

### ***Mission Statement of Taylor Elementary***

*In the spirit of Titan Pride Taylor Elementary Students, Families and Staff will unite to create fun, safe, and successful learning experiences.*

### ***Vision Statement of Taylor Elementary***

*The Taylor Elementary Family will model respect, responsibility, and encourage readiness to learn in order to become productive citizens.*

### **School Day**

Students may enter the building at 8:25 a.m. if going to breakfast, otherwise at 8:30 a.m. through the front entrance. Students are tardy at 8:45 a.m. School is dismissed at 3:33 p.m. Morning Preschool is dismissed at 11:15 a.m. through the middle lobby, door 2. PM Preschool students may enter the building at 12:45 p.m. at door 2; classes begin at 12:45 p.m. Students are to leave the building immediately when dismissed. In case of illness or appointments, students must be signed out through the office by a parent, guardian, or their designee.

### **Arrival: Drop-Off Procedures**

All students will be released to class by guardians through the main entrance or main lobby. Any adult wishing to speak to a staff member must make an appointment via phone call. All hallways and entrances will be off limits to adults other than registered volunteers and staff at all times for the safety and security of all students. **Due to lack of supervision in the building, please make all efforts to not have your child dropped off before the scheduled arrival time.**

### **School Closing and School Delays**

The Superintendent of Taylor Community Schools will determine when it is necessary to close school or to delay school opening. Announcements are made over the local radio stations: WWKI-100.5 FM, WIOU-1350 AM or WZWZ-92.5 FM. Television stations carrying the announcement will be WISH-Channel 8, WTHR-Channel 13 and WRTV-Channel 6. The Skyward phone information system is our most reliable method of circulating school information. Feel free to check our Taylor Elementary Facebook page for current news on closing and delays. Students are able to enter the building at 10:15 a.m. **Please note breakfast will still be served on delay days. However, breakfast on those days will be a “grab and go” bag that will contain smaller portions and food that can be eaten quickly so the students can make their way to class on time.**

### **Enrollment**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities,
- C. or custody (if appropriate),
- D. proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- E. proof of immunizations, and
- F. Social Security card

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

### **Before & After School Care Taylor Community Schools**

YMCA of Kokomo will be offering a Before & After School Care for Taylor students in our Titan Annex building. School aged children, Kindergarten thru 5<sup>th</sup> grade, are eligible to attend. Care will be offered from 6 a.m. to when school starts, and after school ends to 6 p.m. A maximum of 50 children per morning and afternoon session will be transported to the Taylor Annex Building for care. Morning care will include breakfast (provided by the school's breakfast as needed) and free play. After care will included snack, homework help, tutoring, enrichment activities, special guests, and a lot of fun. Our program is meant to give students a place to have fun in a safe environment while also providing academic support. The cost will be \$10 per session of before/after care. **CCDF voucher are available on a sliding scale to offer reduced or free child care.** Registration is located at the YMCA's website [www.kokomoymca.org](http://www.kokomoymca.org) or at the YMCA Child Care Development Center 701 St. Joseph Drive. After initial registration into the program, a weekly schedule is due every Friday by noon for the following week. If you have any questions please contact the YMCA Child Care Development Center at (765)236-2070.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. The Taylor Elementary Office can provide a list of resources if you are in need.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

### **Special Education**

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

The corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment". The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act.

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school at 765-453-3800.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the principal.

### **Student Fees and Book Rental**

Student fees and book rental are to be paid upon the beginning of the school year or by the last student school day in September. Any fees not paid by October 1 will be assessed a late fee of \$10, unless a payment plan has been arranged with the Elementary School office. *If your student is in Kindergarten, there are no student or textbook fees.* If fees have not been paid in full by the first student school day in April of the same school year, the fees will be turned over to *Statewide Credit Association* or to small claims court and the parent/guardian will be responsible for all court fees.

Students are responsible for the care of the textbooks issued to them. Excepting normal wear, fines may be levied for loss or damage to textbooks and other education materials and equipment.

### **Scheduling and Assignment**

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

### **Dismissal Procedures**

Students in grade 1 will be dismissed out entrance door 2. Students in grades 2 and 3 will be dismissed out entrance door 3. Students in grades 4 and 5 will exit out entrance door 1. If you are picking your child up, you may wait along the curb in your car for your child to be dismissed or you may park in a parking spot and walk up to the doors. Only one line of cars should be along the curb. For the safety of the students, they will remain in the building until they see their ride along the curb or someone has come to the door to get them. **YOU MUST HAVE YOUR CHILD'S ID NUMBER OR CARD WITH YOU.**

Kindergarten and afternoon Preschool students will be dismissed out the north entrance located out the kitchen doors. You may remain in your car and drive through the pick-up line. When picking up Kindergarten and Preschool students, please have your student number displayed so the teachers can quickly get your child to your vehicle.

All bus students will dismiss out the south doors. The students will load once all buses have arrived.

**If at any time your child will have a change in their dismissal plans, please write a note and send it to the teacher. If you must change your child's dismissal via telephone, please do so by NOON the day the change will occur as this will help us ensure they get to their destination safely and on time. If your child is going home with a friend or a friend is coming home with your child, we will need a note or phone call from BOTH SETS OF PARENTS or the child(ren) will go home per normal.**

### **Attendance**

**Attendance in school is required by the State of Indiana.** Learning to use good judgment in regard to when one should stay home to recuperate from an occasional illness is very important to the educational process. It is equally important for the student to realize that responsibilities must be met and that he/she sometimes must attend school even though he/she may be experiencing some minor discomforts that are common for all individuals.

At Taylor Elementary School attendance to school on a daily basis is one of our top priorities for the success of all students. While we understand that there will be certain times where a student is unable to attend due to illness, travel, emergency in the family, etc... Taylor Elementary School strongly encourages every student to be at school every day possible. The

below attendance protocols are aimed to increase attendance, but also to increase the amount of communication/contact between the home and Taylor Elementary School. Students in elementary school rely on their parents or guardians to help be sure to get them to school every day possible and on time.

**Attendance Plan/Procedures:**

- **Every absence will receive a phone call from Taylor Elementary School**
- **Absence 5 and 6 will receive a letter from Taylor Elementary School**
- **Absence 7, 8, and 9 will receive a phone call from School Resource Officer and/or School Administration**
- **Absence 10 will result in parents being called in for conference with School Administration and students being placed on an attendance contract**
- **Absence 20 will result in 2nd parent conference and student’s name being turned over to the necessary child protection agencies (Department of Child Services or Kinsey Youth Center)**

<b>Absence #</b>	<b>Action</b>
Any Absence	Receive Phone Call from TES
5 and 6	Receive Letter from TES
7-8-9	Phone Call from SRO/School Admin
10	Conference with Parent (Attendance Contract)
20	2nd Conference with Parent/Name turned over to DCS/Kinsey Youth Center

**Pre-Arranged Absences**

Administration encourages parents not to remove students for reasons other than illness or family emergency. Parents may request a pre-arranged absence for their student, but should note that any pre-arranged absence days will count toward the Student Accountability Plan and the TES attendance rules.

**Make-Up Work**

*WE REQUEST THAT A PARENT OR GUARDIAN CALL THE SCHOOL (453-3800) BEFORE 9:00 A.M. TO REPORT AN ABSENCE AND REQUEST HOMEWORK.* Homework may be picked up in the school office after 3:00 p.m. Students will be given one (1) make up homework

day per absence. If an unexcused absence occurs, make-up work may not be applied to student's grade. For the health of others, students absent or who have left school early due to an illness are not to attend a school program or extracurricular activity the day the absence occurs.

No students may leave school prior to dismissal time without either a written request signed by the parent/guardian or the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parents or other legal authorization.

### **Elementary Classroom Assignments & Homework**

Completion of classroom assignments is considered to be an integral part of the student's total program. It is the school's responsibility to continue to teach and stress study skills. It is also important for parents to support their children by helping to learn and use good study habits when working on assignments. Assignments not completed during the school day are expected to be completed and returned to school the following day for the next class session. Discipline procedures can be implemented for refusal to complete, *such as lunch detention in order to complete the missing assignment, recess detention in order to complete the missing work, referral to the office to contact home about lack of work, placement in the Focus Room until assignment is completed, etc...*

### **Report Cards/Grading Scale**

Report cards will come home the Friday after the end of each nine weeks. The letter grading scale is as follows:

A+	100-98	B+	89-88	C+	79-78	D+	69-68	F	<59
A	97-92	B	87-82	C	77-72	D	67-62		
A-	91-90	B-	81-80	C-	71-70	D-	61-60		

Subjects not receiving letter grades will be rated on a scale of S, N or U.

S – Satisfactory      N – Needs Improvement      U – Unsatisfactory

### **Student Accountability Plan**

Our objective at Taylor Elementary School is to have all students demonstrate academic competencies at each grade level prior to moving on to the next grade level. Our purpose for establishing the following guidelines is to help ensure that all students are successful and pass the ISTEP in third through fifth grade. In order to attain this, we expect all students to achieve the following guidelines.

1. **Achieve 95% attendance or higher** (Students may not miss more than nine days of school.) and/or one of the following criteria:

2. Achieve 75% mastery of grade level standards.
3. Show Achievement on all sections of and meet grade level expectations on Standardized Tests
  - a. Kindergarten –Progress on Lexia & STAR reading/math-one year growth
  - b. First Grade – Progress on Lexia & STAR reading/math-one year growth
  - c. Second Grade – Progress on Lexia & STAR reading/math-one year growth
  - d. Third Grade – Pass IREAD-3, Standardized Tests, Progress on Lexia & STAR reading/math-one year growth
  - e. Fourth Grade- Pass Standardized Tests and Progress on Lexia & STAR reading/math-one year growth
  - f. Fifth Grade- Pass Standardized Tests and Progress on Lexia & STAR reading/math-one year growth
4. Achieve semester grade averages above a C -.
5. Complete and turn in assignments on time.

If a student fails to achieve one or more of the above guidelines, she/he will be placed on the Promotion in Doubt List (PIDL). When this happens, you will receive a letter stating the area where your child has fallen below the guidelines. As the year progresses, you will be invited to meet with the accountability committee to discuss the situation. This committee makes the recommendation to the administration in regards to promotion or placement.

#### **Accessing Student Information via TES website**

Students and parents are now able to access student grades via the Taylor Community School's website. This is a great way for parents to keep up with their student's school work and grades, as well as student discipline and attendance. In order to allow parents greater involvement in their student's academic growth TCSC has created a link to grades that are available anytime day or night.

**To access student information, go to [www.taylor.k12.in.us](http://www.taylor.k12.in.us) and select Skyward Family Access under Parents along the top of the screen. Once this page opens, enter your Skyward Login ID and Password.** If you have any difficulty accessing your child's information, please contact the Taylor Elementary School Office.

#### **Communication**

Your child's teacher may communicate with you during the school year regarding your child's progress. This communication may occur through letter, telephone, Skyward, and/or email. When a problem arises between a student and teacher, the parents should first discuss the problem with the teacher. If a satisfactory solution is not reached, it may be taken to the principal.

A newsletter will be posted online monthly and distributed to the students. It will include the school menu and information about upcoming school events and activities. Updates will be posted on our TES webpage in a timely manner.

### **Visitors to Our Building**

Preschoolers and children from other school districts are not permitted to visit classrooms during school hours unless accompanied by an adult visitor. It is courteous to the teacher to prearrange visitations and then meet by appointment. All visitors must sign in at the office and pick up their visitor's badge. Pets are not permitted on school grounds.

### **Volunteer/Visitor**

Volunteer: Someone that will be working directly with students or chaperoning a field trip. Anyone that could possibly be 1:1 with students while at school or during a field trip.

**Volunteers will require a background check.**

Visitor: Someone that is a guest to the school or classroom. This includes but not limited to someone coming to school to eat breakfast or lunch with their student, person's attending Morning's with Mom, All Pro Dad's, Grandparents Lunch, etc...Visitors will not be required to get the background check.

### **Visitors on Playground**

Due to school safety procedures, visitors are not allowed on our playground during school hours.

### **Visitations from Outside Agencies**

Visits and observations of student from community, medical and/or private agencies may occur during lunch and recess time only. These visits must be scheduled through the elementary office at least 24 hours in advance.

### **Taylor Community Schools Food Service Department**

The Taylor Community School Corporation food service department utilizes a computerized point-of-sale system, Café Enterprise. For more information please refer to the Meal Payment Policy available at the Taylor Corporation Website.

### **School Breakfasts and Lunches**

The cost of a student breakfast is \$1.60. Students eating breakfast in the morning may enter the building beginning at 8:05 a.m. and ending at 8:25 a.m.

The cost of a student lunch is \$2.50 per day. Extra milk can be purchased. Each child may turn in his/her money in an envelope to the classroom teacher. You may make payments and keep track of your child's lunch purchases at [myschoolbucks.com](http://myschoolbucks.com).

In order to access [myschoolbucks.com](http://myschoolbucks.com) you will need to make an account using your child's STN number which can be found on paperwork from the beginning of the year or in Skyward.

### **Procedure for Student Lunch/M Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Taylor Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Payments may be made in the cafeteria office or on [myschoolbucks.com](http://myschoolbucks.com).
- If you feel that you your family would qualify for free or reduced price school meals, the application can be found on the school website under the food service tab. Or you may come to the cafeteria office for a paper form. If you have any questions please feel free to contact Paula Bolin at 765-453-1101 Ext. 501.
- A student may charge up to 5 meals maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase “a la carte” items, including extra main entrees or make purchases in the snack line.
- The school may deny a class A lunch to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student has enough money in hand for a meal that day, they will be served a class A lunch.
- The school will provide an alternate meal of a peanut butter sandwich and a milk to a student who pays reduced or full price and has already charged the allotted 5 meals. Those with a documented peanut allergy will be served a lunch meat sandwich and a milk.
- The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
- If the food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The automated call system will notify the parent everyday of any outstanding negative balance in the student’s lunch account. The food service director will send home letters each week to parents of students who carry negative balance of \$15.00 and above.
- All accounts must be settled by the last day of school. Letters will be sent home approximately 30 days before the last day of school to students who have any negative balances. Negative balances of \$20.00 and above not paid in full 30 days after school ends will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court or any other legal method deemed necessary by the Corporation.

Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch account will be notified by mail by the food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 60 days the student lunch account will close and the funds will no longer be available.

**\*The USDA and the State of Indiana are equal Opportunity providers and employers\***

Extra food portions or milk may be purchased in the cafeteria with permission. We encourage students to drink milk with lunch. The milk coolers may not be used to store drinks other than milk. Due to the danger of explosion, carbonated drinks in cans, bottles or a Thermos are not to be brought to school for lunch. Students having allergies to milk, milk products and/or food allergies must have a doctor's note on file with the school nurse. Please be advised that a regular breakfast is not served on a 2-hour delay.

**Cafeteria Rules**

1. When in line, students are to remain quiet and keep hands to themselves.
2. Students will move orderly to the tables to be seated according to the supervisor's directions.
3. Students are expected to use good table manners and use eating utensils in the correct manner.
4. Some grade levels may have periods of "silent" eating prior to being able to talk with their friends. This is to ensure that students eat during their lunch period.
5. Students will remain seated until dismissed.
6. Students will quietly line up to leave at the cafeteria door.
7. Fast food is not permitted to be in the original packaging. Must be placed in non-fast food bag when brought into school.
8. Soda/pop is not permitted

**Student Dress**

An individual's grooming, the way one dresses, and how one behaves have a bearing on how others react. Students' appearance, dress and grooming should be clean and not unkempt. Students are to dress in a manner that does not bring undue attention to themselves, does not appear indecent, and follows sound health practices. Students should dress in a manner that projects pride in themselves and that will gain respect of others. If a style of dress or grooming demonstrates that it is disruptive to the educational process or constitutes a threat to the health and safety of self and others, it will not be permitted in school. Examples of clothing disruptive to the education process include:

- Clothing that implies advertising for alcohol, tobacco products, or those having inappropriate slogans.
- Pajamas
- No play or pretend dress up attire like clothes, plastic shoes or jewelry.

- Bare midriff or see through shirts or blouses
- Short-shorts, gym shorts, running shorts, biker shorts, or outer apparel shorter than mid-thigh length
- Any improperly revealing clothing
- Jeans with holes in inappropriate places, even if shorts or other clothing are worn under them.
- Hats, sunglasses, and bandana wraps
- Saggy pants (pants worn low on the hips) that drag the ground. Any clothing that reveals or exposes undergarments.
- Any jewelry and/or accessories that could endanger students that may be considered a safety risk to the individual wearing them and others (chains of any kind, spiked collars or wrist bands, rings that could be used as weapons or any other jewelry.)
- Shoes are a part of proper dress. Shoes must be worn at all times during recess. Flips flops may or may not be worn at the discretion of your grade level. A pair of Gym shoes must be kept at school to be available when necessary. If gym shoes are not worn during gym, the student will walk in order to meet health requirements set by the state.
- As a matter of safety, high heels are not to be worn at school. A teacher will call home for new shoes.
- Approved dress for "Spirit Days" is an exception to the dress code.
- Cosmetics are allowed but at the discretion of the teacher
- If in doubt about acceptability of any type of clothing check with the principal.

### **Recess/Playground Rules**

Recess is a wonderful opportunity for students to get exercise and form positive peer relationships. Therefore, it is policy that all children play outdoors unless they have a doctor's excuse which lists the diagnosis and date of exclusion. If the temperature is below 30 degrees (with the wind-chill factored in), students will stay in for recess. The following are not permitted: tackle football, skateboards, roller skates, headsets, radios, piggyback riding, snowball or rock throwing. Other items not permitted are baseballs, softballs, wooden or metal bats. All playground equipment is to be used in the proper manner. Recess is earned. Some students may be required to catch up on assignments prior to participating at recess.

**No Collectible Cards like Pokemon are allowed at school. Taylor Elementary School is not responsible for any lost or stolen cards.**

The **Titan Retreat Playground** is a safe area for students to enjoy exercise through play. As an added feature of security the area is constantly under video surveillance. Families are welcome to visit and enjoy after 3:30 p.m. during the week and on weekends. Please be advised that when visiting the playground all Taylor Community School Policies and rules apply.

### **Emergency Drills**

We have established certain procedures to follow for various emergencies such as fire, tornado, bomb threat, earthquake and school bus emergency. It is important for students to understand

the seriousness of each drill, which should be practiced as if it were a real situation. We must prevent panic and promote safety, which requires quiet and orderly behavior, therefore all emergency drills are to be silent (no talking). It is imperative that students follow the directions of the adults in the building. Procedures for drills are posted in each classroom. Teachers will provide instruction, and misbehavior could interfere with the need for prompt responses.

### **Electronic Device Policy**

MP3 players, iPods, electronic devices, cell phones, game boys, etc. are not allowed out or visible during the school day which includes school buses. Emergency situations will be considered on an individual basis. TES is not responsible for any lost, damaged or stolen electronic devices as they are not permitted on the TES campus.

### **Internet Use**

Internet access is available on a limited basis to students and teachers in the Taylor Community School Corporation. The School Corporation is bringing access to our students in order that they may receive a broad-based exposure to knowledge and experiences. This program will aid in meeting the educational needs of its students. It will also help our students accomplish educational goals, which are significant, durable, and transferable.

It is important that any person using Internet access does so in a responsible manner. The entire Internet Use Policy is on file at school and on the school corporation's website and may be reviewed upon request. Parents and students must sign the Acceptable Use Policy form in order to use computers at school. This form is available on the Taylor Community School website.

### **1-to-1 Device**

- Please see the Taylor Community Schools Acceptable Use Policy on the TES website and on each iPad for usage and fees regarding the 1-to-1 device.
- Each student is responsible for charging their iPad at home to be ready for school the next day.
- Each student will receive a charger (cord and plug) from the school. If either is damaged, it is the family's responsibility to replace it by purchasing it through the school or a store.

### **Health Clinic**

The school nurse is in our building to administer health care to students. If the child needs immediate attention from the parent, the school nurse or representative will notify parents or guardians.

### **Immunizations**

Student must provide documentation that complies with the rule set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements (I.C. 20-8.1-7-9.5). From

time-to-time other communicable diseases may be designed by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations should be directed to the school nurse.

### **Policy and Procedure for Ill Students**

Parents are often faced with making the decision regarding their child's health and whether or not they should attend school. A sick student will not only have a less than productive day, but will also expose other students to illness. The following guidelines should be followed when faced with an attendance decision.

**FEVER:** A student with a temperature of 100 degrees or more should remain at home. IF he/she has had a temperature during the night, they should remain at home. Typically, a temperature during the night or a low grade temperature in the early morning will be the first signs of illness and will be higher later in the day. A student must be **fever free for 24 hours** without the aid of medication to return to school. Likewise, a student with a temperature of 100 degrees, or more at school will be required to go home. There may be times the school nurse will require the student to go home with a lower temperature based upon other presenting symptoms.

**VOMITING AND DIARRHEA: KEEP THEM HOME!** Vomiting and diarrhea is not considered "normal." Children often feel better after vomiting but will become ill again. They should remain home until they are symptom free for at least 24 hours.

**ANTIBIOTIC TREATMENT:** A student taking antibiotic for a communicable disease such as strep throat or pink eye should remain home until they have been on antibiotics for 24 hours.

**CHICKEN POX:** Students with chicken pox cannot return to school until all pox have scabbed over. The usual course for chicken pox is approximately 7 days. Students who have received the Varicella (chicken pox) vaccine may still contract chicken pox, but typically a milder case.

**CONJUNCTIVITIS (pink eye):** Students who are present with redness of the white portion of their eye, complaint of "itchiness", or dried discharge around the eyes will be excluded from attending school until they have been seen by a physician to rule out pink eye. Conjunctivitis can be difficult to diagnose, but can be highly contagious. Therefore, a physician's consult will be required. A student who does in fact have pink eye may return to school 24 hours after receiving medication.

HEAD LICE: The new state policy-Taylor School Corporation has a “no lice” policy. Students with alive and active head lice will be sent home. Students with nits or nit casings will also be sent home, if they have not had a proven effective method of treatment prior to being found. Continued exclusion from attending school with nits or nit casings will be at the discretion of the school nurse. Upon completion of treatment, the student is to be brought to the nurse by a parent for inspection before returning to class. They are not to ride the bus or attend school until cleared by the nurse. It is expected that students with head lice be treated and returned to school the next day.

**Note: The American Association of Pediatrics and other organizations advocate that “no nit” policies should be discontinued because misdiagnosis is common. The burden outweighs the harm to the student. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.**

MEDICATION: Students are NOT to bring medication of any type to school. All prescription medication that needs to be taken at school must be brought to the nurse’s clinic by a parent. Likewise, medication will not be sent home with a student. The only exception to this would be inhalers used to treat asthma. Students with prescribed inhalers may carry them on their person at all times. We ask though that their name be put on both the outer case and the actual medication cylinder.

Prescription Medication – Prescription medication should be given at home, not school, whenever possible. Unless the prescription reads a specific time to be given that is during our school day, the medication should remain at home. Those that are given during school hours must be in original container with the prescription visible and in a container that can be left at school. Dosing instructions will be followed as written on the prescription so if the prescription changes, so must the bottle it comes in.

Over-the-Counter Medication- We do not keep medication such as Tylenol, Advil, Benadryl, etc. for students nor do we allow parents to leave these or other over-the-counter medications at school. Those students who may need these products due to chronic conditions must have a prescription written by a physician specifying why it is needed and dosing instructions.

INJURIES: All injuries must be reported to the teacher or the office. If minor, students will be treated and returned to class. If medical attention is required, the school will follow any emergency procedures necessary and attempt to make contact with the student’s guardian.

### **Student Bus Conduct**

It is the philosophy of Taylor Community School that transportation is a service provided by the board of school trustees, and must not be abused by those using it. Students are under the authority and supervision of the bus driver while on the bus and are expected to adhere to his/her directions, rules, and regulations from the time they board the bus until they leave it. Any distractions, which take the operator’s attention from driving

while the bus is moving, are much more serious than the same distractions in the classroom. Persistent infractions of the rules and regulations will result in a warning from the Principal and possible loss of bus riding privileges.

While being transported, students shall not mar or deface the bus or bus equipment. All students shall obey the following rules:

1. Head, hands, legs and feet of any rider shall be kept within the bus.
2. Scuffling, fighting, smoking, drinking and/or obscene language are expressly forbidden.
3. Bus riders will not litter the bus with food or other debris.
4. Damage to the bus from other than regular usage will be paid for by the rider.
5. Cooperation with the bus driver is expected at all times.
6. Books, lunches, feet, arms and other objects must be kept out of the aisles. The safety of all requires clear aisles.
7. The following actions may result in immediate loss of bus riding privileges:
  - a. Striking or hitting a bus driver, school official or other rider.
  - b. Use of profane language to the driver or to others on the bus.
  - c. Any act, which is in the opinion of the school officials, endangers the safety of others.

Students will get off the bus at designated stops at all times except when **written permission** from the parent allows the student to ride home with a friend (provided both parties have provided a note). IF there is a change in their regular dismissal parents must provide written communication to the teacher and students will then be given a Transportation Pass that indicates the change.

## **School Discipline Plan**

### **School Wide PBIS (Positive Behavior Intervention Systems) Implementation:**

**One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms).**

**Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining Tier 1 supports (universal), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.**

As part of the PBIS students will earn Titan Tickets for appropriate positive behavior that they will be able to redeem for different reward type of items or activities (such lunch with a friend/extra recess/principal for the day/attend High School sporting event as part of the team/etc...). The belief is that students will see other students acting in an appropriate manner and getting rewarded, and then want to act in the expected "Taylor" way.

School wide expectations will be given to all families at registration.

Every student has a responsibility for his/her own behavior during school and to and from school. We have a four step school wide discipline plan. Students begin with Step 1 every morning. If students make a bad choice they will be disciplined accordingly:

STEP 1: Classroom Discipline Plan – Students who misbehave are subject to consequences outlined in the grade level conduct rules.

STEP 2: Buddy Teacher – The student will be sent to the buddy classroom. The teacher will talk with the student and come up with alternate things that could be done to prevent the problem.

STEP 3: Focus Room- A room with a teacher where a student can get themselves "refocused", so they can return to their classroom learning environment.

STEP 4: Principal – The student will be sent to the principal. The principal will enter the referral into the Skyward system, call the parents, and discuss with the student the actions of the day. The student will come up with a plan of action to correct his/her behavior.

STEP 5: Principal – The student will be sent to the principal. When a student reaches this step, the only options will be in-school or out-of-school suspension.

### **Bullying**

Bullying is not tolerated at Taylor Elementary School or any event sponsored by or associated. Bullying is characterized by Indiana Code (IC 20-33-8-0.2)

*Taylor Elementary staff and students share the following philosophy regarding bullying: To, At, or About – It may be considered bullying if you do something TO a person, AT a person, or say something ABOUT a person.*

This rule applies when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  2. Off school grounds at a school activity, function, or event;
  3. Traveling to or from school or a school activity, function, or event;
  4. Using property or equipment provided by the school; or
  5. Using data or computer software that is accessed through a computer,
  6. Computer system or computer network of the school corporation.
- 
1. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated

acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

2. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
3. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
4. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
5. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

#### **Suspension /Expulsion: Due Process of the Law**

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the Indiana General Assembly with regard to all disciplinary action.

All students whose actions and attitudes are continually contrary to general rules and procedures set forth by the school may be suspended by the principal for a period up to and including five (5) school days or the student may be recommended for expulsion by the principal.

The following is a list of specific acts of misconduct or conditions which may result in detention, suspension, or expulsion. This list is not all inclusive, but merely representative. These rules also apply to all school-sponsored events held at other locations, on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct.
- Possessing or discharging explosive and/or smoke emitting devices.
- Excessive absences as determined by school attendance policy and/or habitual absences without good cause.
- Failure to carry out reasonable requests by school staff.
- Disrespect to school staff.
- Interference with school authorities.
- Disrupting a school program or activity.
- Verbal and/or physical abuse to students and/or staff.
- Smoking or possession of tobacco on school grounds or at school activities.

- Theft and/or possession of stolen property and/or materials.
- Displaying or selling obscene literature or objects.
- Intentional damage to school or fellow students' property and/or grossly negligent behavior causing damage to school property or fellow students' property.
- Possession of a dangerous weapon. \*\*\*
- Setting fires on school grounds.
- Possession of drugs or alcoholic beverages on school grounds.
- Possessing, selling or attempting to sell substances that appear to the casual observer to be illegal substances or prescriptions.
- Presenting a forged note(s) to the school for the purpose of an excused absence.
- Repeated and continual violations of general school rules when no apparent effort is being made to improve behavior.
- Knowingly possessing or using on school grounds during school hours, an electronic paging device or a cell phone in a situation not related to a school purpose or an educational function.

\*\*\*The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. This policy shall also encompass such actions as look-a-like items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

### **Volunteers/Parent-Teacher Organization (PTO)**

The Taylor Elementary PTO has a history of providing enriching additions to our school. Parents can become involved in school through PTO participation. Watch for meeting dates in the monthly newsletter/menu sheet. As a parent, grandparents, or guardian, there are many opportunities to volunteer at the school, including field trips, class parties, and helping in your child's classroom. As part of our Taylor Elementary Volunteer Policy, **all volunteers must complete a background check 2 WEEKS prior to volunteering.**

### **Background checks**

Background checks have changed from the past as we have a new company that performs them. The background checks will need to be performed by the volunteer themselves and must be completed every school year, not calendar year.

Go to the Taylor Website, [www.taylor.k12.in.us](http://www.taylor.k12.in.us); go to the Faculty tab; Human Resources tab; choose employment screening; once there follow the directions for the criminal background check website. When given the option, choose the volunteer option. There will be a \$13.95 charge at that time from the company for the background check.

### **Volunteer/Visitor**

Volunteer: Someone that will be working directly with students or chaperoning a field trip. Anyone that could possibly be 1:1 with students while at school or during a field trip.

**Volunteers will require a background check.**

Visitor: Someone that is a guest to the school or classroom. This includes but not limited to someone coming to school to eat breakfast or lunch with their student, person's attending, All Pro Parent's, Grandparents Lunch, etc...Visitors will not be required to get the background check unless they will be working with a student one-on-one.

### **School Sponsored Clubs and Activities**

Students who participate in school sponsored clubs or activities are expected to follow all of the school procedures and behavior expectations at all times. Failure to do so can result in removal from the activity or disciplinary action. Students who are suspended may not participate in school events during the duration of the suspension until the day of their return.

### **Field Trips**

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may be required to have a chaperone attend or lose the privilege to go on field trips.

Parents are welcome to attend most field trips, but may have to provide their own transportation depending on the field trip. In order to make the event special for the student, we request that siblings not attend. We expect every student and chaperone to follow bus rules. All students and guests are also expected to have appropriate behavior in representing Taylor Elementary School at all times during field trips. Chaperones may be asked to help supervise a small number of students. Anyone wishing to attend field trips will need to complete a background check online 1 week before the event. **Background checks will now cost \$13.95. (see Background Check section listed above)**

### **Safety Patrol**

School safety patrols are on duty to ensure the safety of our students as they learn to cope with traffic, many for the first time. Students are to obey their instructions for crossing streets. Patrol members are responsible for their post and can be depended on to protect students.

### **Non-School Sponsored Clubs and Activities**

Any group that would like to use the school for an event or club needs to do so by written request in the Taylor Elementary Office. Guidelines are provided upon agreement.

### **Transfer Out Of the Corporation**

If a student plans to transfer from Taylor Elementary School, the parent must notify the office and will then be referred to Taylor School Superintendent at which point a meeting will be scheduled for an exit interview. Records shall be transferred within ten (10) days to the new school corporation once a record request is received from the new school.

### **Release of Record Statement**

Taylor Elementary School maintains records on all of its students. These records may include directory information such as:

- Name, address, telephone, name of parent/guardian, and email if available
- Date and place of birth
- Participation in school
- Dates of school attendance
- Honors and awards
- A transcript of records will be forwarded to other public or private schools to which a student transfers or in which a student enrolls **without** consent of the parent/guardian.

The full Taylor Community School Corporation policy on Protection and Privacy of Student Records can be found at [www.taylor.k12.in.us](http://www.taylor.k12.in.us) under policy and procedures policy number 8330.

### **Accident Insurance**

Taylor Community School's insurance does not provide reimbursement to parents of Taylor students for medical costs associated with accidental injury. The school can, however, provide parents with an application for a very low cost student accident insurance policy, and we encourage all parents to consider purchasing this low cost insurance, even if you already have health insurance.

### **Pest Control**

Taylor Community School Corporation adheres to a monthly pest control program in its respective buildings. Parents of students with particular allergies or respiratory ailments are encouraged to call the Corporation office at 453-3035 ext. 512 to be notified in advance of pest control treatments.

### **Public Notice**

It is the policy of the Taylor Community School Corporation not to discriminate on the basis of handicap in admission or access to or treatment, or employment in the educational program activities, or on the basis of sex in the educational programs or activities in which it operates, in accordance with school board policy. Inquiries regarding compliance with Title IX or sex discrimination may be directed to the superintendent of Taylor Community School Corporation, 3750 E. Co. Rd. 300 S., Kokomo, IN 46902 or at (765) 453-3035.

Taylor Elementary School  
Student Handbook Receipt  
2017-18

Acknowledgement of Parental/Guardian Responsibility:

By signing below, it is understood that I/we have read the TES Student Handbook, understand the policies/procedures, and agree to agree to adhere to and follow all guidelines, policies, and/or procedures as stated in the TES Student Handbook.

\_\_\_\_\_ Student Name Printed

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Parent/Guardian Name Printed

\_\_\_\_\_ Parent/Guardian Signature

Please sign and return to Homeroom Teacher by: \_\_\_\_\_