

ALERTS !!

IF YOUR CHILD HAS SPECIAL CONSIDERATIONS, SUCH AS LIMITED CUSTODY, SHARED CUSTODY RIGHTS, A MEDICALLY FRAGILE CONDITION, OR FOOD ALLERGIES, PLEASE NOTIFY THE SCHOOL OFFICE AND THE TEACHERS. WE ALSO MUST HAVE DOCUMENTATION ON FILE.

ABSENTEES

When your child is absent from school, the parent must write a note which gives the date(s) absent and the reason for the absence. Please be sure to include the teacher's name on the note. The note is given to the teacher within two school days of the student's return to school. (SCS Policy #6108) If a note is not received, the absence is recorded as unexcused. Remember tardies and early check-outs are cumulative. Mrs. Russell must approve student absences due to family trips and student performances.

STUDENTS MAY NOT BE CHECKED OUT AFTER 3:30 UNLESS THERE IS AN EMERGENCY.

NOTE: If a parent wants assignments when their child is absent, contact the teacher via e-mail. DO NOT CALL THE OFFICE. THE BEST WAY TO GET ASSIGNMENTS IS FOR YOUR CHILD TO HAVE A STUDY BUDDY TO GET ASSIGNMENTS FOR THEM, E-MAIL THE TEACHER, OR ASK FOR ASSIGNMENTS IN A NOTE WHEN YOUR CHILD RETURNS TO SCHOOL.

ADDRESSES AND PHONE NUMBERS

Please keep the school office and your child's teachers informed in writing of any changes in address or phone numbers. This includes home, work, cell and emergency contacts.

ARRIVAL AND DISMISSAL

MORNING ARRIVAL

Students may enter the building at 8:45 a.m. They should not arrive at school before that time unless they are enrolled in the YMCA program or are participating in a before school sponsored activity. Parents must sign their children in if they arrive after 9:00 a.m. A tardy slip is issued after 9:00 a.m.

AFTERNOON DISMISSAL

Dismissal will begin at 4:00 p.m. everyday.
We plan to dismiss students in this order:

Daycare riders
Buses
Bikers
Car riders**
Walkers

**For the safety of our students, we must insist that all children be picked up on time every day.

EARLY CHECK-OUT

Early check-out is discouraged unless it is an absolute emergency!

New: A note to the teacher with the check out time is required for checking out children early. The teacher will send the child to the office with the note at the time indicated. Phone requests are also discouraged. Children must be picked up from the office and signed out by those people who are designated on the registration card. Phone requests for early dismissal are discouraged. Photo ID is required of all persons signing a student out of school. The safety of our students is a number one priority.

ATTENDANCE

Regular and punctual attendance is a very important part of education. Every effort should be made for children to be present all day, every day.

NOTE: Every nine weeks, HAT KIDS will be recognized because they are HERE ALL THE TIME (HAT), every minute of every school day. On a designated day, they may wear a hat during school to highlight this accomplishment!

BEFORE AND AFTER SCHOOL CARE

The YMCA offers a before school daycare program beginning at 7:30 a.m. The after school daycare program is offered until 6:00 p.m. For more information call the YMCA at 853-2355.

BICYCLES

Bicycles must be walked on and off campus and on all sidewalks adjoining the school. Bicycle riders should always wear helmets.

BIRTHDAYS

Birthday balloons and surprises cannot be delivered or brought to school. Birthday invitations may NOT BE DISTRIBUTED AT SCHOOL.

BIRTHDAY TREATS

THE SHELBY COUNTY HEALTH DEPARTMENT REQUIRES THAT ANY TREAT BROUGHT TO SCHOOL MUST BE STORE BOUGHT ITEMS.

Many of our students enjoy sharing a treat for their birthday. We request that you schedule with the teacher before planning activities. Additionally, please check with the teachers to see if there are any children with food allergies in your child's classroom.

BOOKSTORE

The school operates a bookstore which sells some of the basic suggested supplies needed by the students. Price lists are posted in the bookstore. The bookstore is open daily from 8:45–9:00 a.m.

BUS RIDERS

Students must ride the bus assigned to their address. Students will not be permitted to ride on any other bus. Each student will be picked up and dropped off at their assigned stop. Students receive a list of the bus rules during the first week of school. Violations of the rules may result in the denial of bus privileges.

CAFETERIA

STUDENT LUNCH \$1.75 (INCLUDES ½ PINT OF MILK)

INDIVIDUAL MILK \$0.40

ADULT LUNCH \$3.00 (INCLUDES TEA)

ALL STUDENTS IN THE CAFETERIA ARE EXPECTED TO TALK QUIETLY, STAY SEATED, AND CLEAN UP.

PLEASE INFORM THE CASHIERS AND THE CLASSROOM TEACHERS OF ANY FOOD ALLERGIES OR ANY SPECIAL FOOD CONCERNS YOUR CHILD MAY HAVE!

SHELBY COUNTY SCHOOLS HAS A COMPUTERIZED LUNCH SYSTEM. EACH CHILD HAS AN ASSIGNED STUDENT NUMBER . THIS NUMBER IS USED AS A POINT OF SERVICE AND IDENTIFIES YOUR CHILD TO THE CASHIERS. THIS SYSTEM ALLOWS FOR PREPAYMENT ON YOUR

CHILD'S ACCOUNT FOR WEEKS OR MONTHS. IT IS THE PARENT'S RESPONSIBILITY TO MAINTAIN FUNDS IN THE STUDENT'S ACCOUNT. Parents may send a note to the cafeteria limiting the number of snacks that their child may purchase or designate the days snacks may be purchased.

WE WELCOME YOU TO JOIN YOUR CHILD FOR LUNCH. PLEASE SEND A NOTE TO THE TEACHER WHEN YOU PLAN TO EAT LUNCH WITH YOUR CHILD. YOU MUST SIGN-IN IN THE OFFICE AND WEAR A VISITOR'S BADGE THAT IS EASILY VISIBLE. PLEASE BE REMINDED THAT OTHER CLASSMATES ARE NOT PERMITTED TO JOIN YOU AND YOUR CHILD FOR LUNCH. WHEN EATING LUNCH WITH YOUR CHILD, YOU WILL NOT BE SITTING WITH THE CLASS AS WE MUST BE SURE OUR CLASSES HAVE AMPLE SEATING.

FREE AND REDUCED MEAL APPLICATIONS ARE DISTRIBUTED AT REGISTRATION AND ARE AVAILABLE IN THE OFFICE THROUGHOUT THE SCHOOL YEAR. EACH STUDENT WHO RECEIVES A FREE OR REDUCED MEAL MUST HAVE AN ACCURATE APPLICATION ON FILE. APPLICATIONS MUST BE SUBMITTED EVERY SCHOOL YEAR.

CANCELLATION OF SCHOOL AND EARLY DISMISSAL

CANCELLATION AND EARLY DISMISSAL OF SCHOOL TAKES PLACE DURING CIRCUMSTANCES SUCH AS EXTREME WEATHER, EQUIPMENT FAILURE OR PUBLIC CRISIS. TARA OAKS IS NOT AUTHORIZED TO DISMISS SCHOOL EARLY UNLESS SO DIRECTED BY THE SHELBY COUNTY SCHOOL SYSTEM.

Tara Oaks will provide an "EARLY DISMISSAL PLAN" form AT REGISTRATION for parents to COMPLETE AND RETURN TO THE TEACHER. It is very important that the school knows how your children will be getting home IF SCHOOL IS DISMISSED EARLY.

PLEASE DO NOT CALL THE SCHOOL. TELEPHONE LINES MUST BE UTILIZED FOR EMERGENCY COMMUNICATION. PLEASE monitor news reports via TELEVISION and RADIO stations.

Teachers will be authorized to use their cell phones during an emergency.

CAR RIDERS: DROP-OFF AND PICK-UP

CAR RIDERS MUST BE DROPPED OFF AND PICKED UP FROM THE BACK PARKING LOT. SCHOOL STAFF WILL BE THERE SUPERVISING TRAFFIC AND ASSISTING YOUR CHILDREN. WE REALIZE TRAFFIC IS OFTEN CONGESTED. Please be patient.

If your child is a car rider, please write the name and grade level of your child on a piece of notebook-sized paper and place the paper on the dashboard of your car so that we can easily see the name and grade. On rainy days, we will dismiss car riders from the gym and you may come to the gym and get your child.

NOTE: Students in our Special Education Pre-school classes and Functional Skills class are dropped off and picked up in the front parking lot .

CELLPHONES

Students are not allowed to have cellphones at school. Shelby County Policy 6207, Category C.

CHRONIC ILLNESSES

The office and the teacher need to know of chronic illnesses such as asthma, diabetes, allergies, etc. We need a definitive written description from a doctor on file should an emergency arise.

CLINIC/HEALTH ROOM

Parent volunteers staff the Clinic/Health Room.

You will be called if your child becomes ill at school. It is imperative for us to have every child's emergency information on file so that we may contact you when necessary. Please keep the information and phone number updated in the office and with the teacher.

Students will be released only to parents, guardians or others designated on his registration forms/health cards. A volunteer handles only minor accidents in the clinic/health room. All other accidents are reported immediately to the parent.

CONFERENCES

Parent-teacher conferences are encouraged. They are usually scheduled before or after school through the teacher, not the office. You may contact your child's teacher at any time to schedule a conference. Discuss the academic or behavioral concerns with the teacher. If further clarification is needed, you may call the office and leave your child's name, grade level, your name, phone number,

and the reason for the call. An administrator (the Principal or Assistant Principal) will return your call.

CORPORAL PUNISHMENT

WE DO NOT ADMINISTER CORPORAL PUNISHMENT AT TARA OAKS.

DISCIPLINE

EVERY STUDENT IS EXPECTED TO COMPLY WITH THE ESTABLISHED SCHOOL-WIDE RULES WHICH BASICALLY FALL INTO THREE CATEGORIES:

RESPECT FOR SELF
RESPECT FOR OTHERS
RESPECT FOR PROPERTY

When compliance of the rules does not occur, a progressive discipline approach is used for bus and classroom conduct. We will also continue to use the No-Bullying program.

EACH TEACHER WILL ESTABLISH, POST AND REINFORCE EXPECTED BEHAVIORS WHICH ENHANCE THE LEARNING PROCESS. Positive rewards and negative consequences are included in all plans and have one purpose, to improve learning.

WE BELIEVE THAT NO STUDENT HAS THE RIGHT TO DENY OTHERS THE PRIVILEGE OF LEARNING.

E-MAIL

E-MAIL IS THE BEST WAY FOR PARENTS TO CONTACT THE TEACHERS AND THE ADMINISTRATION.

EMERGENCY MANAGEMENT

Tara Oaks has an emergency management plan in place to include fire, tornado, lock down, and earthquake procedures.

All classes have practice drills throughout the school year.

The School Emergency Response Team (SERT) and other school staff members will work with community emergency response departments to care for and protect children if an emergency occurs.

FIELD TRIPS

Parent permission is required when students go on field trips. If your child does not return the permission slip for the field trip, he/she will not be permitted to go. Students who do not go on the

field trips with their class will be assigned to another classroom for the day. Parent chaperones must provide their own transportation. All students are required to ride the Shelby County school buses.

GRADING SYSTEM

Shelby County Policy #6306

Grades for subject areas are expressed by letters. Letter/numerical equivalents are as follows:

A..... 93-100

B..... 85-92

C..... 75-84

D..... 70-74

F..... Below 70

HOMEWORK

Regularly assigned homework is helpful in assisting students to achieve satisfactory progress and to develop good study habits. Homework assignments are a reinforcement and extension of classroom learning and provide practice and application of knowledge gained, teach students responsibility and organizational skills, promote wise and orderly use of time, and provide opportunities for enrichment activities.

HONOR ROLL

We recognize students in the 5th grade who exhibit academic excellence throughout the year. These students will receive recognition every nine weeks. The 5th grade teachers will provide guidelines for Honor Roll.

INTERIM PROGRESS REPORTS

Tara Oaks sends interim reports at the midpoint of each nine weeks. **THE TEACHER WILL PROVIDE DATES FOR INTERIM PROGRESS REPORTS.**

THE PURPOSE OF THE INTERIM PROGRESS REPORTS IS TO LET PARENTS KNOW HOW THEIR CHILD IS PROGRESSING IN SCHOOL. REVIEW THE INTERIM WITH YOUR CHILD AND CONTACT THE TEACHER IF YOU HAVE ANY QUESTIONS. These forms must be signed and returned to the teacher. We want parents to always know the status of their child's progress.

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LOST & FOUND

A "Lost & Found" box is located in the gym. Lost articles may be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Every year clothing and other items are turned in to Lost & Found and never claimed.

LUNCH MENU

The Shelby County lunch menu is published in the Tara Oaks monthly newsletter, is available on the SCS webpage, and in the local papers.

Please do not call the school office for the daily lunch menu.

MEDICATIONS

A Shelby County Schools medical form must be filled out and signed by the parent before medication can be administered at school. All medication must be brought to the office by the parent. The medication must be in the original container with the label stating current dispensing instructions from the physician. SCS Policy and Regulation # 6405

Students may NOT have any medications such as cough drops, Tylenol, etc. in their possession.

MONEY AND CHECKS

When money and/or checks are sent to school, please be sure it is in an envelope labeled with the child's name, the teacher's name, and the specific purpose. Students should never bring large amounts of money to school.

NO-BULLYING PROGRAM

Tara Oaks will continue to implement the No-Bullying Program throughout the 2006-2007 school year. This program has been successful in teaching students that bullying behaviors will not be tolerated at Tara Oaks. The No-Bullying program works by eliminating behaviors which may lead to more aggressive bullying behaviors.

Information about No-Bullying will be presented to the students during the first week of school. Parents can learn more about the

program by attending informative meetings that will be scheduled the second week of school.

PARTIES

We have two school parties, Winter Holiday and Valentine, during the school year. The room parents and the teacher plan the parties.

PERFECT ATTENDANCE

Students in all classes who do not miss any days from school will be given a perfect attendance award at the end of the year.

THE CRITERIA FOR PERFECT ATTENDANCE MEANS NO LATE CHECK-INS AND/OR EARLY CHECK-OUTS. STUDENTS ONLY RECEIVE A PERFECT ATTENDANCE IF THEY HAVE BEEN IN ATTENDANCE AT SCHOOL FOR EVERY MINUTE OF EVERY SCHOOL DAY.

PERSONAL ITEMS

Coats, book bags, lunch boxes and other articles should be labeled with your child's name. It is best not to bring anything of value, including large amounts of money, to school.

Gameboys, radios, electronic devices, toys , trading cards, and other items of value are not permissible at school. The school is not responsible for loss or damage of personal property.

PICTURE and PUBLICATION PERMISSION

At Tara Oaks Elementary, we want to involve every student. We must have written permission from the parent/guardian in order to publish their names and pictures in the hallways, internet web pages, school newsletters, and local newspapers. A permission form will be given to the parents/guardians to sign and return.

REPORT CARDS

Report cards are sent home for the first three nine weeks on a computerized form for grades 1-5.* It is very important that you check the address and zip code on the report card to be sure they are correct. If changes need to be made, please contact the teacher and the office. Report cards for Kindergarten are also sent home each nine weeks. A tri-fold card is used for Kindergarten.

*The report card for grades 1-5 for the last nine weeks is mailed from the Shelby County Schools Central Office.

STUDENT CONDUCT CODE

The school provides each student will the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners or lack of consideration.

Your good behavior, your respect for yourself and your respect for the feelings of others will ensure that you have the best possible education and learning environment for a successful year. Show respect for the rights and property of all individuals. Attend school each day with a positive attitude and complete all tasks to the best of your ability.

TELEPHONES

The telephones in the school office are constantly in use for school business. Students may not use the office telephones to call home for homework, tennis shoes, class projects, library books, lunch money, etc.

Only in an EMERGENCY we will call classrooms to tell students how they will get home. Please make prior arrangements for your child's daily return home or after school care.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are the property of Shelby County Schools .It is the student's responsibility to take care of their textbooks. Each student is required to place book covers on school issued textbooks. Please do not use adhesive-backed book covers as they damage textbooks. Also, do not use permanent markers on the book covers as they bleed and discolor the textbooks. Parents are responsible for paying the full cost for a lost textbook or library book. Damages will be assessed for markings in books, torn pages, water damages, etc.

VISITORS and VOLUNTEERS

FOR THE PROTECTION OF THE STUDENTS, ALL VISITORS/VOLUNTEERS MUST SIGN IN AT THE MAIN OFFICE, STATE THE NATURE OF THEIR VISIT, AND RECEIVE A PASS.

These visits are for assisting with classroom crafts, tutoring, reading stories, etc. You must always arrange this with the teachers. Do not go directly to the classroom to deliver a forgotten item such as a lunch, homework, money, etc. These items should be brought to the office where the child can pick it up. In the afternoon,

parents are not to wait for their children outside the classrooms. Please give your child's teacher advance notice if you are going to eat lunch with your child.

WITHDRAWAL OF STUDENTS

If a student is going to withdraw from Tara Oaks, please call or come by the school a few days prior to the withdrawal date. This will give us ample time to complete the necessary paperwork.