

TAYLORVILLE

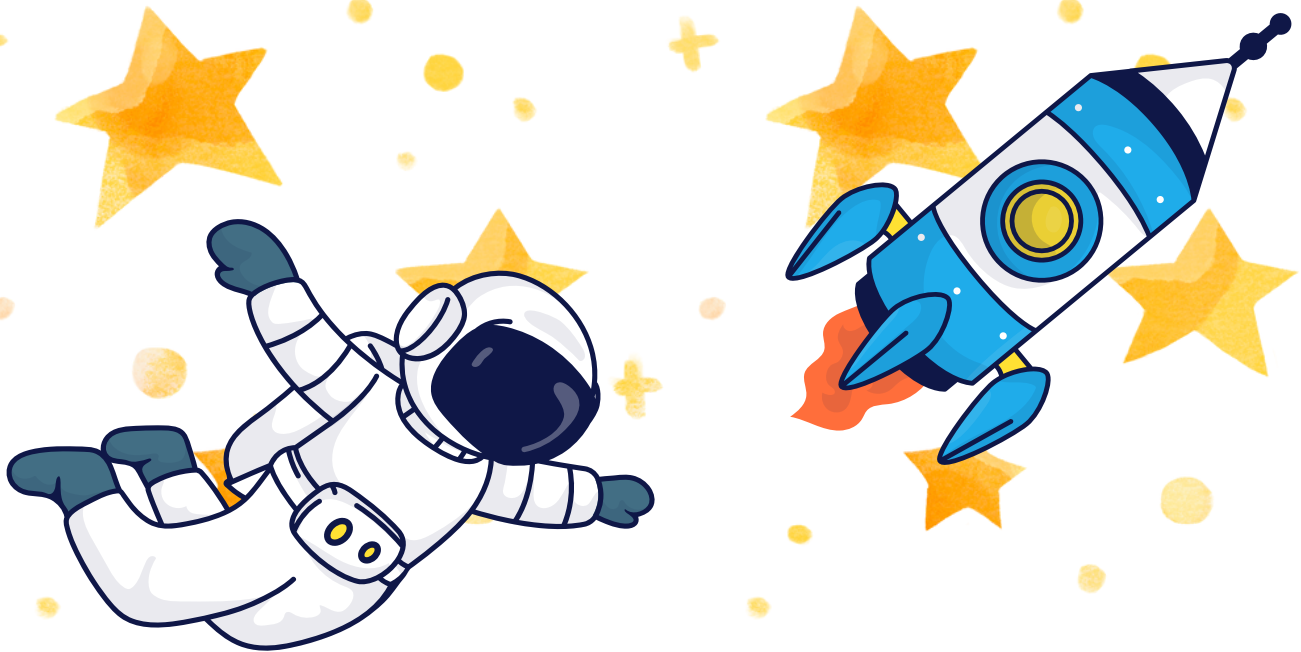
primary school

est. 2001

Love - Respect - Hard Work - Kindness - Honesty

2023-2024

PARENT INFORMATION GUIDE



Arrival

- Students should not arrive before 7:20 AM
- Car riders will be dropped off in a single file line and will enter through the front entrance
- All students, following breakfast, will report to their designated location as follows:
 - Pre-K- ISI Room
 - Kindergarten - Music Room
 - First Grade - Carpet Area
 - Second Grade - Library
- Students will be picked up by their teacher
- Students arriving after 8:00 AM are tardy and must report to the office for a tardy slip



Dismissal

- Car riders will be dismissed from the lunchroom straight to their vehicle
- Parents should not exit their vehicles to pick up their student from the lunchroom
- Parents will line up in two lanes for dismissal
- **EVERY CAR RIDER MUST HAVE A TPS CAR RIDER TAG**
 - **If you do not have a car rider tag from the office, then you will be required to park and get a tag from the office to pick your child up**
- Car rider dismissal begins at 2:30 PM. Car riders should be picked up by 3:00 PM.
- Students not picked up by 3:00 PM should be registered for Extended Day. If a student is not picked up by 3:00 PM, their account will be charged.

Transportation Changes

- All transportation changes must be received in writing. This can be done via paper, email, or School Status.

Absences

- In accordance with Alabama law, parents/guardians **MUST** explain the cause of every absence of students under their control or charge.
- Every student, upon return to school, **MUST** bring a written excuse from home within two (2) days following the absence signed by the student's parent/guardian.
- After a total of 10 absences in a school year the parent/guardian of student will be required to provide medical or legal documentation for absences to be excused.
- In accordance with Alabama law, a student shall be excused for an absence from school for any **ONE** of the following reasons: personal illness of the student, death in the immediate family, inclement weather which would be dangerous to the life or health of the student as determined by the Principal, legal quarantine or subpoena, with prior permission of the Principal and consent of parent, emergency conditions as determined by the Principal, and official religious holidays.
- **MAKE UP WORK:** If a student is absent for any excused reason as defined above, the student will be allowed to make up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s).

Tardiness Procedures

- Every child should be inside their classroom by 8:00 AM. If a child arrives at or after 8:00 AM, then the child will be considered tardy.
- Tardiness is a Class I Offense in the Student Code of Conduct. Tardiness, for the most part, reflects improper planning and a disregard for punctuality.
- Tardiness to school is not distinguished as excused or unexcused.
- Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration.
- Students who are tardy to school or to class will be assigned the following administrative responses:
 - 6th tardy per semester - After School Detention, Saturday Detention, ISI
 - 8th tardy per semester - After School Detention, Saturday Detention, ISI
 - 10th tardy per semester - After School Detention, Saturday Detention, ISI
 - Each additional tardy per semester - Parent conference required

Taylorville Primary School Bus Discipline Plan

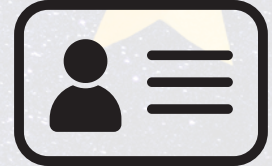
- The following consequences may be enforced by administrators at their discretion:
 - First Incident: Verbal warning from driver
 - Second Incident: Parent contact from driver
 - Third Incident: Referral to the office and student conference
 - Fourth Incident: TPS Bus Conduct Academy
 - Fifth Incident: Minimum of 1 day bus suspension
- Other consequences may be enforced based on the severity of the infraction.

Schoolwide Discipline Plan

- Refer to the TCSS Student-Parent Information Guide for information regarding school discipline

Telephone and Address Changes

- Please notify the school as soon as possible of any telephone or address changes so that we can contact you if needed.



School Visitors

- ALL visitors must report to the front office
- Your ID will be required to check in using our security system
- ALL visitors must wear their visitor badge at all times

Adopt a School Partners

- We are proud to have Bailey's Tiger Rock Martial Arts and Chick-fil-A South as our partners. We also greatly appreciate the support of many local churches and organizations.

Follow us on Facebook
for celebrations,
events, and updated
information!

