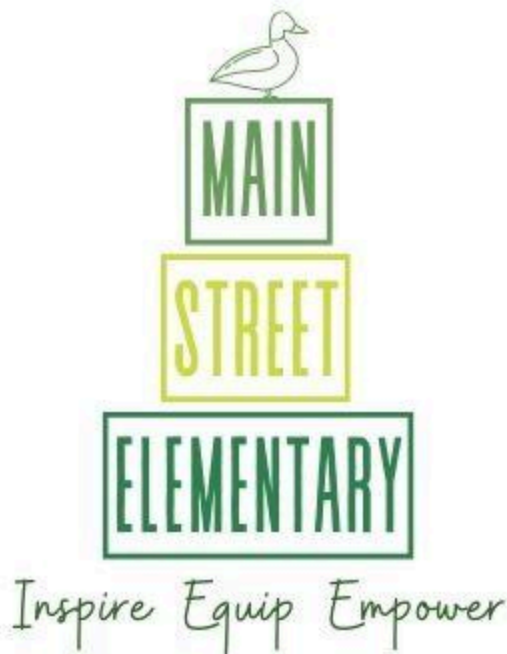


**Main Street Elementary  
Taylor ISD  
Student & Parent Handbook  
2024-25**



Kerri Pierce, M.Ed. – Principal  
[kpierce@taylorisd.org](mailto:kpierce@taylorisd.org)

Ashley Rush, M.Ed. - Assistant Principal  
[arush@taylorisd.org](mailto:arush@taylorisd.org)

Iris Bunton – Counselor  
[ibunton@taylorisd.org](mailto:ibunton@taylorisd.org)

3101 North Main Street, Suite 105  
Taylor, TX 76574  
Phone: (512) 365-1999  
Fax: (512) 309-4471  
[www.taylorisd.org](http://www.taylorisd.org)

# IN TAYLOR ISD WE BELIEVE...

... EVERY student has unique potential and shall engage in opportunities to grow in a safe environment through multiple approaches to learning.

... families are partners who will be informed and supported in the educational process to help students discover their unique potential.

... our empowered faculty and staff utilize their respected skills to serve as student advocates for the whole child.

... our accessible campus leaders foster community relationships and demonstrate effective communication, servant leadership, and instructional leadership to guide faculty and staff towards our vision.

... the Superintendent and district leaders are forward thinking, strategic, and accessible partners to our community that empower staff to help students achieve their unique potential.

...the Board of Trustees is a collaborative team, anchored in tradition, with a vision towards the future and a connection to the community, inspiring exceptional workplaces and excellence in student outcomes.



## MISSION

Inspire, Equip, and Empower Every Student  
to Achieve Their Unique Potential.

## VISION

Intentionally Empowering the Whole Child

**Main Street Elementary  
Taylor ISD  
Student and Parent Handbook  
2024-25  
Table of Contents**

<b>Topic</b>	<b>Page Number</b>	<b>Topic</b>	<b>Page Number</b>
Daily Schedule	4	Reading - AR	10
Absences/Attendance	4	School Vision Statement	10
Awards and Recognitions	5	Traffic Routes	11
Birthdays	5	Transportation Changes	11
Breakfast	5	Valuables	11
Cellphones	5	Parent Acknowledgement	12
Class Changes	5		
Communication from School	5		
Deliveries to Students	6		
Discipline	6		
Dismissal	6		
Dress Code	7		
Emergency Procedures	7		
Field Trips	8		
Homework	8		
Library	8		
Lunches and Visitors	8		
Lost and Found	9		
Medication	9		
Non Discrimination Statement	9		
Parental Involvement	10		
Parties	10		

## Welcome to Main Street Intermediate for the 2024-25 school year!

This is going to be an exciting year for your child and you. We have a great team of educators that are committed to doing their best everyday to ensure that every student is learning and making progress. Below are a few outlines and reminders to help your child and you have a great school year.

### DAILY SCHEDULE:

7:15am	School Doors Open and Supervision Begins
7:40am	Student enter classrooms/Breakfast begins
7:50am	First Bell
7:55 am	Tardy Bell
8:00 am	Announcements Begin / Breakfast Ends
3:20 pm	Students Dismissed

### ABSENCES/ATTENDANCE:

Regular school attendance is essential for a student to make the most of his or her education - to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws--one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit--are of special interest to students and parents. If a student is on a transfer, they must meet attendance guidelines.

**Please refer to the District's attendance policy for more details.**

#### Parent's Notes after an Absence

When a student must be absent from school, the student--upon returning to school--must bring a note signed by the parent that describes the reason for the absence. We will only accept three handwritten notes a semester. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **Please refer to the District's attendance policy for more details.**

#### Doctor's Note after an Absence or Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

### Tardiness

Repeated instances of tardiness can result in disciplinary action, in accordance with the **Student Code of Conduct**. It is important that your child be on time. Your student is considered tardy if your child is not in his/her classroom by 7:55 a.m. A student may not receive a Perfect Attendance Award or be eligible for attendance incentives if he/she has more than **3 tardies in a nine-week period, or has left school early 3 or more times in a nine-week period**.

### **AWARDS and RECOGNITIONS:**

MSE will hold an awards ceremony at the end of each nine-week grading period for each grade level. Family members are invited to attend. Dates and times will be communicated through campus newsletters.

### **BIRTHDAYS**

Recognition is given to all students on their birthday over the announcements. If a parent would like to celebrate their child's birthday, they are allowed to send treats such as cookies or cupcakes for their child's birthday; however, these will be served after 2pm. At no time are any treats to be served during lunch. If you would like to send birthday invitations to your student's classroom, all students must receive one.

### **BREAKFAST:**

All students will have the opportunity to eat free breakfast every day in their classrooms from 7:40 am until 8:00 am.

### **CELLPHONES**

Cellphones are not allowed to be in use on campus. Students who bring their cellphones to school must store them away, either place them on silent or turn them off during school hours. Any cell phone taken out and in use during school hours will be picked up and parents will have to come and pick it up from the front office.

### **CLASS CHANGES:**

All student class changes are done at the discretion of the principal. The principal will collaborate with the teachers, students and parents to ensure the student is set up in the best possible learning environment. Class changes are done on a limited basis when all other options have been attempted for the student to be successful.

### **COMMUNICATION FROM SCHOOL:**

There are many ways to stay in contact with the school and updated on school information.

- Ensure your phone number and email address are correct in TEAMS so you can receive automated calls and messages from the school.
- Join the Main Street Elementary School Class Dojo page
- Check the school website at: [msi.taylorisd.org](http://msi.taylorisd.org)
- Follow the MSE Facebook page: Main Street Elementary, Taylor ISD
- Check your child's daily folder for handwritten notes and newsletters.
- Stay in touch with the teacher through phone calls, emails, and the daily folder.

- Ask your child about his/her day and information the teacher shared at school.

**DELIVERIES TO STUDENTS:**

Deliveries to students are discouraged. Due to the negative impact of interruptions during instruction, all deliveries of balloons, flowers, invitations and other gift items to students at school will be held in the office until the end of the school day. Please remember that it is very difficult for students riding district transportation to carry such items.

**DISCIPLINE:**

MSE Staff utilizes Positive Behavior Supports throughout the school including:

- Ensuring students know the school expectations
  - Be Safe, Be Respectful, and Be Responsible
- Setting and teaching clear expectations throughout the entire school
- Instituting a school wide reward and recognition system
- Finding the positive things students are succeeding at and building on those strengths.

When students follow the expectations and make good choices they have an opportunity to earn Duck Bucks. Ducks Bucks can be spent to participate in different events and activities throughout the school year.

When students make choices that are in need of a consequence, every effort will be made to resolve the concern and return the student to class as quickly as possible so learning is interrupted as little as possible. Classroom teachers will handle most discipline concerns. Questions regarding discipline should start by speaking with the teacher. In the event the student misbehavior is repeated or severe, an administrator will be involved. It is imperative that parents work with the school for students to be successful throughout this process.

**DISMISSAL:**

Students will not be released to anyone walking up to the building during dismissal time. Parents must remain in their cars. Parents wishing to pick up their students will need to follow the car rider line which is located on the Mallard Drive side of the building. For safety reasons, we ask that parents not park and pick up their child unless they are meeting with staff or have an appointment. Parents will be given two signs with their child's name at Meet the Teacher before school begins. Parents need to have the card visible during parent pickup. For lost or additional cards, please contact the office.

Walkers are not permitted to be picked up at adjacent businesses as it poses as a serious safety concern. MSE does not have staff at off campus locations to ensure that students are getting in vehicles with adults on the approved pick up list.

**DRESS CODE:**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Clothing of any type that is lewd, offensive, vulgar, or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs or any other substance prohibited under the FNCF (L) and prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.
- Clothing that depicts death (skull and crossbones) or violence is not allowed.
- Clothing, jewelry or grooming that is evidence of unauthorized group affiliation colors will not be permitted. This includes colored shoe strings when worn with the same color clothing, handkerchiefs, etc.
- Shoes are to be worn on campus and in any school vehicle. Footwear must be appropriate for daily school activities.
- Hats may be worn outside only.
- Hoodie sweatshirts may be worn, but the hoodie is not allowed on the head.
- Sagging or extremely loose pants are not allowed.
- Shirttails worn on the outside or tee shirts should not be oversized. (Appropriate length may be achieved when the hemline reaches the student's arm wrists while in a standing position.)
- Belts must be appropriate length and worn in a proper manner.
- The hem on shorts, skirts and skorts must be as far down as the fingertips when the student stands normally with his/her arms at the side.
- Tank tops, spaghetti straps, halter-tops, and midriffs are not permissible.
- Jewelry will be allowed in pierced ears only.
- Necklaces cannot be longer than 18 inches. Any medallion attached to a necklace cannot be more than one and a half inches long.
- Excessive makeup or hair of an unnatural shade that could be deemed a distraction to the educational environment will not be allowed under any circumstances.
- No mums can be worn during homecoming.

**EMERGENCY PROCEDURES**

Emergency drills are conducted on a monthly basis. When the alarm sounds, all students are to stay with their teacher and proceed to their designated location. At that time, the teachers will check to be sure all of their students are accounted for. Any student who is with a specialist or in the office at this time will be accounted for to help the classroom teacher with student accountability.

The following information has been compiled in order to prepare both you and your children in the event of a natural disaster. A disaster plan has been devised to better prepare staff, students and parents for their role should a disaster occur.

**SCHOOL PROCEDURES FOR STUDENT PICK-UP AFTER MAJOR EMERGENCY**

If student pick-up is necessary after a major emergency please follow the following procedures:

Parents or guardians proceed to the emergency "Student Release & Records Station" located by the main entrance gate. Students will be released only to adults on the approved list. We ask that you do not come onto campus and begin searching buildings for your student. Students will be in designated areas, supervised by staff members. Children not picked up will be cared for by school personnel on the school grounds or in a safe environment which will be posted.

### **FIELD TRIPS**

Field trips enrich our program. Attendance on the trips is voluntary, but if your child does attend, it is mandatory that a permission slip be signed by a parent or guardian. Chaperones may be needed on field trips. The grade level will determine the number of chaperones needed. Students who are unable to attend a field study will remain at school in a structured learning environment and will work on related curriculum.

1. Students should conduct themselves as if they were in the classroom.
2. All chaperones must have their license/ID scanned in the office prior to any field trip.
3. All students will ride the bus to the field trip and return to school on the bus.
4. **Students are not allowed to be checked out during the field trip.**
5. Check outs are handled through the office only.
6. Parents who attend as chaperones are expected to follow the district dress code.
7. Parents should conduct themselves in an orderly manner. No cursing, no smoking, and no modeling of other inappropriate behaviors will be tolerated.
8. **Siblings will not be allowed to attend field trips.**

### **HOMEWORK:**

Homework is an important component of student academic success. Homework is an opportunity for students to practice the skills that will make them successful in the classroom. It will take parent support and parent involvement in completing the homework to be effective.

### **LIBRARY:**

The library is a learning place with books, computers, magazines and other materials available for classroom assignments, projects, listening or reading. Students may check out two books at a time. They are due in two weeks from the check out date and may be renewed twice. All students are responsible for returning library materials by the due date. Lost or damaged materials should be reported to the librarian as soon as the damage is noticed. A damage fine will be assessed at this time. If a book is lost or totally destroyed, students will be responsible for the full price of that book.

### **LUNCHES AND VISITORS**

All visitors must have a valid ID and be on the approved list. Cell phones are not allowed to be used in the cafeteria. A parent table is provided so the parent and child can eat together.



Parents are asked to not bring and share food with other students. Birthday celebrations with other students involving food/desserts are not permitted during this time.

## **LOST AND FOUND**

Please label all clothing and personal items with the student's first name and last name. If your child has any missing items, check the Lost and Found Cart located in the cafeteria. Unmarked and unclaimed items will be donated to charity.

## **MEDICATION**

Students requiring medications at school shall be identified to the school by parents and physicians. Students observed by school personnel administering medications to themselves will be reported to the principal and their parents.

All medications (prescriptions and over the counter items) must be delivered to the school office by an adult. All medications for students must be kept in the health office. Students may not carry medication on their person or keep it in their desks or backpacks. All medications brought to the office to be administered to a student must be in the original, labeled container with the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. At the end of the year parents must claim any medication remaining at school or it will be disposed of by the school.

## **NON DISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Clarissa Rodriguez, Assistant Superintendent of Teaching and Learning, 3101 N. Main Street, Suite 104, Taylor, TX 76574, 512-365-1391, [crodriguez@taylorisd.org](mailto:crodriguez@taylorisd.org). Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries

about other kinds of discrimination:

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Jodie Witt, 504 Coordinator, 3101 N. Main Street, Suite 104, Taylor, TX 76574, 512-365-1391.

For all other concerns regarding discrimination, see the district administration: 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391.[See policies FB, FFH, and GKD for more information.]

#### **PARENTAL INVOLVEMENT:**

Communication:

To ensure student success at school it is imperative MSE and parents work together. If at any time you have questions or concerns please contact your child's teacher. You may call on the phone, set up a conference or send an email. Teachers have been asked to return all parent messages within 24 hours of receiving them.

Conferences:

We have a designated parent conference week during the 2<sup>nd</sup> 9 weeks grading period. Please set a time to visit with your child's teacher early to ensure you and the teacher collaborate on your child's successes and needs.

#### **PARTIES:**

MSE has three school-wide designated party days throughout the year: Winter, Valentine's Day, and an End-of-the -ear. The dates will be communicated in our regular newsletters home.

#### **AR (Accelerated Reader):**

AR is an independent reading program for Grades K–12 from Scholastic that combines reading practice and a software-based reading assessment. It is instructionally flexible, mastery focused, and professionally written. AR will help develop reading skills and motivate students to achieve reading success.

Students will have an AR goal set at the beginning of each 9 weeks. Students will read throughout the 9 weeks keeping track of their reading progress on a spreadsheet that is provided for them. Teachers will regularly check on the student's progress towards meeting their individual goal. Students will experience more success if parents are involved in the student's progress by regularly checking the reading log, ensuring students are reading each night at home and discussing what students are reading. Students who meet their reading goal will be recognized and rewarded for their efforts and progress. Classes will also be monitored for reading progress to encourage them to help their classmates meet their reading goals as well.

#### **SCHOOL VISION STATEMENT:**

MSE inspires, equips, and empowers every student to achieve their unique potential.

### TRAFFIC FOR DROP OFF AND PICK UP:

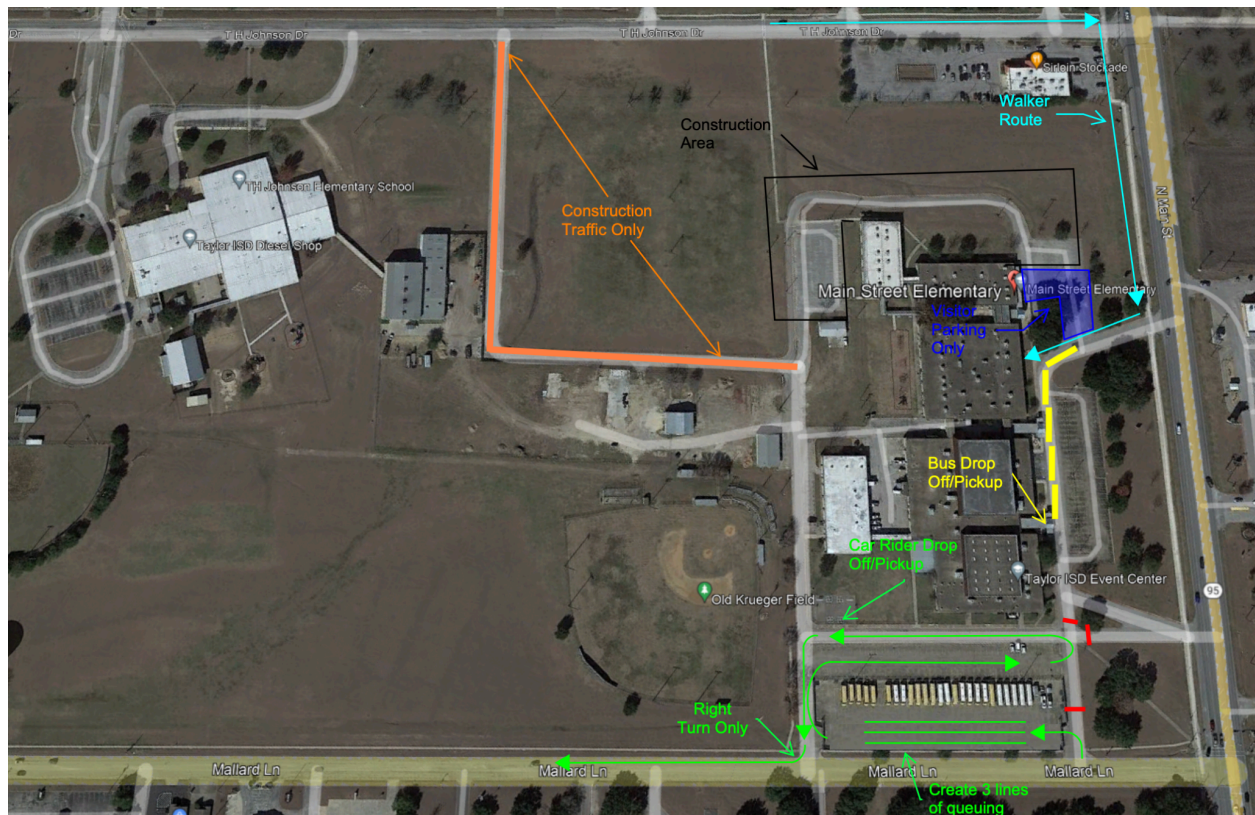
Please follow all posted signs for speed, parking, drop off/pick up and traffic flow. These signs are designed to keep students, visitors, and other cars safe.

### KB WALKERS:

- These students will now walk to the intersection of Main Street and THJ Drive in the morning. The crossing guard will be relocated to this location. Students will follow the same route in the afternoon.

### MORNING DROP-OFF/AFTERNOON PICK-UP:

- All traffic must enter at the Mallard entrance that is closest to Main Street.
- Traffic will turn into the current bus lot, wrap through the lot and back around to the side of the Event Center building and the MSE cafeteria.
- Once your student has been dropped off or picked up, ALL traffic MUST turn right onto Mallard.



### TRANSPORTATION CHANGES:

Please notify the school in writing when there are any changes to how your child goes home from school. Transportation changes will not be made after 2:30pm. To make a transportation change you may send an email to: [msetransportationchange@taylorisd.org](mailto:msetransportationchange@taylorisd.org)

### VALUABLES:

Please do not allow your child to bring valuable items, excessive amounts of money, electronic devices or toys to school. Students are responsible for all personal possessions. The school will not be liable for or spend time investigating any theft, loss or damage of valuables.

## Parent Acknowledgement

Parents may complete the acknowledgement below by returning this page signed and dated or they may complete an electronic version of the acknowledgement which can be accessed using the QR code below.

\_\_\_\_\_  
Student First and Last Name

\_\_\_\_\_  
Student ID Number

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

\_\_\_\_\_  
Date

☐ I understand that by signing and returning this page, I have read and understand the MSE Student Handbook.