

# Taylor Elementary

1719 EN 10<sup>th</sup> Street  
Abilene, Texas 79601  
(325) 671-4970



School Mascot: Trojans  
School Colors: Red and Gray

Principal – Leslye Roberts  
Assistant Principal – Shanda Bourn  
Instructional Coordinator – Teri Corbett  
Counselor – Melissa Beyer  
School Nurse – Elaine Herweck  
School Secretary – Lori Forkner  
Office Assistant – Mendy Weaver  
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 2022-2023 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**

### **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 no adult supervision for students before this time.

Breakfast is served from 7:15-7:40 in the cafeteria. Students who choose 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 an area assigned by grade level.

Students arriving after 7:40, will go directly to their classrooms. The tardy bell rings at 7:50. Per district safety and security expectations, only Kindergarten parents are permitted to walk their students to class on the first day of school. Parents are not permitted to walk their students to class past the campus entrance after the first day of the school year.

### **School Dismissal**

The school day ends at 3:15 pm. At 3:00, cars may begin lining up for dismissal. 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. If you are not in the car pick-up line at 3:30, your student will go inside to the late pick up waiting area. 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 3:00. At 3:00, 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.
- 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 or email [mendy.weaver@abileneisd.org](mailto:mendy.weaver@abileneisd.org) 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 and 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.

### **Early Pick-Up 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. The office will call your student to the office once you arrive to pick up your student. Students will not be called down to wait in the office before the parent/guardian arrives. Please provide plenty of time for the check out process. If you need to pick up your student early for the day, please arrive no later than 2:45 to ensure that you have time to check out your student before the car pick up line starts at 3:00. At 3:00, 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 to schedule a time to visit by phone or in person. Teachers check and respond to emails and Remind messages during their conference/planning period or after school. To ensure teacher focus is on students during instructional time, phone calls are not transferred to the 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 your child may have to drugs, food, or environmental conditions.

**Medications:** If it becomes necessary for a student to take medicine during the school day, the law requires medications be in a prescription bottle and a parent signed medical form is completed.

**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. If you are dropping off lunch for your student, please have the lunch delivered to the office at least 10 minutes before the student's lunch time to provide time for the student to be notified and to get the lunch.

### **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 at all campuses. 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](http://www.abileneisd.org), or you can obtain a copy from the school office upon request.

The campus principal, Mrs. Leslye Roberts, and the assistant principal, Mrs. Shanda Bourn, 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. Flowers, balloons and other gifts will not be accepted or delivered to the classroom due to distraction and lack of storage space.

### **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 judgment 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 outdoor recess.

### **Lost and Found**

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

### **Dogs and animals on campus**

For the safety of all, dogs or other pets (including pets that are carried) are not allowed inside the school or on the school grounds (before school, during the school day or at dismissal). Not all children/guests are comfortable around animals; therefore, we want all to feel safe on campus. The principal may make exceptions for a special program/activity. Certified service animals are an exception with appropriate identification.

### **PTO/Volunteering**

**PTO** - 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 PTO.

**Volunteers**– AISD requires a volunteer application and a name based background check for volunteers to help at school, including volunteering for field trips. To complete the volunteer application please see the Volunteer @ AISD section on the For Parents page of the AISD website. All volunteers must check-in in the main office and follow visitor procedures. Volunteers should wear an ID sticker badge for the duration of the time on campus.

### **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. Social Media managed by the Taylor administration is also a source of information.