Bayard Taylor

Elementary School



Family Handbook

2017-2018

Principal: Mr. David Laver

Assistant Principal: Ms. Claire Charles

3698 North Randolph Street

Philadelphia, PA 19140

(215) 227 - 4435

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***The School District of Philadelphia***

***Bayard Taylor Elementary School***

***3698 N. Randolph Street***

***Philadelphia, PA 19140***

***David Laver Phone: (215) 227-4435***

***Principal Fax: (215) 227-4900***

September 7th, 2017

Hello Bayard Taylor Families,

I hope this letter finds you well and that you had a great summer. I wanted to welcome you back to a very exciting year at school, and to give a very warm welcome to all of our new students and their families. Taylor Elementary is fortunate to have the best teachers and staff in the city, and we are so happy to be able to work with you and your child this year.

At Taylor, our priority is to ensure that your child is growing in all ways, including academically, socially and emotionally. Our team works extremely hard to meet the needs of each individual child, and to create a culture where all students feel safe, welcome and excited to learn. We count on you to be our partners in this, and hope that you will communicate with your child’s teacher on a regular basis.

I also wanted to let you know about a few other important things, including what is new this year:

* This year we welcome our **new Assistant Principal, Ms. Claire Charles**. We are very excited to have her and I know you will join me in welcoming her to the Taylor community.
* **New Library** – After being closed for several years, the Taylor library is now open. Ms. Gladys Navarro-Berrios, former bi-lingual teacher, is now our librarian, and all students will get to visit the library on a weekly basis.
* **Spanish Instruction** – We are also very excited to be able to offer Spanish Language and Culture classes. Ms. Maria Santiago will serve as our new Spanish teacher, and all students will receive Spanish instruction.
* **Back To School Night** will be on Thursday, September 28th at 5:30 pm.

Please take some time to look over our Family Handbook and discuss with your child. I look forward to working with you and your child this year and encourage you to contact me if you have any questions or concerns.

Sincerely,

David Laver Claire Charles

Principal

**Calendar**

August, 28, 2017 First Day for Staff

September 5, 2017 First Day for Grades 1-5

September 5-11, 2017 Kindergarten Parent/Teacher Interviews

September 12, 2017 First day for Kindergarten

September 21-22, 2017 Schools Closed - Rosh Hashanah

September 28, 2017 Back to School Night

October 9-11 , 2017 Interim Reports

October 27, 2017 3 Hour Early Dismissal

November 7, 2017 Schools Closed - Election Day

November 10, 2017 Schools Closed - Veteran’s Day

November 20-22 3 Hour Early Dismissal - Report Card Conferences

November 23-24, 2017 Schools Closed - Thanksgiving Holiday

December 8, 2017 3 Hour Early Dismissal

December 25, 26-29, 2017 Schools Closed - Winter Recess

January 1, 2018 Schools Closed - New Year’s Day

January 3-5, 2018 Interim Reports

January 15, 2018 Schools Closed - Martin Luther King Day

February 14-16, 2018 3 Hour Early Dismissal - Report Card Conferences

February 19, 2018 Schools Closed - President’s Day

March 14-16, 2018 Interim Reports

March 16, 2018 3 Hour Early Dismissal

March 29, 2018 Schools Closed - Spring Recess

March 30, 2018 Schools Closed - Good Friday

April 2, 2018 Schools Closed - Spring Recess

April 27, 2018 3 Hour Early Dismissal

May 2-4, 2018 3 Hour Early Dismissal - Report Card Conferences

May 9-11, 2018 Interim Reports

May 15, 2018 Schools Closed - PA Primary Election Day

May 28, 2018 Schools Closed - Memorial Day

June 12, 2018 Last Day for Students

June 13, 2018 Last Day for Staff

**School Climate and Culture**

It is the goal of the Taylor staff to create a safe, supportive and nurturing community in which all students thrive and are able to meet their academic and personal potential. To meet this goal, Taylor Elementary utilizes a Positive Behavior Interventions and Supports (PBIS) program.

The PBIS program at Taylor Elementary is a positive motivational system for behavior improvement. It focuses on establishing and reinforcing school wide expectations and rules, as well as implementing interventions to improve behavior. At Taylor Elementary, students are expected to follow the Be Rules:

**Be Respectful**

Examples include, but are not limited to: using kind words, using manners when speaking to peers and adults, being a good friend, displaying good citizenship.

**Be Responsible**

Examples include, but are not limited to: bringing necessary materials to school, wearing school uniform, completing the 100 Book Challenge reading log each night, keeping track of personal items, admitting a mistake.

**Be Safe**

Examples include, but are not limited to: leaving class only when permission is given, using a buddy system when traveling around the school, playing appropriately on the playground, keeping hands, feet and other objects to oneself.

Teachers are responsible for teaching these expectations to their students during morning classroom meetings and providing examples of what these rules look like in various settings: classroom, lunchroom, yard, bathroom, hallway, and stairs. Each month, our school will focus on a specific way to demonstrate the Taylor Be’s. Students will have the opportunity to earn Buzz Time each week by demonstrating how to follow the Taylor Be Goals. Buzz Time is extra time awarded to students in their special of choice (Art, Physical Education, Computers, Library or Spanish).

**What can parents do to support PBIS at Taylor Elementary School?**

* Communicate with your child’s teacher about how you can support your child’s education
* Attend meetings and workshops offered at school
* Contact the school to explore opportunities to be involved in school activities
* Read all letters and papers sent home with students
* Review your child’s homework assignments
* Review and reinforce PBIS expectations at home

## 

## **Morning Admittance and Dismissal Procedures**

* Students are permitted on school grounds beginning at 8:00 am. All students in first through fifth grade will have the opportunity to eat breakfast between 8:00-8:30.
* Classes will be dismissed in the yard by 3:09 pm daily.
* School hours: 8:30am-3:09pm
* If your child arrives after 9:00 am please go to the office for a late note.

Kindergarten Morning Admission Procedures

* Kindergarten students will be picked up from the main yard. Parents should not go through the building in order to enter the main school yard. The classroom teacher will take the students to their classroom. Please do not follow the students to their classroom.
* On inclement weather days, students will be picked up from the hallway in front of B1. Parents may bring their child into the building through the main door. An adult will be present to watch the children, so parents do not need to stay with their child. Your child’s Kindergarten teacher will pick them up and bring the class to the classroom. Please do not follow the students to their classroom.

Kindergarten Afternoon Dismissal Procedures

* Kindergarten students are dismissed at 3:00pm.
* Rooms 101 and 205 will be dismissed through the door in the small yard by Erie Avenue.
* Rooms B4 and B5 will be dismissed through their outside classroom doors.
* Do not wait at the classroom door for your child, they will be dismissed from the designated locations. It creates an unsafe condition when parents are picking up their children from different locations.
* Please do not knock on the doors, the doors will be opened when all students and teachers are prepared to dismiss.

**School Closing/Delayed Opening**

Due to inclement weather or other emergencies, it may be necessary to cancel school for the day, dismiss school early, or have a delayed opening. In the event of a schedule change due to inclement weather, the decision will be communicated through the following outlets:

• The School District of Philadelphia website

• The District’s Information Hotline (215-400-4636): This hotline will provide regular

updates on the status of school and office closures.

• The District's Facebook and Twitter pages

• KYW-1060

• Other local media outlets

**Options for Schedule Changes**

***Full-Day School Cancellation/Closing*:** If schools must close for the full day, students should not report to school. For closure updates, please check local media outlets and the District website beginning at 5 a.m. when there is inclement weather. Notification will be posted on the District website and provided to local news outlets.

***Early Dismissal:*** If the decision is made to dismiss schools early, schools will notify parents using the School Messenger service, local news outlets and the District website. Where applicable, food service will be made available to students.

***Delayed School Opening:*** In the event of a delayed opening, all schools and early childhood programs will open at 10 a.m. Dismissal time will remain the same. All scheduled school trips will be canceled. Breakfast, lunch, after school programming and athletics will function as normal. Check news outlets and the District website starting at 5 a.m. when there is inclement weather for updates about delays.

Sign up to receive text message updates about school schedule changes:

• CBSPhilly

• NBC10 Philadelphia

• ABC6 Action News

• Fox29

**Attendance:**

There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment. Regular school attendance, **including arriving at school on time each day and staying until afternoon dismissal**, is the joint responsibility of students, parents/guardians, teachers and other school personnel. We emphasize school attendance at Bayard Taylor. As parents and teachers, we know that there is a clear relationship between good attendance and school achievement.

A student must be in attendance half the school day (3 hours and 15 minutes/until 12:00 pm) to be counted as present. **When a child returns after being absent, he or she must bring a note explaining the reason, date, and have it signed by a parent or guardian. After 3 consecutive days of absence a student must have a note from the doctor in order to return to school.**

Valid conditions for an ***excused*** absence include:

1. Illness of the student
2. Emergency medical or dental appointments
3. Death in the immediate family
4. Court summons
5. Quarantine

Absences will be considered ***unexcused*** for the following reasons:

1. Bad weather
2. Missing the bus
3. Car trouble
4. Lack of heat, water or electricity
5. Shopping
6. Babysitting
7. Lack of clothing or shoes
8. Oversleeping

**Early Dismissal**

A child may only be released to individuals listed on the child’s emergency contact card AND who have picture identification. The person MUST display picture identification. The child will then be called to the office for early dismissal. As the safety of your child is our primary concern, your cooperation with this policy is appreciated.

Children should only be picked up for an early dismissal for true emergencies. There are no early dismissals after 2:30 p.m., as these are too disruptive to the closing classroom and school procedures. Please try to schedule medical and dental appointments during non-school hours.

**School Uniform**

All students at Taylor Elementary are required to wear uniforms.

**Taylor School Official Uniform:**

* **Boys:** Blue or black pants or shorts with a yellow, collared shirt
* **Girls:** Blue or black pants, skirt, jumper or shorts with a yellow blouse

The following specific rules must be followed by ALL students:

1. All tops, shirts or blouses must extend to the waistline. Halter, tank tops, tie-strings or see-through tops are not permitted.
2. Pants should be worn at the waist and no undergarments should be visible.
3. Shoes must be worn at all times. Sneakers are mandatory for P.E. days.
4. For safety reasons, students may not wear flip-flops, high heels, or any other open type of shoe.
5. Clothing or jewelry with suggestive remarks or symbols are not permitted.
6. Hats, hoods, caps, bandanas, or sweatbands may not be worn in the building.
7. Students are not to exchange or let other students wear their hats or clothing.
8. Students are not to take jewelry or other items of clothing off to use as toys or exchange with other students.

Students who do not have their school uniform will be required to borrow one from the main office. Families who have difficulty purchasing the school uniform should see the counselor for assistance. Students who persistently fail to comply with the uniform policy will be subject to loss of privileges, including: class trips, graduation ceremonies, assembly programs, loss of recess, and other special and extra curricular activities.

**Electronic Device Policy**

We understand the importance of students having cell phones to walk safely to and from school. However, cell phones cause a distraction and we ask parents to do their part by not calling or texting between the hours of 8:30 am and 3:09 pm. The guidelines for cell phones are as follows:

* Cell phones will be collected by teachers at the start of school and locked up.
* They will be distributed to students at the end of the day.
* The school and staff are not responsible for any damaged or lost cell phones, as students bring these items to school at their own risk.

Students who are in possession of their phone during the school day will have their phone taken.

* For a first offense, phones are returned at the end of the day.
* A second offense results in the phone being taken and only returned when a parent comes into the school to pick it up.

**Inappropriate Items**

A backpack and school supplies are the only items your child will need for school. Non-school items, such as toys, gum, candy, and small videogames are not permitted. (Unless with the permission of the teacher for special occasions.) Parents/guardians are encouraged to talk with their children about the dangers of bringing tobacco products, lighters, matches, or any kind of weapon, including small knives, to school. Having these items can result in suspension from school. Students are not permitted to bring items to school to sell or take orders for items during the school day.

**Bullying Policy**

The SRC prohibits all forms of bullying by district students. The SRC encourages students or

parents/guardians of students who have been bullied or witness bullying to immediately report such incidents to the building principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall **immediately notify the principal or designee**. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the district’s hotline at 215-400-SAFE.

The SRC directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. All parties will be treated with dignity and due process.

**Discipline**

The behavior system implemented at Taylor Elementary School involves two very important components: positive behavior supports and strategic interventions. Taylor Elementary School is committed to providing a positive and safe learning environment for all students.

The Taylor School community takes a positive and proactive approach to discipline to create a safe environment for each student. We do this through teaching students how to be effective citizens, in school and out. It is imperative for the school staff to protect the school day and prevent behavioral interruptions.

**Individual Classroom Discipline**

All teachers have classroom discipline systems. You will be informed of your child’s teacher’s classroom incentive and consequence plan. Generally, this starts with a warning, proceeds to parental contact, then to the dean of students, principal or assistant principal. Learning to follow rules is necessary for all of society. Responsible children develop into responsible adults.

If a student does not respond to the whole-school, positive behavioral approach, the following interventions may be used:

**Conferencing**

* Teacher/Student
* Teacher/Parent
* Teacher/Counselor
* Teacher/Student/Administrator
* Administrator/Student
* Administrator/Parent
* Teacher/Student/Administrator/Parent

**Restricted Activity**

The denial of participation in non-instructional school activities or the use of common areas or other parts of the school including, but not limited to, lunch detentions, loss or recess, time out in another classroom, and loss of extracurricular activities.

**After School Detentions**

Students and parents will be notified in advance of the date and time of the assigned detention.

**In-School-Suspension**

Students will be assigned an alternative classroom. Activities during in-school-suspensions may include, but are not limited to, work assignment, behavioral intervention, and school movement restriction.

**Out-of-School-Suspension**

This is used when all other in-school interventions have been unsuccessful, when a child’s behavior holds a threat to himself/herself or other children and/or is a chronic disruption to the educational environment. Students who are suspended from school need to participate in a reinstatement meeting with their parent/guardian and school staff prior to returning to class.

**Reinstatements**

All reinstatements following a suspension or serious incidents will be done at 8:45 a.m. Monday-Friday.

**Pink Slips (EH-20)**

When a student receives an EH-20 (pink slip), the student is informed of why the pink slip was written, the student gives his/her statement, an investigation takes place, and a decision of appropriate consequences is made by administration. The Dean of Students will notify the student’s parent and teacher of the designated consequences by phone or written communication.

**Behavioral Referral**

Students who consistently struggle to exhibit appropriate school behaviors will be referred by the classroom teacher to the school’s Intervention Team. The team members can include the classroom teacher, school counselors, Dean of Students, behavioral health workers, and other teachers/administrators. The purpose of this team is to develop and implement strategies to support the student in improving their behaviors so they can better meet with success in the classroom. The classroom teacher and/or counselor will keep the parent informed as to the progress of their child.

**Dual Language Program**

In our mission to provide the best education possible for our students, providing instruction in two languages is clearly an advantage, especially considering the personal and economic opportunities that bilingualism provides in an increasingly globalized 21st century. Dual Language Programs, which constitute one type of bilingual program, provide participating students with instruction in their native language as well as a second language. Content instruction is delivered in both languages. Taylor currently provides Dual Language instruction pairing Spanish and English in kindergarten through fourth grade.

**100 Book Challenge**

The 100 Book Challenge program is designed to inspire and motivate children to appreciate literature, build vocabulary, and become lifelong readers. Children select books on their independent reading level (the level where they need minimal support from an adult) to enjoy at home and at school. Parents and teachers serve as coaches in order to monitor comprehension and reading fluency. Students must read at least 30 minutes every night from their 100 book challenge books. Home coaches will sign student log sheets daily. If the log sheets are not signed, the reading steps will not count.

**Homework**

Homework is given during the week. Students are also expected to read each night. We believe that students should be given some tasks to do at home in connection with their school work. A reasonable amount of homework can reinforce what has been learned in school and helps students learn to plan and manage their time. If a parent/guardian has a question regarding the quantity or quality of the homework a student is receiving please check with the student’s teacher.

**Visitors’ Policy**

All parents and visitors to Taylor School are required to come into the main office where the staff will assist them. Visitors will be given a visitor’s pass which should be worn at all times while in the building. Parents are asked not to accompany their child to their classroom. Parents should wait outside the school at dismissal to pick up their child. Visitors are not allowed in the lunchroom or yard during recess or lunch. **Parents are not permitted to walk their child to class or permitted to be in any part of the building without obtaining permission from the office.**

**Please honor our instructional day by requesting personal conferences before or after school. Please notify your child’s teacher in advance if you would like to visit the classroom.**

**Volunteering**

There are many things parents/guardians can do to support the school community.

* School Wide Events
* Family Fun Nights
* Reading Parents
* Field Trip Chaperones
* Breakfast Assistants
* Fundraising

If a parent/guardian is interested in volunteering, please contact your child’s classroom teacher. The classroom teacher will then connect you with the principal. Parents who volunteer in the school on a regular basis will need to obtain the needed clearances, which a member of the office staff can assist with. Volunteer forms can be obtained from your child’s teacher. Please complete the form and return it to your child’s teacher. Forms should not be turned into the office. Your child’s teacher will respond in a timely manner.

## **Field Trips**

## All grade levels prepare field trips throughout the school year. These trips help to reinforce what is being taught in the classroom. Parents may volunteer to be chaperones after filling out the proper paperwork and speaking with the teacher.

## **Permission Forms**

## Students are required to have parental permission to participate in field trips. These forms are sent home prior to the trip by the classroom teacher. Obtaining verbal permission is not permitted. Families who need financial assistance to participate in field trips should speak with the counselor, as no student will be denied access to a trip for financial reasons.

**Report Card Conferences**

Conferences are held to allow you the opportunity to meet with your child’s teacher to discuss the academic success of your child, learn about the progress your child is making, and to learn about the needs of your child. As partners in the success of your child, it is essential that you attend the report card conferences.

November 20 - 22, 2017

February 14 - 16, 2018

May 2 - 4, 2018

If you would like to meet with your child’s teacher at any other time during the school year, please contact your child’s teacher to schedule an appointment.

## **Home and School Association**

## Taylor School values the support of its parents. We urge every family to join the Home and School Association and become actively involved in their child's education. For further information regarding membership, please contact the main office.

**Child Abuse Reporting Policy**

The Commonwealth of Pennsylvania requires all school staff to report suspected child abuse. When teachers suspect child abuse, they are required to notify the school administration, who will designate the counselor to file a report of suspected abuse to the State Child Abuse Hotline (Childline (800) 932-0313 ). School staff members are required to keep information regarding this report confidential. The school counselor, staff member, and administration discuss only on a need to know basis. The child’s safety and the family’s right to privacy are of the utmost importance.

**Special Education Department**

All students are welcome at Taylor. The Special Education Department provides Learning Support, Autistic Support, and Speech Language Therapy to those students who need additional supports in order to make meaningful progress in their educational setting. The Special Education team works to build important partnerships with families in order to provide collaborative and comprehensive services to our unique learners.

**English for Speakers of Other Languages (ESL)**

The goal of the ESL program is to help children learn English so they will be able to meet age appropriate academic standards. If your child qualifies for the ESL program they will receive additional English language support to better enable your child to use English in social and academics settings.

**Reading Intervention Support**

Our reading specialists provide intensive small group instruction in phonemic awareness, fluency, comprehension, and vocabulary in addition to regular classroom instruction.

**Counselor**

School Counselors implement programs which emphasize developmental guidance, preventive and proactive counseling, and which focus on the academic, personal, social, and career development of all students. Counselors are integral parts of the educational process. Our counselors focus on programs which deal with decision making skills, conflict resolution, self esteem, positive attitudes, goal setting techniques, and coping strategies. They also serve as school based resources for dealing with crisis prevention/intervention, and child abuse/neglect. Please contact your child’s counselor if you need support in addressing their mental /emotional heath needs.

In addition to addressing your child’s mental/emotional needs counselors also support with the Middle School Selection Process. Taylor is committed to supporting all 5th grade students transition from Elementary to Middle School. During the start of each school year counselors provide valuable information sessions to inform parents of their options.

**Dean of Students**

The Dean of Students is a teacher who has been released from most teaching duties to work with students directly in the areas of personal conduct and decision making, as well as building a sense of community among all students. The Dean supervises recess activities and staff, and ensures a safe environment for students to play and interact with their peers in both structured and unstructured settings. The Dean conducts conflict resolution sessions with students as needed, and is a member of the school’s Intervention Team, which works to support individual students who struggle to follow school expectations. In partnership with school administration, the Dean also assigns consequences for inappropriate student behavior, and communicates with parents and guardians about these behaviors and consequences.

**Playworks**

Taylor has partnered with Playworks (www.playworks.org) to bring socialized recess to our community. Students have the opportunity to collaborate, problem-solve, and learn how to work together on a daily basis under the guidance of a Playworks Coach. The Playworks Coach will model, teach, practice, and introduce hundreds of recess games and ideas that help students learn the appropriate ways to communicate and problem-solve not just at recess but also in their everyday lives. The skill set that the Coach brings to the school contributes significantly to the climate and safety of our school and community. Playworks data shows that schools that participate in this program have a decrease in safety and discipline concerns and a measurable increase in time on task for instruction and an increase in student focus in the classroom. Data also reports that less time is spent resolving conflicts among students, and obviously an increase in healthy play and exercise takes place.

**Special Classes:**

**Art**

The Art Teacher implements the art curriculum by executing meaningful lessons which focus on the principals and history of art . The environment of the art room is one where creativity is fostered and encouraged. Students are inspired by the world around them and express themselves in various mediums.

**Spanish Language Arts and Culture**

The Teacher of Spanish Language Arts and Culture will teach students who are not in the dual language program two periods a week for half of the school year. During this time, students will learn to speak, read and write Spanish. Students will have the opportunity to learn about the cultures of Spanish speaking countries around the world. This will include hearing music, learning stories and games, tasting food, and other aspects from these countries

**Health and Physical Education**

The Health and Physical Education teachers provides instructional experiences in physical education activities, including: physical fitness, rhythmics, movement exploration, games, individual and team sports, and other activities appropriate to the elementary curriculum. Children must wear proper footwear (sneakers) in order to participate.

**Computer**

Teachers of Computer Science are responsible for planning and implementing school computer-based instructional programs.

**Library**

The Taylor School Library is a Dual Language Instructional Media Center fostering learning in both Spanish and English. The librarian and teachers will work collaboratively to empower Taylor students to become critical thinkers, researchers, avid readers and 21st century life-long learners.

**School Nurse Policies**

There is a full time nurse on staff to help ensure that all students are safe and well cared for while at school. The nurse is dedicated to the health and well being of all Taylor students, and is available in the main office for consultations with students’ parents and guardians.

Please be aware of the following school health policies:

**Philadelphia Immunization Requirements for School Entry (2017/2018)** *\*\*\*Vaccines are required on the first day of school\*\*\**

Your child must be up-to-date on their shots to attend school. They must have at least one dose of all the required vaccinations – or the school can exclude them from attending. If your child isn’t up-to-date on their shots, you’ll have five days from the start of school to get the next required dose.

**List of required vaccinations:**

Tetanus, diptheria, pertussis (DTP/Dtap/DT/Td, or Tdap\*)

Polio (OPV/IPV)

Measles, mumps, rubella (MMR/MMRV)

Hepatitis B (HBV)

Chickenpox (Varicella/MMRV)

**Confidentiality**

* Confidentiality is maintained at all times.
* The Nurse will make teachers and staff aware of the “need to know” medical conditions of the students. Teachers and staff are reminded not to discuss anything about children in common areas such as the office, lunchroom or stairwells, etc.
* Teachers keep pertinent medical information in a roll book or secure place where a guest teacher could refer to it.

**Screenings and Medical Records**

* Screenings are mandated by the state of Pennsylvania. If there is a concern about a child’s vision or hearing before the scheduled screening, please notify the nurse directly.
* All physicals, vaccination records, and medical forms should be forwarded to the nurse.

**Medication**

* An official permission form must be on file in the school office in order for a child to be able to take medication at school.
* The medicine will be kept in the office or by the school nurse and be given to the student at the appropriate time(s).
* Children cannot carry medication in school and parents may not give the teacher medication for their child.
* Parents must come directly to the nurse where appropriate permission forms can be completed. Some medications are narcotics and the nurse and parent must count and sign for them together.
* Only the nurse or principal’s designee may dispense medication to students following referral and receipt of approval from School District Health Services.
* Please communicate all medical conditions with the nurse directly.

**Lice Policy**

* Spot checks may be made to detect head lice by the school nurse. Classroom checks are done on an as needed basis and are best done towards the end of the day so as not to cause undue alarm or embarrassment for the children.
* Lice is not an emergency. However your child will be sent home if live nits are found. You can protect yourself by not touching your head to a child’s head (such as hugging or leaning too closely).
* If a student is sent home with lice, please do not go directly to class without sending them to the Nurse first for a recheck. The nurse will send the student back to class with a pass so the teacher will know they have been checked.

**No Pets:**

For the safety of our students, please refrain from bringing dogs or any other pets into the school yard and building.

**Birthdays:**

Classroom teachers make every effort to make each child’s birthday feel special and important. Parents and students may not distribute any invitations to private or personal parties at school. The delivery of balloons, gifts, flowers, etc., is not permitted to students during the school day. After talking with your child’s teacher, parents may bring in a peanut free birthday treat to share with the class at 2:30 pm. Parents should first go to the office and sign in and receive a visitor’s pass before going to the classroom.

**Child Nutrition:**

All students at Taylor receive breakfast and lunch free of charge. Families may also send in a lunch from home with children. In order to create a healthy school community, all food sent in should be healthy. Please do not send in junk food including, but not limited to, candy, chips, soda, sugary juices. Teachers talk with children frequently about healthy eating, so please be sure to include all food groups in your child’s lunch.

**Breakfast Procedures:**

**Grade K** enjoys their breakfast at 9:05

**Grades 1 and 2** enjoy their breakfast before school in the annex cafeteria.

Students who wish to eat breakfast should arrive in the **annex** cafeteria between 8:00-8:25. (Students who arrive after 8:25 will receive a “grab and go” breakfast.)

**Grades 3-5** enjoy their breakfast before school. Students who wish to eat breakfast should arrive in the cafeteria between 8:00-8:25. (Students who arrive after 8:25 will receive a “grab and go” breakfast.)

(Breakfast service concludes at 9:00 in both buildings.)

**Contact Information:**

Parents should be sure to provide the office with a **current phone number** which they can be reached during the school day should the need arise. Please notify the school **immediately** if there is a change in status during the school year to the following:

1. Address
2. Home/Cell Phone Number
3. Employment Phone Number
4. Any other information that could be helpful to the school and your child

**Enrollment Requirements**

It is the responsibility of the school to complete enrollment if he/she resides within the boundary lines. Students must live within the boundary lines to attend their neighborhood school.

The following is the COMPLETE Registration list. All documents are available on the School District website.

• Enrollment Packet Checklist

• Updated EH-40

• Parental Registration Statement

• Student Medical Information

• Request for Administration of Medication

• Report of Physical Examination

• FERPA Directory Opt-Out Form

• FERPA Related Documents (Parent Copy)

• Notice for Directory Information (Parent Copy)

***(215) 400-3880***

***David Laver, Principal Fax #: (215) 400-3881***

**08/28/17**

**2017-2018 Staff Assignments**

**Office Staff** **Specialists**

David Laver, Principal **(1000)** Leah Perrucci, SBTL **(4020)**

Claire Charles, Asst. Principal **(3101)** Gladys Navarro-Berrios, Library **(1100)**

Carmen Burgos, Sect’y **(1004)** Jim Maiorino, Computer Science

Evelyn Alicea, S.C.C. **(1008)** TTL  **(3020)**

Maryann Schickling, Nurse **(1025)** Amy Koslowsky, Lit./Art History **(1040)**

Tami Jackson, Counselor **(1021)** Jason Angert, PE **(4030)**

Jimena Alzate, Counselor **(3101)**/**(2005)** Elizabeth Green, Inst. Music **(4031)**

Emmanuel Zayas, Dean (**1002)** Seth Richardson, PE **(4023)**

, BCA Janet Maldonado, Rdg. Specialist **(4022)** Ryan Fajardo, **(1012)** Susan Abramowitz, Rdg. Specialist **(4022)**

Comm. Partners Coord.Coach Sean – Playworks

Brooke Tocci, Early Literacy Specialist

Maria Santiago, Spanish

**ESOL**

Lillian Slotkin **(1-2)** **(4020)**

Thuan Nguyen **(4-5)** **(4070)**

Amanda Sakow **(K-3)**

**Kindergarten** **2nd Grade**

Patricia Kline **101 (1010)** Lauren Thomas (L) **33 (3330)**

Joy Woodruff **B4 (4250)** Jessica Stanger **32 (3320)**

Nicole Jackson (L) **B5 (4190)** Jacqueline Pinkston **34 (3340)**

Francheska Ortiz-Hernandez **205 (2050)** Kristine Buck (D/E)  **22 (2220)** (Bilingual)

**1st Grade** **3rd Grade**

Tracy Godshalk (L) **23** **(2230)** Nicole Molino (L) **201 (2010)**

Jia Howard **31** (**3310)** Jamie Feldman **203 (2030)**

Christine Tobin **24 (2240)** Heather Martin **204 (2040)**

Kenia Alvarado(D/S) **21 (2310)** Heather Heilman (D/E) **206 (2060)**

**4th Grade** **5th Grade**

Miriam Ortiz **306 (3060)** Alan Foo **102 (1020)**

Devon Klinger **304 (3040**) Jennifer Greer **103** (**1030)**

Cashia Wineburg (L) **105 (1090)** Michelle Gainer (L) **305** **(3050)**

Kelly Aponte (D/S) **303 (3030)** Kathy Gargan  **301(3010)**

**Special Education Inclusion**  **Autistic Support – Room B2A**

Amanda Watters-Moher, SEL **202 (2020)** Rebecca Polisi **(4021)**

Theresa Livingston **202 (2020)** Victoria Ellis, Asst.

Bianca Reyes **202 (2020)** Shavon Lamberth, Sp. Ed. 1:1 Asst.

Erica Guth, Speech **200 (2001)**

Dr. Joanna Nova,

School Psychologist **200 (2001)**

**Building Engineer Custodial Staff**

Terrance Blocker (Main) **(4170 / 4171)** Vera BrownRose Allen

Eugenia Bennett (Annex) **(2002)** Barbara Williams Angie Holland

**Climate Support Assistant – (Noon Time Aides)**

Doris Zibulka Ana Gonzalez Jacqueline Rivera

Lydia Agront Nelida Morales Shaneka Stewart

Maria Rosado Jaira Salamé Melissa Thomas

**SSA**

Charlotte Zibulka Melanie Cruz

Natalie Talley Deborah Jamison

**Food Services**

Anthony Della Porta, Manager **(4200)** **Annex Teacher Lounge (2350)**

Fatima Vasquez, Food Serv. Asst. **Annex Stage (4023)**

Alijay-Nae Saders, Annex Manager **(4023) TTRR Taylor Teacher Resource Room (4022)**

Kenneth Gibbs, Food Serv. Asst.

Shannon McShore, Food Serv. Asst.

**School Police Officer** **STS Team – Room B1 (4010)**

**Ms. Francis (Mondays and Wednesdays)** – Manager -

**and every other Fridays**

Parents are our Partners

*“It takes the engagement of the entire community to ensure the success of our school.”*

Can You Help Us?

Parents and Guardians: Please complete the following survey and return it to your child’s classroom teacher at your earliest convenience: Thank you.

Name:

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Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check which of the following you can help us with:

* Field Trips
* Fundraising
* Breakfast Volunteers
* School Wide Events
* Family Fun Nights
* Reading Parent

If you would like to volunteer in any other way please list it below:

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**Bayard Taylor Elementary School**

3698 N. Randolph Street

Philadelphia, Pennsylvania 19140

(215) 400-3880

“...where parents are our partners.”

Parent Request to Meet with Principal

Today’s Date:\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. Laver,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) would like to meet with

you regarding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s name) in room\_\_\_\_\_\_\_

about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I am available to meet at: (Please list more than date and time)

Day(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number you can reach me at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_