



FAMILY HANDBOOK

2022-2023

Tatum Ridge Elementary School

4100 Tatum Road

Sarasota, Florida 34240

(941) 316-8188

(941) 316-8189 FAX

(941) 316-8210 CAFETERIA

(941) 316-8215 BEFORE/AFTER CARE

www.sarasota.k12.fl.us/tatum

SCHEDULE

Morning bell.....8:15 AM

Classes begin.....8:30 AM

Dismissal.....3:15 PM

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School Motto:

“Where Pride in Accomplishments Take Flight!”

School Mission: The mission of Tatum Ridge Elementary School is to provide a welcoming, supportive climate of the highest expectations that enable students to become self-confident, independent thinkers. This is accomplished through the collaborative efforts of the Tatum Ridge Community.

School Vision: Tatum Ridge Elementary School will provide support and encouragement to students, staff, and families by facilitating active thinking and lifelong learning. Pride in accomplishments and respect for others will enable the Tatum Ridge community to successfully face the challenges of the future.

ADDRESS/PHONE NUMBER/E-MAIL CHANGES

Please notify the office as soon as possible if your address, phone number, or e-mail has changed. Cell phone number changes are particularly critical in the event of an emergency. Please note that a change of address requires proof of residency, i.e. power/water bill or a signed lease/mortgage agreement.

AGENDA BOOK

Each student is given an "Agenda Book" at the start of the school year compliments of our generous P.T.O. and Business Partners. This book should be treated with care and is to be used:

- ✓ As an **Organizational Tool** where homework is recorded & checked by a parent each night
- ✓ A **Communication Link** between the school and home, keeping parents informed

If this book is misplaced or damaged, you will be required to obtain another one at a cost of \$5.00. Please review the contents of the Agenda Book carefully with your child as it will be their responsibility to comply with all of the information inside.

ANIMALS on CAMPUS

Animals may be allowed on a school campus under the following conditions:

- **The principal has approved the presence of the animal(s) on campus.**
 - The presence of the animal(s) is related to the curriculum and significantly contributes to the instructional program.
 - The animal(s) does not present a danger to students or staff.
 - The animal is kept in an appropriate cage or container or on a leash or other restraint.
 - The length of time the animal(s) may be on campus is specifically designated.
 - Animals are housed and cared for in a humane manner.

Parents shall be notified in advance that an animal(s) will be in the classroom or will be part of a class activity.

The principal or designee shall be responsible for contacting local animal control authorities if any wild or stray animal(s) are found in a school building or on the school campus.

This policy does not apply to law enforcement canine units or approved assistance and therapy animals.

ARRIVAL

Arrival begins at 8:00. Students should not be left unsupervised on school grounds prior to 8:00 AM unless they are enrolled in the Before School Care Program. Kindergarten and 1st grade students report to the cafeteria and will be escorted to their classroom by safety patrols at 8:15. Students in 2nd through 5th grades will wait in the hallway, outside of their classrooms. Students arriving to their class after 8:30 will be marked tardy.

ATTENDANCE-ABSENCES AND TARDIES

Students/Parents have a RESPONSIBILITY to:

- Attend classes daily and be on time.
- Provide notification from a parent/guardian when absent.
- Request make-up assignments from teachers upon their return to school after an absence and to complete this work within a reasonable length of time (one day per day of absence).
- Student attendance is based on arrival in the classroom. **Students who arrive after the 8:30 a.m. bell will be marked tardy. Students must report to the office so a TARDY PASS can be issued.** Students coming in late impede the learning process for all other students in a classroom. We appreciate your efforts to minimize disruptions.

EXCUSED ABSENCES

- Student illness (if documented by parent/guardian or medical doctor)
- Observance of a religious holiday or service that is recognized as such by members of the student's faith
- Medical appointment with documentation
- Death in the family
- Subpoena by law enforcement agency or mandatory court appearance
- Other individual student absences beyond the control of the parent or the student, as determined and approved by the principal or principal's designee

UNEXCUSED ABSENCES

- A student who has 15 unexcused absences within 90 calendar days is a habitual truant under state law. The student may be dealt with as a child in need of services under Chapter 984, Florida Statutes. In addition, the parent/guardian may be subject to criminal prosecution under Chapter 1003.24, Florida Statutes.
- Students will be afforded an opportunity to make up work for an unexcused absence. There may be some academic penalty in accordance with attendance policies and procedures.
- When students are late to school or leave school early without an adequate excuse, the tardy, or early dismissal will be unexcused.
- Tatum Ridge students on reassignment may be reassigned to their districted school if chronically absent.

Parent/guardian must submit a written note or passport to excuse an absence within **three days following the absence(s)**, although the school's principal may make exceptions in cases of need.

EARLY DISMISSAL ARRANGEMENTS

No students will be released AFTER 2:20 PM unless they have prior approval from administration. Any student who is requested to dismiss from school after 2:20 PM will be released at the regular dismissal time.

BEFORE/AFTER-SCHOOL CARE PROGRAM

Before and After School Child Care Programs are provided for families registered at Tatum Ridge School. These programs are available every day that school is in session. The Before-School Program runs from 7:00 AM-8:00 AM. The After-School Program runs from 3:15 PM -6:00 PM. Please contact Dorene Walczak, at **316-8215** or email Dorene.Walczak@sarasotacountyschools.net for more information.

BICYCLES/SKATEBOARDS/ROLLERBLADES/WHEELED SHOES

For safety reasons, bicycles are never to be ridden on the school campus. Bicycles must be parked in the designated areas during the school day. By State Law, students riding bicycles to school **MUST WEAR A SAFETY HELMET**. Skateboards, rollerblades, and wheeled shoes cannot be used on campus.

BOOKS

Textbooks are loaned to students at the beginning of each school year and they are the responsibility of each student. Any book lost or damaged must be paid for before another can be issued.

Library books on loan should always be returned on time so that others may have the opportunity to enjoy the books. Lost or damaged books must be paid for or replaced before additional books can be checked out.

BUS TRANSPORTATION

Every student is responsible for adhering to the bus guidelines in order to maintain the privilege of riding the bus. Students riding the bus should always remain seated and facing the front, keeping hands and feet to themselves and talking to neighbors using an "inside" voice.



Rules and Guidelines for riding the bus:

- Students should adhere to all bus/school rules always.
- The bus driver is in charge of discipline on the bus and has the authority to assign seats as necessary.
- No food, gum, or drink may be consumed on the bus.
- Students should remain seated inside the bus always.
- Students are to board and depart only at their assigned stop. Due to space limitations, students may not ride the bus home with a friend without prior approval by the Principal. An emergency bus pass must be filled out and approved by the Principal in order to go home with a friend.
- Students may not extend arms, head, etc. outside the windows or in the aisles, nor should any "item" be tossed or thrown.
- Fighting, profane language, name calling, and destruction of property will not be tolerated. Such behavior WILL result in immediate disciplinary action.
- Students may not "save" places for others either in the bus line or on the bus.
- Absolute silence at all railroad crossings is necessary for safety.
- Large objects that cannot be held in the student's lap or interfere with seating safety of others will not be permitted.
- Animals, glass containers, sharp objects, balls, bats, scissors, fireworks, or any comparable items are **NOT** permitted on the bus **OR AT SCHOOL!**

At the bus stops:

- Parents are responsible for supervising their children. If unable to uphold this responsibility other arrangements for adult supervision should be made.
- Arrive at the bus stop on time (It is suggested that students arrive at their bus stop ten minutes before the scheduled arrival of the bus.)
- Children should be supervised until the bus loads and departs.
- Stand off the roadway while waiting for the bus.
- Upon the driver's signal, cross roadway immediately, ten spaces in front of the bus.
- Fights or other serious problems due to lack of adequate supervision will be reported to the local police.
- Bus drivers, during afternoon drop off, will NOT deliver Kindergarten students to a bus stop location without a parent/guardian present to pick up. Students will be returned to school's afterschool care program for pick up with a fee incurred.

Since the safety of our students is a critical issue, the Sarasota County Schools Transportation Department has set the following policy:

- Inappropriate behavior on the bus will be reported to the parent and school administrators. Should a student have a problem on the bus, the driver will first seek resolution with the parent through a bus misconduct report which should be signed by the parent and returned to the driver the morning following receipt.
- Should misconduct be serious and need immediate attention, or persists after parent notification, the driver will complete a formal discipline referral.
- A school administrator will investigate the report and take appropriate disciplinary action.

CELL PHONES AND ELECTRONIC DEVICES

The use of any cell phones or electronic devices is prohibited during school hours. If a student has a cell phone on campus, it must be turned off and put away for the entire school day. If a cell phone causes a disruption, it will be confiscated and returned to the parent. The school will not be responsible for these items if lost/stolen or damaged.

VOLUNTEERING

Office of Community Involvement

The Sarasota County School District welcomes volunteers in schools and is grateful for their support. In order to be approved to volunteer in schools, interested individuals first must apply through the school district's volunteer program through the Office of Community Involvement. Volunteers can apply using a county computer at any district public school or in the Volunteer and Partnership Office (formally PALS) located in the school district administration complex at The Landings. This application process includes the Level 1 Criminal Background Screening as described below. There is further information below describing the various levels of background screenings required for school volunteers.

Anyone wishing to become a volunteer, business partner, or guest speaker must first apply by registering at https://volunteer.samaritan.com/custom/528/#/volunteer_home. The school-based Volunteer Coordinator must receive clearance from the Office of Community Involvement before the applicant is permitted to work in a school or at a school function.

Volunteer Sign In/Sign Out Requirements

Each time a volunteer helps in any way at the school, such as volunteering in a classroom or going on a field trip, the volunteer is required to sign in and out on the Community Involvement System located at the front desk.

RAPTOR Screening

Florida state law and Sarasota County School District policy require that every person who visits a district school must be screened through the national sexual predator/offender database. The district uses a program called RAPTOR to perform the screening. This screening is required upon every visit to a school. Although all school volunteers must undergo a criminal background screening (see below) before they can volunteer in schools, they also are required to be screened through RAPTOR every time they visit a school.

Level 1 Criminal Background Screening

A Level 1 criminal background screening is required for volunteer assignments in settings where the volunteer is continuously and directly (within sight or hearing) supervised by a school staff member, or whenever a volunteer is working with school data. Level 1 criminal background screenings of volunteers are conducted by the district's Department of Safety & Security through the Community Involvement System registration process at no cost to the volunteer.

Volunteer assignments that require **Level 1 criminal background screening** include but are not limited to the following:

- Assisting a teacher in the classroom;
- Working in an office, cafeteria, or media center;
- Working at home with any school related data;
- Assisting with a school event;
- Tutoring a student in academics; and
- Chaperoning on a daytime field trip (minimum age for volunteer chaperones on daytime field trips is 21 at the elementary school level).

- **Level 2 Criminal Background Screening**

A Level 2 criminal background screening is required for volunteers who work with students in unsupervised settings and/or when the interaction with students is of a more interpersonal interaction than academic focus. Level 2 volunteer screenings require an FBI fingerprint check of criminal background screening as follows:

For volunteers mentoring in schools through a community mentoring organization with which the district has a current interagency agreement (e.g., Big Brothers Big Sisters), the screenings may be done through that organization, which submits documentation to the Community Involvement Office. Volunteer mentors approved through this process are registered in Community Involvement system by the Community Involvement Office and are listed in the school's Level 2 Clearance Report.

For individual volunteers who require Level 2 screening, the school district Department of Safety & Security conducts an FBI Level 2 criminal background check through the Florida Department of Law Enforcement for a fee of \$38 (This is subject to change without notice). This screening will remain valid for 5 years. For Level 2 screening, volunteers must first be approved in the Community Involvement System then appointments must be scheduled with the Safety and Security Office at the Landings at: 941-927-9000 ext. 31128.

Volunteer assignments that require **Level 2 criminal background screening** include, but are not limited to, the following:

- * Working with a student in a setting not continually supervised by current school staff
- * Working with a student(s) in a setting not continually supervised by current school staff; Working with a student in a long-term, interpersonal relationship (e.g., formal mentoring);
- * Transporting students other than his/her own children;
- * Chaperoning when not under the continuous supervision of current school staff; and
- * Chaperoning overnight field trips (minimum age for volunteer chaperones on overnight field trips at all grade levels is 25).

Principal/School-based Administrator Authority

- All registered and approved volunteers serve with the permission of the principal or school-based administrator who may rescind this permission at any time.
- The principal determines staff appropriate to supervise volunteers.

FIELD TRIPS

Throughout the year, students are permitted to take field trips to further their academic studies. All Bus Rules and School Rules apply (see appropriate sections) when students are on field trips. Any parent that would like to chaperone a field trip **MUST BE A TATUM RIDGE APPROVED VOLUNTEER.**

Chaperone Rules:

1. Recognize that the classroom teacher is ultimately responsible for all students. His/her directions must be followed by both students and chaperones.
2. **Understand that students must be kept under close adult supervision at all times.** Chaperones are to report issues or concerns immediately to the supervising teacher. **Chaperones are "on duty" the entire time they are away from the school campus** and must be willing to adhere to the guidelines.
3. Assist the teacher in making sure that all students are accounted for during the trip or activity, especially prior to leaving the field trip location or dismissing of students following the activity.

4. Acknowledge that trips or events extending beyond regular school hours means that the sponsor and chaperones are responsible for students until they are released to parents.
5. Agree that smoking and the use of alcoholic beverages are not permitted for any individual (adult or student) participating in a school sponsored activity according to the Sarasota County School Board Safe & Drug Free Schools policy.
6. Comply with and meet the background check requirements for Sarasota County School Board volunteers/chaperones and agree to abide by the District Volunteer Guidelines.

CODE OF CONDUCT

At the opening of school all students will receive information about school rules from their teachers and through a **"Code of Student Conduct."** Please read and review Sarasota County's CODE OF STUDENT CONDUCT with your child. All parents are asked to sign and return the center form of the CODE OF STUDENT CONDUCT which indicates you have reviewed the booklet. You can refer to this booklet at: <http://www.sarasotacountyschools.net/departments/dop/handbook.aspx?id=63363> Once the rules are discussed and understood, students will be expected to adhere to them on the school campus.

POSITIVE BEHAVIOR SUPPORT (PBS)

To establish a positive school environment which promotes learning, support, and respect.

The school-wide **EAGLE Expectations** are:

- Exhibit SELF-CONTROL** -having control over one's words and actions
- Act RESPONSIBLY** – being dependable, organized, and accountable for your words, actions, and duties
- Give your best EFFORT**- trying your very best on the assigned task
- Live to show RESPECT** – treating others the way you would like to be treated and taking care of property as if it were your own
- Everyone is EQUAL**- recognizing that each unique person is special and worthy of respect



Students who display the EAGLE expectations will earn Soarin' Singles that can be used for prizes, events, and activities throughout the school year. Classrooms will also have the opportunity to earn Golden EAGLES when they work together to display the EAGLE expectations. Classrooms will be able to spend their Golden Eagles on class rewards, events, and activities. For more information, check out this website: <https://liis.sarasotacountyschools.net/SCSPBIS/Default.aspx>

COMMUNICATION

At Tatum Ridge we make it a priority to keep you well informed. Periodically, you will receive messages from the principal to keep you informed of essential information. **Please be sure to update your personal contact info to be sure to receive these important messages.** Additionally, The Eagle, Tatum Ridge's newsletter, Student Agenda Books, and E-Blasts from P.T.O. are distributed and available as a reminder of vital information and/or events. Please also refer to our School Website for our official Tatum Ridge PBIS Handbook: www.sarasotacountyschools.net/schools/tatumridge

COMPUTER USE

The school district provides access for staff and students to the Internet via computers. The District provides a firewall (a blocker) to help prevent students from visiting inappropriate sites. Students are trained to go back to the "home" site and inform the teacher if they come across a site that is not appropriate for elementary age children. The school can block that site from any further visits.

If any user violates any of these provisions, his or her access to electronic information services will be terminated. The student assigned the network account is responsible at all times for its proper use. The school district does have the right to review the contents of any and all email and other files created and stored on school district equipment.

CUSTODY ISSUES

The safety and security of our students is always a priority at Tatum Ridge. With regards to custody issues, we are following the School District Guidelines which specify that **the parent who registers the child will be considered the custodial parent for decision-making unless specified otherwise in a court order.** School personnel will contact the District Office for guidance and direction in handling custody issues. **If both parents are listed on the health card, then both parents have full access to their child.** School personnel will not be placed in the position of negotiating parent disputes regarding the release of their children. We want school to be a safe haven for all children. Before any request is made to restrict information or access to a student, a parent must provide a copy of the custody papers which will become a part of the student's cumulative record. This will assist us in ensuring that the child's rights are not violated.

Teachers will accommodate parent requests for duplication of information if a student splits time with parents so both parents have equal access to homework, assessment information, school-wide events, etc.

DELIVERY OF FLOWERS/BALLOONS

Please do not arrange for the delivery of flowers or balloons to be sent to school. These items are not permitted in the classroom or on the school bus.

DROP/OFF and DISMISSAL PROCEDURES

Parents must stay with their vehicle when dropping off or picking up a child along the Car Line.

Arrival: For the safety and security of our students, all students must enter the school from the main entrance. The back-parking lot is designated for staff parking only and the gate is locked during school hours. Students should not be dropped off or picked up at the rear of the school. All students should be dropped off in the front of the school from the carline. For the safety of everyone, please do not drop students off in the parking lot. Parents may also park and escort students into the main lobby.

Dismissal:

Parent Pickup

Car riders will be picked up in the front of the school following this schedule:

***All siblings will be released during the eldest sibling's dismissal time.**

- 2:45 Kindergarten and 1st Grade
- 2:50 2nd Grade
- 3:00 3rd Grade
- 3:10 4th and 5th Grades

Tatum Ridge uses "Pik My Kid" to manage student dismissal in the afternoon. When you arrive at school, you will announce your arrival on the Pik My Kid App and your child's teacher will be notified that you are here. Students are then sent to the Car Line to meet you. Please contact the front office for more information on registering for Pik My Kid.

Please do not enter the car line before your designated time. If you arrive early, please park and wait until your dismissal time.

Students not picked up by 3:30 PM will be sent to the After-Care program and a fee may be incurred.

Bus Riders

Students who ride a bus will remain in their classroom until their bus color is called.

DRESS CODE- Tatum Ridge complies by the Adopted Sarasota County Dress Code

Students have a RESPONSIBILITY to:

- Come to school fully clothed and wear clothes which are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code.
- Dress in a way not offensive to others at school or at school-sponsored events, including, but not limited to:
 - no exposed underwear
 - no saggy/baggy/ripped pants
 - no pajamas or slippers
 - no see-through clothing
 - no clothing of an ethnic or racially offensive nature
- Not wear items which encourage the use of drugs, tobacco, alcohol, violence, weapons, or support discrimination on the basis of color, disability, national origin, marital status, race, religion, gender or sexual orientation.

FOOD SERVICE

CAFETERIA

Cafeteria rules have been established to provide a pleasant and healthy atmosphere for our students during lunchtime. ***Parents must report to the office with a driver's license or a photo ID to get a visitor pass before having lunch with their student. Anyone not listed on the students contact list will not be permitted to have lunch with a student.***

The following are the **expectations** for dining:

1. Stay seated
2. Talk quietly.
3. Have good table manners.
4. Be respectful to others.
5. Clean up after yourself.
6. Walk at all times.

An extra carton of milk, water and/or desserts are sold a la carte. Make checks payable to Tatum Ridge Food Service. Payments are also available online. Log onto www.myschoolbucks.com. A great deal of time is saved if lunch and/or breakfast are purchased in advance. **A Free or Reduced Breakfast/Lunch Program is available for students who qualify.** Applications are available on our District Website. Any questions regarding a student's account should be directed to the Cafeteria Manager at 316-8210.

BREAKFAST

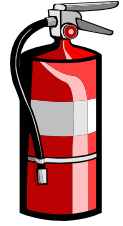
Breakfast will be served daily from 7:45 AM-8:25 AM.

MEAL PROGRAM

Payment for single items and extras may be made by cash, check or online at www.myschoolbucks.com. All payments should be placed in a sealed envelope and marked with the student name, PIN and homeroom teacher. (Please include student name on the face of your check). All monies should be given to the homeroom teacher in the morning as students are not permitted to carry money into the cafeteria at lunch time.

SAFETY DRILLS

In order to ensure that staff and students are prepared for emergency situations, teachers review the proper procedures to be followed for fire and other safety drills. Each month the campus will practice responding to the following codes and drills:



EVACUATION DRILL – All students exit the building safely with their teachers.

LOCK DOWN - Full lock down - doors locked, blinds closed and lights off (no movement on campus)

LIMITED LOCK DOWN - Doors locked, classroom instruction continues, no movement on campus

SEVERE WEATHER –Students are in a secure position in the classroom away from windows.

If you arrive at school during a drill, you will not be permitted on campus. Please wait patiently until the drill is over and the students are safely back in the classrooms. During any of these drills, you will not have access to the building. Again, your patience in waiting until the drill is over will be appreciated.

GRADING/REPORT CARDS

Grades and report cards are posted on the Parent Portal. Report cards are posted the end of each quarter; written copies are provided by request only. You can sign up for the Parent Portal here: <https://parentportal.sarasotacountyschools.net/>

HARASSMENT AND BULLYING (School Board Rule 5.323)

It is the policy of the Sarasota County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.



The District upholds that bullying or harassment of any student or school employee is prohibited:

- During any education program or activity conducted by a public K- 12 educational institution;
- During any school-related or school-sponsored program or activity;
- On a school bus of a public K-12 educational institution; or
- Using data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 educational institution.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, cyber, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing;
- Social Exclusion;
- Threat;
- Intimidation;
- Stalking;
- Physical violence;
- Theft;
- Sexual, religious, or racial harassment;
- Public humiliation; or
- Destruction of property.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that

- Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school.

Please refer to the School Board policy for more details along with the Sarasota County’s Booklet on Harassment with your child(ren) which is located on our website as well as the school board website. This booklet guides our policy against discrimination for students, explains harassment concerns (including sexual harassment), and details our complaint procedure. Copies of this booklet will also be available in the office.

HEALTH CLINIC

Tatum Ridge has a Health Clinic that is staffed by a Health Clinic Aide and is available to those students who become ill, need medication, or are injured at school. A child will be sent back to the classroom as soon as possible after having his/her needs addressed. Parents/Guardians will be notified and requested to pick up students with sickness, head lice, or injury. In the event a parent/guardian cannot be located, every attempt will be made to reach those listed on the emergency contact list. **Contact information must be updated regularly by parents.**



The Health Clinic is limited in space and parents/guardians must pick up children who are ill as soon as possible after notification. Students will not be sent to the Health Room for minor symptoms. Although a County nurse visits weekly, please be advised that the daily attendant in the Health Clinic is not a nurse. Children with a temperature of 100 or higher will not be allowed to remain in school. Children must be fever-free (without medication) and have not vomited for 24 hours prior to returning to school. Please keep in mind that the health room is permitted to stock only a thermometer, ice packs, band aids, gauze bandages, and lots of T.L.C.

Students with head lice infestation will not be allowed to attend school until treatment with an effective treatment has been completed.

The Health Clinic Aide does not diagnose. In the event a child APPEARS to have a contagious health problem such as lice, impetigo, ringworm, pinkeye, scabies, etc., the parent will be notified and arrangements must be made to have the child taken home.

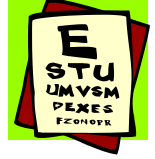
Whenever possible, give medications at home! School personnel will give medication to students only when the following conditions are met:

- A serious or chronic health condition exists and failure to take medication could jeopardize the student’s health.
- Written permission for the medication to be given to your child at school is in the health record.
- A written prescription from your doctor or dentist (this is required by law for all medication given in school) is on file.
- Medication must be in the original prescription container with the child’s name, name of the medicine, dosage and times to be given. Over-the-counter medication must be in the container in which it was purchased.

The Health Clinic will send a reminder when meds are low. Non-Prescription medications such as Advil, allergy medication, cough drops cough syrup, etc. (unopened only) and Prescription medications **MUST** be delivered by the parent to the Health Room. Children are not permitted to transport any medication. **A Medication/Treatment Authorization Form must be signed by a parent or guardian.**

HEALTH SCREENINGS

Every year a routine health screening is conducted by the Sarasota County Health Department. Students are screened for height, weight, and vision for grades K, 1 & 3 and for any student new to the state. Students are screened for hearing for grades K-1 and any student new to the state. Following the screening, a copy of the results will be sent home if concerns arise.



HOME BAKED ITEMS

The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to students. Any food items to be shared with students and/or staff must be commercially prepared and packaged with all ingredients listed on the product label.

HOMEWORK

The Tatum Ridge School faculty recognizes the value of purposeful homework. Homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study. Homework is to be a regular part of the instructional process. Teachers, under the direction of the principal, are responsible for assigning homework commensurate with course content as well as the maturity level and needs of individual students. The following guidelines shall be used for determining homework assignments:

- Be reasonable in length of time for completion of the assignment.
- **Homework will not be assigned on Wednesday nights.**
- **Homework will not be assigned on the day of a religious observance.**

The agenda book and homework folder should be reviewed nightly. Some teachers require signatures. Parents are asked to cooperate with the school by providing a place and time at home where assignments may be completed.

To keep classroom interruptions to a minimum, all forgotten homework will be placed in the teacher's mailbox and the teacher will be notified. No one is permitted to return to classrooms after 3:30 p.m.

INSURANCE

Student Accident Insurance

At the beginning of the school year, the Sarasota County School District provides the opportunity for all students to purchase a Student Accident Insurance Plan. Enrollment forms are sent home during the first few weeks of school. The plan is also available to any new student enrolling during the school year. Students have the option of purchasing accidental insurance coverage for the school day only, or they may purchase coverage for 24 hours a day, seven days a week. The cost and coverage descriptions are explained in the insurance company literature. The purchase of these insurance programs is strictly voluntary, and the cost of the plan is paid by the parent or guardian of students.

Student Medical Coverage (other than Student Accident Insurance)

The Sarasota County School District has no provision, either insured or otherwise, to make routine payments of medical expenses for students injured as the result of accidents. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

Florida KidCare Insurance Program

Children 18 years or younger who do not have health insurance, may be eligible for coverage under the Florida KidCare Program. The cost may be as little as \$15.00 per household. The necessary enrollment forms may be obtained in the front office or by calling 1-888-540-5437. You may also access their website at www.floridakidcare.org for additional information describing the program.

LOST AND FOUND

Items found in or around the school are brought to the back exit doors where they may be claimed. We suggest that parents label all jackets, rain gear, lunch boxes, etc. with their child's name. All unclaimed items are donated to a charity at the end of each year. Tatum is not responsible for any lost items.

MEDIA RELEASE (FOR STUDENTS)

A MEDIA RELEASE is required for each student at the time of registration. This is a requirement of the Sarasota County School District and is official permission for your child to be included in the yearbook and have their picture taken by media sources to be included in the newspaper, television, and on the internet. This information is updated annually at the time of re-registration. If the status needs to be changed during the school year, please contact the registrar for details.

MESSAGES

The main office cannot be responsible for delivering messages to students except in the case of an emergency. Messages for teachers will be e-mailed to them and are checked daily.

PARTY INVITATIONS

Please do not bring party invitations to classrooms unless every child will be receiving one. We do not want children to feel excluded or have hurt feelings.

PICTURES

Individual and class pictures are taken by a professional photographer in the fall and the spring. The purchase of these pictures is optional. Flyers, instructions and payment envelopes are sent home prior to this special day. Payment in advance is requested.

PHYSICAL EDUCATION (P.E.)

- All students must wear safe shoes, i.e., **NO** open toe or open heel shoes, **sandals**, flip flops, high heel shoes, shoes with leather soles, or Croc type shoes.
- Girls must wear shorts under skirts or dresses.
- If a student does not meet the dress code standard, he/she will not be permitted to participate in P.E. for the day.
- If a student needs to be excused for medical reasons, a written note signed by the parent/guardian or doctor must be brought to class. If a student needs to be excused for more than two consecutive days, a doctor's note **MUST** be brought to class.
- All grades are based on attitude, effort and participation, **NOT** on skill or athletic ability.

Recess is a time for physical exercise within a social setting which is essential for optimum development. Recess is scheduled daily for 20 minutes. Students are expected to:

- Play carefully & safely
- Stay within the supervised area
- Avoid chase games (i.e. tag, football) which become unsafe when in the playground areas
- Share and use equipment safely (taking turns)



P.T.O. (Parent/Teacher Organization)

Tatum Ridge has an extremely active Parent/Teacher Organization that provides excellent leadership and involvement opportunities for interested parents. Parents are encouraged to participate as the school relies heavily on the PTO financial and volunteer support. Several fundraising projects are sponsored annually by the PTO that help support the instructional programs and students. Meeting times and

locations vary, they are located on the school calendar, school web page, and e-blasts. For more information on our PTO, visit our website here: <https://tatumridgepto.ptboard.com/home>

REASSIGNMENT

If you have moved out of the Tatum Ridge District but wish for your child to continue attending, a reassignment application must be completed. This application is available in the front office through the registrar. Additionally, you must provide the school with one of the following: a recent water, electric, mortgage or lease agreement (signed by both parties). If you have moved outside of Sarasota County you must get an out of county reassignment form from the county you live in. Both forms have to be filed in order for the student to remain at Tatum Ridge. Reassignment consideration is reviewed on a yearly basis to determine a student's good standing based on the school's **Code of Conduct**. See parent/school agreement on the student reassignment application. Transportation must be provided by the parent/guardian.

RELIGIOUS/CULTURAL BELIEFS

The School District publishes a list of religious holidays. According to School Board Policy, no homework or tests can be assigned on these dates. Ample make-up time for missed classwork and homework will be granted.

S.A.C. (SCHOOL ADVISORY COUNCIL)

The purpose of the School Advisory Council is to enhance school site decision making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the School Improvement Plan, and to provide input on the budget and use of School Improvement funds. SAC also approves supplemental & club funding. All meetings are open to the public and are publicized well in advance. Nominations are held annually, and minutes are posted on the school and district websites.

SPECIAL SERVICES

The following Support Staff are available at Tatum Ridge School:

- Exceptional Student Education Liaison
- School Counselors
- Social Worker
- Behavior Specialists
- Psychologist
- Language, Speech and Hearing Clinician
- Exceptional Student Education Teachers
- Occupational Therapist
- Physical Therapist
- Home Instructors for students who are unable to attend school due to a lengthy illness or injury.
- Registered Nurse
- Mental Health Therapist

VISITORS

If you are visiting campus for any reason at all, please make sure you check in at the front office to receive your Raptor pass. If you are visiting for a special program, please allow extra time for the check-in process.

WITHDRAWING FROM TATUM RIDGE

Please contact the registrar a minimum of **one week** prior to your child's last day of school to obtain the required paperwork. When your child is enrolled at his/her new location, the school will request the student records which will be mailed directly to the new school. All monies owed to the cafeteria or media center must be paid and all textbooks and media materials must be returned prior to your child's last day

of school.