grounds. (Please refer to Taylor County Schools Employee Handbook)

## **Emergency Plans**

### **\*\*See Crisis Intervention Plan**

Please update emergency lesson plans make sure they are clearly marked.

The following items should easily accessible in your room:

- ✓ Lesson plans and daily schedule
- ✓ Attendance and lunch count forms
- ✓ Schedule for ESE students
- ✓ Information about special needs students (medically fragile, behavior problems, allergies, etc.)
- ✓ Your duty schedule
- ✓ Seating chart
- ✓ Emergency Plan procedures or student's name to consult

## **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 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.

**Faculty Meetings**

Faculty Meetings will be held as needed to give information to the entire faculty at one time. Meetings will be scheduled to follow district staff meetings.

**Grade Book/Attendance**

Teachers are expected to utilize the FOCUS software program and traditional grade books are optional. Teachers will be responsible for checking attendance every morning before 8:15am in the FOCUS system. Teachers may record it in a grade book or print a report from FOCUS at the end of each nine weeks. Such record is a legal document which is required by Florida Statutes 1003.23. **Grades are to be entered weekly.**

**Grading Policy**

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

<b>1<sup>st</sup> and 2<sup>nd</sup></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
<b>Kindergarten</b>		
EE – (A)	90-100	Exceeding Expectations
ME – (B)	80-89	Meeting Expectations
AE – (C/D)	60-69	Approaching Expectations
NME – (F)	0-59	Not Meeting Expectations

## Grading Protocols for Grades K-2

### Kindergarten Math and Reading:

Standards Based Report Card

#### 1<sup>st</sup> Grade Math Grading Protocols

60% Standards Aligned Assessments

20% Basic Facts/Computation

20% Classwork i.e. Mid Chapter Checkpoint

#### 2<sup>nd</sup> Grade Math Grading Protocols

60% Standards Aligned Assessments

20% Basic Facts/Computation

20% Classwork i.e. Mid Chapter Checkpoint

### Kindergarten Science E, S, N, U Supported by the following:

#### 1<sup>st</sup> & 2<sup>nd</sup> Grade Science

60% Standards Aligned Inspire Module Tests (K-2)

40% Be a Scientist Notebook pages, hands on activities, Module Quizzes

#### 1<sup>st</sup> Grade Reading

40% Assessments

20% Cold Reads

20% Writing

10% Grammar/Spelling

10% Classwork

#### 2<sup>nd</sup> Grade Reading

40% Assessments

20% Cold Reads

20% Writing

10% Grammar/Spelling/HW

10% Classwork

### Grades K-2 Wheel Classes

Participation/Performance-Written Assessments

### Homeroom Procedures

Each morning, attendance will be recorded on the computer in FOCUS. Email the lunchroom count of how many lunches to prepare each day.

### Lesson Plans

Weekly lesson plans are to be posted on OnCourse each Sunday by 5:00pm. Lesson plans must be printed out weekly and place out for administration to see.

### Lunch

Students will be escorted to the cafeteria by the teacher in charge and should wait with students until the staff in charge has given them directions. This will eliminate students waiting in line outside without adult supervision. Teachers are expected to pick up students **on time** from the cafeteria.

### Mailboxes

Each teacher and staff member has a mailbox located hallway in the front office. Your mail is delivered each day, please check your box upon arrival to school, at lunch, and at the end of the day in order to facilitate the communication process. Students are not to come to the front to get your mail.

### Medication

Information about administration of medication at school is provided in the packet sent home with students the first day of school. The school does not provide any medication for students; therefore, **parents must bring medication needed by students to the school clinic themselves.** Teachers, if a child brings any type of meds to school, please confiscate it and hand it to the nurse. She will contact the parent about this and get the proper forms completed, if necessary. Remember, **the nurse is the only person to administer medication that has been properly authorized.** It is important that teachers send all completed forms to the office as soon as you receive them from home. When you are aware that a student will be receiving meds at school, please assist the students by reminding him/her when medication is due. **If you are planning a field trip, be sure to see the nurse ahead of time for those students who will need their medication during the time of the trip.**

### Money Collected

All money collected will be receipted and turned in to Mrs. Wright by 1:00pm. Do not receipt anything less than \$5. Money collected for preschool fees will be placed in the lock box in the front office.

### MTSS Multi-Tiered System of Student Support

In an effort to continue to bring continuity to our instructional program and equity to all students in the curriculum, teachers and students are grouped into Learning Teams. Each team, comprised of team teachers, should monitor student academic progress – study the student data that indicates what is working, what is not working, develop alternative strategies, and plan together as a team. The MTSS team will meet on the most struggling, Tier 3 students. If you have a student who is receiving Tier 2 services and you need more assistance, the MTSS team will assist you with this.

### Parent Teacher Conferences

Frequent contact with parents is vital to the success of all students. Parent/teacher conferences serve as an excellent means of facilitating communication for the good of students. Teachers should initiate conferences in a timely manner if there is an academic or behavioral problem. Also, conferences serve as a great opportunity to share exceptional student performance. When possible, all teachers who impact a student should attend the conference. All conferences must be documented on the school's official form and signed by all participants. Please remember to give the parents a copy as well as the parent liaison a copy. Principal will review conference forms periodically. It is important to make every attempt to schedule these conferences.

**\*\*A phone call should be made to EVERY parent during the 1<sup>st</sup> two weeks of school to begin a positive connection between the school and home.**

### **Professional Expectations**

Our staff members have the opportunity to affect children's lives in more ways than providing educational opportunities. We must treat children with the same respect that we expect. Establishing an atmosphere of learning relies on more than just knowledge of subject matter. Please make each student feel as special as you would like to be and set high expectations for yourself. Sarcasm, criticism, and degrading remarks only lead to more frustration and low self-esteem. Find something POSITIVE to say to each child every day. You will be surprised what it can do for them and you.

### **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. To assist parents in making informed decisions regarding their child's education, please refer them to the Taylor County School District website [www.taylor.k12.fl.us/parents/Exceptional](http://www.taylor.k12.fl.us/parents/Exceptional) Student Education section (under information for parents) for placement, least restrictive environment, diploma options, FSA Waiver Options and a list of contact organizations.

### **Social Security Information:**

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number by the Taylor County School District. The Taylor County School District collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, the Taylor County School District collects your social security number for the following purposes: employment application, criminal history check (FDLE, FBI, local law enforcement agencies), Department of Homeland Security Federal I-9 form, Federal W4, W2, 1099 and other IRS documents, Federal Social Security taxes (FICA), unemployment reports (Florida Department of Revenue), Florida Retirement System documents and reports, Workers' Compensation documents and reports, Direct Deposit documents, authorizations and other documents for optional retirement programs such as 403(b) and FICA Alternative Programs, documents and reports related to Group benefits such as health, dental and life insurances, documents and reports related to supplemental deductions, documents and reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Office of Professional Practices Services and other FL-DOE departments as required, documents and reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, state and federal agencies as required, other purposes specifically required or authorized by local, state or federal law. For additional information, please refer to page 6 of the Employee Information Handbook or to School Board Policy 7.381.

### **Staff Attire**

Our school staff leads by example and should dress for success. Therefore all staff should adhere to the district dress code. In an environment where children are learning to establish personal goals and look to us as role models, our attire should reflect professionalism and be in good taste. Dress on planning days or non-student days can be more casual. **Jeans are appropriate to wear on Fridays and planning days.**

### **Staff Lounge**

Please take advantage of our lounge adjoining the student cafeteria for all food and drink. This area is off limits to students in order to maintain privacy for our staff. Coffee pots are not allowed in classrooms.

### **Staff Sign-in/ Sign-out**

All staff members are to sign in upon arrival to school and sign out upon leaving. The sign-in sheet will be located in the front office.

## **Statement of Nondiscrimination**

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.

## **Student Attendance Policy**

### **Taylor County School Board ATTENDANCE REGULATIONS**

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

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

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

## **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.

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

During each semester of the school year, the following actions will take place:

The student's primary teacher(s) will make documented attempts at parent contact once the student has been identified with five unexcused absences within a 30-calendar day period. A Level 1 Truancy letter will be mailed home at this time.

The school principal or designee will make documented attempts at parent contact once the student has been identified with ten unexcused absences within a 90-calendar day period. A Level 2 Truancy letter will be mailed home at this time and a meeting with the Intervention Assistance Team will take place with designated team members, the parents/guardians, and the student present.

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

## **Exceptions to the Attendance Policy**

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

#### Taylor County Primary School Code of Conduct

**I will be Respectful**

**I will be Responsible**

**I will be Safe**

**I will be a Peacemaker**

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

**CLASSDOJO** is an internet based program our schools use to track behavior and communicate with parents. Parents/Guardians can connect via computer or smartphone to follow student's behavior. Teachers, Parents, and 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 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. They have been broken down into 3 KEY AREAS of needed student improvement.

#### **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.

**Deans 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 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 additional disciplinary guidelines that are different than those for non-disabled students.

### **Level I Discipline – School wide Behavior Management**

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. These offenses may be handled first by the teacher or other staff member involved. If additional action is necessary because of continued violation or other concerns, the student will be referred to the principal or designee for appropriate disciplinary action. The teacher or school administrator/designee, after review of the student's explanation, consultation with other persons involved and further investigation (when needed), will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

### **Level II Discipline**

Level II offenses are intermediate acts of misconduct which require administrative intervention, including, but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consultation with other persons involved, and further investigation (when needed) the school administrator/designee will determine appropriate disciplinary action consistent with this Code and attempt to contact parents.

### **Level III Discipline**

Level III offenses are serious acts of misconduct, including, but not limited to, repeated similar misbehavior, serious disruptions of the orderly conduct of school, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal/designee and may result in immediate removal of the student from the school or extracurricular activities. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents.

### **Level IV Discipline**

The most serious acts of misconduct are included in this level; they must be reported immediately to the principal/ designee. These violations are so serious that they may require district administrators, outside agencies and/or law enforcement. The principal/designee will investigate the behavior and determine appropriate disciplinary action consistent with this code and contact parents. Such acts may also result in criminal penalties being imposed. The principal/designee may recommend the expulsion of any student who has committed a serious breach of conduct.

Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

## 2019-2020 Discipline Grid Grades K-5

### K-5 Campus Behavior Referral Levels

Level 1	Level 2	Level 3	Level 4	Level 5
3 <sup>rd</sup> 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

**TAYLOR COUNTY SCHOOLS Discipline Matrix K-5**

<b>Level</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>Repeated</b>
<b>1</b>	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.
<b>2</b>	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.
<b>3</b>	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.
<b>4</b>	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.
<b>5</b>	Parent contact; Immediate 10 days OSS and recommendation to School board for expulsion						

## 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.

## 2019-2020 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 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

### **Student Dismissal**

All students will be walked to their dismissal area by school staff.

### **Student Planners**

Students in 2<sup>nd</sup> grade will be provided a daily planner by the school. Teachers are to ensure that daily assignments are written in the planner on a weekly basis. It is very important for teachers to utilize the planner as a means of communication with parents. This can be done by initialing daily assignments, writing notes, and encouraging parents review and sign-off as well.

### **Student Tardiness**

Do not accept any student in the classroom after 7:55am without a Tardy Pass. Contact the parent after three (3) tardies per student. Our Title I Parent Liaison will also make parent contact regarding the problem if she is notified by the teacher.

### **Substitutes**

Contact Diane Wright (K-2) or Salena Fedor (Preschool) as soon as possible if you need a sub. Please do not call or text after 9:00pm or before 6:00am.

### **Technology Issues/Request to Add Students to Programs**

If you experience technology problems, you should complete a work order online through the links on the District Webpage.

### **Telephone Usage**

All classrooms are equipped with phones. You will only be able to place local and toll-free long distance calls from your classroom phone. Long distance calls related to school business are permitted.

Cell Phones—Only use cell phones during non-student contact time unless using DOJO. Please do not use them during meetings or when students are around.

### **Temporary Duty Elsewhere**

**You must complete a TDE form seven (7) days prior to the activity.** All TDEs will require principal approval and some will require Board approval. The Board is hesitant to approve **any** leaves that are turned in for approval “after the fact”. According to board policy, leaves are due **prior** to the employee being off duty or on Temporary Duty. An employee may request **personal leave**; however, it should be made **at least 2 weeks in advance, if possible.**

### **Textbooks**

Teachers are responsible for managing textbook issuance and care.

### **Title I Statement:**

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. Taylor County Elementary and Perry Primary School are school-wide Title I schools, 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.

### **Transportation Changes**

Parents/Guardians are to call the front office for a transportation change. Calls must be made before 1:30pm to insure delivery to students. Parents/Guardians must provide student safety passcode to make a change.

### **Visitors**

Visitors are welcome at TCPS. Before proceeding to classrooms visitors are to report to the front office and receive a **visitor’s badge**. If someone comes to your classroom without a visitors badge, please direct him/her to the office and alert the front office of his/her presence. (Site TCSB Crisis Intervention Plan) Visitors should only stay for an appropriate amount of time to ensure as little disruption from classroom activities as possible. **Parents should contact you ahead of time if they wish to visit your class.** They are asked not to attempt a parent teacher conference when you are supervising students.

### **Workday**

Preschool Teachers’ workday is from 7:30am – 3:00pm. Please be at your door at 7:30am to receive students. K- 2<sup>nd</sup> Grade Teachers’ workday is from 7:40am -3:10pm. Please be at your door at 7:45am to receive students. If you leave campus for lunch you must sign out and sign back in upon your return. Teachers are paid to be on duty during their planning time and must remain on campus during this time. If you need to leave during this time you must provide leave to do so.

### **Worker’s Compensation**

It is each employee’s responsibility to implement the best safety practices possible while on school property. In the event of an accident with injury, a Workers’ Comp Form must be completed and signed **immediately**. Diane Wright have these forms and will assist you in this process. She will also help you with the follow-up appointment information.

The guidelines in this handbook, district policies, and student handbook contain the procedural information describing school operations. To have an effective and efficient educational program necessitates that these guidelines serve to direct the actions of all staff members.

Addendums to this handbook will be distributed at the beginning and throughout the school year as needed and are to be considered part of this handbook and, therefore, part of the operating procedures Taylor County Primary School. Each employee is responsible for the material contained herein.

***Taylor County Primary School Staff is responsible for the information contained in this handbook. Please become familiar with it and keep it available for ready reference. This information is based on District policies and professional expectations.***