



# 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 find morning or aftercare if you cannot drop off or pickup within the supervision timeframes listed above.*
- ☑ A volunteer application is required every school year to volunteer or attend a fieldtrip.  
*Complete the online volunteer application located on our school website. <http://www.manateeschools.net/tara>*
- ☑ No Home Baked Treats. Wellness Policy must be followed due to student allergies.  
*Nutritious snacks provided to classrooms, by families, must be purchased. Items must be sealed and in unopened packages. We have several students with allergies and ingredients on packages is required for treats to be served to students.*
- ☑ FOCUS Parent Portal is required for each parent. Check FOCUS weekly.  
*FOCUS provides attendance, grades, report cards, progress reports, fines, test history, bus stops, and contact information.*
- ☑ Please keep parent and pick up contact information up to date in FOCUS Parent Portal.  
*If applicable, provide Legal Parenting Plan. Inform Administration or Registrar of any concerns.*
- ☑ 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.*
- ☑ Report an Absence: Call 941-751-7660, Option 8. If applicable, obtain Physician excuse note.  
*Students are eligible for 9 excused absences per year. After 9 excused absences, a physician note is required to excuse an absence. Students with school choice/hardship may be revoked due to unexcused absences, tardies, and/or late dismissal pickup.*
- ☑ Pickup/Dismissal Changes: Indicate the change in the student planner and notify the teacher by email/app.  
Call the office before 2:00 p.m. for a change in dismissal and provide permission and name of adult for 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. for early release. If the office is not informed of a change in dismissal, the student will be sent home their regular daily dismissal.*
- ☑ Medical History: Maintain accurate medical information with the clinic and teacher.  
*An authorization medication form is required for medication to be administered to students in the clinic.*
- ☑ Car Riders: Parents are required to have a School Tag. 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 gate 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.

Facebook: @taraelementarypto

Instagram: taraknightsrock

Follow us on social media and join our school-wide communication CLASS DOJO APP.

<https://www.classdojo.com/ul/p/addKid?target=school&schoolID=4eece66ff64aa62934ed4ff7>

# Tara Elementary School 2024-2025

Students are expected to use this 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. As a shared responsibility 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 up to date.

**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 ID#:** \_\_\_\_\_ **PASSWORD:** \_\_\_\_\_  
**STUDENT EMAIL:** \_\_\_\_\_

## Student Goal Setting

Set Goals!	Reading Goals, Books Read, AR Points	Math Goals, Facts, Learning Gains
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

**\*Every student in grades 1<sup>st</sup> through 5<sup>th</sup> will have a student specific, teacher guided, AR goal each quarter.**

**Thank you for reading our student/family handbook. Signing this is one way you can help your child succeed!**

**Student Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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

We welcome parents in our school and parent involvement is encouraged and appreciated. The following procedures must be followed when you come on campus to have lunch, volunteer, attend conferences and to participate in 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 confirm the time of departure. If you plan to volunteer (including PTO, fieldtrips, Book Fair, classroom help), 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. Please do not plan on inviting other students to join you for lunch.

## 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 in FOCUS. If a child has more than nine unexcused absences the parent/guardian will receive a letter reminding parents more than 9 unexcused absences is considered unsatisfactory. 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, the teacher, and their classmates up for success by arriving to school by the first bell at 8:20 a.m. every day. **A record of each tardy and absence is reported in FOCUS daily and at the close of each quarter an accumulation is noted on the Report Card. 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 7:55-8:25 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 and Safety Patrols have on site morning care.

## BIKERS, WALKERS, and SCOOTERS

Staff members will welcome students through the south white gates or bus loop between 7:50 a.m.-8:20 a.m. each morning. 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.** We also ask for parents to not enter the active loading and unloading zones where there are other students. Our School Guardian monitors arrival/dismissal for safety. Walkers and bike riders need to stay on the sidewalk. If there is severe weather and lightning within 10 miles of our school, students will be held inside with the car rider students. Plan on picking your child up in the car lane when there is severe weather.

## CAR RIDERS

Car riders are to 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 student 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 must be hands free when operating a vehicle when on school property. If you have a child in PK, K, requires a car seat or assistance, please pull down past gate 8 for safe loading. Siblings of PK and K will be with their sibling. The safety of our children requires cooperation of everyone.

## DISMISSAL PROCEDURES

All dismissal changes are to be sent in writing, emailed, or called into the front office before 2:30 p.m. each day. 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 and must be on the student pick up list in FOCUS. 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. Parents are strongly encourage to download 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 quarterly 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.

## **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 know 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 on 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 and will document the student choice on a Behavior Notice as a form of communication to the parent. 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 between administration will occur and a discipline referral may be documented in FOCUS. The students and our 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 shared 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. We expect parental support by you having a conversation on how the student earned the Behavior Notice, talk about the reminders given, and sign you are aware of the situation and agree to continue to encourage your child to have self-control. A discipline referral will be entered into FOCUS as a permanent record requiring parent communication with administration or designee.

The following is a guideline of consequences for student choices. We need to maintain a safe learning environment. Administration assigns consequences based on each situation and the District Code of Conduct if referenced. We ask for parents to sign and return each behavior notice or discipline referral the next day of school. Working together improves student choices and behavior. Student leaders will lose leadership roles if they earn a discipline referral.

<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>Warning/Behavior Notice</b>	<b>Referral/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>Verbal Aggression</b>	<b>Behavior Notice</b>	<b>Behavior Notice or Referral</b>	<b>Referral, 1 ISS</b>	<b>Referral 1+ OSS</b>
<b>Stealing</b>	<b>Warning/Behavior Notice</b>	<b>Referral</b>	<b>Referral, 1 ISS</b>	<b>Referral 1+ OSS</b>
<b>Technology Misconduct</b>	<b>Behavior Notice Loss of Computer Privilege</b>	<b>Referral Loss of Computer Privilege</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 *Age</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, Resource Officer, Recommend Reassignment to Alternative School</b>			
<b>Firearm</b>	<b>Immediate 10-day Suspension, Resource Officer, Recommend Reassignment to Alternative School</b>			

Each situation is unique to the student choice of behavior and the impact on student learning and campus safety.

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, BIRTHDAYS & LUNCH Cafeteria Manager 751-7660 ext. 78080**

Breakfast is served 7:50-8:20 a.m. and is free to students. There is a daily fee for lunch. Every family is encouraged to apply for Free or Reduced lunch on our website each year. If you documented a student allergy to the clinic, it will be noted on the student lunch account. Please download the Café App to monitor student lunch choices and balance. 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 from the café team. Birthdays are a great day for a parent to come and have lunch with their child. If you plan to drop off treats for the class, leave them in the office. Please reference the district wellness policy before sending in any treats, confirm no class allergies and schedule a time the teacher can provide the items to the class. Store purchased items must include ingredients on packages and can only be served after the student lunch block. **\*Homemade treats 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 and are required to present the ID for attendance and entry to the bus daily. Parents can track the bus with the WheresTheBus APP. Students are to be safe while waiting on the sidewalk. Parents of students in grade K and 1 must be at the bus stop for pick up/drop off. Drivers will not let K and 1 children off the bus unless there is an adult at the stop. Students will 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 shirt. 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. Shorts need to be appropriate and beyond fingertip length. If students wear leggings or fitted shorts, the shirt needs to be long enough to cover the bottom and the shorts need to be longer than the hoodie or shirt length. We ask for students to not have unnatural colored hair unless it is a spirit day. We sell Tara hoodies, if wearing a non-Tara hoodie, we request it be a zip up hoodie. This allows a uniform to be visible underneath the zip up hoodie. Hats are allowed on the playground, if necessary. However, hats and hoods on hoodies are not to be worn when inside the building. Reminders will be given to students and parents on dress code.

## **PERSONAL ITEMS and 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 a discipline meeting will be held with administration. Please talk to your children about what is appropriate to bring to school. Learning items only.

## **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. We encourage students to take interest in their Accelerated Reader Library Shelf and to read the SSYRA Junior/Chapter Books per year.

## **MEDICAL HEALTH INFORMATION CLINIC 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. The health staff may administer medications prescribed by your doctor with a complete medication authorization form.