

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

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|------------------|---------------------|
| Office Hours: | 6:45 am – 2:30 pm |
| Teachers: | 6:50 am – 2:20 pm |
| Students: | *7:35 am – 2:05 pm |
| Early Dismissal: | *7:35 am – 12:05 pm |

*Students may arrive no earlier than 7:05 am, as there is no adult supervision prior to that time. The cafeteria serves breakfast from 7:05 am to 7:25 am. Class starts promptly at 7:35 am. Students are expected to be in their seats, prepared and ready to begin learning at 7:35 am.

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 (PST): 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

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|-------------------|---------|---|
| Arrival: | 7:05 am | Students begin reporting to classrooms or the cafeteria for breakfast |
| | 7:35 am | Instruction begins |
| Dismissal: | 2:05 pm | Car Rider and Bus Rider dismissal begins |

Students should arrive on campus no earlier than 7:05 am since no adult supervision is available prior to that time. Students will report to their designated area or breakfast immediately upon arrival. Instruction begins promptly at 7:35 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 are tardy or are picked up early may not receive recognition for perfect attendance.***

****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 or electronic explanation of the reason for the student's absence to brittany.brinker@stlucieschools.org 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 7:35 am **must report to the office accompanied by a parent or guardian** to be signed in by an adult. Please do not drop off students late and leave. Parents may write a note or email to brittany.brinker@stlucieschools.org 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

Meals will be served according to USDA guidelines. Specific meal service procedures are located on our district website at www.stlucieschools.org under the parent/student tab.

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. Students may purchase bottled water at school from PTO.

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 refrain from contacting your child by cell phone during the school day. In case of an emergency, please call 468 5050 and we will relay the message. You may also email the teacher directly.

Students: Cell phones are an important safety tool for children today and provide peace of mind to families. Allapattah Flats is not responsible for personal lost or stolen items. Cell phones must be **turned off** and **kept out of sight** while on campus. Cell phones may not be loaned to other students. Headphones/earbuds may be used when directed by a teacher for instructional purposes. Students may be able to use them in school buses with driver's permission. Unauthorized use of cellular or other electronic devices will result in a discipline referral. This includes but not limited to taking pictures, posting on social media, recording videos on campus or school transportation, and cyber bullying. Telecommunication devices may be confiscated by school staff when used inappropriately.

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.

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 bring toys or trend items to school as they are a distraction. Electronic devices, games, or any other items that may prove a distraction to the educational process are not permitted at school.

Cell Phone and Electronic Device Policy

If a cell phone or other electronic device (including earbuds) is confiscated, the following consequences will be applied.

First Offense: Device is returned at the end of the school day to the student.

Second Offense: Parent or guardian must come to the school to collect the device.

Third Offense: Loss of privilege. Student may not have the device on campus. Device Check In and Out may be an option.

Class Celebrations

Class parties are limited to one in the winter and one at the end of the school year. No individual child's birthday will be celebrated with a classroom party. Personal party invitations are not to be distributed at school unless every child in the class receives an invitation. Families may bring store bought cupcakes to school during the student's scheduled lunch time. These will be distributed to all students in the class by staff in the cafeteria. Please refrain from bringing candy, drinks, balloons, and party favors.

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. 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)

* If you would like your child's health records to include Covid vaccination, please provide a copy of the vaccination card to our clinic staff for input.

Code of Conduct/Student Discipline

Positive behavior and a positive classroom environment enhance the academic opportunities of all students. Consistency in 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. Designated staff will review the SLPS Code of Conduct and Single School Culture expectations with students during the first week of school. A hard copy of the Code of Conduct will be provided upon request. All discipline rules will apply during the regular school day, bus routes, 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, and the potential for arrest.

APF Website/Facebook: Our school favors paperless methods of communication. Our Facebook page is updated regularly with information about events, activities, and reference materials. 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/>

Skylert School Messenger: We utilize the School Messenger telephone and email system for reminders and messages. Calls, text messages, and emails 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/wsisa.dll/WService=wsEApplus/wemnu01.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.

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. Teachers prefer email communication over phone messages.

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 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 at 468 - 5053.

Conferences

Conferences are an important form of communication between parents and teachers. Face-to-face interactions or virtual meetings promote student progress and helps to alleviate potential problems. We encourage parents to maintain open 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.

Allapattah Flats in collaboration with the School Advisory Council and the feedback from parents and students has established the following requirements for dress code which will be **strictly enforced**.

Shirts: Any collared shirt with short or long sleeves, T-shirts (see details below), or Allapattah spirit shirt. Appropriately sized shirts must cover midriff and lower back at all times (this includes when seated). T-shirts or camis for hygiene purposes are permitted under collared shirts. School spirit

shirts may be worn any day. T-shirts must be in **good repair**, no tears, appropriately hemmed, appropriate graphics, no see-through fabric/mesh with short or long sleeves. Students **MAY NOT** write or color their shirts. No messages that are offensive, promote a personal agenda, or cause disruptions of the learning environment per school and administration guidelines. **Administration is the final authority on dress code issues.**

Jeans, Pants, Shorts, Skorts, Jumper Style Dresses: Fingertip length shorts, fingertip length skorts, knee length skirts, or knee length jumper style dresses. Students may wear twill jogger pants, which have an elastic waistband. **Sweatpants/sleepwear are NOT permitted.** Jeans must sit on the waist; **NO SKIN** can be seen above the knees. Jeans 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. Oversized baggy jeans are not permitted. Jeggings and leggings are permitted with tops that are fingertip length or longer. Girls may only wear “tights” under dress or skirt. Tights must be in good repair, no tears. **Administration is the final authority on dress code issues.**

Shoes: Students must wear closed toe shoes with a back, athletic shoes are recommended. Boots and outer footwear that extend above the mid-calf are **NOT permitted** at any time. **Shoes may NOT interfere with daily PE/Recess in elementary grades or a timely transition from class to class, up and down flights of stairs.** Shoes with wheels are **NOT** permitted. **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. **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 will complete alternative assignments to earn credit for the missed period.

Hair: Administration is the final authority on dress code issues including Hair.

Jewelry: Students may not wear items with sharp edges, chokers or bracelets with spikes, or anything that may cause major distractions.

Administration is the final authority on dress code issues including jewelry.

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.
- ✓ 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.

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 to bring a change of clothes.

2nd violation: Student will receive a BIR (Behavior Incident Reporting). Parent will be contacted to bring a change of clothes.

3rd + violations: Student will receive a Discipline Referral for Dress Code as outlined in the St. Lucie County Code of Conduct. Parent will be contacted to bring a change of clothes. Child may 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.***

Failure to correct an immediate “correctable” violation (securing pants at the waist, etc.) may result in a discipline referral for Disrespect or Open Defiance of Authority.

8th Grade Privileges

During the last two weeks of school, 8th Grade students with no more than 3 BIRs/Referrals for the school year will be allowed to wear T-shirts (appropriate graphics, with sleeves- no spaghetti straps), athletic shorts (appropriate length), leggings (with appropriate shirts that cover hips), sweatpants (no pajamas), and bike shorts (with appropriate shirts that cover hips and shorts are knee length).

Drills, Emergency

Periodically, fire, lockdown, and disaster drills are held to teach emergency procedures. Parents are encouraged to talk with their children and reinforce the practice and importance of drill procedures. Drills teach students to react to emergencies in a calm, controlled, orderly fashion that does not result in “panic”. In case of an emergency, APF students and staff may be transported to St. Lucie West Centennial High School. If nuclear evacuation is required, students will be transported to the St. Lucie County Fairgrounds at 15601 West Midway Road, Ft. Pierce, FL. If evacuating for other reasons, the school will notify parents over the Skylert system the location where parents will have to pick up students.

Drop-off/Pick-up

Developing self-reliance is important to the development of all children. Parents may walk students to classrooms the **first day** of school. After the first day, staff will be assigned posts and duties for morning supervision throughout campus.

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 may not be dropped off prior to 7:05 am, as no supervision is available until that time. Pick-up should occur no later than 2:25 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.
- **Parents are requested to remain in their vehicle when picking up children at scheduled 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 in writing the day of the change. Please notify both the teacher and the front office staff.
- **Walkers** are defined as students who walk from campus to their residence. They will be escorted from the gymnasium to the end of the sidewalk on Copper Creek Drive. When it rains, we will keep students in the gym. In this case, please use the car line to pick up your child. Walkers not picked up by 2:20 pm will be dismissed to walk home.
- **Any change to the regular transportation routine of a child** must be submitted, in writing, prior to 1:00 pm on regular school days or 11:00 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 DISMISSAL 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 2:25 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.

Early Release Dates for the 2022-2023 school year are: Aug. 31, Oct. 26, Dec. 16, Feb 1, March 10, April 19, May 31, and June 1.

State Assessments/EOC/Progress Monitoring

Specific testing dates for grade levels will be communicated through Facebook and School Messenger.

Field Study/Field Trips

Allapattah Flats will follow guidance from district and local health agencies regarding the possibility of attending field trips and hosting presentations. Students may participate in field study only with written permission from their parents. A form is provided for each activity with a space for parent/guardian signature that signifies consent. 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.

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.

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.

Homework

Homework provides practice and support for concepts provided during the school day. Parents/guardians can facilitate homework practices and habits 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. We strongly recommend paired or independent reading at home for 30 minutes each day as literacy is at the heart of all other learning.

Honor Roll for Grades 3rd – 8th and STAR Gator

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

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

Honor Roll (Gr 3rd – 5th): Must have earned a grade of all "A" and "B" (grade earned column on grade level standards).

Honor Roll (Gr 6th – 8th): 3.0 – 3.99 GPA

*Any grade of "C", "D", "F", or "I" will disqualify the recognition. 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.

STAR Gator of the Month: Allapattah Flats is a Positive Behavior Interventions Support (PBIS) school which recognizes students for exhibiting positive behaviors. Teachers will select one or more students as STAR GATOR for the month. These students will be recognized monthly. STAR Gators are students who demonstrate good citizenship, outstanding behavior, 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 a safe school environment; 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

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. If any student breaks any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, use of internet and platforms may be jeopardized. Consequences will be enforced as indicated in the Student Code of Conduct.

Personal social networking sites such as Facebook, Instagram, and Snapchat may not be appropriate for young students. Internet policies may extend to incidents that occur off campus or at home if they have an impact or cause major disruption to school climate. 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 students' use of the internet.

Lost and Found

The "Lost and Found" is in the front office. 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. 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 make-up 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.

4th – 8th Grade After School Homework/Make Up Club

Students who miss a test or have not completed class work will stay after school on a designated day to complete the work. This practice helps students catch up and not miss valuable instructional time once they return to school from an absence or are falling behind in their school work. It will also help students who need extra time to complete work on any given week. Our school counselors or guidance clerk will contact parents to arrange for pick up after school.

Media Center

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 purchase literature for personal enjoyment. 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.

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!

Attendance Recognition

Students who have attained Perfect Attendance for the year 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 year. Students must be in attendance for a minimum of one semester to be eligible for this recognition.

Positive Behavior Interventions Support (PBIS)

Students who follow Allapattah’s schoolwide behavior expectations will earn Gator bucks. Throughout the year, students will pay Gator bucks to attend PBIS events like the Talent Show, Raffle, BINGO game, Food Carts, etc. We will also do fundraisers like No Collar for a Dollar, Mother’s Day Cakes, Spirit Shirts, Hoodies, etc. to support our PBIS initiatives and purchase incentives for students and staff. Students with discipline referrals may not be able to participate in school wide monthly events.

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 each 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.

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 rosters when necessary. Every effort will be made not to disrupt the educational process when such changes become necessary.

Academic Student Progress

It is important that parents and the school partner in monitoring the progress of each student. Student academic progress is available to parents regularly through the Skyward Parent Portal available at www.stlucie.k12.fl.us. We are committed to updating Skyward regularly in the Skyward portal. If for some reason a progress report cannot be accessed, please call 468-5050 for assistance. 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. Parents are encouraged to request a conference with their child’s teacher any time they have questions or concerns.

“X” – indicates an Area of Concern.

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

| Kindergarten – 2 nd Grade | 3 rd - 8 th Grade |
|--------------------------------------|---|
| 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 |

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 7:05 am. Students should not be dropped off prior to that time.
2. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE BEFORE ENTERING THE SCHOOL for safety screening.** 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.
4. Parents are asked not to visit classrooms during instruction unless a conference is scheduled. If parents wish to visit, contact the teacher concerning the 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 compose and monitor the School Improvement Plan. Parent voice and participation as voting members is vital. 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 for 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

Allapattah staff will not make special deliveries to students in classrooms for birthdays, holidays, or other personal purposes. We ask that you DO NOT use food delivery services like Door Dash, Uber Eats, etc. for students.

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 will be 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 unit assessments. Detailed information is available through the St. Lucie Public Schools Student Progression Plan (posted on the SLPS Website).

Gr 6th – 8th 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).

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. The school is not responsible for lost or stolen items.

Volunteers

We encourage you to consider volunteering at our school. All parents who wish to volunteer are requested to complete a Volunteer Application in the SLPS site at the start of the school year. All field trip chaperones must be registered and cleared by 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 always wear their identification badge. **School policy discourages volunteers from working in their child's classroom and prohibits bringing younger siblings to the school during volunteer time.** Please wear appropriate dress attire when volunteering at school.

Yearbook Sales

Allapattah Flats has partnered with a photography company to create a yearbook for student and families. Proceeds from yearbook sales may be used to support grade level initiatives, fund school resources and materials, and sponsor student and staff incentives.