

Taylor Elementary

1719 EN 10th Street
Abilene, Texas 79601
(325) 671-4970



School Mascot: Trojans
School Colors: Red and Gray

Principal – Leslye Roberts
Assistant Principals – Stacy Evans and Becky Ponder
Instructional Coordinator – Teri Corbett
Counselor – Melissa Beyer
School Nurse – Elaine Herweck
School Secretary – Debbie Hopper
Office Assistant – Lori Forkner
Cafeteria Manager- Megann Huerta

Taylor Mission Statement:

Mighty Trojans

- Learn Together
- Value All
- Inspire Greatness

Wherever we may be.

A Note from Mrs. Roberts...

Welcome to the 2021-2022 school year! The Taylor staff is excited for this school year and the opportunity to provide an educational experience for all students to succeed. Thank you in advance for being active in our school and your child's education. We look forward to celebrating the growth of all Taylor Trojans!

Arrival, Dismissal and Traffic Procedures

Early Arrival

Beginning at 7:15, students may enter the campus through the front doors. Students are not allowed on campus prior to 7:15, and parents may not drop off prior to 7:15. There is not adult supervision for students before this time.

Breakfast is served from 7:15-7:40 in the cafeteria. Students who chose to eat breakfast, will go directly to the cafeteria. Students need to arrive in time to be finished eating by the 7:50 tardy bell. Students arriving between 7:15 and 7:40 who do not eat breakfast, will go to the gym.

Arrival

Students arriving after 7:40, will go directly to their classrooms. The tardy bell rings at 7:50. Students not in their classroom at 7:50 will be counted tardy. Per district safety and security expectations, parents are not permitted to walk their students to class past the campus entrance after the first 2 days of the school year.

School Dismissal

The school day ends at 3:15 pm. All grade levels will leave the classroom for dismissal at the 3:15 dismissal bell. Staff members will be on duty after school at all pick-up points. Parents are asked to remain in their car in the front driveway and your students will come to the car. Please follow the dismissal safety plan, which will be provided at Meet the Teacher and sent home throughout the year. Students remaining after normal pickup time will be taken back into the building and parents and emergency contacts will be called. For late pick-up, parents will come into the building to sign-out the student.

Traffic and Parking

- The front driveway is 2 lane, one-way traffic. The driveway will remain open for through traffic until after 2:45. At 2:45, cars may begin lining up for dismissal.
- If you need to come into the building, please park in a parking spot in the front drive.
- EN 10th does not have a parking lane. Please do not leave your car unattended.
- AISD buses and daycare vans use the back staff parking lot. This lot is not open to parent drop-off or pick-up.
- Follow the directions given by staff members directing traffic and be polite and patient with them as well as other drivers picking up their children.
- Stay off your cell phone in the driveway. Cell phone use is prohibited by law in school zones.

Change in after school plans

If your child will be going home a different way than usual after school, the office or classroom teacher must be contacted by a parent by note or phone call prior to 2:30 pm about the change in plans. If there is no notification by a parent ahead of time, the child will be sent home in the usual way. For safety, we will not rely only on oral information from the student as sometimes that may not accurately reflect the parent's intentions.

Absences and Tardies

Reporting Absences

If your child is absent, please call the Taylor office at 671-4970 to report it. The office staff and/or an automated message system calls the parent contacts of any student who is marked absent and whose parents have not called in by the attendance reporting time at 9:30 am. If your child is absent due to doctor or dental appointments, or after an illness, please send doctor's notes to the office when your child returns to school.

Tardies

When the 7:50 am bell rings, students should already be in their classrooms and ready to start the day. Important learning activities take place in each classroom first thing in the morning. It is in your child's best interest to be able to begin each day on time to not miss out on instruction or feel behind for the rest of the day. Per state law, if a student arrives at school after 9:30 am, he/she will be counted absent unless the late arrival is due to a doctor's appointment with a doctor's note presented. Taylor reports attendance and tardies following the Abilene ISD policy.

Release and Return of Students During the School Day

Students are expected to remain in class until the end of the school day. All students who need to leave school before regular dismissal time must be signed out in the office. If early pickup is necessary, you are encouraged to do so before 2:45 to assist with traffic flow. At 2:45, cars will start lining up for dismissal. If a student is leaving for an appointment during the school day and returning, he or she must check back in at the office and present a doctor's note before returning to class. *Note: Only individuals whose names appear on the student's contact list or on the child's emergency card will be allowed to pick up a student. If someone other than that will be picking up your child, please notify the office beforehand. All individuals must present a driver's license or some form of picture identification.*

Contacting the Teacher/Conferences

Contacting the Teacher

Teachers are available for parent conferences and phone conversations during their conference/planning period or after school. If you need to speak with a teacher, please call the office and leave a message for the teacher to return the call during the conference/planning period or after school. You are also encouraged to email or send a message using the Remind app to your student's teacher. Teachers check and respond to emails and Remind messages during conference/planning period or after school. To ensure teacher focus is on students during instructional time, phone calls are not transferred to classroom and teachers are not expected to respond to emails during instructional time.

Conferences

While at least one parent/teacher conference is required each year, others can be initiated by the teacher or parent as needed. If you have a concern or question, we encourage you to contact your child's teacher during the year for a conference or phone call. Please check daily for notes and information sent home by the teachers or office.

School Nurse

Mrs. Elaine Herweck, LVN, is Taylor's school nurse. Her office is equipped to handle routine medical needs. In the event of more serious illness or injury, parents will be notified immediately. You can contact her directly by calling 671-4970 and choosing #3.

Allergies: It is very important that the school nurse and classroom teacher be informed of any allergies to drugs, food, or environmental conditions that your child might have.

Medications: If it becomes necessary for a student to take medicine during the school day, the law requires that the parent come to the nurse's office with the medication in a prescription bottle and complete a medical form.

Illness: If you are unsure whether your child is sick enough to stay home for the day, you may contact Nurse Herweck to help make the determination. Here are some guidelines to follow when determining if you child can return to school after being sick:

- Your child should be free of fever without the use of fever reducers (such as Tylenol) for 24 hours before returning to school.
- If your child has been given antibiotics, he/she needs to wait 24 hours after the first dose before returning to school.
- If your child has been vomiting and/or has been having diarrhea, he/she needs to stay home for 24 hours after the last episode.

Visitors

Parents and other visitors are welcome to visit Taylor Elementary School for lunch and special events. For the safety of our students, the front door remains locked during the school day. Visitors will use the callbox to the left of the main entrance to be let in the building. All visitors are required to report to the office upon entrance to the campus and present an official picture ID, such as a driver's license, in order to receive a visitor pass. Your ID will be kept in the office until you check out to leave, and your visitor pass must be worn visibly for the entire time you are on campus. The office will deliver items to the classroom for you to keep classroom interruptions to a minimum. All classroom visits during the school day must be scheduled ahead of time with the teacher and principal.

Parents visiting at lunch will sit at the round parent tables with their child only. Only the student's parent, legal guardian or grandparent is allowed to bring the student food from an outside source.

Student Behavior Management

Taylor is a Leader In Me school; therefore, we promote a culture that fosters life-long leadership skills. We believe all students can be leaders on our campus and can behave in a manner that is conducive to learning and safety. Abilene ISD implements Safe and Civil Schools in all schools. Our Safe and Civil Schools Foundation Team ensures that we have consistent expectations throughout our campus. The Safe and Civil Schools CHAMPS classroom management system incorporates a proactive and positive approach to discipline. Emphasis is placed on teaching and supporting positive and appropriate behavior, which in turn lessens negative behaviors and the impact those types of behaviors have on learning and the educational setting. Parent communication is an important piece of supporting student's behavior. Teachers and principals will contact parents to discuss plans for supporting positive and appropriate behaviors.

Taylor Elementary complies with guidelines set forth in the Abilene ISD Code of Conduct. The complete AISD Code of Conduct is located on the District website at www.abileneisd.org, or you can obtain a copy from the school office upon request.

The campus principal, Mrs. Leslye Roberts, and the assistant principals, Ms. Becky Ponder and Mr. Stacy Evans, are the campus behavior coordinators (CBC). If a discipline referral to the office is necessary as a last option, the parent will be contacted by office administration either through a phone call, copy of the discipline referral sent home, or a parent conference.

Birthdays and Celebrations

Throughout the year, your child's class may participate in a variety of celebrations and parties, such as for Christmas and Valentine's Day. Please refer to information sent home by the individual teachers regarding these events. Birthday treats such as store-bought cupcakes can be dropped off at the school office to be enjoyed at the end of the day in the classroom. Please coordinate ahead of time with your child's teacher if you plan on sending birthday treats for the class. According to Child Nutrition Service guidelines, birthday cake or treats may not be served during lunchtime. Private birthday party invitations can be handed out at school only if the whole class is invited.

Recess

Time spent outdoors is an important part of the school day. Each class has a scheduled daily recess time. It is difficult to set guidelines that fit every circumstance and condition in regard to outside activities. Teachers and school administration will use their discretion and good judgement as to whether students will go outside. Consideration of indoor or outdoor recess will begin as the temperature nears 90 degrees or 40 degrees. Temperature, Wind Chill, Relative Humidity and Adequacy of Clothing of the Children are factors considered to determine if the weather conditions are appropriate and safe for students to have outdoor recess.

Lost and Found

The Lost and Found is located in the gym foyer. It is helpful to write your child's name in jackets for direct return to the proper classroom when found.

Dogs and animals on campus

Per the district, animals including pets are not allowed on campus without permission from the school principal.

PTO/Volunteering

The Taylor PTO is an association of parents and staff members working cooperatively to enhance the educational program for our students. The PTO provides many activities and services to the educational program that could not be accomplished without parental involvement. Please join Taylor PTO during this year's membership drive! Also, check their Facebook page often for updated information regarding Taylor Elementary and AISD.

VIPS (Volunteers in Public Schools) – Our volunteers are invaluable! The VIPS coordinator will send home a volunteer sign-up sheet at the beginning of the year. Teachers will also have opportunities for volunteering throughout the year. When you volunteer, please remember to sign in at the main office. *Note – AISD requires a background check for volunteers to help at school, including helping to supervise students on field trips.*

School Communication

Throughout the school year, the school and the district will send out communication in a variety of ways to keep families updated and informed. This can include class and campus newsletters, callouts and emails through the School Messenger system, messages through the Remind app, and individualized emails and phone calls. In order to ensure that you receive call-outs and Remind messages, please keep your phone number and contact information current with the school office. You can also visit the AISD website and the Taylor webpage to find current information throughout the school year.

Taylor Elementary COVID-19 Supplement to Campus Guide

Campus Procedures will be adjusted throughout the school year based on Abilene ISD Health and Safety Protocols.

Face Coverings

The use of face coverings/masks that cover the nose and mouth is strongly recommended for all staff and students. Masks will be provided to any students or visitors that arrive on campus that would like to wear a face covering/mask.

Visitors

Visitors to campus will be limited to those essential to school operations. All essential visitors will follow the Abilene ISD health and safety protocols while on campus. As in years past, visitors to campus will need to come to the main entrance and ring the doorbell. Once it is confirmed that the visitor is not experiencing any COVID-19 symptoms, they will be buzzed in. Visitors will report to the office reception area.

Parents and visitors will not be allowed in the cafeteria during breakfast or lunch hours. Parents and/or guardians will not be permitted to eat breakfast or lunch on campus with their child.

When possible and as requested meetings, such as parent conferences will be done by appointment or through a virtual format.

Arrival

Students are encouraged to arrive to school as close to 7:30 as possible. This will also allow plenty of time for all students to eat breakfast. There will be hand sanitizer provided to all students at each entrance.

Students planning to eat breakfast will go to the cafeteria upon arrival. Students not eating breakfast will go to the gym. Students will begin transitioning to classrooms at 7:30 to reduce the amount of time and number of students in the gym and cafeteria.

Dismissal

Car Riders - Teachers will bring their classes out beginning at 3:15. Students will stay with their teacher until the student is called to the car loading station. Staff will bring students to the cars in the loading zones.

In order to load students safely and as quickly as possible, we need parents to:

- Remain in their cars
- Have green name cards visible
- Be alert to the flow of traffic
- Be patient and understanding

Bus Riders – Bus Riders will be picked up from classrooms at 3:10 and will be escorted to the east gate to load the bus.

Meal Times

We believe that it is important for students to continue to have opportunities for social interaction. Our goal is for students to be safely separated while still being able to visit with members of their class at an appropriate volume.

Breakfast

Students will sit at a table as they arrive. Once students finish eating they will be dismissed to classrooms.

Lunch

Students will arrive with their class. After students receive their lunch they will be directed to either side of the next available table. Students will not be sitting directly beside another student or directly across from another student.

Meet the Teacher

Students will attend Meet the Teacher based on their last name to allow for reduced number of students on campus and social distancing. Please limit only 2 adults per family. When possible, please only bring Taylor students and leave older and younger students at home. If you are bringing students with different last names, choose one time to bring all students.

Tuesday, August 17th

A-I 5:00-5:30 pm

J-R 5:30-6:00 pm

S-Z 6:00-6:30 pm

First Day of School – Kindergarten

From 7:30 to 7:50, Kindergarten parents may enter the staff/bus parking lot and park in a parking spot to walk their student to the back cafeteria door. Kindergarten teachers and other staff will be outside to greet students and parents. Parents will say goodbye outside and then students will enter the cafeteria. After the first day of school, Kindergarten students will enter the main entrance. Staff members will be available to help students get to the cafeteria, gym or classroom.

First Day of School – 1st-5th Grades

Parents will be asked to say good-bye as student unload in the driveway. Parents will not be allowed to walk students the building or to the classroom.