

ALLAPATTAH FLATS K-8 SCHOOL

Where every GATOR is provided challenging, engaging and satisfying work every day!

School Fun Facts:

School Colors: Forest Green and Gold
(Symbolizes growth, stability and wisdom)

School Mascot: Gator
(Symbolizes stealth and survival)

Motto: Great
Achievement
Through
Outstanding
Research and
Study

The Naming Committee for our school was dedicated to select a name that was geographically and historically relevant to our site. Members of the Committee were: Tiffany Bridges, Carol Carver, Constance DeGolier, Austin Haines. Carole Haines, Hunter Haines, Bill Hammer, Patricia Heffelfinger, Robert Klein, Michael McLeod, Lucille Rights, Marty Sanders, Marissa Wade, Dylan Wallace, Laura Wright, and Genelle Yost. The Seminole Indians, who lived on the property over 200 years ago, referred to the area as Allapattah Flats. Allapattah comes from the Seminole word for alligator; hence, the symbol for our mascot.

Allapattah Flats Mission:

Our mission is to become a center of learning that extends beyond the schoolhouse doors, where students can articulate future goals and actively work towards those goals as independent learners fostered through a student centered and caring environment.

School District of St. Lucie County Mission:

The mission of the St. Lucie County School District is to ensure all students graduate from safe and caring schools equipped with knowledge, skills and the desire to succeed.

ALLAPATTAH FLATS K-8 SCHOOL

12051 Copper Creek Drive
Port St. Lucie, FL 34987

Phone: 772 468-5050

Fax: 772 468-5013

School Hours

Office	6:45 am – 2:45 pm
Teachers:	7:00 am – 2:30 pm
Students:	7:30* am – 2:00 pm
Early Dismissal:	12:00 noon

*Students may arrive no earlier than 7:00 am as there is no adult supervision prior to that time. We have a large campus. Students must arrive early enough that they can walk to the classroom and prepare for instruction. Class starts promptly at 7:30 am. Students are expected to be in their seats, prepared and ready to begin learning.

Allapattah Flats Vision:

Our vision is to develop partnerships and maximize resources to create opportunities for learning beyond the classroom. We will provide quality instruction to facilitate academic, emotional, and social growth. We will seek to be innovators, embrace change, and continually evolve to guide students in recognizing and maximizing their personal strengths and interests and utilize them as pathways to a successful future.

School District of St. Lucie County Beliefs:

Every child can learn, and each child can learn more than he or she is now learning.

- School district personnel, community members, parents, and students share the responsibility for student achievement.
- Quality learning experiences are the central focus of all school and district activities.
- We ensure equity and quality for all students, not just some.
- Equity without quality is prejudice, quality without equity is privilege, equity plus quality equals excellence.
- Students are volunteers. Their attendance can be required, but their attention must be earned.
- We teach the whole child, not simply the test-taker.
- All students have the absolute right to a safe, trusting, and drug-free environment.

The core business of the St. Lucie County Schools is to create challenging, engaging and satisfying work for every student, every day.

- The teacher's primary role is to design rigorous, engaging work that leads students to higher levels of learning.
- We provide clear and compelling understandings about what students are expected to know and be able to do.
- We provide support for student success, understanding that different students master tasks in different ways and at different times.
- District and school support personnel are partners with teachers and schools in the core business.
- Collaboration around the core business is essential to quality learning experiences.
- Quality tools are required for quality work.
- Instructional needs drive the design and construction of facilities.
- Quality facilities are required for quality work.

Quality schools are the responsibility of the entire community

- Parents, students, community members, agencies, businesses, governmental entities, other educational institutions, and the school district constitute the community.
- The community works together to provide the political advocacy and support needed for student success.

- Our community actively advocates for support of education by holding candidates and elected officials accountable for their commitment to quality public schools.
- The community is responsible for providing and supporting the facilities and Infrastructure necessary to accommodate growth.
- All district employees are committed to sharing our vision and engaging the community in successfully confronting our common challenges.
- The school district has an obligation to achieve quality results for both the schools and the community.

A healthy school system is key to the maintenance of a healthy democracy.

- Quality schools develop productive, contributing citizens.
- Quality schools improve the quality of community life.
- We strengthen relationships and broaden perspectives by embracing diversity.
- We model principles of representative democracy both in our schools and throughout the district.
- Systems of checks and balances contribute to quality decisions.
- We share a fundamental common commitment to the common good.
- Leaders are responsible both to constituents and for shaping the future.

The district and its employees have mutual obligations for support and development toward continuous improvement.

- Our core values are fairness, respect, trust, integrity, and commitment to improvement.
- We develop leaders committed to our common vision at all levels in the system.
- Collegiality and collaboration are key to our success.
- All district employees have the absolute right to a safe, trusting, and drug-free environment.
- All district employees provide prompt and courteous attention to their customers.
- We are a school system, not a system of schools.
- We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality learning experiences for all.

Therefore, we promise continuous improvement in student achievement and in the success of each individual.

- We are committed to a common vision.

- We use our beliefs and vision as the key criteria for making decisions.
- We lead and manage by results.
- We hold ourselves mutually accountable for quality effort.
- We assess progress toward agreed-upon goals on a regular basis.
- We expect and we work to bring out the best in every employee.
- We accept change as inevitable and shape it into opportunity.
- We exercise flexibility and we encourage innovation in pursuit of our goals.

Academic/Student Support Services

At Allapattah Flats K-8 School, all students are expected to be academically challenged every day. We believe that all students can learn more than they are currently learning. We believe that our core business is to create challenging and engaging work for every student, every day. We promise continuous improvement in student achievement and in the success of each individual. Differentiated instruction is expected, resulting in enrichment and/or academic support to meet the individual needs of each and every child.

Guidance: The Guidance Office is open to all students, parents, and teachers. School Counselors are available to provide academic, personal, social, and behavioral counseling.

Problem Solving Team: The team is comprised of the classroom teacher, school counselor, Exceptional Student Education personnel, additional service providers and parents. This team convenes to address concerns related to academic progress, behavior, social and emotional development, attendance, etc. A student referral may be generated by parents, teachers, administrators, or students. The PST Team collaborates to identify the goal or desired outcome, develop a plan of action, initiate the plan and follow up on the progress of the plan.

Intervention (MTSS) Multi-Tiered System for Support is a process of documenting changes in behavior or learning as a result of evidence-based interventions. It is an ongoing process of using student performance and other data to guide instructional and behavioral decisions. It is the practice of providing high-quality instruction/

intervention matched to student needs and using learning rate over time and level of performance to make important educational decisions to guide instruction.

Exceptional Student Education (ESE): Allapattah Flats provides ESE services at the school site and is committed to inclusive practices. Varying Exceptionalities teachers and support staff serve students who meet state eligibility criteria for Exceptional Student Education services. Certified Exceptional Student Education and Highly Qualified General Education teachers join to identify strategies and accommodations that enhance the success of all students in the least restrictive environment. Our instructors and staff work closely with parents to provide interventions for students through on-going attention to the Individual Education Plan (IEP) and 504 plans.

Speech Pathologist: Qualifying students receive speech and /or language assistance through a resource program with a trained speech pathologist.

Social Worker: The school social worker serves as a bridge between the school and the home. Teachers may request a home visit to communicate regarding academic progress. The social worker may also visit the home following the recommendation of the Attendance Committee.

School Psychologist: The school psychologist serves on the problem solving and MTSS teams. The psychologist administers and interprets assessments that assist us in determining appropriate academic and/or behavioral support.

Physical Education: State Statute requires that elementary students (K-5) participate in 150 minutes per week and middle grades students (6-8) one semester of Physical Education. This provision may be waived if the student is enrolled or is required to enroll in a remedial course; or if the parent indicates in writing to the school that, the student be enrolled in another offered course, or the student is participating in physical activity outside the school day which are equal to or more than the mandated requirement. **See addendum for detailed notification letter.**

Arrival and Dismissal for Students

Arrival:	7:00 am	Students begin reporting to classrooms or the cafeteria for breakfast
	7:20 am	Morning announcements begin
	7:30 am	Students are tardy-instruction begins
Dismissal:	2:00 pm	Car Rider and Bus Rider dismissal begins

Students should arrive on campus no earlier than 7:00 am since no adult supervision is available prior to that time. Students will report to the classroom pod or breakfast immediately upon arrival. Morning announcements begin at 7:20 am and instruction begins promptly at 7:30 am. Instructional time is a valuable commodity and is guarded at Allapattah Flats K-8 School. Students are encouraged to remain on campus from the start of school through dismissal time each day. Poor attendance or persistent tardiness/early pick-up will hinder school progress. ***Students who arrive tardy or are picked up early may not receive recognition for perfect attendance.*** Five tardies and/or early pick-ups are converted to an absence.

****See complete policy in addendum at back of handbook.***

Attendance

Compulsory School Attendance & Declaration of Intent to Terminate School Enrollment (F.S. 1003.21) states that all children who are either six years of age by February 1, or who are older than six years of age but who have not attained the age of 18 years, must attend school regularly during the entire school term. Each parent and guardian of a child within the compulsory attendance age is responsible for the child's attendance as required by law (F.S. 1003.24)-See Appendix for complete SLCSB policy Regular and timely attendance to class is necessary for good academic performance and to meet state statutory requirements for attendance. Students are expected to attend school daily and to be on time. Every effort should be made to schedule medical and dental appointments after school hours, on days when students have no school or during summer vacation. Although family travel is enriching to students, every effort should be made to take vacations only during scheduled school breaks.

- When students are absent from school, **the parent or guardian is required to send a written explanation of the reason for the student's absence to the school within three days of the student's**

return to school. The written explanation must include the dates of the absence and the specific reason for the absence. (See attached attendance policy)

- Excessive absences, tardies and/or early pick-up may result in phone calls home, letters from the school, requests for parent conference, and/or visits from the school's social worker.
- **Attendance and participation at extracurricular activities, performances and social functions are privileges that require attendance at school the day of the event or the day prior to the event if held on a non-school attendance day.**

Arriving Late to School

Promptness and preparedness are key elements to a successful day. Any student arriving after 7:30 am **must report to the office accompanied by a parent or guardian** to secure a late pass. Parents may write a note requesting an excused tardy in accordance with guidelines contained in attached attendance policy. Excessive tardiness will be examined by school personnel and/or social worker.

Leaving Early

Students lose valuable instructional time when picked up early from school. Criteria for excused and unexcused early release are outlined in the attached attendance policy. Students will not be released to persons other than parents or legal guardians unless the authority of the person has been established by notification from the parent or guardian in writing and proper identification is provided. When a student is leaving school early, a note must be sent with the student. We do not interrupt instructional time to "buzz" students out during instruction. Teachers will deliver all such requests to the office for verification before the student is released; from the front office only. The parent/guardian must "sign out" students from the school office. If the student returns before the end of the day, he/she must report to the office accompanied by parent/guardian to "sign in" to return to class. **PLEASE DO NOT REQUEST EARLY DISMISSALS within 30 minutes of a dismissal time** as this interferes with the general dismissal procedures and compromises school safety and security measures. **Early pick up at the end of the day outside normal pick-up car line must occur no later than 1:30 pm or 11:30 am on Early Release days.**

Bus Transportation

Register for a bus at: www.stlucie.k12.fl.us/departments/transportation
District Transportation Department phone: (772) 340-7120

Transportation is provided for students living two (2) miles or more from school. Students using bus transportation must abide by the rules of common courtesy and vehicular safety always. Students are under the authority of the driver on buses and must obey discipline requests. Riding the bus is a privilege, not a student right. Serious or repeated violations may cause bus service to be withdrawn, placing responsibility upon the parent to get their child to and from school. For your child to ride another bus, we must have the permission of the Transportation Department. Please send a note including your reason for the bus change and a telephone number where you can be reached. Your child will need to bring the note to the attendance office first thing in the morning so that we can call transportation.

- If the request is approved, the note will be initialed by a school administrator and returned to the student before dismissal.
- If the request is denied, the student and parent will be notified using the number provided on the note.

The safety of your child is our priority!

NOTES WILL NOT BE APPROVED AT THE BUS LOADING AREA

Cafeteria

Applications for free and reduced lunch are available online at:
<https://foodservice.stlucie.k12.fl.us>

The National School Lunch & Breakfast program was established to safeguard the health and wellbeing of our nation's children by offering nutritious meals at school that are a part of the child's total educational experience. School meals allow a student to obtain a balanced meal at a reasonable cost. Children from families whose income is at or below the Income Eligibility guidelines may be eligible for free or reduced lunch and breakfast by completing an application available through the above site. **STUDENTS MUST QUALIFY EACH YEAR** for participation in the free or reduced meal program. Only one application is needed per family. Students

previously on free/reduced lunch will be allowed to continue the plan for the first 10 days of school; however **incoming siblings ARE NOT eligible until a new application is processed and approved** for all children listed.

A nutritious breakfast is offered each morning as a quick, emergency meal for those unable to eat at home. Breakfast is served from 7:00 am – 7:20 am. Students choosing to have breakfast at school must report to class on time. Eating breakfast is not an excused tardy. Parents who drop their child at school in the morning and choose to have them eat breakfast at school should deliver them to school at 7:00 am to allow adequate time to eat prior to the late bell. We regret that the limited time available for breakfast service does not allow us to provide service to parents or visitors.

School Lunch Prices

	Full Price	Reduced Price	Adult Price
Breakfast (K-8)	\$ 1.00	\$.30	No visitors for breakfast
Lunch (K-5)	\$ 2.25	\$.40	\$3.00
Lunch (6-8)	\$ 2.50	\$.40	\$3.00

Meal Charging Policy/Procedure

All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by USDA. All students who qualify for a free meal benefit will not be denied a meal even if there are meal charges on the account. Students accounts can accrue up to \$10.00 of charges for reimbursable meals only. No "ala carte" items are permitted to charge. No adults are permitted to charge.

1. Students may charge up to \$10.00 for receiving a reimbursable meal. The student will be given the same school lunch that other students are receiving.
2. Students that have accrued a negative balance will receive notification of charges through the district communication system, written notification and/or a phone call from the school. Parents will be encouraged to make a payment through either our online prepayment system or through the cafeteria.
3. Households will continue to receive notification of charges until charges are paid in full. Notifications through the district communication system will occur twice a week.

4. Up to three courtesy meal will be offered to students who have maximized their charge limit. A courtesy meal consists of a cheese sandwich, vegetable, fruit and low-fat white milk. The school meals program will maintain a list of students receiving or refusing a courtesy meal.
5. If a pattern of receiving courtesy meals is evident, attempts will be made by the Child Nutrition Services Department to discuss the issue with the parent, and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete meal application for the student and determine if the student is known to be needy.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

Parents are welcomed to eat lunch with their child. **Prepared food from an outside vendor (i.e. fast food, pizza, etc.) and/or soft drinks are discouraged.** No other person, including grandparents, will be permitted to have lunch with a child unless the parent authorizes each visit in writing with a specific date of access. **All visitors must sign in at the front office to receive a visitor's pass.** Please meet your child at the entrance of the cafeteria. There will be a designated eating area for parents and students in the cafeteria. Other children/friends are not allowed to be included unless there is a written notification from that child's parent. **Please do not plan to walk your child back to class or to visit the classroom when you are staying for lunch unless you have pre-arranged to do so with the front office at least 24 hours in advance.**

Candy, Gum, Soft Drinks and Water Bottles

Gum is not allowed at school. Candy is allowed only as a part of a packed school lunch and its inclusion there is discouraged. Glass bottles are not permitted in school lunches; soft drinks are discouraged. **Water bottles are**

not permitted at school. Water fountains can be found throughout the school campus. Drinks may not be carried around campus other than in a lunchbox and consumed in the lunchroom only.

Cellular Phones, Electronic Devices, Toys, Trends and Playing Cards (Confiscated Items)

Adults: Please turn all phones to silent or vibrate while in classrooms, at school events or during performances. Please do not contact your child by cell phone during the school day. If your child contacts you by cell phone, please encourage your child to hang up and report to a school official for assistance. Staff members are not permitted to use cell phones during school hours while supervising/teaching students nor authorized to give students permission to use phones during school hours.

Students: Cell phones are an important safety tool for children today and provide peace of mind to families. Cell phones, however, must be **turned off** and stowed in backpacks during the school day. Electronic devices, games or any other items that may prove a distraction to the educational process are not permitted at school. Unauthorized use of cellular or other electronic devices will result in a discipline referral. Anyone bringing unauthorized items to school may have them confiscated. **Confiscated items** may be picked up by a parent or guardian. If these items are brought to school and are stolen, the school will not investigate; the school is not responsible for replacement. Please do not allow your child to take toys or trend items to school as they are a distraction and an attractive nuisance; often resulting in arguments and theft. **In case that a student receives a message by phone that contains inappropriate images or pictures, do not forward the image or picture to anyone, instead report immediately to a dean, School Resource Deputy or administration.**

Class Parties

Class parties are limited to one just prior to students leaving for winter break and one at the end of the school year. No individual child's birthday will be celebrated with a classroom party. Parents are permitted to bring ***store purchased cookies or cupcakes*** during lunch to celebrate a child's birthday provided there is one for every child in the class. Personal party invitations are not to be distributed at school unless every child in the class

receives an invitation. **Note: Some parents prohibit their children from participating for dietary, religious or other reasons. Please notify your child's teacher and the office if your child is not permitted to receive these items.**

Classroom/School Sponsorship

Parents, grandparents, business partners and community members are encouraged to "Support our School" and may designate an honorary classroom. An appreciation certificate will be provided to the sponsor for a donation of \$100.00 or more to support Allapattah Flats K-8 Positive Behavior Support Incentives/Recognition.

Clinic Procedures

Accidents: If a child is injured, first aid is administered promptly. The child typically will be cared for in the clinic. You will be notified with a phone call or a written note if your child is sent to the clinic and the situation requires your immediate attention. Accident reports are completed when a child is injured at school.

Head Lice: Students with school verified cases of head lice will have two (2) excused absence days per incident up to a maximum of two incidents per semester.

Health Screening: In accordance with Florida Statute 381.0056, St. Lucie Public Schools, in cooperation with the St. Lucie County Health Department, will conduct health screening activities for selected student groups during the school year. The screenings will include:

- Height/weight, which will include Body Mass Index (BMI) calculation for Grades 1, 3 and 6.
- Vision and hearing screenings for Grades K, 1, 3 and 6.
- Scoliosis Screenings for Grade 6.

Parents will be informed, in writing, if their child fails to meet any of the screening standards and are encouraged to seek further professional assistance. If parents **do not** want their child to participate in school health screenings, they must **NOTIFY THE SCHOOL IN WRITING AND INCLUDE THE CHILD'S NAME AND GRADE.**

Illness: Children who become ill during the day will be sent to the clinic for attention, rest, or to be sent home. Under no circumstances should a child call a parent from a cell phone to report illness; please direct all students to tell the teacher who will then send the child to the clinic for

evaluation or to call home. Students with fever, contagious conditions or head lice are required to go home. Parents must respond when contacted should one of these conditions occur.

Medication: If any medication is to be taken at school, it must be brought to the clinic in the original container. A note from the physician indicating time and amount of dosage should accompany each medication. **All medication (prescription or non-prescription) must be turned into the school health paraprofessional immediately upon arrival at school. Students are not to have any medication in their possession, including over-the-counter medication.** Parents must pick-up unused medication from the clinic at the end of the school year. Unclaimed medication will be disposed at the end of each school year.

Emergency Contact: Emergency cards are sent home at the beginning of each school year. Parents are asked to list two people in addition to themselves who may be contacted. Earnest attempts are made to contact parents by phone; **it is imperative for the safety and wellbeing of your child that we can contact a responsible adult of your choosing in the event of an emergency.** If a child is thought to be seriously injured or ill, and a parent cannot be reached by phone, 911 Emergency Assistance may be used with the administration's approval. **You should notify the school immediately if contact information changes at any time during the school year to ensure that you can be reached in the event of an emergency.**

Immunizations Requirements: Students may not enter school unless the school clinic has received proof of immunization on a Florida 680 form:

5 doses DTP (Diphtheria, Tetanus, Pertussis)

4 doses Polio vaccine

3 doses Hepatitis B (or 2 dose series)

2 doses MMR (Measles, Mumps, Rubella)

1 dose Varicella (Grades 2-5)

In addition to the above, incoming 7th graders are required to have completed the following before entering school:

1 dose Tdap Booster (Tetanus-Diphtheria, pertussis)

Code of Conduct/Student Discipline

Positive behavior and a disciplined environment enhance the academic opportunities of all students. Consistency in discipline expectations

encourages a positive relationship not only between teachers and students but also with parents, peers, other adults on campus and administration. It is our goal for all students to believe they are able to complete tasks effectively, cultivate successful relationships with teachers and classmates, and understand that they contribute to the community in a significant way. Teachers will review The St. Lucie Public Schools Code of Conduct with students during the first week of school. **Parents and students are asked to review the online document and sign off on the acknowledgment form** (the final page of this handbook) during the first week of school and return it to the school. A hard copy will be provided upon request. All discipline rules will apply during the regular school day and any extracurricular events. Please refer to the Student Code of Conduct for more information. Students are expected to:

- **Show respect for themselves, others and property (this includes appropriate use of language).**
- **Come to school regularly, prepared to give your best effort and with appropriate supplies.**
- **Follow the rules and procedures and practice safety always.**
- **Demonstrate an attitude for success.**

Drugs, alcohol, tobacco, weapons, and fighting on this campus or at school sponsored events will not be tolerated. Such inappropriate behavior will result in immediate suspension, possible expulsion for a period of up to two years and the potential for arrest.

Communication

Information to families concerning school announcements, classroom events and assignments, upcoming activities, recognition assemblies, and student progress is vital. To address the fast-paced, busy society we live in, we employ a variety of means—at least one of which we hope is perfect for you. You are an essential part of our school so we encourage you to help us communicate in ways that meet your needs and personal style. Communication is 2-way; we want to hear from you!

APF Website: In the spirit of environmental stewardship, our school favors paperless methods of communication. Our website is updated regularly with information about events, activities, and reference materials.

Direct links to employee email is also available from this site:

<http://www.stlucie.k12.fl.us/APF>

Facebook: Follow our school staff and students through Facebook.

This is a great way to keep current on news, announcements, current events and academic practices. <https://www.facebook.com/AllapattahFlatsK8/>

School Messenger: We utilize the School Messenger telephone calling system for reminders or messages. Calls are made to the primary phone designated by families for school contact.

Skyward Family Access: Before you can use Family Access you must have a Username and Password for your new account. After filling out the School Family Access form, you must go to your child's school to have your account activated by showing a picture ID for verification. This security measure is for your child's safety and your benefit.

School Family Access form is available at:

<http://www.stlucie.k12.fl.us/pdf/school-family-access-form.pdf>

You must come to the office to receive your login and password.

Getting Started: The Family Access Portal can be accessed at:

<https://myportal.stlucie.k12.fl.us/scripts/wsis.dll/WService=wsEApplus/fwemnu01.w>

Once there, please bookmark the site or add it to your favorites for easy access. Your new username and password should work, but in the event you have a problem, please contact the school for assistance.

Logging In: When the login screen is displayed, enter your username and password. Click the Login button. NOTE: If a space is indicated in your login, you must leave the space when you enter your login. (The login is the first 5 characters from your last name + the first 3 characters from your first name + a 3 digit number.

Pre-K – 5th Tuesday Folders: Communication between the school and home is essential to the success of every child and the school. Each Tuesday, "Tuesday Folders" will be sent home and may contain notices from the school, parent newsletters, samples of your child's class work and progress notices. As valuable as Tuesday folders are as a mode of communication, APF is moving toward electronic communication as an environmental sustainability effort. Parents are encouraged to develop a system to ensure that the contents of the *Tuesday Folder* are reviewed each

Tuesday and the folder returned the following day. For this system to be successful, the folder must be returned and refilled each week. Parents should contact an administrator should a problem arise or if you do not receive a Tuesday Folder on a regular basis.

Parent Initiated Communication

Classroom teacher: The first line of communication resides with the classroom teacher. If parents have concerns regarding their child's academic performance, behavior, or social interaction with the teacher or other students, they need to first have a conversation with the teacher. Parents may call and leave a message for the teacher to return a call, send a written request to set up a conference, or email a teacher with a conference requests. It is our school policy to respond to phone calls, notes, or emails within 24 hours.

School Counselor: The school counselor serves our students by working with parents, teachers and administrators to assist in the academic, social, or emotional development of our students. Individual and small group counseling, as well as classroom guidance sessions are scheduled throughout the year. The school counselor also serves as the school liaison and testing coordinator for Multi-Tiered System for Support (MTSS) and Exceptional Student Education (ESE). Parents may contact guidance, following conversations with the classroom teacher when situations warrant.

Administrators: The principal and assistant principals are full partners in the education of children and are available to speak to or meet with parents. If after speaking with the classroom teacher and/or school counselor, a concern is not resolved, an administrator is available to meet with parents to further discuss an issue. Parents may request a conference through the Executive Secretary. An administrator will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation prior to making the conference arrangements with the parent.

Conferences

Conferences are an important form of communication between parents and teachers. Such face-to-face interaction promotes student progress and helps to alleviate potential problems. We encourage parents to maintain

that communication throughout the school year. We request that you notify us at least 24 hours in advance if you wish to conference with a teacher. Every attempt is made to schedule that conference as quickly as possible.

Dress Code

Non-conformity to Dress Code is addressed as misconduct in the SLPS Code of Conduct and consequences administered accordingly. Dress Code guidelines are designed as a safety policy to discourage gang identification and weapon concealment; however, adherence to the dress code is also believed to foster school pride, develop higher self-esteem, and improve academic achievement.

Shirts: Solid color, stripes or plaid uniform or polo style, **collared shirts** with short or long sleeves (emblems are discouraged and should be **no larger than a quarter**). School logo is preferred. Shirts must be **tucked in always** and should be long enough to remain tucked in when seated. White t-shirts for hygiene purposes are permitted under collared shirts. No color layered shirts may show if worn underneath. School spirit shirts may be worn any day. **Administration is the final authority on dress code issues.**

Slacks, Shorts, Skorts, Jumper Style Dresses: Solid color, uniform style preferred for all slacks, knee length shorts, knee length skorts or knee length jumper style dresses (with no embellishments; such as chains, or adornments such as colored accent threads or designs). Students may wear twill jogger pants, which have an elastic waistband and do not require a belt. Sweatpants are NOT permitted. **Administration is the final authority on dress code issues.**

Jeans: Jeans and jean shorts are permitted. They must be **solid color** only (no white wash). Jeans may **NOT** have embellishments such as low rise, decorations, rivets, decorative stones, **tears, holes, fringes** or any other adornments. **Jeans must sit on the waist**, high enough that shirts remain tucked in, no underclothing or skin can be seen and must be hemmed at an appropriate length so they do not drag on the floor or cause the hem of the jeans to become frayed. Form hugging "jeggings type" jeans or oversized baggy jeans are **not permitted**. Pre – K – 3rd grade girls may wear "tights"

under dress or skirt. **Administration is the final authority on dress code issues.**

Belts: For students in grades 2nd – 8th, belts must be worn with slacks, shorts or jeans that have belt loops. Belt buckles must be traditional style, no larger than 2" by 2".

Shoes: Closed toe, flat bottom shoes; athletic shoes with matching laces or Velcro properly fastened.

Sandals, flip flops, jellies or plastic shoes are **NOT permitted**. Boots and outer footwear that extend above the mid-calf are **NOT permitted** at any time. **Boots must be flat and may NOT interfere with daily PE/Recess in elementary grades or a timely transition from class to class, up and down flights of stairs in middle school.** Shoes with wheels are **NOT** permitted. Please avoid shoes with lights that may become a distraction in class.

Administration is the final authority on dress code issues.

Jackets, sweaters or school hoodie: School sweatshirt hoodies will be sold in the front office and may be worn every day. School hoodies for eighth graders will be black, Pre K – 7th hoodies will be gray. Hoods may **NOT** be worn at any time.

Jackets and sweaters must be **solid, cardigan style (worn open down the front)**. A small, 2" x 2", factory affixed brand name or logo may be present but should not be distracting, violent or inappropriate. Students who wear a jacket/sweater that does not meet dress code standard will be required to remove the garment while inside the school building. **Administration is the final authority on dress code issues.**

Physical Education Class: Elementary students will participate in daily recess. In addition, they will attend PE class a minimum of once weekly. Students must wear appropriate athletic shoes to exercise outdoors and engage in team sports. Middle school students are required to purchase a school PE uniform sold in the front office. Middle school students who do not wear the school PE uniform must complete alternative assignments to earn credit for the missed period.

Hair Color and Style: Students may not attend school wearing unnatural hair color. Students will be sent home and may return to school only when hair color has been tinted to a natural color.

Additionally, the State of Florida has recently enacted ramifications for wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment.

- ✓ Athletic wear, warm up suits, spandex, and gym shorts (except school PE uniform) are prohibited.
- ✓ Students may only wear sweat bands on their heads if participating in PE.
- ✓ Jewelry must be small, discrete and must not create a safety hazard or distraction.
- ✓ No clothing or accessories that promote drugs, tobacco, alcohol or violence are permitted.
- ✓ No gang paraphernalia.

Please contact the school should you need assistance with Dress Code. Non-conformity to Dress Code is addressed as misconduct in the SLC Code of Conduct and consequences will be administered accordingly.

Failure to correct an immediate "correctable" violation (tucking in shirt, securing pants at the waist, etc.) may result in a discipline referral for Open Defiance of Authority (D2)

Dress code violations will be enforced using a progressive discipline process which would include:

1st violation: Student will receive a warning. Parents will be contacted.

2nd violation: Student will receive a discipline referral for a Dress Code (D1) violation. Parent will be contacted to deliver appropriate Dress Code clothing to school.

3rd and any additional violations: Student will receive a discipline referral for Open Defiance of School Policy (G2) as outlined in the St. Lucie County Code of Conduct. Parent will be contacted to deliver appropriate dress code clothing to school. Child will not be permitted into class without appropriate clothing. ***Consequences for Dress Code misconduct may include In-School Suspension, Out of School Suspension, Work Detail or After School Detention.***

Drills, Emergency

Periodically, fire, lockdown and disaster drills are held to teach emergency procedures. Parents are encouraged to talk with their children to allay concerns and reinforce the practice of drill procedures. Drills teach students to react to emergencies in a calm, controlled orderly fashion that does not result in “panic”. If evacuation is required, students will be transported to the St. Lucie County Fairgrounds at 15601 West Midway Road, Ft. Pierce, FL.

Drop-off/Pick-up

Developing self-reliance is important to the development of all children. Parents will be allowed to walk students to class the first two days only but are discouraged except for the youngest of children. Most children take pride in arriving to school and exercising independence necessary to personal development and self-advocacy. The safety of our students is of the utmost importance. We appreciate your cooperation in helping create a safe, effective drop-off/pick-up zone. Traffic area is for drop-off and pick-up only. Do not park your car or leave your car unattended in this area at any time of day. Please abide by the posted traffic signs and rules.

- Students should not be dropped off prior to 7:00 am as no supervision is available until that time and pick-up should occur by 2:15 pm.
- **Students should be dropped off and picked up only in the designated area where staff members are located to assist students.** Encourage your child to be ready with book bag, books, lunch box/money, jacket, etc. prepared to exit or enter the car quickly. No adults, other than staff are permitted on the patio area for the safe arrival and departure of all students.
- Parents may not park and walk their child to the building after the first few days of school.
- **Parents are requested to remain in their vehicle when picking children up at normal dismissal times.** Students are safely monitored while they wait for parents to approach the pick-up zone on a first-come basis. Walk-up is not permitted.
- A **Transportation Designation** form is requested to indicate the normal arrival and departure routines of your child. **Only ONE** form of transportation may be designated for dismissal. The school must be notified of changes to departure on the day of the change and in writing. This is the only way we can ensure that our entire student body departs school in the manner you designate.
- **Any change to the regular transportation routine of a child** must be submitted, in writing, prior to 12:45 pm on regular school days or 10:45 am on early release days to ensure that students can be redirected in a timely manner. Parents should make prior arrangements to pick a child up from school early. **PLEASE DO NOT REQUEST EARLY DISMISSALS within 30 minutes of a dismissal time** as this interferes with the general dismissal procedures and compromises school safety and security measures. Your cooperation in this matter is greatly appreciated. A parent, guardian, or designee must show proper identification before signing the student out in the Main Office. Students are not released from class until the parent has arrived in the school office.

Staff is not available to supervise students after 2:30 pm. If students are not picked up in a timely manner, School Security may be contacted to take the child until parents are located or other safe departure/home arrangements can be made. Family cooperation is essential to the safe and orderly dismissal of children.

Early Release Days

Early release days provide the time necessary for professional development, collegial planning, coordinating of school activities, record keeping and development of curricula. Students will be dismissed 2 hours earlier on these days. It is important that parents are familiar with these dates and pick children up promptly to allow school personnel to engage in the important work these days are designed for.

2017 – 2018 Early Release Days	
Wednesday, August 30, 2017	Wednesday, February 14, 2018
Wednesday, September 27, 2017	Friday, March 9, 2018
Wednesday, October 25, 2017	Friday, April 6, 2018
Tuesday, November 21, 2017	Wednesday, May 23, 2018
Friday, December 22, 2017	Wednesday, May 30, 2018
Wednesday, January 24, 2018	Thursday, May 31, 2018

State Assessments/EOC/Progress Monitoring

Testing dates:

FSA Writing February 26th – March 1st

FSA Reading and Math April 9th – May 4th

EOC Algebra and Civics April 16th – May 11th

FCAT Science April 30th – May 4th

Specific testing dates for grade levels will be communicated in the Family Newsletter.

Field Study/Field Trips

Field Study/Trip will be arranged to extend classroom instruction or provide academic/social experiences for students. Field study is an integral part of our instructional program. Students may participate in field study only with written permission from their parents. For each field study, a form is provided for permission with a space for parent/guardian signature. These forms must be signed by the parent/guardian and returned to the classroom teacher. We encourage parent participation in these activities. We need chaperones to assist. All chaperones must be approved SLPS volunteers.

Generally, there is a cost associated with Field Study/Trips to cover entry and transportation fees. On occasion, parents may be asked to accompany their child as a requisite for participation.

Special Assemblies: Throughout the year, school wide presentations will be provided by a variety of educational entertainers. Students may be asked to contribute small donations to help subsidize these programs.

Homework

Homework provides practice and support to concepts provided during the school day. It is also used to prepare for future concept acquisition and exploration of areas of interest. Homework assists in developing sound study habits and independent responsibility of students. Parents/guardians can assist students with their homework by providing a quiet workspace with minimal distractions, plenty of materials, and supervision to ensure students stay on task. Parents/guardians are encouraged to verify completion of homework, but not to mask student difficulties by completing work for the child or correcting all practice sets. The direct involvement with homework should diminish with each year a child attends school until the child has developed independent work skills. As part of daily routines children should read independently at home for 30 minutes each day as literacy is at the heart of all other learning.

Honor Roll Grades 3rd – 8th and STAR Gator

Principal's Honor Roll (Gr 3-5): Must have earned an "A" in all subject areas, including conduct (grade earned column).

Principal's Honor Roll (Gr 6-8): Must have a 3.8 - 4.0 GPA.

Honor Roll (Gr 3-5): Must have earned a grade of all "A" and "B" (grade earned column). Any grade of "C", "D", "F", or "I" will disqualify the recognition.

Honor Roll (Gr 6-8): 3.0 – 3.79 GPA

Special Note: Students earning Honor Roll distinction must be performing on grade level with no Areas of Concern marked on the report card. **Academic Achievement** recognition may be made for students working on Access Points or special diploma.

STAR GATOR of the Month: Allapattah Flats is a Positive Behavior Support (PBS) school which recognizes students for exhibiting desirable behaviors. Each elementary classroom/homeroom teacher will select one or

more students as STAR GATOR for the month. These students will be recognized monthly during a special program. STAR (Students Taking Action and Responsibility) GATORS are students who demonstrate good citizenship, outstanding behavior or character or positive actions.

Recognition: Representing one's school is an honor and responsibility. Students who have had disciplinary action may lose the privilege of participating in extracurricular activities or special recognition.

School age siblings of students receiving an award at any ceremony or assembly during the school year may not attend that ceremony or assembly if it takes place during their school hours.

Insurance (School)

Your child will be provided the safest of school environments; however, should your child experience accident or injury the St. Lucie County School Board does not assume liability. Parents are encouraged to carefully consider enrolling their children in the School Child Insurance Program. This program offers assistance in the case of accidental injury. Parents/students are offered a choice of a school-day coverage or 24-hour coverage fee. Appropriate forms are sent home during the first week of school.

Internet Policies and Guidelines

Internet access is a powerful educational resource which will allow students to find information on the world wide electronic network. Just as students learn social codes and behaviors which are acceptable at school, they must also learn the correct procedures and rules for using the internet. Students are required to adhere to policies outlined in the St. Lucie Public Schools Code of Conduct. At the beginning of the school year, students and parents will be required to sign a Code of Conduct form which indicates that they are aware of the school rules and proper procedures for using the Internet and school network along with the consequences which will result if these rules are broken. The signed statement becomes compact for students to access the information highway under the supervision of staff members. If any student breaks any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, continued use of the system will be in jeopardy and consequences will be enforced as indicated in the Student Code of Conduct.

Personal social networking sites such as Facebook, Instagram and Ask are questionable for young people. Internet policies extend to activities that occur off campus or at home when they have impact or ramifications on relationships at school. Individuals who use such sites are expected to adhere to the highest standards of social behavior when the school or its students are addressed in this medium. Parents are urged to be vigilant in the monitoring of student use of the internet.

Lost and Found

The "Lost and Found" is in the cafeteria as all students are in the cafeteria daily. It is extremely helpful when clothing, lunchboxes, and school supplies are marked with the student's name. It is difficult, if not impossible to identify uniform clothing which is not labeled with a student name. All unclaimed items will be donated to a charitable organization or will be added to our "lending closet" at the end of every nine-week period.

Make-up Work

Make-up work will be allowed for all absences, excused or unexcused and will be graded at full credit per the SLPS Student Progression Plan. The student will be allowed a period of one day to make-up work for each day absent, not including the day of return unless principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school. All work, regardless of the number of days absent must be made up on or before grades are due in the final quarter of the school year. Students whose work is turned in after the end of the grading period for quarters one through three will receive an "I" or incomplete. If the work is turned in on time, the student will receive the grade for the work. Incomplete grades become "F" if not replaced with the grade for the make-up work that was turned in on time. Students will take announced tests on the first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence.

- On sufficient advanced notice, (KG-8) the teacher will inform the student/parent of work to be covered during the student's absence and student's assignment. The teacher will be as specific as existing plans will allow, but is not expected to develop any special series of plans or assignments for individual students as make-up work.
- After the student returns to school, (KG-5): the teacher will inform the student of the work/assignments and/or the student/parent should

request make-up assignments from the teacher. (6-8): Students must request make-up work; students will not be penalized for makeup work that is requested, but not provided by the teacher.

- The teacher may require the student to be fully responsible for all work that student has missed and may require that student take tests and examinations which shall be graded on the same basis as the rest of the class.
- Parents may be asked to submit evidence to support any claim to excuse absences.

Media Center

The Media Center is open to individual students, small and large groups throughout the day. Students are encouraged to check out books to read at home and to participate in reading challenges and contests sponsored by the Media Center. The Media Center also holds periodic Book Fairs that allow students the chance to acquire age appropriate books to “own” at a reasonable cost. Book Fair proceeds support child centered media activities. APF students participate in Reading Counts. Students read books on their lexile level independently and complete a reading quiz to earn points. APF also participates in the reading of Sunshine State Readers. These are award winning books recommended for elementary and middle school students.

*Middle School Exams - New

Students who miss a test or tests due to an absence will stay after school on a designated day to complete the exam. We’re starting this practice to help students catch up and not miss valuable instructional time once they return to school from the absence. Our guidance clerk will contact parents to make arrangements for pick up after school.

Parent Teacher Student Organization (PTO)

The success of school activities is reliant upon a positive, vibrant organization that involves families and staff members. Our PTO plans family-oriented activities and fundraising events during the year. Check out our calendar of events and sign up to volunteer and support our PTO!

Perfect Attendance

Students who have attained Perfect Attendance each quarter will be recognized. Students with tardies or early pickups **will not** be eligible for a Perfect Attendance award. Outstanding Attendance is recognized for students who have not missed a full day and are tardy or picked up early fewer than five times throughout the quarter. Five tardies or early out translate to a day of absence; therefore, a student may attend school each day but still not be eligible for “perfect attendance” should tardies accumulate and create an absence. Did you know that many schools recognize students with an award at high school graduation for students that attain Perfect Attendance for their entire school career K-12? Now that is something to strive for! We know that students who are in school every day learn more!

Photography

Many families carefully monitor who photographs their children and how those photographs are used. This information is maintained for school photo use; however, parents are not permitted to photograph children other than their own on school grounds or events or to post those photos.

Placement/Teacher Requests/Schedule Changes

Specific teacher requests are not accepted. Faculty members, administration, Exceptional Student Education and Guidance work collaboratively to create class lists for the following year. Students are placed in balanced groups based upon many academically sound criteria. This includes an academic, social and demographic balance of students. We also consider such issues as special education service accessibility and other special circumstances or needs of students. Two recent Florida legislative actions (Constitutional Amendment regarding class size) and SB736 signed by Governor Scott into law in the summer of 2011, (which in part regulates teacher evaluation, future compensation and continued employment) have reinforced our position on teacher requests. Furthermore, we have been advised that due to the legal language of Senate Bill 736, that it is inadvisable to allow anything other than random or achievement balanced classroom assignments for general education, self-contained classrooms so that as sense of fairness exists among all teachers and students within any

grouping. Ultimately, teachers will be ranked within schools, within districts and within Florida based upon student performance.

Allapattah Flats K-8 School reserves the right to change individual student schedules to comply with School Board and Department of Education policies. These changes may occur due to changes in the student population or faculty allocation. Changes will be made to balance classes and teacher loads when necessary. Every effort will be made not to disrupt the educational process when such changes become necessary.

Progress Reports

It is important that parents and the school partner in monitoring the progress of each student. Progress reports are made available to parents on a regular basis through the District's on-line system, Skyward which is available at: www.stlucie.k12.fl.us. In the spirit of environmental sustainability and digital availability, we have discontinued the printing of paper copies. It is our commitment that progress will be updated regularly in the Skyward portal. If for some reason a progress report cannot be accessed, it is the parent's responsibility to notify school administration. Computer access for parents is available for this purpose at the school site. Teachers will notify parents any time a student's grade dips below average or is in danger of failing. (See communication for detailed information on Skyward access). If you have special circumstances that require a paper copy of a progress report please contact the Guidance Department.

Report Cards

Report Cards are issued approximately two weeks following the end of each nine-week grading period and are sent home with students. Report cards are to be signed by the student's parent/guardian and one copy returned to the classroom teacher. Space is provided on the report card for parent comments and requests for conferences. Parents are encouraged to request a conference with their child's teacher any time they have questions or concerns.

Gr Kindergarten, 1 st – 2 nd	Gr 3 rd - 8 th
4 - Above standard	A 90 – 100
3 - At standard	B 80 - 89
2 - Approaching standard	C 70 - 79
1 - Below standard	D 60 - 69
0 - Not attempted	F 0 - 59

“X” – indicates an Area of Concern. It is unreasonable in a challenging academic environment for a student to perpetually receive perfect scores/grades. If we truly believe that every child can learn more than he/she is currently learning, then work should be appropriately challenging resulting in deeper knowledge and achievement of continuously higher levels of learning and student achievement. Please support your child to have a healthy attitude toward deep personal learning in a challenging academic environment over the attainment of perfect grades.

**See Student Progression Plan for Middle School Uniform Grading Policy.

Safety

Providing a safe school environment is one of the school's primary goals. The following procedures have been developed to help provide a safe, orderly environment for the students attending Allapattah Flats:

1. Supervision for students is not available until 7:00 am. Students should not be dropped off prior to that time. The safety and well-being of students is of primary concern.
2. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE BEFORE ENTERING THE SCHOOL.** This includes, but is not limited to: volunteers, parents, family members, service personnel, contractors and guests.
3. All visitors must sign in, **provide a photo ID**, and wear an official visitor's pass while on campus. In accordance with the Jessica Lunsford Act, all visitors must be screened by presenting a Driver's License or State issued ID Card prior to gaining access to our campus—no exceptions—even if we know you and you come to school daily. School personnel will report all unauthorized visitors on campus.

- Parents are asked not to visit classrooms unless a conference is scheduled. If parents wish to visit, contact the teacher concerning the requested visit at least 24 hours in advance. Teachers may not be immediately available and visitors will need to schedule an alternative date and time.

Safety Committee: The Safety Committee is composed of new and veteran teachers, parents, administrators, the school resource officer, health aide, cafeteria manager, site maintenance supervisor and a clerical staff member. Our objective is to provide every child and adult on our campus with the safest and most productive learning environment possible. The committee meets monthly. Matters of concern may be forwarded to an Administrator, the Safety Committee Chairperson, or any member of the committee. Notify the school office if you would like to serve.

School Advisory Council (SAC)

School Advisory Councils (SAC) have been established in Florida public schools as the decision-making body for school improvement and accountability at the school level. SAC's primary mission is to write and monitor the School Improvement Plan. Decisions regarding climate and culture are governed by the SAC Committee. Parent voice and participation as voting members is vital – it is a commitment as you must attend regularly. SAC members represent the ethnic, racial and economic community served by the school. Parents, community members and staff members are encouraged to attend our monthly meetings. Voting members are initiated at the first SAC meeting of the school year. All parents are welcome to attend and listen to the discussions.

School Closings

In the event of a campus emergency, weather emergency or other unusual event that would necessitate the closing of school, the process and updates will be made available on the St. Lucie County School District web page and the School Messenger system would be activated. In order School Messenger to be effective it requires that we have an accurate data base with current parent contact information. Please notify the front office anytime you change your phone or email contact information.

Tune in to your local emergency management stations for timely, accurate information.

- | | | | |
|----|-----------------|-------|---------------|
| 1. | AM Radio | | |
| | a. WIRA | 1400 | b. WSTU 1450 |
| 2. | FM Radio | | |
| | a. WQCS | 88.9 | c. WJFP 91.1 |
| | b. WFLM | 104.7 | d. WHLQ 102.3 |

Special Deliveries

Special deliveries to students for birthdays, awards, or other purposes create a disturbance to the academic environment and are not permitted to be delivered to the classroom. Any such deliveries will be held in the school office until the end of the school day. Be advised, however, if the recipient is a bus rider, you must make special arrangements for transportation home because these items are not allowed on the bus.

Student Progression Plan

Allapattah Flats K-8 School adheres to the requirements for student progression as established by the St. Lucie Public Schools Student Progression Plan. To be promoted from one grade to the next, a student must meet the established guidelines. At any time, a student is at risk of failing (grade falling to a D or F), notification will be made to the parent through a Deficiency Notice and a conference scheduled. It is our goal that students be provided the opportunity for success. Parents are an essential piece of this learning process—we can't do it without the active involvement of you and your child!

Third Grade Promotion Requirements: Third grade students may be retained, in accordance with Florida state law and St. Lucie Public Schools student progression requirements based upon the level of student achievement on the reading portion of the Florida State Assessment. Should a passing score not be achieved, the student will be offered an opportunity to attend a remedial summer school program and take an alternative assessment (SAT-10). Students who achieve a passing score on the SAT-10 will be promoted to fourth grade. Students who do not achieve a passing score will be retained. Portfolio promotion may be granted should students meet the required proficiency on district benchmarks. Detailed information is available through the St. Lucie Public Schools Student Progression Plan (posted on the SLPS Website) and is in the Appendix of this handbook.

Gr 6-8 Promotion Requirements: Students must meet all the following criteria: *Pass each semester (.50 credit earned) of the core subjects of Mathematics (1 full credit for each year) (Algebra 1-Passing EOC), Language Arts (1 full credit for each year), Science (1 full credit for each year) and Social Studies (1 full credit for each year). Detailed information is available through the School Board of St. Lucie County Student Progression Plan (posted on the SLPS Website) and is in the Appendix of this handbook.

Textbooks

Adopted textbooks (and CDs) are issued free to students. Families will be charged for lost, unnecessarily damaged or destroyed textbooks. The teacher and administrator will determine the assessed value of textbooks and will charge accordingly. Standard guidelines for assessed charges are:

New book – 1 year use	100% of replacement cost
2 – 3 years use	75% of replacement cost
4 years or more use	50% of replacement cost

Valuables

Parents/guardians are urged to see that students do not wear valuable jewelry or bring large amounts of cash to school. School staff will take due care to help guard against loss of personal belongings, but will not bear responsibility for any loss. Please label your child's personal belongings and clothing so that lost items may be returned quickly. Found articles are kept in Lost and Found located in the school office or in the school safe. All unclaimed articles of clothing will be donated to a charity at the end of each nine-week period. Please be sure to periodically check *Lost & Found* for missing items. We will not investigate the loss of prohibited items on campus such as electronic devices; these items are prohibited because they cause a distraction to learning and are an "attractive nuisance". Please keep them at home.

Volunteers

We encourage you to consider volunteering at our school. All parents are requested to complete a Volunteer Application at the start of the school year. You are unable to chaperone a field trip without having registered and received clearance from the district. Volunteers must attend a volunteer orientation before being assigned a task at school. For the protection of our students, all volunteers must submit to a background check and must wear their identification badge always. **School policy discourages volunteers from working in their child's classroom and prohibits bringing younger siblings to the school during volunteer time.**