Mission Statement

We are here to work as a team to encourage and support all students to achieve academic success and responsible citizenship through a caring and nurturing environment.

Taylor Elementary Faculty and Staff believe that:

- Education is our community's most important resource.
- The learning environment should be safe, secure, positive, stimulating, and free from disruptive behavior.
- Children need to progress at their own rate, time to explore and discover, to be participants in learning, to
 have basic needs met before they can learn, a sense of belonging, respectful behavior, consequences for
 their actions, positive consequences for responsible behavior, and equal opportunities to learn.
- Every child is a unique individual, wants to learn, can learn if s/he views themselves as capable, and should be encouraged to reach high targets.
- Learning is enhanced by respectful behavior, positive teacher attitude, parent and teacher encouragement and approval, a variety of teaching strategies, and cooperation between home and school.

Important Information!!

Brad Riley, Principal Jessica Steinhauer, Asst. Principal Amy Jefferson, School Counselor Mindy Hamilton, Admin Assistant/School Finance

School Phone Number:606-735-2169School Fax Number:606-735-2058School Website:www.bracken.kyschools.usEmail: firstname.lastname@bracken.kyschools.usSchool Hours:8:00AM - 2:50PM (Students arriving after 8:00AM, or leaving before 2:50PM are
marked tardy)

Parent Involvement

The extent to which parents and teachers cooperate and involve each other in a child's education is an indicator of success for all students. Taylor encourages all parents to take an active interest in their child's education and in the various activities at Taylor. Parents and visitors are always welcome at Taylor. You must sign in at the office as soon as you arrive; this is for the safety of all students. There are 3 ways you can get involved at Taylor.

 Taylor School Based Decision Making Council – The Taylor SBDM is the policy making body for the school. The SBDM writes school policies, approves the Comprehensive Plan and monitor's the Plan's implementation, approves the school budget, is consulted on hiring staff, selects the Principal, and monitors Taylor's performance on state accountability testing. The principal is the chairman, and there are three teacher reps and two parent reps. The parent rep positions are filled every two years by parent voting. 2024-2026 Taylor SBDM Members

Principal: Brad Riley Teachers: Emma Jefferson, Mandy Davenport, Hali Lucas Parents: Steven Teegarden and Samantha Jones Secretary: Mindy Hamilton

- 2. Taylor Volunteer Program The TVP coordinates parents volunteers' skills and talents with Taylor's needs. Taylor volunteers read to students, chaperone field trips, assist the Librarian, clean up the grounds, work with teachers, etc.
- Parent/Teacher Organization (PTO)- The PTO provides information about educational programs in the school and

sponsors fundraising activities to provide items that enhance instruction and improve the school environment. PTO at Taylor is committee of parents, instead of offices, with the principal serving as Chairman.

Taylor Elementary Policies and Practices

This section outlines many of the policies and practices that you will encounter at Taylor Elementary. Please read carefully and share with your child.

ATTENDANCE

Taylor students are expected to be at school **every day and on time**. Regular school attendance is the first requirement for a successful school experience. Students acquire sound basic skills and fundamental content knowledge while at Taylor; it is important that every students be at school every day and on time in order to develop these basic skills.

<u>Tardy</u> – Tardies are calculated by 143 minutes (2 hours). School starts at 8:00. If you arrive at school after 8:00, but before 10:23, you are tardy. School ends at 2:50. If you leave after 12:27, but before 2:50, you are tardy. If you pick your child up for a doctor appointment in the middle of the day, bring them back, and it has been less than 143 minutes, you are tardy.

- All absences <u>*MUST*</u> have a written excuse when they are absent either written by the parent or a doctor note.
- When your child is sick and needs to miss school, you have 7 parent notes that may be used each year. Any
 absences beyond the 7 days will require a medical or court excuse. These notes MUST be received within 5 days
 of the absence. If you fail to send in an excuse, then your child's absence will be considered unexcused.
- Excused absences include: court appearance, doctor or dental appointment, 1 day for Kentucky State Fair, illness, death or severe illness in the student's family, religious holidays, 1 day for removal of school for lice, other reasons as determined by the principal. 4-H activities are also included. Be sure to check with the Extension Office to see if they can send an excuse in for you.

Truancy – According to KRS 159.150, any pupil who has been absent from school without valid excuses for three (3) days or more, or tardy three (3) days or more, is a truant. A pupil, who has been reported as a truant two (2) or more times is a habitual truant. The DPP (Director of Pupil Personnel) will refer students to the court system after seven (7) unexcused absences.

At Taylor, a letter is sent after 3, 6, and 9 unexcused absences. The purpose of the first letter is an informant letter to the parent, the second letter is to inform parents that the DPP is being informed of the absences, and the third letter is to inform parents that a formal complaint is being filed with the DPP and the court.

7:30 Buses begin dropping students off behind Taylor. Parents will drop students off at the front door.

7:30-8:00 Breakfast is served.

8:00 Instruction begins

*** If your child arrives after 8:00, you must bring your child into the office to be signed in. S/he will be counted tardy. An adult MUST come inside the office and sign a student in.***

Taylor Morning Procedures

Taylor Dismissal Process

2:50 Walkers and car riders are dismissed

- 2:55 Bus riders are dismissed
 - Anyone who leaves before 2:50 must be signed out and will be tardy.
 - Each student will have a "regular routine" marked in their classroom. If you need your child to do something besides their "regular routine" you MUST send a note. We do not believe students who just tell us what they're doing. They are too little and sometimes misunderstand. YOU – the parent – must be responsible with this.
 - While you have only your child to worry about, school staff has 500. In a chaotic 5-10 minutes, we have to get those 500 students to their destination. Be respectful of this. Last minute changes are unacceptable.
 - This cannot and will not be tolerated.
 - Teachers do not have time to check their email through the day. They are teaching. You may email bus note changes to Mrs. Megan at <u>megan.buchanan@bracken.kyschools.us</u>. However, this must be done before 2:00.

Bus Riders

All students who ride the bus are expected to abide by the rules and to show respect for the bus driver. Because the safety of everyone on the bus depends on the driver's ability to fully concentrate on operating the bus, all infractions against bus rules are considered serious and will be reported to the school principal. Bus driver will complete a bus discipline slip for the principal, and the student will be disciplined accordingly. Copies of the discipline referral will be given to the driver and the parent/guardian after the student has met with the principal. Continued failure to obey the driver may result in suspension from the bus for a period of time. Offenses which are extremely serious in nature and which significantly interfere with the driver's ability to operate the bus safely may result in suspension from the bus for the remainder of the year. When a student is suspended from one bus, they are suspended from all buses. It them becomes the parent/guardian's responsibility to transport the student to and from school. Suspension from the bus is not an excused absence from school. We encourage you to discuss bus rules and safety so he/she is aware of the importance of good behavior. The right of all pupils to ride in a public school conveyances is conditioned on their good behavior and observance of following the rules and regulations. There is not room for variance of these rules.

Bus Rules

This is not a comprehensive listing and the Bracken County Board of Education and Taylor Elementary shall reserve the right to administer other corrective measures for other offenses that may occur.

<u>Minor Offenses (Level 1) – throwing items on the bus; changing seats while bus is in motion; unacceptable items on the bus (lighters, animals, matches, bottles, knives, etc); horseplay; eating or drinking. (Level 2) – body parts out the window; excessive noise; rude, discourteous or annoying behavior; public display of affection.</u>

<u>Very Serious Offenses (Level 3)</u> – destruction to bus; fighting with other students; harassment or intimidation; menacing; throwing items on the bus that inflict injury; tobacco product usage; profanity; spitting on others. (Level 4) – abuse to driver (physical or verbal); refusal to follow directions; fighting with other students that inflict injury; sexual harassment; alcohol/drug usage; weapons or fireworks.

Bus Violation Consequences Minor Offenses

Level 1:

1st violation – warning will be given and written documentation sent to parent 2nd violation – principal's discretion 3rd violation – 3 days suspension from all buses 4th violation – 5 days suspension from all buses

5th violation – 10 days suspension from all buses 6th violation – suspension from all buses for remainder of year

Level 2:

 1^{st} violation – warning will be given and written documentation sent to parent 2^{nd} violation – 3 days suspension from all buses 3^{rd} violation – 10 days suspension from all buses 4^{th} violation – suspension from all buses for remainder of year

Bus Violation Consequences Very Serious Offenses

<u>Level 3:</u>

 1^{st} violation – 10 days suspension from all buses 2^{nd} violation – suspension from all buses for the remainder of the year; parents will be notified; law enforcement officials will be notified when required by law; students will be responsible for any and all clean up work and provide restitution

<u>Level 4:</u>

1st violation – suspension from all buses for the remainder of the year and may be referred to the Bracken County Board of Education for expulsion or alternative placement; parents will be notified of any violations; law enforcement officials will be notified when required by law; student will be responsible for any and all clean up work and provide restitution; school attendance will still be required, unless school suspension is also involved. Parents may request a conference with principal and transportation staff.

Early Release of Students

- Students will not be released to anyone who is not on the pickup list unless written notification is sent in by the
 parent/guardian. Parents may authorize people to pick up their child on the student census verification form
 that comes home at the beginning of the year. You may add or delete anyone at any time by emailing or sending
 in a written statement or emailing to Mrs. Mindy.
- Any person picking up a student may be required to show identification.
- All visitors to the school system must come through the office. An authorized person will need to sign the student out.

School Phone

Instruction will not be interrupted with calls to the teachers or students. A message may be left with Mrs. Mindy or Mrs. Megan and the message will be given to the teacher or student when appropriate. Likewise, students will not be permitted to use the phone. School staff will call you if there is an emergency. However, forgotten homework, forgotten lunch, permission slips, you think your child has your keys or cell phone, are not considered emergencies.

Emergency Plan

Taylor Elementary staff have been trained on the protocol in the event of an emergency. School staff is prepared to care for all students appropriately and are in cooperation with emergency personnel.

If you want to keep your child's safety the top priority, please follow these tips:

- Do not call the school during an emergency. The phone lines need to stay clear for proper authorities.
- There is currently ONE phone line coming into the school. Meanwhile, there are 45 extensions that can call internally. If the phone rings and rings, it may be because staff is on an internal call. It does not mean that no one is available to answer the phone. Sometimes there may be emergencies going on in the office which take priority over a ringing phone.

Severe Weather

In the event of severe weather, all parents and staff are notified as to whether school will be in session. Parents will be notified through our Infinite Campus Messenger System. When you fill out the enrollment form on Infinite Campus at the beginning of the year, you can choose how you would like to be notified (text, voice, email, or all). However, it is YOUR responsibility to notify the school if your phone numbers changes. That is the only way messenger will work. Parents can also listen to radio stations WFTM, WLW, WCKY, WUBE, WURD-FM, and TV stations 5, 9, and 12.

Student Conduct

Taylor Elementary School is implementing a school wide system of positive behavior which provides an environment that is positive, proactive and teaches responsibility as well as structures for success. Positive behavior system establishes firm and clear limits, is inclusionary, communicates a high expectancy of success, and has an inviting climate through the school.

Every teacher, staff member, or school official has the duty to insist on appropriate student behavior within the school setting. This duty extends to all areas of the school program. An orderly school environment demonstrates mutual respect among students, staff and administration.

The Taylor Elementary School Wide Expectations are listed on the next pages and apply to conduct while school is in session including bus expectations. The behavior plan outlines what is considered mine/major infractions and recommended disciplinary actions for each infraction. This is not a comprehensive listing and the administration of Taylor Elementary shall reserve the right to administer corrective measures for other offenses that may occur. The principal and his/her designee reserve the right to alter consequences based on the severity of any infraction.

TAYLOR ELEMENTARY SCHOOL-WIDE EXPECTATIONS

Respect to All

Obey Safety Rules

Act Responsibly

Ready to Learn

Recess	Classroom	Hallway	Cafeteria
Respect to All:	Respect to All:	Respect to All:	Respect to All:
I will: • Keep my hands, feet, and objects to myself • Use kind words • Include others	I will: • Respect myself, others, and property	I will: • Walk calmly	 I will: Clean up after myself Follow directions of adults Use table manners
 Obey Safety Rules: Play calmly Use swings and slide appropriately Be aware of others Walk at all times 	Obey Safety Rules:Follow safety rules	 Obey Safety Rules: Stay to one side of the hallway Walk in a straight line Walk at all times 	 Obey Safety Rules: Use a quiet voice Clean up food and trash off the floor and table Walk at all times
 Act Responsibly: Get in line when I am supposed to do so Ready to Learn: Line up quickly and quietly Walk quietly into the building when finished 	Act Responsibly: • Be responsible Ready to Learn: • Follow directions quickly	 Act Responsibly: Walk silently Keep my place in line Ready to Learn: Keep my hands to myself while walking in the hallway 	 Act Responsibly: Clean up spills Keep my hands to myself Ready to Learn: Keep my food on the tray Properly dispose of food

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TAYLOR ELEMENTARY SCHOOL-WIDE EXPECTATIONS

 \mathbf{R} espect to All

Obey Safety Rules

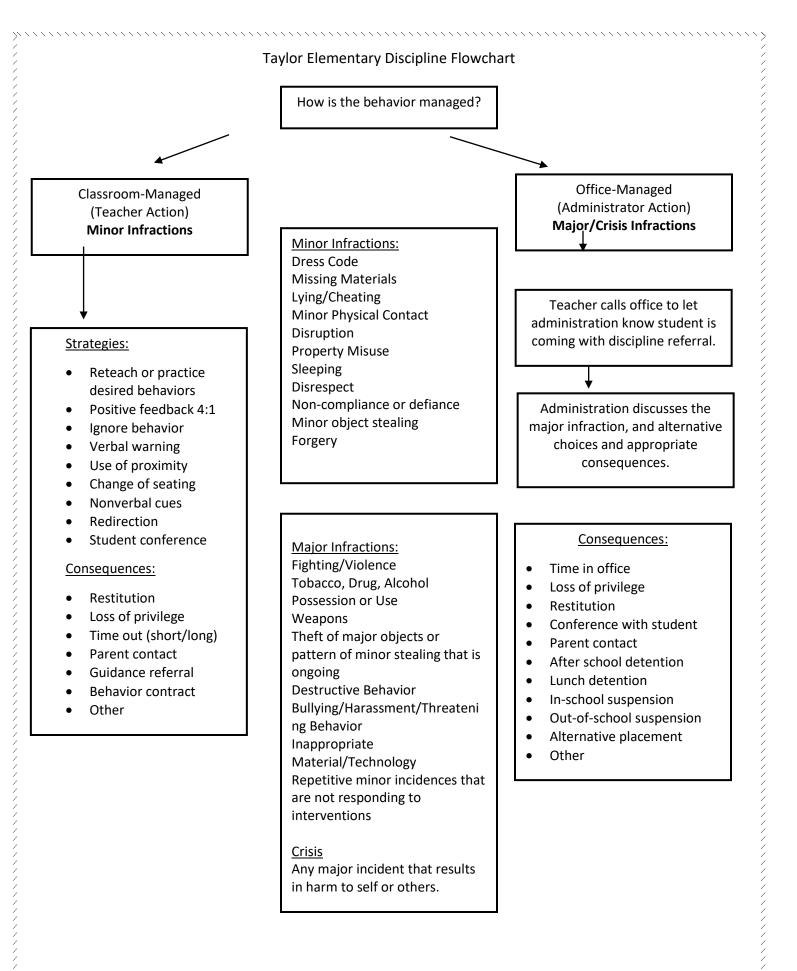
Act Responsibly

Ready to Learn

Bathroom	Assemblies	Bus	Car-Line
Respect to All:	Respect to All:	Respect to All:	Respect to All:
 I will: Respect the privacy of others Clean up after myself 	 I will: Applaud when a person is finished speaking Use a quiet body and feet 	 I will: Use polite language Sit in my seat and listen to the bus driver 	I will: • Wait for my name to be called quietly
 Obey Safety Rules: Wash hands correctly with soap Use stall doors appropriately Walk at all times 	 Obey Safety Rules: Follow entry and exit procedures Sit quietly Listen and follow directions Walk at all times 	 Obey Safety Rules: Use a quiet and calm voice Keep my hands and feet to myself Stay seated Walk at all times 	 Obey Safety Rules: Use a quiet voice so I can hear my name Walk at all times
 Act Responsibly: Use an appropriate amount of toilet paper Make sure toilet paper gets in the toilet Keep soap and water in sink 	 Act Responsibly: Sit next to someone that will help me make smart choices Sit on my bottom 	 Act Responsibly: Set a good example for other students Keep my feet on the floor Keep electronics put away 	Act Responsibly: • Keep my hands and feet to myself
 Ready to Learn: Use the bathroom at appropriate times, like during breaks or switches Go, flush, wash, and exit 	 Ready to Learn: Keep my eyes on the speaker Participate if asked 	 Ready to Learn: Be calm and prepare myself for school Be ready for the bus 	Ready to Learn: • Keep my eyes open

Student Rewards/Incentives

- Tiger Bucks will be given to students who display positive and appropriate behavior
- Tiger Bucks can be spent at the ROAR Store which will be open every other week
- Tiger Tickets will be drawn weekly to earn prizes Award at the end of the year for students who have displayed exceptional behavior all year



DRESS CODE

All students are expected to come to school neatly dressed,

groomed, and dressed appropriately for weather. For help in determining appropriate dress, please see these guidelines:

Students may **NOT** wear:

- Hats or bandanas unless there is a medical reason, and a doctor's note must be sent to the school.
- Shirts that expose the student's stomach when arms are raised are not appropriate.
- Skirts and shorts should not be revealing and able to do normal school related activities.
- Flip flops are worn at your own risk of injury. If they break, the parent will be responsible for bringing in another pair of shoes.
- Articles of clothing printed with objectionable language or promoting or depicting drugs, alcohol, or tobacco products are not acceptable.

The way we dress influences behavior tremendously. Students who are not dressed appropriately will be sent to the office with work to complete while parents are called, and appropriate clothing is brought to school.

Student Health

All students must have a completed, signed Medical Release Form on file with the nurse. The principal or school nurse will report to the local health authority a student attending school who is suspected as having a reportable disease defined by the Kentucky and Bracken County Board of Health.

The Nurse and/or Principal will exclude students suffering from:

- Scabies
- Impetigo
- Ringworm
- Infectious conjunctivitis (pink eye)
- Head lice

Students who are excluded for any reason on the prior page will be re-admitted by one or more of the following methods:

- 1. Certificate from physician attesting to their recovery and non-infectiousness.
- 2. A child dismissed from school because of lice and/or nits may not be returned to the classroom until the nurse has determined that the child is lice and nit free. Students who are sent home with lice are not permitted to ride the bus back to school. A parent must bring them in to the nurse's office at 7:30am.
- 3. After a period corresponding to the duration of the communicability of the disease as established by the commissioner of health. The Bracken County School System employs the nurse to work with students suffering from communicable disease outbreaks. In addition, the nurse works with students to educate them concerning health, hygiene, and wellness issues.

Medications and Medical Record Requirements

Students will **NOT** be given any medication at any time without a Medication Authorization Form that is signed by the parent. This includes all over the counter medication. For prescription medicines, the same form must be filled out and signed by the prescribing doctor, along with the parent.

Prescription medications given at school must be in the *original*_container with directions that state when the medication is to be given, the dosage amount, prescribing doctor's name and address, or any other pertinent information to administer the medication correctly.

All students must have a valid Kentucky Immunization Certificate when enrolling into school for the first time. This includes kindergarteners and any student coming from out of state. A valid certificate includes:

- 4 DPT (Diptheria, Pertussis, Tetanus) The 4th shot will be administered after age 4.
- 3 OPT (Oral Polio Vaccine) The 3rd will be administered after age 4.
- If the 4th DPT and/or 3rd OPV were given before age 4, it will need to be given again.
- MMR (Measles, Mumps, Rubella) One is required for kindergarten, and another will be given in 6th grade
- Three Hepatitis B
- 2 chicken pox vaccines are required for kindergarten.

All students enrolling for the first time will also need (in addition to the immunizations above) a physical exam reported on the form (provided by the school). Students must also have an eye exam (by an eye doctor. The eye exam the pediatrician gives during the physical is not suffice), and a dental exam. A Kentucky Certificate of Exemption, signed by a physician, must validate any exceptions to the above. If you need assistance, please call the school nurse, Kala Combess, or email kala.combess@bracken.kyschools.us.

School Food Service

The health of our young people is a fundamental consideration at Taylor. Our school food service program provides us with

an opportunity to put into action the concepts of nutrition we are teaching our students. Breakfast and lunch are served at Taylor each day (with the exception of a two hour delay in which no breakfast is served). Free and reduced applications are supplied to all students and are *strongly* encouraged to everyone to fill out. Prices are as follows, but are subject to change:

Adult breakfast is \$3.00 and adult lunch is \$4.75 daily.

Extra milk and extra juice is \$0.50 each.

Extra entrees are available at breakfast for \$1.00 and at lunch for \$1.50.

Extra side items at lunch are \$1.50

All students receive one free breakfast and one free lunch each day.

Parents are welcome to join their child for breakfast or lunch *after September 1!!* However, this must be limited to once per week. Students may not bring in glass bottles or cans of soda pop for lunch (Pepsi, Coke, Mountain Dew, etc.)

Taylor Academic Program

Taylor is the starting point for students as they begin the process of learning Kentucky's New Core Standards.

The Core Academic Standards are the concepts that students are tested on through the KSA. Curriculum alignment of these Core Standards is an ongoing and time consuming process, but it is a process that is vital in making sure all students have an opportunity to become proficient in all standards.

Everything that happens at Taylor is designed to make sure students master the Kentucky Academic Standards Assessment by the time they are tested. Assessment is an ongoing and evaluative process at Taylor. Students also take part in MAP testing which is a test that is administered in fall, winter, and spring in all grades. The testing results are used to plan classroom instruction, identify school strengths and weaknesses, and address needs of individual students.

Students in 3, 4 and 5 grades take the Reading, Math, Writing, Science, or Social Studies of the KSA test. Test scores allow you to see how your child is doing in mastering the Core Standards. This information is also used to determine Taylor's accountability rating and school wide trends.

In addition to the above tests, students may be tested to determine Special Education needs or Gifted/Talented status. These types are not given without proper parental consent.

Parents are strongly encouraged to visit the Kentucky Department of Education website for information concerning KSA testing, school accountability and the Kentucky Academic Standards. This website is <u>www.kde.state.ky.us</u>.

BRACKEN COUNTY SCHOOLS ARE ASBESTOS FREE!

An asbestos management plan is available for viewing at the Bracken County Board of Education Office.

ALL SBDM POLICIES ARE AVAILABLE FOR VIEWING IN THE OFFICE AT TAYLOR ELEMENTARY!

Integrated Pest Management 302 KAR 29:050

Each school district shall implement an integrated pest management program with a primary goal of controlling dangerous and destructive pests with the judicious use of pesticides. If a pesticide is to be applied in or around a school, an advance notification of pesticide use shall be given or sent by the school at least twenty-four (24) hours prior to the pesticide application to all staff members, health professionals assigned to provide services at the school and parents or guardians of students enrolled in the school as determined by the contact information maintained on file.

Notice shall not be required if: A pesticide is to be applied at a time the school is not in session under the calendar set by the school board; and Persons other than the applicators and the minimum number of school staff necessary to allow the applications are not scheduled to be in the building during the application and for at least twenty-four (24) hours after the application.

Investigations

District personnel are not permitted to conduct an internal investigation in lieu of an official investigation by CPS, CACU, or other law enforcement authorities. Upon making your report, you may be asked by CPS to get more information from your original source. This is acceptable and is not considered "conduction an investigation."

If a CPS worker or a CACU officer visits our school to interview or assess a child alone, we are required to comply. Prior to allowing the interview, we must review the credentials or badge of the CPS worker or CACU officer/detective to confirm their identity and document their name and agency. If the CPS worker or CACU officer presents credentials and/or badge, staff are NOT REQUIRED to insist upon the presentation of a driver's license or other ID. We must then provide them with a room to conduct the interview. **Parental consent is not required.** District personnel are to follow the investigator or CPS representative's direction regarding whether to contact a parent. The District strives to provide full cooperation with CPS and CACU officials to not only fulfill the District's obligation under law, but also to protect its students.

KRS 158.154

Teacher Qualification Notification

As a parent of a student in the Bracken County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal Law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Kentucky Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Kentucky Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact Daniel Fisher at 606-735-2523.

Bracken County Schools

August 2024							
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2024-2025 School Calendar

	October 2024							
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AUG9,12-16	NOSCHOOL-TEACHER WORK	OCT10-11	FALL BREAK	MARCH 31-	S PRING BREAK
	DAY			APRIL 4	
AUG19-21	NOSCHOOL - TEACHER PD	1NO V5	ELECTION DAY	April 18	GOOD FRIDAY
AUG 22	OPENING DAY FOR TEACHERS	NO V27-29	THANKS GIVING BREAK	MAY 23	LAST DAY OF SCHOOL
AUG23	NOSCHOOL - TEACHER PD	DEC 23- JAN 3	WINTER BREAK	MAY 27	CLOSING DAY FOR TEACHERS
AUG-26	FIRST DAY OF SCHOOL	JAIN 20	MARTIN L. KING DAY		
SEPT 2	LABOR DAY	FEB17	NOSCHOOL- TEACHER WORK		
			DAY (PRESIDE NTS DAY)		NOSCHOOL FOR STUDENTS