



# TARA ELEMENTARY SCHOOL

6950 Linger Lodge Road East | Bradenton, FL 34203 | 941.751.7660 phone | 941.753.0975 fax  
ManateeSchools.net/tara

School Website: <http://www.manateeschools.net/tara>

FOCUS Parent Portal Link: <https://focus.manateeschools.net/>

\*Download the FOCUS Parent Portal APP

- ☑ Arrival 7:50-8:25 a.m. Student Learning Day: 8:25-3:15 p.m. Dismissal 3:15-3:45 p.m.  
*Please elect morning or aftercare if you cannot drop off or pickup within the supervision timeframes listed above.*
- ☑ Volunteer application is required annually for entry into a classroom or to attend a fieldtrip.  
*Complete the volunteer application online on our school website. <http://www.manateeschools.net/tara>*
- ☑ No Home Baked Treats, Wellness Policy and allergies must be followed.  
*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 is required.*
- ☑ FOCUS Parent Portal is required for each parent. Please check FOCUS weekly.  
*FOCUS provides, attendance, grades, report cards, progress reports, fines, test history, bus stops, and contact information.*
- ☑ Register to Ride a Bus: Students who live two miles or more from Tara Elementary are eligible.  
*Students are required to wear an ID badge daily for safety and attendance. Parents must be at the bus stop for pick up and drop off for children in grades K, 1. Drivers will not let children off the bus unless there is an adult at the bus stop.*
- ☑ Parent and pick up contact information must be up to date in FOCUS Parent Portal.  
*If applicable, provide Legal Parenting Plan. Inform Administration or Registrar of any concerns.*
- ☑ Call 941-751-7660, Option 8 to report an absence. If applicable, obtain Physician excuse note.  
*Each student is eligible for 9 excused absences. After 9 excused absences, a physician note is required for an excused absence.  
If your child is on choice/hardship to Tara Elementary; absences, tardy days, and early pickup days are monitored.*
- ☑ If necessary, call the office before 2:00 p.m. for a change in dismissal or guardian pickup.  
*Due to safety, we do not dismiss students from the office between 2:30-3:15 p.m., arrive before 2:30 p.m. in the office.  
If the office is not informed of a change in dismissal the student will be sent home their regular daily dismissal.*
- ☑ Maintain updated Medical History in clinic and communicate with the teacher.  
*An authorization medication form is required for medication to be administered to students in the clinic.*
- ☑ Purchase uniform T-Shirts (\$10) and remind children to wear Monday through Thursday.  
*All students are to follow dress code and wear closed toe shoes daily, including outpatient students. Fridays are non-uniform days.*
- ☑ Car Rider, School Tag is Required: First Name Large, Last Name Small, Grade Level  
*Display car tag in window until your child is in the vehicle, if no tag-pull down past 8 for an ID check with administration.*
- ☑ Hands free cell phone use during arrival and dismissal is critical for the safety of students.  
*Seatbelts are required while cars are moving, please pull down past 8 for students in car seats and keep toddlers in car seats.*
- ☑ Students who ride their bike, scooter, or skateboard to school need to wear a helmet.
- ☑ Follow us: Facebook @taraelementarypt Instagram: taraknightsrock ClassDojo: Join

# *Tara Elementary School 2023-2024*

Students are expected to use the planner daily for communication, homework, and goal setting. Students will have many opportunities to learn, 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, progress reports, report cards, FOCUS Parent Portal, conferences, email, communication apps, meetings, and phone calls. Be sure you are receiving automated messages and emails for news, celebrations, and events by keeping contact information correct.

**Every student is assigned a computer for access to instructional programs.**

**Students can access learning at home. Visit website: [launchpad.classlink.com/manateeschools](https://launchpad.classlink.com/manateeschools)**

**STUDENT LOGIN/ID#: \_\_\_\_\_ PASSWORD: \_\_\_\_\_**

**STUDENT EMAIL: \_\_\_\_\_**

## **Student Goal Setting**

<b>Set Goals!</b>	<b>Reading Goals</b>	<b>Math Goals</b>
<b>Quarter 1</b>		
<b>Quarter 2</b>		
<b>Quarter 3</b>		
<b>Quarter 4</b>		

## **PARENT INVOLVEMENT**

### **SCHOOL ADVISORY COUNCIL (SAC)**

Serve alongside the Principal to provide consideration and leadership for School Improvement. Meetings are held the first Tuesday of each month at 5:30 p.m. on campus. If interested, contact Principal Campbell.

### **PARENT TEACHER ORGANIZATION (PTO)**

PTO is 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 raise money for the benefit of our students and staff. For information about how to get involved at Tara Elementary go to [www.tarapto.com](http://www.tarapto.com).

### **VISITORS AND VOLUNTEERS**

Parent involvement is encouraged and appreciated. We welcome parents in 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. **Per Florida law, all visitors will be verified against the state offender database.** Once approved, you will receive a sticker to wear with the approved location of your visit. When you leave, return to the office, submit the sticker to document the visit and confirm the time of departure. If you plan to volunteer, you are required to complete the online volunteer application, annually, located on our school website. Apply online starting in August of each school year. Parents are welcome to attend lunch with their child only and guardians must remain in the cafeteria for the visit.

## ABSENCES

Please call the office 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, an absence will be marked unexcused. If a child has more than nine unexcused absences the parent/guardian will receive a letter. Students are to be in school before 8:25 a.m. each school day. Any student arriving after 8:25 a.m. must be accompanied by a 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 for the tardy student but for the entire class. Please set your child up for success by being in school by the first bell at 8:20 a.m. **Learning begins at 8:25 a.m.!** **A record of each tardy and absence is reported to parents at the close of each quarter in FOCUS. Students with school choice/hardship may be revoked due to unexcused absences, tardies, and/or late dismissal pickup.**

## 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 7:55-8:20 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.

## BIKERS, WALKERS, SCOOTERS

Staff members will welcome students through the south white gates at 7:50 a.m., Bike riders must walk their bikes while on campus. **Parents do not drive or park on the grass near campus while waiting for children, this is a safety request.** Our School Guardian monitors arrival/dismissal for safety. Walkers and bike riders need to stay on the sidewalk. If there is severe weather students will be held inside with the car rider students. Plan on picking your child up in the car lane.

## 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. Ensure all students and passengers always wear 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. The safety of our children requires cooperation.

## 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 identification at car riders. Students can only leave campus with those identified for pickup in FOCUS or parent permission. **If students need to leave school for an appointment, please pick up before 2:30 p.m. to help with safety routes.** If we have rainy weather, we will dismiss students safely, expect delays.

## ACADEMIC REPORT CARDS

Progress for your child requires communication and understanding between the teacher and parent. Teachers offer to meet with all parents to discuss academic and developmental progress. Meetings can be scheduled when the teacher is not teaching. Each quarter students receive a Report Card to inform the parent of academic progress. Report Cards can be found in the FOCUS Parent Portal. Please consider downloading the FOCUS Parent Portal APP.

## ASSEMBLIES

We are proud of the academic achievement of all our students. Students in 3rd, 4th, and 5th grade are recognized during quarterly assemblies. Event dates will be sent home by teachers. Parents are invited to attend the assemblies.

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

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

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

Attendance: We reward perfect attendance.

## **BACKPACKS**

Check your child's backpack daily to review their classwork, student folder or planner for communication from school. District policy allows students to have cell phones on campus if they are turned off and away. Students are assigned a laptop at school and do not need devices from home. Students may not bring in any toy like weapons or items connected to a weapon such as ammunition. Inappropriate items brought to school will be taken and discipline meeting will be held with administration. Check your child's backpack every day for the safety of our school and communication items.

## **BEHAVIOR**

The teachers and staff at Tara Elementary focus on school-wide expectations. 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 the classroom and 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. The TARA way is a common expectation, and we honor students with a positive note called a BRICK. Please celebrate, sign the brick, and have the student return it to school and it will be announced during the morning announcements.

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 to be 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 choices. 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 our 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.

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

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

## **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 consequences of their choices. The *School District of Manatee County Code of Student Conduct* is available on the website: <https://www.manateeschools.net>

### **BREAKFAST & LUNCH Cafeteria Manager 751-7660 ext. 78080**

Breakfast is served 7:50-8:20 a.m. and is free to students. Plan to drop children at school early enough to eat breakfast. There is a fee for lunch. Apply for Free or Reduced lunch on our website. If you provided a student allergy to the clinic, it will be noted on the student lunch account. Student birthdays are acknowledged during the morning announcements, including those that fall on weekends or holidays. Celebration baskets can be purchased online on our website and served during lunch. Communicate with your teacher and reference the district wellness policy before sending in any birthday treats. Store purchased items must include ingredients on packages and can only be served after lunch.

**Homemade items will not be served to students.**

### **BUS REGISTER TO RIDE ON FOCUS PARENT PORTAL** <https://www.manateeschools.net/>

Bus Transportation Department Contact (941) 782-1287. A student may only ride the bus if the student has been registered and assigned a bus. Students will be issued a student ID week 1 and are required to present the ID for attendance and entry to the bus daily. Students are to be respectful to others and wait on the sidewalk while waiting for the bus. Parents must be at the bus stop for pick up/drop off for children in grades K, 1. Drivers will not let children off the bus unless there is an adult at the bus stop. Students may be brought back to the school if no one is at the stop.

### **DRESS CODE UNIFORMS**

Students are to wear 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 into a Uniform. 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. We ask for students to not wear ripped jeans with holes. Shorts need to be appropriate and beyond fingertip length. We ask for students to not have unnatural colored hair unless it is spirit day. We sell Tara hoodies if a child wants to wear a hoodie. If wearing a non-Tara hoodie, we request it be a zip up, so we know a uniform is being worn underneath the zip up hoodie. The principal will notify the parent when necessary.

### **LOST & FOUND**

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

Unidentifiable items found will be placed in the lost & found, located in the cafeteria. Unclaimed items are donated.

### **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 on a completed medication authorization form. 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.**

**Thank you for reading our student/family handbook. Signing this is one way you can help your child succeed!**  
**Student Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_