

# **Taylor Student Handbook**

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## **Taylor Mission**

Our Taylor community collaborates to create a safe learning environment where we pursue excellence through perseverance and the belief we make a difference.

## INTRODUCTION

Welcome to Taylor Elementary School. We are extremely proud of our school and hope you will share in that pride. This handbook is designed to familiarize students and parents with some of our programs, policies, and procedures at Taylor. Parents are encouraged to read and review the information, discuss it with their children, and SAVE IT FOR FUTURE REFERENCE. We can have a successful year when we can operate with a common understanding of school procedures and policies. OUR EXPECTATIONS ARE HIGH; we expect the best for and from our students. We teach the basics: Learning, Loving, Laughing, and Listening.

## SCHOOL HOURS

### Student hours are:

7:55 – 2:30 Grades K-5

Children should not arrive to school before **7:45 a.m.**, unless students are eating breakfast. There is no supervision before 7:45am. There is no playing on the playground or equipment before school. After- school supervision ends at 2:40 p.m. For the safety of your children, it is necessary that they are either picked up or have left the campus and are on their way home. Any student not picked up by 2:40 p.m. will be brought into the office. Parents will need to come into the office and sign their child out.

## ACCIDENTS or ILLNESS

In case of serious injury or illness of a student at school, the home or work numbers are called first. If a parent/guardian cannot be reached, the person listed on the emergency contact list will be contacted. In an extreme emergency, 911 will be called. It is extremely important that emergency information be kept updated, as current information is vital when a child needs parental attention.

Our school has a small infirmary, which serves us in time of emergency. The facility is adequate to care for a child for a short period of time. If a child is sent to the infirmary feeling ill and/or with a temperature of 100 or higher, the parents will be contacted to come for him/her.

## AFTER-SCHOOL CLUBS

If your student is participating in an after-school club please remember that only the students that sign up for the club can attend. Other arrangements for siblings need to be made. Permission slip must be signed or student may not participate. Make sure your student has transportation arrangements following the club dismissal time. Students must follow school behavior guidelines while participating in a club.

## ATTENDANCE (Board Policy JHB)

One criteria of a student's success in school is regular and punctual attendance. Every child is urged to form excellent habits regarding attendance and promptness. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory attendance age, attends school.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences, tardiness and early pick-ups. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades and enjoy school more. When a teacher has concern about excessive absences, he/she will refer the concern to an administrator for follow-up with the student and parent.

**Tardiness has the same impact as does an absence. It is defined as a loss of instructional time. The opening bell rings at 7:55 a.m. and students are to line up at the outside door that is designated for their classroom. The designated door will be unlocked between 7:55 a.m. and 8:00 a.m. After 8:00 a.m., tardy students will need to be escorted into the office by an adult and signed in and receive a Tardy Slip before going to class.**

If your child will be absent, you have until 12 noon to call and notify the school on the day affected. The Taylor attendance number is 719-328-3516.

**The following reasons for being gone from school are considered excused absences by state law:**

- Temporary personal illness, injury, appointment with a medical doctor
- Death in the immediate family
- Required court appearance
- An absence approved by the principal

Unexcused absences are any absences not listed. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 days in a month or 10 in a school year.

Steps to follow when your child is absent:

- Call the attendance line by 12 noon on the day your child is going to be absent. **Do not** send a note to notify the school of an absence.
- A doctor's statement may be required for an extended illness.
- We encourage you to make appointments before/after school hours, school breaks or days off as this will not count against your child's attendance.
- Teachers will need 48 hour notice to prepare take-home work for an extended absence.

### **BICYCLES**

A bike rack is available west of the parking lot. Students must provide their own bike locks. As a safety precaution, bicycles, scooters, may not be ridden on school grounds during the school day. Please walk your bikes. No Skateboards.

### **BREAKFAST**

Breakfast will be served each morning that school is open. Breakfast is served from 7:25-7:50 am. Breakfast cost is \$1.35. We will not be serving breakfast if we have a late-start due to inclement weather. Menus can be accessed on our school website.

### **CHECKOUT PROCEDURES**

If a student must leave school during school hours, a parent/guardian must check the child out through the office. ***The person signing a child out must be a parent/guardian or listed as an emergency contact.*** Please bring a State or Federal issued ID when you pick up a child. Taking a child out of school prior to the scheduled dismissal time, before weekends and holidays is highly discouraged. Students will not be called to the office until the parent/guardian arrives in the office to sign them out. ***Please do not request that your child be dismissed before 2:30 unless it is an emergency.***

### **COMMUNICATION**

Communication between home and school means a better education for your child. Some guidelines for successful communication are:

- If you have a concern about your child and/or school, please let us know. If we are unaware of a problem, we will not be able to help remedy it. Often miscommunication is cleared up through the teacher and parent talking.
- **Deal with the person most directly involved first.** If your child is having a learning or social problem, talk to his/her teacher first. This is the person most familiar with your child.
- Make an appointment to see the person involved whenever possible. When making the appointment, state the nature of your concerns. This will allow the person to have any necessary materials on hand and save you unnecessary delays.
- See the principal when you have general school concern or if you need further resolution.

School website

School information is updated regularly. Our web address is  
<http://taylor.d11.org/Pages/default.aspx>

Classroom Communication

Planners are required for each student. They are free of charge. Replacement cost is \$5.00. Our teachers use the planner as a means of communicating with parents about school events, homework, behavior concerns, attendance concerns, etc.

## CONTACT INFORMATION

Parents are responsible for keeping address, contact phone numbers, emergency contact information and place of employment current at school. The importance of the emergency information cannot be overly emphasized. It is very important that the school have accurate and up to date phone numbers. A reliable alternate phone number is needed in case the school cannot reach the parent at home or work. **All students must have at least two emergency contact numbers on file at all times. Keep all information updated in the school's office.**

## DRESS CODE

The Colorado Springs School District 11 Board of Education (the Board) is committed to creating a learning environment that is safe, conducive to high student achievement, free from unnecessary disruption and gang activity or influence. The Board believes that the manner in which students dress, accessorize and groom themselves affects the learning environment. By their acceptable appearance (which includes dress, accessories and other body adornments, and grooming), students help create an environment that is conducive to their own, as well as all students' learning. Students' appearance, therefore, clearly has a direct and indirect influence on school discipline, academic achievement, and student success.

During school hours students' appearance shall be acceptable for the classroom and reinforce a positive learning environment. In addition, students' appearance at school-related functions including, but not limited to, special occasions and activities under the jurisdiction of the school, shall be acceptable for these occasions, regardless of where or when such occasions or activities occur. Clothing for school or school functions is hereinafter referred to as school attire.

Dress code policies are established to promote uniformity of dress and to define and prohibit students from wearing apparel that is deemed disruptive to the learning environment or to the maintenance of a safe and orderly school. Student appearance is expected to be acceptable for a K-12 educational environment.

Any clothing accessories or body adornments that interfere with or disrupt the educational environment are unacceptable.

Parents/guardians of students requiring accommodation for religious beliefs, disability, or other good cause should contact the principal.

- 1) Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, back, etc. is unacceptable school attire.
- 2) Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are obscene, profane, promote hate, inappropriate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
- 3) Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable school attire.
- 4) Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments is unacceptable for school.
- 5) Cut-off t-shirts, half shirts, midriffs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.
- 6) Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire
- 7) Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.
- 8) Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
- 9) Items considered sleepwear or lounge pants are considered unacceptable school attire.
- 10) Sunglasses and hats are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

All students are required to dress appropriately for physical education. The appropriate attire includes tennis shoes and socks, shirts, and shorts/pants that students can freely move

around without restriction or revealing private body parts.

Any students who come to school without proper attention having been given to their appearance, which includes cleanliness, in violation of this policy may be asked to cover the non-complying clothing, disciplined, sent home to be properly prepared for school, and required to prepare himself or herself for the classroom before re-entering school. Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion.

A Principal or her/his designee may authorize exceptions from the above dress restrictions for specially-designated days, health reasons, or for school-sponsored activities.

Should you have a concern about any matter related to student dress and attire, involve the principal immediately.

### **EMERGENCY DRILLS (Fire/Tornado/Lock Down)**

The safety of your child is one of our greatest concerns. It is difficult, if not impossible to plan for every possible emergency scenario. We have emergency plans for fires, tornadoes, and suspicious/dangerous persons and they are summarized below. We will be watchful and vigorous in our efforts to provide a safe learning environment for our students. Your help and support of our rules is always appreciated!

**Fire Drills** – Fire drills are conducted monthly. Most drills are scheduled; however, some drills will be conducted without notice. When the alarm is sounded, students exit the building in a quiet and orderly fashion.

**Tornado Drills** – Tornado drills are scheduled and conducted twice per year. Students practice moving to their assigned area and kneel with their heads covered.

**Lock Down** – Lock downs are scheduled and conducted twice per year. Teachers will guide students through the practice.

**Dangerous Situation** – Appropriate authorities will be contacted. Staff members will receive directions on how to proceed. The school will be “locked down” until the situation is resolved. If, as a member of the community, you become aware that a situation is developing in the

neighborhood, pick up the phone and call Taylor, 328-3500, to alert us to the situation. Often times, phone calls from the community members are the school’s first notification of events in the community!

### **FIELD TRIPS**

Field trips are designed to enhance our students’ experiences and to extend the learning of the classroom.

Written permission from the parent is required in order for a child to be allowed to go on school-sponsored field trips. When your child brings home a request for permission to go on a field trip, please see that he/she returns it promptly to the teacher.

**Additionally**, we expect responsible behavior and courtesy throughout the trip. If students demonstrate unsafe or irresponsible behavior, in school, parents/guardians may be asked to attend a field trip to monitor their child so that we can insure the safety of other students. If you accompany a class on a field trip, **please note that younger siblings are not allowed to attend. Parents may not ride buses unless they are signed up with D11 as a volunteer.**

### **HOMEWORK**

Homework assignments may be given by the teacher. Homework includes:

- Completing work started in class
- Drill on basic skills
- Recreational or assigned reading
- Work on a special project
- Prescriptive assignments for special help

Parents can help by showing interest in their student’s work (but should not do it for them), encouraging children to complete the work, providing a suitable study environment, keeping a positive attitude, and avoiding undue pressure. When a student is absent, parents may request homework. The homework must be requested by 10:00 AM in order to be ready for pick-up by the end of that school day.

## **INCLEMENT WEATHER**

On bad weather days, District 11 may cancel school or have a two- hour delayed start. On some occasions, school may need to be closed early due to bad weather. Be sure to listen to major radio stations or watch local TV stations for information on school closures. Information is also available on the district website: [www.cssd11.k12.co.us](http://www.cssd11.k12.co.us) or Channel 16.

If there is a late start, before school activities will be cancelled, **including breakfast**. We ask that no students be on the school grounds until 15 minutes before school starts, as there is no supervision before this time. On bad weather days when the temperature is very low, we will fly a yellow flag at school to indicate that the students may enter the building.

Also, please note that:

- Parents must complete and return an “Early Dismissal Plan” to the school for each child.
- Parents are responsible for updating these plans as family information and/or circumstances change.
- Parents are responsible for periodically reminding their children of early dismissal instructions.
- Students will eat lunch at school unless their “Early Dismissal Plan” says they are to leave before lunchtime.

## **INSTRUCTIONAL PROGRAM**

Taylor Elementary School has a kindergarten-fifth grade enrollment of approximately 265 students.

The elementary school curriculum promotes skill development in core academic areas of reading, writing, math, science and social studies. Students are provided many opportunities to apply learned skills through activities that require

The academic curriculum is supplemented by Music, Physical Education, and Art. String and Band instrument instruction is an option for students in fourth and fifth grades. Using the community as a classroom, students may also go on field trips. Special Education classes, Social Work Services, and Gifted and Talented Courses add to the educational programs and are available for eligible students.

## **INTERNET**

Use of this education resource demands personal responsibility and an understanding of the acceptable use procedures for the Internet. Student use of the internet is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use the educational tool. To view the AUA, go to <http://www.d11.org/BOE/Policies/SectionE/Q.%20EHC-E-1.pdf> . District policy concerning students’ photographs, works of art and awards can be found at the following link; <http://www.d11.org/boe/policies/jra-jrc.pdf>

## **LEGAL CUSTODY and VISITATION**

Either legal parent will be allowed to visit at school unless legal documents stating otherwise are provided to the principal. Any questions regarding legal custody of students between parents should also be settled with appropriate legal documents.

## **LOST AND FOUND**

A lost and found bin is kept in the front hallway. At the end of each semester, unclaimed items will be donated to charity. Valuables and small items, such as glasses, are kept in the office. Please label personal belongings, including coats, with your child’s name.

## **LUNCHES**

School lunches are available for \$2.35 and \$.40 reduced (\$3.20 for adults) per day including milk. They may be purchased by the day or by the week. Payment made by check on Monday mornings is preferred. We would encourage younger children to bring their money for lunch or milk in an envelope with their name, grade, and teacher listed on the. Children who do not eat a hot lunch may bring a sack lunch. Milk may be purchased at school: White milk \$.65 and Choc. \$.75. When students forget their lunch or money, they will not be permitted to call home or charge lunch. They will be provided an alternate sandwich, vegetable, and milk for that day.

Children from families with low income may be eligible for free or reduced lunches. To apply at any time during the year, check with the school office for an application form.

### **KISS –N- DROP**

**Morning:** Students need to be ready with back pack and lunch once you stop your vehicle. Your child should only open the door once the car has come to a complete stop.

**Afternoon:** The bell rings at 2:30p.m. Please be patient while you are in line as our staff is working to keep students safe and move everyone along as quickly as possible. If you wish, you may park your vehicle in a parking space and come pick up your child from the sidewalk using the crosswalk.

### **MEDICATION**

Medications are rarely necessary for students during the school day. They are justified in some chronic health conditions or short-term acute health conditions. If possible, medication should be given at home. When medication must be administered during the school day, it is the policy of School District 11 that no medication is given in the schools without a signed D-11 Blue Medication Form. The medication must be brought to school in a container appropriately labeled by the pharmacy or doctor. You may pick up a blue form in the office for your doctor to complete when the medication is prescribed on a long-term basis. You must deliver medications to the school, and pick up any leftover medication at the end of the school year. All medications must be taken to the office by an adult. Students are not allowed to have any form of medicine (Tylenol, cough drops, etc.) in their possession at school.

### **OUTDOOR RECESS/PLAYGROUND SAFETY**

Recess is scheduled as part of the regular school day. This time serves as a break for students. As a general rule, if your child is too ill to participate in recess, he/she should be kept at home. A signed note from the parent is required for students to stay inside. A doctor's note will be required of any child staying in for an extended period of time. The number of days must be specified.

- Students must use equipment as it was intended to be used.
- Basic courtesy and friendly behavior are expected.
- "Is it safe?" is the governing rule on the playground.

- Activities **prohibited** because of safety reasons are:
  - Fighting, either "play" or "real"
  - Tag
  - Throwing objects other than balls, including sand, rocks, ice, and snowballs
  - Leaving the designated playground area
  - Unsafe use of playground equipment, such as swinging side to side or on stomach, jumping off swings or spinning, sliding on stomach or sliding backwards
  - Rough play: Such as pushing, shoving, tackling, pulling on clothing
  - Sliding on ice or snow
  - Letting go of bars to hang upside down (two hands on bars for safety)

### **PARENT TEACHER ASSOCIATION**

The P.T.A involves parents interested in supporting school activities. The Taylor P.T.A strives to benefit all our children by providing volunteer assistance, support/resources for instructional programs, and health/safety protection at school. Additionally, the P.T.A. supports enrichment activities for students, organizes the school volunteer programs, and makes special purchases to enhance our facilities.

Specific meeting dates and times are published on the school website. All interested parents are encouraged to attend the meetings. Please consider donating of your time and talent to our school by becoming active in the Taylor PTA.

### **PETS**

Please leave pets at home. Many students have allergies and having pets in or around the outside of the building during school hours causes concern for student safety.

## **POSITIVE BEHAVIORIAL INTERVENTION and SUPPORTS (PBIS)**

Taylor Elementary participates in a program through the Colorado Department of Education called PBIS (Positive Behavioral Intervention and Supports). The primary purpose of the Colorado School-wide PBIS initiative is to “establish and maintain safe and effective school environments that maximize the academic achievement and behavioral competence of all learner in Colorado.”

A rubric details the expected behavior for students. Expectations are taught and practiced for all settings, and students are rewarded for positive behavior. The rubrics are posted throughout the school.

### **R.O.A.R.**

**R- Respect**  
**O- Organization**  
**A- Achievement**  
**R- Responsibility**

### **Behavior Interventions**

To support the classroom expectations throughout the school, and to maintain consistency in our expectations, serious misbehavior (listed below) or chronic misbehavior (misbehavior is repeated three or more times) will be referred to the administration for further action.

### **Corrective measures may include but are not limited to the following:**

- Teacher-student conference
- Time-out in the classroom or office
- Communication with parent via note, telephone, or conference
- Referral to the counselor
- Office referral to the principal
- Remedial Behavior Plan
- Suspension
- Expulsion

### **Serious Offenses (Student may be suspended or recommended for expulsion):**

Behaviors listed below require immediate action:

- Fighting or deliberately trying to harm others
- Throwing any object which may cause harm to others

- Persistent defiance of authority – not complying with reasonable requests after several attempts at redirection.
- Using disrespectful and/or abusive language and/or gestures
- Bullying behaviors
- Sexual, racial, and/or verbal harassment
- Cheating/stealing
- Possession of a weapon or an instrument used as a weapon
- Possession of a harmful substance (drugs, alcohol)
- Willful destruction or defacing of school property
- Smoking on school grounds

### **REPORTING TO PARENTS**

Report cards are sent home quarterly. Parent-teacher conferences are also scheduled during the year. If you have questions about your child’s progress at any time, please contact your child’s teacher to set up an appointment for a conference. Assigning “grades” to student work is one form of communication to parents, and the student, about how the student is performing in school. Grades do not reflect a child’s ability to learn.

### **RESPONSE TO INTERVENTION (RTI):**

Rtl is an instructional framework that promotes a well-integrated system connecting general, gifted, and special education in providing high quality, standards-based instruction and intervention that is matched to students’ academic, social-emotional, and behavioral needs. Rtl uses screening, problem solving, progress monitoring, evaluation, and targeted and intensive individualized supports that are based on data and incorporate evidence-based instructional and behavioral support strategies.

### **SAFETY PROCEDURES**

Two Safety Weeks are held each year, one in the fall and one in the spring. During Safety Week, staff and students practice different drills including, Shelter-in-place, Lockdown, Fire, Tornado, and 300-ft Evacuation. Fire drills are also practiced once a month. In the event of an Off-site Evacuation, staff and students would evacuate to North Middle School located at 612 East Yampa St. In the event of a true emergency, it is in the BEST interest of parents and guardians NOT to call or come to the

school. Parents and guardians should wait until they receive further information from the proper authorities or school/district administration.

### **SCHOOL ADVISORY COMMITTEE**

Taylor Elementary has a parent advisory organization made up of a broad representation of the school community including parents, teachers, and community members.

The Accountability Committee:

- Represents the community point of view
- Presents recommendations and/or advice to the school administration
- Serves to facilitate communication to the community and the District Accountability Committee, including the school's Unified School Improvement Plan (USIP)
- Makes recommendations to the school principal regarding priorities for school budget

### **SEXUAL HARASSMENT**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. For further information refer to the District Eleven Student Conduct and Discipline Code Policy ACAA.

### **STUDENT/PARENT CONDUCT**

Taylor's students contribute to personal success and the success of the school when they:

- Accept responsibility for their education, decisions, and actions
- Act in a way that best represents the school, parents, community, and self to promote a safe, healthy environment
- Are active in the school and community
- Support fellow students and their activities
- Respect cultural diversity, individuality, and the choices and rights of others

Taylor's parents contribute to the success of their students by fulfilling the following commitments:

- Establish high expectations for our students. We will not accept minimal effort or indifference to quality of work.
- Communicate with teachers and know what is expected of our students.

- Insist on good attendance
- Insist that our students accept responsibility for learning and conduct

### **TELEPHONE USE**

The school telephones are intended for business calls and parent/teacher communications. Student use is limited to emergencies only, and students must receive permission from the teacher to use the phone. Please help by seeing that your child has homework, books, supplies, and **has made after-school plans before leaving for school in the morning**. We ask that you only call with messages for your child(ren) in an emergency.

### **TEXTBOOK AND SCHOOL SUPPLIES**

Textbooks are supplied by the school district. No deposit is required for books, but the students are responsible for maintaining the condition of the books. In the event the books are damaged beyond reasonable use, or lost, parents/guardians will be charged full replacement price.

### **VALUABLES**

Electronic items such as iPods, cameras, MP3 players, Nintendo DS or other hand-held games need to be left at home. If an item of value is brought to school, the school will not be responsible if the item is lost, stolen or damaged.

### **VISITORS**

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their child. Interrupting class hampers valuable instruction time and may be disruptive to the learning environment. Therefore, parents who would like to conference with their child's teacher must schedule a conference for a mutually acceptable time. For the protection of the students, ***all visitors must report to the office and sign in before proceeding into the instructional area.***

### **VOLUNTEERS**

We appreciate help from volunteers. If you have some time and would like to help by working with children or doing clerical work you can register as a volunteer in the office. Volunteer times must be prearranged, and you will need to check into the office when you enter the building.

