

Student Handbook

2018-2019



"Targeting Everyone for Success"

TAVARES ELEMENTARY SCHOOL

720 East Clifford Street

Tavares, Florida 32778

(352) 343-2861

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Dear Tavares Elementary Families,

Welcome to Tavares Elementary for an exciting new school year! Our mission at TES is to work hand in hand with parents and the community to create students who will discover lifelong learning skills and develop into responsible respectful and productive citizens. We will strive to recognize individual needs and promote a love for reading, writing and critical thinking so that each student can reach their highest potential through challenging instruction that is accompanied with resource-filled learning.

Our children are the focus and we are always looking for ways to enhance their educational experience. Our vision: "Where small PAWS make BIG steps to a great future." Feel free to contact us when you have questions or concerns.

We look forward to making this a memorable and successful year for all of our Tavares Bullpups!

Sincerely,

Durenda McKinney, Principal

OUR MISSION AND VISION

TES Vision: Where small PAWS make BIG steps to a great future!



SCHOOL DAY

I. OUR DAILY SCHEDULE

- a. Regular School Day:
 1. Our Instruction day begins at 8:30 a.m.
 2. The school tardy bell rings at 8:30 a.m.
 3. Car riders will be dismissed at 3:00 p.m. (Early Release Wednesday at 2:00 p.m.)
 4. Bike riders and walkers will be dismissed at approximately 3:05 p.m. To make sure your child receives the best education on any given day, please be considerate of the dismissal time. Only in EXTREME emergencies will students be excused from class early.
- b. Students should NOT arrive before 8:00 a.m. Supervision will not be available before that time. The ELC (Extended Learning Center) is open from 7:00 a.m. until 6:00 p.m. Call 343-0887 for more information.
- c. Students will not be allowed to leave school grounds without a parent or guardian checking them out in the main office. Students will be called to the office for checkout when the parent arrives at the office. For our children's safety, no child will be permitted to leave the school with anyone except the parent, legal guardian, or a person designated, in writing. Anyone who is allowed to pick up your child should be listed on the Student Information Sheet which is completed at the beginning of each school year. Please be prepared to show photo identification to staff in office.

II. ATTENDANCE:

- a. Only in the case of illness, death in the family and special emergencies are children to be absent from school.
- b. Any student who has been absent shall bring a note from a parent/guardian stating the reason for the absence.
- c. If a student requires a prearranged absence, a parent will need to make arrangements with the principal, at least 5 days prior to absence, if at all possible.
- d. All students must check in at the front office if they are late to school. Being late interrupts instruction for your child, as well as the other children. For excessive tardy arrivals and absences, please refer to the Lake County District Code of Student Conduct & Policy Guide. Please be on time!
- e. 3 early check-outs without a doctor's note will result in an unexcused absence.
- f. 3 tardies that are not excused will also result in an unexcused absence.

III. BUS PROCEDURES:

- a. If a bus student rides the bus to school, he/she must ride the bus home, unless he/she has a written note from his/her parents requesting otherwise. Notes must be turned in to the front office so the office may verify the changes. Your child's bus driver will need the note signed and approved by the office. Except in extreme emergencies, parents are requested to call in the changes concerning transportation before 1:30 p.m.
- b. **No child will be permitted to ride any bus except the one to which he/she is assigned.**
- c. For our children's safety, no child will be permitted to leave the school that normally rides a bus with anyone except the parent, legal guardian, or a person designated, in writing. Anyone who is allowed to pick up your child should be listed on the Student Information Sheet which is completed at the beginning of each school year.
- d. Bus students will not be dismissed during severe weather. They will be kept in their classroom or multi-purpose room.

IV. DROP-OFF AND PICK-UP PROCEDURES

- a. Students should not arrive at school prior to 7:50 am as there will be no supervision. Only students enrolled in ELC may arrive earlier.
- b. Please do not drop your child off in front of the school, in the parking lot, at the ball field, or in the bus loading area in the morning.
- c. ALL CAR RIDERS SHALL BE PICKED UP AND DROPPED OFF AT THE SCHOOL PAVILLION.
- d. To enter the CAR- RIDER line for morning arrival, turn on Givens and immediately turn left onto Disston then right on CLIFFORD to the Pavillion for student drop. The car-rider line will be **closed at 8:27 a.m.** to allow for students to arrive at class on time without being tardy. As a result, once the last car has been identified, parents will be instructed to park in the PARENT PARKING area and then ESCORT their child to the front office.
- e. Students should arrive at the car-rider area between 7:50 a.m. and 8:25 a.m. Adults at the Pavilion will greet the children and keep them at the Pavilion until 8:25 when the first bell rings, at this time, they will be directed to their classrooms.
- f. **If your child eats breakfast at school**, please make sure he/she is dropped off at the pavilion **no later than 8:10 a.m.** so they will have time to eat and get to class before the tardy bell rings at 8:30 a.m. Your child will be allowed to go straight to cafeteria to eat breakfast.
- g. Please make sure that you have your car-rider tag in the front window/hanging from the mirror with you child/children's name written in bold print with grade level.
- h. Car-riders will be dismissed at 3:00 p.m. (2:00 p.m. Wednesdays). At dismissal, children will not be released to parents who are not in vehicles unless written permission is given from the principal or designee. If needed, please go to the office to check out your child, parents are not allowed to walk down and retrieve their child from the pavilion.
- i. Parents in the afternoon **WALKERS** will be released by grade levels and will walk to the crosswalk near ball fields

INCLEMENT WEATHER DISMISSAL:

- a. If we are aware of dangerous or severe weather **prior** to dismissal, your child will be kept in the classroom until conditions are safe. A telephone message will be sent out to parents. Parents may choose to check their child out through the office if they feel it is safe. Please be patient, traffic congestion will be an issue so you should plan to use the Parent Parking lot.
- b. If dangerous weather conditions occur during dismissal, students will be moved from the pavilion to the Media Center, and walkers will go to the Media Center.
- c. Your child will not be dismissed during severe weather. We will wait until all danger of heavy rain and lightning has passed. (30/30 Lightning rule)
- d. Parents may check their student out through the front office if the child may travel unescorted and does not pose a safety situation for staff.
- e. If a parent wishes to check their student out dismissed to the parent through the front office. Once again, a telephone message will be sent out to parents and traffic congestion will be an issue so you should plan to use the Parent Parking lot.

V. BREAKFAST AND LUNCH

Payment can be made by cash, check or money order, made out to Tavares Elementary School or by credit card using the secure online payment system for schools previously called My Lunch Money now MySchoolBucks@www.MySchoolBucks.com.

- a. Breakfast: Daily \$1.00, Reduced \$.30
- b. Student lunches: Daily \$1.90. Weekly \$9.50 (You may pay by cash or check for a week or a month). Extra milk \$.50. Orange Juice \$.40.
- c. Reduced lunches: Daily \$.40. Weekly \$2.00.
- d. If you child is approved for free or reduced lunch then that same status applies to the breakfast program.
- e. THERE IS NO CHARGING FOR BREAKFAST. LUNCH MAY BE CHARGED IF THERE IS AN INSUFFICIENT BALANCE IN THE ACCOUNT BUT THIS MUST BE REPAYED BEFORE ANOTHER LOAN CAN BE MADE. **LUNCH MAY NOT BE CHARGED IF THERE IS A ZERO BALANCE IN THE ACCOUNT.** IF A STUDENT DOES NOT HAVE LUNCH MONEY HE/SHE WILL BE SERVED A CHEESE SANDWICH, FRUIT AND WHITE MILK FOR LUNCH.
- f. When having lunch with your child, please use any of the picnic tables or round tables outside.
- g. Parents/Guardians may only sit with their own child for lunch. You may not take another child outside to eat.
- h. Please do not share food with other students due to possible food allergies.
- i. Carbonated beverages and candy are not allowed in packed lunches.

- j. Pull ring tops on food cans should not be included in packed lunches due to risk of cuts.
- k. We do not have the facility to heat up any student's food.

VI. HOMEWORK

Homework will be given Monday-Thursday. (Accountability is determined by your child's teacher). The following were established by each grade level.

| | | | |
|-----------------------|-------------------|-----------------------|-------------------|
| Kindergarten | 15 min/per day | 3 rd grade | 30 min/per day |
| 1 st grade | 15-30 min/per day | 4 th grade | 30-60 min/per day |
| 2 nd grade | 30 min/per day | 5 th grade | 45-60 min/per day |

VII. TEACHER/PARENT COMMUNICATION

Every student will be issued a Communication folder that will serve as a tool to help parents keep in touch with teachers. This folder will be used to note assignments, class information, as well as changes in afternoon transportation or family matters. It provides the one place parents, students and teachers can communicate. **PLEASE CHECK IT DAILY**

VIII. DISCIPLINE

Students are expected to behave in a manner appropriate for school, in accordance to the "Lake County Student Code of Conduct". Teachers and staff request parental support in maintaining proper conduct, consideration of the rights, feelings, self-respect and property of others as well as behavior.

G.R.O.W.L.

At TES we encourage every student to exhibit G.R.O.W.L. behavior:

G - Good behavior

R - Respect for all

O- On task at all time

W - Winning attitude

L- Limitless Learning

Students will earn GROWL tickets when spotted showing good behavior. We ask that you encourage your student to always Get their GROWL on at TES each day.

IX. TEXTBOOKS

Students will be responsible for all library books, textbooks or school materials that are checked out to them. The cost of lost or damaged books will be collected, if necessary. Textbooks that are sent home will be checked out to students and parents will be responsible for the cost if the books are lost.

X. STUDENT PERFORMANCE/EVALUATION

Report Cards will be sent home at the end of each nine (9) weeks. This is a means of informing parents/guardians of the student's progress. Progress reports shall be sent to parents reporting student performance at the midpoint of each grading period.

You may access your student's current grade and attendance information using Lake County's Online Gradebook and Parent Portal System. <https://grades.lake.k12.fl.us> You will need your student's ID, which is printed on their report card.

XI. GRADING SCALE

| | | |
|---|--------|------------------------|
| A | 90-100 | Outstanding Progress |
| B | 80-89 | Above Average Progress |
| C | 70-79 | Average Progress |
| D | 60-69 | Passing |
| F | 0-59 | Failure |
| I | | Incomplete |

XII. PARENT TEACHER CONFERENCE/PHONE CALLS

- a. Parent and teacher conferences are scheduled during the year. Notices will be sent home with time and dates of these conferences. Teachers and staff are available to meet with parents to discuss student progress at any time during the school year, if prior arrangements have been made. Please call the school office between 7:00 a.m. and 3:30 p.m.
- b. Teachers are available to take phone calls from 8:00 a.m. - 8:15 a.m. or 3:15 p.m. - 3:30 p.m. Outside of these times the front office will be happy to take messages and have the teachers return your call.

XIII. LOST AND FOUND

Any articles lost by students should be reported to the office. Any found items must be turned in to office staff. It is recommended that parents label all personal items with the child's name, especially clothing that is taken off and on.

XIV. MEDICATION

Medication: No prescription or over-the-counter drugs can be administered to students without written consent. Forms are available in the office. Medications forms must be filled out EACH YEAR. All medications must have pharmacy labels with the student's name and instructions for giving medications on the bottle or container. All medications are kept in the nurse's station in the school office. **DO NOT SEND MEDICINE WITH YOUR CHILD! PARENTS MUST BRING THE MEDICATION TO SCHOOL (SCHOOL BOARD POLICY)!!!**

XV. GENERAL INFORMATION

- a. In case a child is hurt on the playground or anywhere at school, he/she is requested to report immediately to the nurse, teacher or adult on duty so an accident report can be filed and the parent contacted.
- b. School insurance is offered to all students. If you do desire the insurance, fill out the form completely and return with the check or money order, made out to "School Insurance of Florida" (not the school). If you don't want the insurance, please indicate it on the form and return to school.
- c. Students are not allowed to bring: electronic games, dolls, gum, seeds (sunflower etc.) rubber bands, water pistols, hats, trading cards, or any other toy/device that is not connected to their school work.
- d. Scooters and bicycles are not to be ridden on the sidewalks or any part of the school grounds at any time. Please remember **BIKE HELMETS are required by LAW.**
- e. Purchases and fieldtrips are paid by cash or money orders only. Checks will not be accepted. (The cafeteria does accept checks for breakfast and lunch)
- f. The field trip form must be signed only one time for the 2017-2018 school year. The teacher will notify you of each field trip the class will be taking. We must have the form signed prior to the first class field trip. Parents are encouraged to serve as chaperones on field trips, but must have completed the Volunteer approval process first. (Listed under Volunteers section). Because of liability and potential distractions, younger siblings are not permitted to accompany parents on these trips. Refunds for missed field trips due to absence or loss of privilege because of poor behavior are not guaranteed, but will be made if at all possible. Trained staff or student's parent will administer medication as required on the field trip.

- g. It is extremely important that we always have current student information. If you change your address or telephone number (work/home/cell) please notify the office immediately. We use a parent notification phone system to notify you of important and/or emergency information.

XVI. Bully and Harrassment

It is important to distinguish between Bullying and Harassment. Bullying is defined as is “willfully and repeatedly exercised power or control over another by systematically and chronically inflicting physical hurt or psychological distress on the student(s). Harassment is defined as “but is not limited to, threatened, insulted, or displayed dehumanizing gesture, written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of the school.”

At Tavares Elementary we take any bullying or harassment situation seriously. Our intake procedure for reporting is as follows:

- Students or Parents can find reporting forms from GUIDANCE or electronically through Student Services Department.
- Completed forms are returned to Guidance or Administration.
- After forms are received the school will begin their investigation as outlined in the district Bullying procedure.

XVII. DRESS CODE POLICY

Please refer to the Lake County School District Code of Student Conduct & Policy Guide for this information.

XVIII. VOLUNTEERING

Parents, grandparents and friend are needed to listen to children read, re-mediate skills, assist in the Media Center, etc. Therefore, we encourage and invite you to become a TES Volunteer. In accordance with School Board policy, all volunteers and chaperones must initially complete the Lake County Volunteer Application 6 weeks prior to a field trip in order for it to be processed.

Application procedure and forms can be found on the Lake County website <http://www.lake.k12.fl.us/Page/32522>.

We urge parents to visit the school and get to know the teachers. It is important to know what your children are doing in school and encourage them to do their best. We invite you to get involved and become an active participant in your child's education.

PTO

The PTO is a vital part of our school program. We encourage parents to support the PTO by becoming active members. PTO is involved in many worthwhile projects, including fundraising to benefit our children, school spirit activities, beautification projects, volunteer opportunities and incentive programs, which encourage our students to excel! A successful school needs the services of the PTO. Please contact the office or refer to the school website for meeting dates and times.

SAC

The Tavares Elementary School Advisory Council (SAC) is committee comprised of parents, community leaders, teachers, school personnel, and the principal that gives input and votes on issues regarding the school and the school improvement plan. The SAC meets once every month. Members are voted in by their designated stakeholders and serve a minimum 2-year term. If you are interested in serving on the Tavares Elementary SAC, please contact the front office. All meetings are open to the public, dates and times will be posted in the school newsletter, the school marquee and the website each month.

We look forward to making this a memorable and successful year for all our students. We hope you will join us in "Targeting Everyone for Success" at TES!

Sincerely,

Durenda McKinney, Principal