



TARA ELEMENTARY SCHOOL

6950 Linger Lodge Rd Bradenton, FL 34203 (P) 941-751-7660 (F) 941-753-0975
Laura Campbell, Principal Karen Chinault, Assistant Principal

Arrival 7:50-8:20 a.m. First Bell: 8:20 a.m. Tardy Bell: 8:25 a.m. Dismissal: 3:15 p.m.

- Supervision before school is between 7:50-8:25 a.m. and after school 3:15-3:45 p.m.
- Read and review the Student Handbook and sign the agreement as a family.
- Follow the Wellness Policy. Contact Cafeteria or nurse for allergy awareness.
(Nutritious snacks provided by families must be purchased. Please be sure items are sealed and in unopened packages. We have several students with allergies and ingredients on packages must be considered for each student and class.)
- Monitor the FOCUS Parent Portal for each enrolled child.
(Attendance, grades 3-5, quarterly report cards K-5, behavior, fines, academic test history)
- Keep parent contact information up to date in FOCUS, Parent Portal.
(If applicable, provide Custodial Legal Parenting Plan to Administration)
- Contact the school before 9:00 a.m. to report any absence. 941-751-7660, Option 8
(Each student is eligible for 9 excused absences. After 9 excused absences, a doctor's note is required for an excused absence. If your child is on choice/hardship to Tara Elementary; absences, tardies, and early departures are monitored.)
- Call the office before 2:00 p.m. for any changes in dismissal location or guardian pickup.
(Due to safety, we do not dismiss students between 2:30-3:10 p.m., plan for appointments and arrive early.)
- Register your child to ride the bus if you live further than 2 miles from Tara Elementary.
(Students need to wear their ID badge daily for safety and attendance. Parents must be at the bus stop for pick up and drop off for children in K, 1, or 2. Drivers will not let children off the bus unless there is an adult at the bus stop.)
- Submit Medical History form and *if applicable* "Authorization for Medication Form" to Nurse.
- Apply for Free or Reduced Lunch (standard breakfast is free, lunch fee is \$2.75, daily)
- Purchase (\$10) uniform T-Shirts and remind children to wear Monday through Thursday.
- CAR RIDER TAG: Complete, First Name Large, Last Name Small, Grade Level
(Display car tag in window until your child is in the vehicle, no tag-pull down past 8 for an ID check with administration.)
- Hands free cell phone use during arrival and dismissal is critical for safety of students.
(seatbelts are required while cars are moving, please pull down past 8 for students in car seats)
- Provide a helmet for your child to wear to and from school.
(students who ride their bike, scooter, or skateboard to school need a helmet)
- Follow us: Facebook Tara Elementary PTO: TaraKnights Instagram: taraknightsrock

Tara Elementary School Information 2022-2023

Students are expected to use the planner/calendar daily for communication, homework, and goal setting. Consistent communication is important from both home and school. Please communicate after school dismissal changes and monitor classwork expectations. Students will have many opportunities to learn, gain friends, get involved and make memories in school. Students are responsible for knowing our school rules and following the “TARA Way”. Take time to read this handbook with your child and sign the agreement together. Together we will teach children good habits, encourage healthy relationships, and foster a positive learning experience.

We communicate through electronic messages, social media, quarterly progress reports and report cards, FOCUS, conferences, email, class communication apps, meetings, phone calls. *Be sure you are receiving weekly automated messages and emails for news, celebrations, and upcoming events. If you are not, inform the office of correct information.

FOCUS Parent Portal Link: <https://focus.manateeschools.net/>
School Website: <http://www.manateeschools.net/tara>

Every student has access to instructional technology programs on our district platform at home.
Website: launchpad.classlink.com/manateeschools

STUDENT LOGIN/ID#: _____ PASSWORD: _____

Student Goal Setting

Set Goals!	Reading Goals	Math Goals
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

SCHOOL ADVISORY COUNCIL (SAC)

There is representation from Tara’s staff, parents, and the community with at least 51% of the composition being parents. This group will serve in many important ways to provide direction for School Improvement. If interested in being a member of SAC, please contact administration by email.

PARENT TEACHER ORGANIZATION (PTO)

We are a non-profit organization whose purpose is to support the education of children at Tara Elementary. We help families build connections with each other and our school. We also raise money for the benefit of our students and staff. For more information about how to volunteer and get involved at Tara Elementary contact us at taraPTOrocks@gmail.com. We look forward to meeting you soon!

PTO Executive Board Members

President: Lisa Jobst, Vice-President: Amanda Hall, Treasurer: Angela Sauro Davis,
Co- Secretaries: Dannin Grosso and Rebecca Shoun, and Teacher Liaison: Luci Mcgee

FAMILY AGREEMENT ACKNOWLEDGEMENT:

Student Signature: _____ Parent Signature: _____

ABSENCES

Please call the school at **751-7660, Option 8** before 8:25 a.m. if your child is going to be absent. If your child is absent and the school has not been notified, these absences will be marked unexcused. If a child has more than nine unexcused absences the parent/guardian will receive a letter informing them that those absences will show as unexcused on the child's permanent record. *Reference the Code of Student Conduct

Florida State Statute 1003.24 says that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family. The law implies that students are to be in school before 8:25 a.m. each school day. Any student arriving after 8:25 a.m. must report, with their parent, to the office to sign in and receive a tardy slip before going to the classroom. Being late to school disrupts learning, not only the tardy student but for the entire class. Please show respect for everyone by being in school by the first bell at 8:20 a.m. for an 8:25 start!

A record of each tardy and absence is reported to parents at the close of each quarter and is a permanent record. Students with school choice/hardship may be revoked due to 10 or more absences or more than 20 tardy/late days.

ARRIVAL/DISMISSAL

School office hours are 7:45 a.m. until 4:00 p.m. Student drop off is the car-loading and unloading area on the south side of the school between 7:50-8:25 a.m. and students enter through the white gates. Student Patrols and staff are welcoming students daily. Please make every effort to have your child at school by the first bell at 8:20 a.m. Upon arrival, students go to their grade level waiting area or to breakfast in the cafeteria. There is no student supervision before 7:50 a.m. Students enrolled in the Knight's Academy Program have on site morning care for a weekly fee.

- I will arrive at school between 7:50-8:20 a.m.
- I will sit and read quietly in the hallway until my teacher welcomes me into class.

BIKERS AND WALKERS

Staff members will escort students to the stop sign. Parents of only walkers or bikeriders are to meet students at the stop sign. Bike riders must walk their bikes while on campus. **For the safety of everyone, please do not park on the grass while waiting for children.** Police and School Guardian monitor dismissal for safety. Bike riders are required to wear a helmet while riding their bikes. Walkers and bike riders need stay on the sidewalk.

CAR RIDERS

Car riders will be dropped off at the car-loading area on the south side of the school. Please follow the traffic, remain in your car, and your child will be supported by a Tara staff member or safety patrol. All students should be picked up before 3:45 p.m. each day. Students who cannot be picked up before 3:45 p.m. are to enroll in an after-school care program. Please be sure to display your car rider tag until your child is in your vehicle. We also ask that all students wear their seatbelts. Parents please be handsfree when on school property to ensure student safety. If you have a child in PK, K or requires a car seat, please pull down past number 8 for safe loading. We appreciate everyone focusing on safety.

DISMISSAL PROCEDURES

All dismissal changes are to be sent in writing, emailed, or called into the front office. Please remember if the person picking your child up does not have a designated school car tag, they will need to present personal ID at car riders. Students can only leave campus with those identified for pickup on the student enrollment sheet. The enrolling parent is the only person who can make changes to dismissals. **If they are leaving for appointments for safety purposes, please pick up before 2:30 p.m.** If we have rainy or unsafe weather, we will dismiss students safely, expect delays.

- I will walk directly to the dismissal area.
- If I am a bike rider or walker I will go home.
- Parents will be device hands free in the car line.
- Parents of walkers will wait at the stop sign off campus for students to be delivered.

ACADEMIC REPORT CARDS

Progress for your child requires communication and understanding between the teacher and parent. Tara's teachers offer to meet with all parents at the close of the first and third quarter to discuss your child's academic and developmental progress. Meetings can be scheduled when the teacher is not teaching. Monitor FOCUS to be aware of earned grades. Progress Reports are provided 1-5 quarterly. Report Cards come home quarterly for grades K-5.

ASSEMBLIES

We are proud of the academic achievement of all our students. The students in 3rd, 4th, and 5th with outstanding academic performance are recognized during our quarterly Assemblies. Event dates will be sent home by teachers. Parents will be invited to attend these events.

Principal's List: All A's and Responsibilities of a Learner All E's/S's

Honor Roll: All A's & B's Responsibilities of a Learner All E's/S's

BUG Award: Students will be rewarded if a grade improves, and no grades drop.

BEHAVIOR

The teachers and staff at Tara Elementary focus on character-building. Our students learn qualities such as cooperation and effective conflict resolution. We have many positive incentives and feel it is important for students to accept responsibility for their own actions. This approach teaches children strategies to use when faced with choices regarding their personal behavior. We believe each student should respect others. Tara has established procedures for both the classrooms and the common areas. Our experience has shown these procedures are necessary to establish a successful and safe learning environment. Tara Elementary is a community of learners focused on creating a positive school for students to learn, set goals, and succeed. When a student is "caught" displaying expectations, we notice and appreciate their effort. We ask students to follow the "TARA WAY". We have high expectations and will honor students with a positive note called a BRICK. Please celebrate and sign the brick. Return it to school and it will be announced on the TKN.

Students who misbehave will be given a Behavior Notice or a Discipline Referral. When a student presents an interruption, his/her teacher counsels them individually. If the student exhibits a lack of cooperation or the behavior is determined dangerous or interfering with the opportunities of others, further disciplinary action will take place and parent communication will occur. The students and school community deserve a safe and secure campus. There is zero-tolerance for threats of violence.

BEHAVIOR EXPECTATIONS

Children are learning how to be kind, respectful, and look for adults to trust and teach them to make the right decision. It is our responsibility to hold children to the highest standards for both academic and behavior. Children will be given reminders daily for their choices. Students will receive a Behavior Notice from their teacher after warnings have been given and this is used as a firm warning for their behavior choice. A discipline referral is documented in FOCUS and is a permanent record requiring parent communication with administration or school support specialist.

The following is a guideline for families to know the consequences of student choices. We need to maintain a safe learning environment. Administration and School Support Specialist assign consequences based on each situation. For each behavior notice, we ask for parents to sign and return the notice to support school-wide expectations.

BEHAVIOR CONSEQUENCES FOR STUDENT CHOICES				
BEHAVIOR	*1st Offense	*2nd Offense	*3rd Offense	*4th Offense
Bus Referral	Courtesy Notice	Courtesy Notice	Referral 1 day off bus	Referral 3 day off bus
Cheating	Behavior Notice	Grade = 0	Referral / Grade=0	Referral / Grade=0
Disruptive	Behavior Notice	Behavior Notice/Referral	Referral 1 ISS	Referral 1 OSS
Dress Code Violation	Verbal Reminder	Behavior Notice	Behavior Notice	Parent Conference
Non-Physical Aggression	Behavior Notice	Behavior Notice/Referral	Referral 1 ISS	Referral 1+OSS
Stealing	Behavior Notice	Referral	Referral 1 ISS	Referral 1+ OSS
Technology Misconduct	Behavior Notice	Referral Lose of Privilege	Referral 1 ISS	Referral 1+ OSS
Toy Weapon	Behavior Notice/Referral	Referral 1 day ISS	Referral 1-3 days OSS	Referral 3-5 OSS
Physical Aggression	Referral ISS or OSS	Referral 1-3 days OSS	Referral 3-5 days OSS	Referral 5+ OSS
Weapon, Substance	Up to 10 days Suspension, Recommend Reassignment to Alternative School			
Firearm	Immediate 10 days Suspension, Resource Officer, Recommend Reassignment to Alternative School			

PK, K, 1 will learn expectations with teachable moments.

Students in 2-5 will be held to school-wide expectations.

ISS: In School Suspension

OSS: Out of School Suspension

BREAKFAST & LUNCH Cafeteria Manager 751-7660 ext. 78080

Breakfast will be served 7:50-8:20 a.m. and is free to students. Make sure you drop off children early enough to eat breakfast. There is a fee for lunch. Please be sure to place lunch money in a sealed envelope with the child's name, teacher's name and "lunch money" written on the envelope. Accounts are student specific. For students to participate in field trips and special events, students cannot have a negative balance. Please apply for FREE or REDUCED lunch.

Checks Payable to Tara Elementary School or mypaymentsplus.com

- I will remain quiet in the serving area.
- I will enter and exit the café quietly.
- I will talk quietly to my friends at my table.
- I will keep my hands and feet to myself.

Student birthdays are acknowledged on Tara Knights News, including those that fall on weekends or holidays. Celebration Baskets can be purchased from the School Cafeteria. Communicate with your teacher and reference the district wellness policy before sending in any treats. Store purchased items with ingredients can be provided.

Homemade items will not be served to students during the student day. Due to allergies, this must be followed.

BUS TRANSPORTATION (941) 782-1287

A school bus driver has the responsibility of transporting students to and from school each day. A student may only ride the bus if he/she has been registered and assigned.

REGISTER TO RIDE <https://www.manateeschools.net/>

Students in grades K-1 and/or have special transportation will not be let off the bus, unless an adult is waiting at the stop.

Students are to remain on a sidewalk (off the road) and be respectful to others.

Students are required to have the school provided student ID to ride the Bus.

DEVICES

District policy allows students to have cell phones if they are off and away in the backpack. See the Code of Student Conduct for more specific guidelines. Students each have their own laptop at school and do not need devices from home.

DRESS CODE UNIFORMS

Students are to wear designated Tara Uniform shirts Monday-Thursday. Students are to comply with health and safety requirements of the *School District of Manatee County Code of Student Conduct*. Any student who wears clothing considered inappropriate or without a Tara shirt will be given a reminder and if necessary, asked to change clothing. Students need to wear closed toe shoes daily. Tank tops are not allowed, all shirts must have sleeves, all clothing must be school appropriate with no inappropriate pictures or statements. Ripped jeans with holes need leggings underneath. Shorts need to be beyond finger-tip length. We ask for students to not have unnatural colored hair at school.

*The school principal will determine whether clothing is appropriate for school.

LEAVE HOME

Students may not bring in any type of weapon, including toy like weapons or items that could appear to cause harm to others. The teacher will take any inappropriate item brought to school and consult with the Principal or designee for discipline and safe keeping until the parent is informed. We are not responsible for students trading toys or cards. We recommend not allowing any toys or collection cards in school. Please verify with the teacher for show and tell items.

LOST & FOUND

Personal items such as jackets, water bottles and lunchboxes should be labeled with your child's name.

Items found will be placed in the lost & found. Unclaimed items are donated, quarterly.

MEDIA

Our library is a wonderful resource for our students. Students will check out books if they have their student ID card with them. School property should be handled with respect and care. Students will be held responsible for damaged or lost books. These charges will stay on their record and need to be paid to participate in field trips and special events. Every K-5 child visits the library weekly. Please help your children take care of these cherished resources.

MEDICAL HEALTH INFORMATION 751-7660 ext. 78004

The school clinic is staffed by a full-time Licensed Practical Nurse and a part-time Registered Nurse from the School District of Manatee County. The goal of school health services and your school health staff is to provide care for your child(ren) in the event of illness or injury while at school. Health staff will assess and recognize signs and symptoms of acute illness, potential contagious conditions, and injuries that need first aid or medical care. They are not qualified to diagnose or recommend treatment. This is strictly up to your doctor. The health staff may administer medications which are prescribed by your doctor and for which you have signed permission (please refer to the medication guidelines). Policies and procedures jointly approved by the health department and school district are used to provide care safely and uniformly to students in school. **Please feel free to discuss any special needs with the school nurses.**

The Annual Medical Health Information Card must be filled out and signed by the enrolling parent giving consent for the health staff to evaluate and treat your child(ren).

If you are contacted by school to pick up your child from school due to illness, injury, or possible communicable disease, you need to pick up your child as soon as possible. Children should be fever free for 24 hours (without fever reducing medication) before returning to school. Please keep our school nurses informed of your child's medical conditions and your personal/emergency contact numbers. The welfare of your child is our primary concern. Your assistance and cooperation are necessary and appreciated.

MEDICATION GUIDELINES.

Only prescription medication will be administered at school. Over the counter or sample medications will be treated as a prescription and must be accompanied by orders from the physician.

Physician and parent portions of the MEDICATION AUTHORIZATION FORM must be completed entirely, signed, and presented to school before medication can be accepted from the parent or administered. Medication must be delivered, by parent/legal guardian, to school in the container in which it was purchased (dispensed). At this time the medication must be counted with school personnel. Additional parent authorization may be needed for any medications to be given on field trips outside regular school hours.

A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. Please ask your pharmacist for a second container with a prescription label.

The label must indicate the student's name, name of medication, physician's name, dosage amount, route of administration and time (frequency).

If the medication requires equipment for administration (i.e. cup, spoon, dropper) the parent is responsible for supplying the articles, labeled with the student's name.

MEDICATION AUTHORIZATION FORM will be requested each year or with any change in medication.

When medication is discontinued or at the end of the school year, medication not taken home by the parent will be destroyed on the last student day.

SCHOOL DISTRICT OF MANATEE COUNTY CODE OF STUDENT CONDUCT

Parents have the primary responsibility for the conduct of their child(ren). It is imperative each parent/guardian read the code of conduct carefully and discuss with their child. The *School District of Manatee County Code of Student Conduct* is available upon request and on the website: <https://www.manateeschools.net>

VISITORS AND VOLUNTEERS

Parent involvement is encouraged and appreciated. We welcome parents at our school. The following procedures must be followed when you come on campus for lunch, volunteer, attend conferences, and special events during school hours. Please report to the office and sign in with one of our office staff members. A photo ID will be required to enter our school. Remember, per Florida law, all visitors will be verified against the state offender database. You will receive a sticker to wear while you are on campus. When you leave, return to the office, return the sticker to document the visit. If you plan to volunteer, you are required to complete the online volunteer application located on our school website.