

## 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.

### 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.

## 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 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.

### St. Lucie Public Schools Mission:

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

### St. Lucie Public Schools Vision:

St. Lucie Public Schools, in partnership with parents and community, will become premier centers of knowledge that are organized around students and the work provided to them. Our name will be synonymous with the continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for each child, every day. This is the St. Lucie Way!

## 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.**

## 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](http://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 (772) 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 falls 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.

**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/>

## Arrival and Dismissal for Students

<b>Student Arrival:</b>	7:05 am	Students begin reporting to Assigned areas or the cafeteria for breakfast
	7:35 am	Instruction begins
<b>Student Dismissal:</b>	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.** At certain times of the year, it may be dark or cold outside. There is increased traffic due to the developments and an abundance of wildlife in the area. For these reasons, and to ensure student supervision, please keep students in your car until 7:05 am. Students that walk or ride bikes to school, should not arrive on campus until 7:05 am. Students that walk or ride their bike to school, must utilize the sidewalk around the parking lot and should never cross the school parking lot. 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](mailto: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 on 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](mailto: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. The parent/guardian must "sign out" students from the school office. Students will be released from the front office only. Students will not be called out of class until the identification of the person picking up the student has been verified by school personnel. Request to have a student waiting in the front office prior to the parent or guardian's arrival on campus, will not be granted. If the student returns to campus before the end of the day, he/she must report to the office accompanied by a 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.**

## 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.

## Bullying and/or Harassment

Bullying and harassment is prohibited. It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. If you suspect bullying or harassment please contact the school to complete a Bullying Complaint Form found on the St. Lucie Public Schools Website. <https://www.stlucie.k12.fl.us/policies/bullying/>

## Bus Transportation

Register for a bus at: [www.stlucie.k12.fl.us/departments/transportation](http://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 front office first thing in the morning so that we can call transportation.

### **Notes will not be approved at the bus loading area.**

- 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!**

## Cafeteria

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

The updated 25-26 Meal Policy and Prices are below. They are reviewed annually to ensure they meet USDA pricing guidelines. CEP schools offer free meals to all students; however, students must have a positive cafeteria account balance to purchase a la carte items.

- Breakfast (K-12): Free for all students
- Elementary (K-5) Lunch: \$2.50
- Middle & High (6-12) Lunch: \$2.75
- Adult Breakfast: \$4.00
- Adult Lunch: \$5.00

St. Lucie Public Schools Meal Charging Policy/Procedure All St. Lucie Public Schools must adhere to the Meal Charging Policy set forth by the 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 \$25.00 of charges for reimbursable meals only. No à la carte items are permitted to be charged. No adults are allowed to charge.

1. Students are allowed to charge up to \$25.00 for receiving a reimbursable meal. The students will receive the same school lunch as other students.
2. Students who 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 payments through either our online prepayment system or in the cafeteria.
3. Households will continue to receive notification of charges until the charges are paid in full. Notifications will be sent through the district communication system twice a week.
4. Up to three courtesy meals will be offered to students who have maximized their charge limit. A courtesy meal consists of a cheese sandwich, a vegetable, a fruit, and low-fat white milk. The school meals program will maintain a list of students who receive or refuse a courtesy meal.
5. If a pattern of receiving courtesy meals is evident, the Child Nutrition Services Department will attempt to discuss the issue with the parent or

guardian to encourage them to complete a free and reduced meal application. If the practice continues and the parents/guardians remain unresponsive, the Child Nutrition Services Department will initiate a plan for Student Services to contact the household to complete a meal application for the student and determine if the student is known to be eligible for free or reduced meals.

6. Any time there is an uncollected balance in a student's meal account, the student will be prevented from purchasing à 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

## **Candy, Gum, Soft Drinks, Energy Drinks and Water Bottles**

Gum is not allowed at school. Candy is allowed only as a part of a packed lunch and its inclusion there is discouraged. Glass bottles are not permitted on campus, including in packed lunches. Soft drinks are discouraged. Energy drinks are not permitted on campus, including packed lunches. Students may bring a **clear** water bottle to school. There are water refill stations available for students.

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

**Adults:** Please turn all phones on 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 (772) 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 including but not limited to cell phones and earbuds. Cell phones may not be loaned to other students.

FL HB 1105 will take effect on July 1st. It states that elementary and middle school students may not use wireless communications devices during school hours. Students may not use their cell phones or devices on campus to take pictures or videos, play games, search topics, engage in social media, or call or message parents/individuals from the classroom, restrooms, cafeteria, hallways, etc. between the hours of 7:00 am until 2:15 pm. Failure to

comply with the law will result in consequences per the SLPS Code of Conduct. Students may not have a phone in their possession during assessments. Students are required to place the phone in a backpack or turn the phone into the teacher during assessments. Phones are available to all students in the front office.

**In a 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:** Device is returned to a parent or guardian between 2:15 and 2:40 pm.

**Third Offense:** Loss of privilege to have the device on campus. The device must be checked in to the Dean's office upon arrival at school each day and will be returned to the student at the end of the school day.

## **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.

## **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. Individuals or companies that wish to have a company banner displayed on campus may make a donation to the school.

## 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.** 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.

If medication (including inhalers and epi-pens) need to be taken during a field trip, families must contact the school clinic at least 2 weeks prior to the trip to ensure that staff has been trained to administer medication while off campus. A field trip that is outside of regular school hours may require additional physician permission forms.

**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 7<sup>th</sup> 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, and 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.

## ***Communication - Parent Initiated***

**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 request. 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 counselors serve 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 (772) 468-5053.

## **Communication – Points of Contact**

Front Office	772-468-5050 772-468-5051
Clinic	772-468-5063 772-468-5072
Cafeteria Manager	772-468-5017
Attendance Clerk	772-468-5059
ESE Clerk	772-468-5047
ESE Specialist (Pre-K – 3 <sup>rd</sup> , EBD)	772-468-5015
ESE Specialist (4 <sup>th</sup> – 8 <sup>th</sup> , IND)	772-468-5060
Guidance Clerk	772-468-5062
School Counselor: Grades VPK – 3 <sup>rd</sup>	772-468-5038
School Counselor: Grades 4 <sup>th</sup> – 6 <sup>th</sup>	772-468-5042
School Counselor: Grades 7 <sup>th</sup> – 8 <sup>th</sup>	772-468-5039
Dean's Office	772-468-5035
School Resource Deputy	772-468-4633
School Data Specialist	772-468-5056
School Bookkeeper	772-468-5057
School Secretary/Administration	772-468-5053

## **Conferences**

Conferences are an important form of communication between parents and teachers. Face-to-face interactions or virtual meetings promote student progress and help 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 have a conference with a teacher. Every attempt is made to schedule the conference as quickly as possible.

## **Deliveries on Campus/Student Celebrations**

We are not able to accept any deliveries on campus for students. Parents and students are not permitted to order food to be delivered to campus. Allapattah staff will not make special deliveries to students in classrooms for birthdays, holidays, or other personal purposes. Additionally, items such as edible arrangements, balloons, flowers, etc. will not be accepted for students.

Families may bring store bought cupcakes or cookies to school during the student's scheduled lunch time for a birthday celebration. These will be distributed to all students in the class by staff in the cafeteria. We will only distribute cupcakes or cookies to students. Cakes that need to be cut and served will not be given to students. Please refrain from bringing candy, drinks, balloons, and party favors.

Students in middle school that stay after school for events or sports will need permission from the supervising staff member to order items for delivery after school. The supervising staff member must be present when the items are delivered. We do not have staff members in the office after 2:45 p.m. to receive the delivery items.

## Dress Code

Non-conformity to Dress Code is addressed as misconduct in the SLC Code of Conduct and consequences will be administered accordingly.

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

**Shirts:** Students may wear T-shirts with short or long sleeves, collared shirts, or Allapattah spirit shirts. Shirts must be appropriately sized covering midriff and lower back (including when seated). T-shirts or camis for hygiene purposes are permitted under collared shirts. T-shirts must be in **good repair**, no tears, appropriately hemmed, appropriate graphics, no see-through fabric/mesh. Spaghetti straps/sleeveless shirts may not be worn. If a V-neck shirt is worn, a cami must be worn underneath. Students **MAY NOT** write or color their shirts. No messages that are offensive, promote a personal agenda, or cause disruptions to the learning environment are allowed. **Administration is the final authority on dress code issues.**

**Jeans, Pants, Shorts, Skorts, Jumper Style Dresses:** Students may wear fingertip length shorts or skorts and knee length skirts or jumper style dresses. School sweatpants will be sold in the front office as a PBIS fundraiser to support implementation of the student incentive program. Students may not change the original design of the school purchased sweatpants (no cuts, writing, etc.). Jeans must sit on the waist; **NO SKIN** or undergarments may be seen above the knees. Pants must be hemmed at an appropriate length, so they do not drag on the floor or cause the hem of the

pants to become frayed. Oversized baggy pants are not permitted.

**Administration is the final authority on dress code issues.**

- **Jeggings, leggings** (except Pre-K – 3<sup>rd</sup>), **bike shorts, athletic shorts and/or sleepwear are NOT permitted.** Students wearing pajama pants, fabrics, or designs, that resemble pajamas, or sleepwear will be sent to the office to call parents for a change of clothing. All pants or shorts must be appropriately sized.

**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**. 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. We ask that students wear athletic shoes for PE, no Crocs. **Administration is the final authority on dress code issues.**

**Jackets, Sweaters or School Hoodie:** School sweatshirt hoodies will be sold in the front office to support PBIS implementation. School hoodies for eighth graders will be black, Pre-K – 7<sup>th</sup> hoodies will be gray or green. **All students must wear a shirt that adheres to the dress code under the hoodie.** Hoods must remain down so staff can identify students on campus. **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. No Crocs during PE. 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 to the learning environment or pose a safety risk to themselves or others. **Administration is the final authority on dress code issues, including jewelry.**



Additionally, the State of Florida has 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 the Dress Code.

***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.
- ***2<sup>nd</sup> violation:*** Student will receive a BIR (Behavior Incident Reporting). Parents will be contacted to bring a change of clothes.
- ***3<sup>rd</sup> violation:*** Student will receive a Discipline Referral for Dress Code as outlined in the St. Lucie County Code of Conduct.
- ***4<sup>th</sup> + violation:*** Student will receive a Discipline Referral for Dress Code as outlined in the St. Lucie County Code of Conduct. Students will not be permitted into class without appropriate clothing.

***Consequences for Dress Code misconduct may include In-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.

**8<sup>th</sup> Grade Privileges**

During the last two weeks of school, 8<sup>th</sup> Grade students with no more than 3 BIRs/Referrals for the school year will be allowed to wear athletic shorts (appropriate length), leggings (with appropriate shirts that cover hips), and bike shorts (with appropriate shirts that cover hips and shorts are fingertip length).

**Cell Phone and Electronic Device Policy**

FL HB 1105 will take effect on July 1st. It states that elementary and middle school students may not use wireless communications devices during school hours. Students may not use their cell phones or devices on campus to take pictures or videos, play games, search topics, engage in social media, or call parents/individuals from the classroom, restrooms, cafeteria, hallways, etc. from 7:00 am until 2:15 pm. Failure to comply with the law will result in consequences per the SLPS Code of Conduct.

Phones are available to all students in the front office. If a student cell phone or other electronic device (including earbuds) is confiscated, the following consequences will apply:

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

**Second Offense:** Device is returned to a parent or guardian between 2:15 and 2:40 pm.

**Third Offense:** Loss of privilege to have the device on campus. The device must be checked in to the Dean’s office upon arrival at school each day and will be returned to the student at the end of the school day.

Students may not have a phone in their possession during assessments. Students are required to place the phone in a backpack or turn the phone into the teacher during assessments.

**Drills/Emergency Procedures**

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 Fort Pierce Central 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. On the **first day** of school, parents may walk students in Pre-K – 2<sup>nd</sup> grade to classrooms from 7:05 – 7:30 a.m. 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. The 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. Please pull all the way forward when dropping off students.

- **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 as it disrupts the dismissal order and compromises the safety of students. Our staff must be able to account for each student's dismissal process. School staff will open the car door for students and will assist students with entering the car. School staff will not assist students with buckling seatbelts or car seats. Families that need to take additional time to buckle students into seats are asked to pull forward to the handicap spaces during dismissal to ensure students are safely buckled into the car.
- 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.
- **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. Students must utilize the sidewalk that goes around the parking lot when walking to school or home from school. Students are never allowed to cross the parking lot, as this is a safety hazard. When there is lightning in the area, 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.
- **Bike Riders** are defined as students who ride their bike from campus to their residence. Students must store their bikes inside the bike rack located

in front of the school between buildings 2 and 3. Students should not leave their bike on the sidewalk in front of the bike rack. Students must utilize the sidewalk that goes around the parking lot when riding their bike to school or home from school. Students are never allowed to cross the parking lot, as this is a safety hazard. During afternoon dismissal, students must walk their bike from the bike rack to the end of the sidewalk on Copper Creek Dr. When there is lightning in the area, we will keep students in the gym. In this case, please use the car line to pick up your child. Bike riders not picked up by 2:20 pm will be dismissed to ride their bike 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 are 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 2025-2026 school year are: Aug. 27, Oct. 29, Dec. 19, Feb 11, March 13, April 22, June 1, and June 2.

## Field Study/Field Trips

Allapattah Flats will follow guidance from the district 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.

If medication (including inhalers and epi-pens) need to be taken during a field trip, families must contact the school clinic at least 2 weeks prior to the trip to ensure that staff has been trained to administer medication while off campus. A field trip that is outside of regular school hours may require additional physician permission forms.

## 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, 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.

## Honor Roll for Grades 3<sup>rd</sup> – 8<sup>th</sup> and Awards

- **Principal's Honor Roll (Gr 3<sup>rd</sup> – 5<sup>th</sup>):** Must have earned an "A" in all subject areas, including conduct (grade earned column).
- **Principal's Honor Roll (Gr 6<sup>th</sup> – 8<sup>th</sup>):** Must have a 4.0 GPA.
- **Honor Roll (Gr 3<sup>rd</sup> – 5<sup>th</sup>):** Must have earned a grade of all "A" and "B" (grade earned column on grade level standards).
- **Honor Roll (Gr 6<sup>th</sup> – 8<sup>th</sup>):** 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.

To be eligible for awards based on cumulative GPA students must have transcripts with grades for all courses completed in 6<sup>th</sup> – 8<sup>th</sup> grade.

## 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 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 an “F” if make up work is not completed. 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, 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.

## **Make Up Work Afterschool Club**

Students in 4<sup>th</sup> – 8<sup>th</sup> grade 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

schoolwork. It will also help students who need extra time to complete work in 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 to purchase literature for personal enjoyment.

## **Parent Teacher Student Organization (PTO)**

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!

## **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 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 student schedules. 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.

## **Report Cards**

Report Cards are issued approximately two weeks following the end of each nine-week grading period. Report Cards can be viewed online using the

Skyward Family Portal. Parents are encouraged to request a conference with their child's teacher any time they have questions or concerns. See Student Progression Plan for Middle School Uniform Grading Policy.

Kindergarten – 2 <sup>nd</sup> Grade	3 <sup>rd</sup> – 8 <sup>th</sup> 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 on campus or 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 press the button at the entrance of the Administration Building (Bldg 1) to call the office clerks. Visitors will be asked to show a photo ID and state their reason for being on campus prior to entering the building. Once inside the building, visitors will sign in, 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 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. For School Messenger to be effective it requires that we have an accurate database with current parent contact information. Please notify the front office anytime you change your phone or email contact information.

## Single School Culture

Allapattah students and staff practice Single School Culture. Single School Culture ensures that all students and staff follow the same school-wide expectations for transitions, classroom procedures, cafeteria procedures, etc. Following school-wide expectations prioritizes the safety of students, maximizing academic time, and provides clear expectations throughout all grade levels in the school. Single School Culture expectations will be taught the first week of school and revisited as needed.

**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 number designated by families for school contact in Skyward. For this reason, it is important that you notify the school of any changes to your primary contacts.

**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://student.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w>

Logging In: When the login screen is displayed, enter your username and password. NOTE: If a space is indicated in your login, you must leave the space when you enter your login.

## Special Assemblies

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.

## State Assessments/EOC/Progress Monitoring

Specific testing dates for grade levels will be communicated through Facebook and School Messenger. K-8 grade students will complete the Florida Assessment of Student Thinking (F.A.S.T) three times per year. Parents will have access to F.A.S.T results online within two (2) days of completion.

## 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. If 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 with the opportunity for success. Parents are an essential part 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 F.A.S.T. 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. Students who achieve a passing score on the alternative assessment will be promoted to fourth grade. Students who do not achieve a passing score will be retained. Detailed information is available through the St. Lucie Public Schools Student Progression Plan (posted on the SLPS Website).

***Gr 6<sup>th</sup> – 8<sup>th</sup> 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 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 ensure 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. **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.

Anyone wishing to attend a school field trip or volunteer in the classroom must abide by the district volunteer policy. Please plan to complete the volunteer application, including a background check and fingerprinting well in advance of the date of the trip or volunteering activity.

In alignment with Florida Senate Bill 676 (SB 676). To further enhance student safety, all school volunteers will now be required to complete a Level 2 background screening, which includes fingerprinting.

**Fingerprinting Requirement (Valid for 5 Years):**

- All volunteers must complete a Level 2 background screening every five years. The cost is \$75, and fingerprinting can be completed at the District Office during onboarding hours (8:00 AM–2:00 PM, no appointment necessary).
- Volunteers who continue beyond five years will be required to renew their fingerprinting and pay the associated fee at that time.

**Annual Volunteer Application:**

- Volunteers must continue to submit a new application each school year to remain eligible.

**Volunteer Badge Fee:**

- A \$6 annual fee will be required for the issuance of a volunteer badge, which is mandatory for campus access.
- Please note: Volunteer badges expire at the end of each school year and must be renewed annually. The renewal fee will be collected at the time of the application submission for the new school year. No Badge, No Volunteering.
- Volunteers must have a current badge to be permitted on campus. No exceptions will be made.

**Plan Ahead:**

- Volunteers should be encouraged to complete their application and fingerprinting well in advance of their intended start date to allow time for processing and clearance.

## **Yearbook Sales**

Allapattah Flats has partnered with a photography company to create a yearbook for students 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.