

Allen Park Elementary School

A Title I School



Today's learners...tomorrow's leaders.

Parent/Student Handbook

2023-2024

Allen Park Elementary School A Title I School

3345 Canelo Dr
Ft. Myers, Florida 33991
alp.leeschools.net

Mrs. Melissa Booth, Principal
Ms. Jessica Buen, Assistant Principal

School Phone Numbers

Office	936-1459
Fax	936-3470
Cafeteria	936-4902
Transportation (South Zone)	590-4000
After School Program	936-6303

School Hours

Front Office	8:00 AM-4:00 PM
Before School Program	6:30 AM-8:30 AM
After School Program	3:10 PM-6:00 PM
School Day for Students	8:55 AM-3:10 PM
Breakfast	8:30 AM-8:55 PM
Early Dismissal Days	8:55 AM-1:10 PM

A Message from Administration

At Allen Park, each staff member is committed to establishing a supportive learning environment that focuses on student success in and beyond the classroom. We believe in building a positive relationship between home and school in order to foster a spirit of community. Please let us know what we can do to make this a great school year for you and your child!

Mrs. Melissa Booth, Principal
MelissaRB@Leeschools.net

Ms. Jessica Buen, Assistant Principal
JessicaDB@leeschools.net

Mission

To be a high performing school community inspiring high performing lifelong learners.

Vision

Today's learners...tomorrow's leaders.

ATTENDANCE/ABSENCES/TARDIES

Attendance is mandatory by law and is vitally important for the education of our students. To participate fully in the educational process, your child needs to attend school every day and be on time. The last bell rings at 8:55 am. If a student is not in his/her classroom at that time, he/she is considered tardy and must go to the front office to obtain a pass to enter the classroom.

Students may be marked Absence Excused for the following reasons: illness, the death of someone in the family, religious holidays of the child's own religion, a subpoena by a law enforcement agency or other justifiable reason approved by administration.

If your child is going to be absent, parents should call the front office between 9:00 am – 10:00 am on the first day of their child's absence. A written excuse should also be sent to school on the first day the child returns. Not sending a written excuse will result in an unexcused absence.

Absence notes should include the following information:

- Child's Name
- Teacher's Name
- Date of Absence/Tardy
- Reason for Absence/Tardy
- Parent's Signature

If a parent expects that their child will be absent for an extended period of time, he/she should speak to administration before the absence occurs.

Early Sign-Outs

A complete copy of the District's Attendance Policy is available here: [The School Board of Lee County - 4.16 Student Attendance for Grades PreK-12](#)

BEFORE/AFTER SCHOOL PROGRAM

The Before and After School Program is a Fee Based Program The Before School Program opens each day at 6:30 A.M. The After School Program is from 3:10 P.M. to 6:00 P.M. Students must be registered and pay a \$25 non-refundable registration fee per student, or \$40 per family (2 or more siblings) to attend.

Please register here:

<https://forms.gle/jLf97FUh7L7e3WM6A>

Enrollment Criteria:

- Students must be enrolled at Allen Park Elementary School.
- Students must be able to function in a group of 30 students with one adult supervisor.
- We do provide care for ESE students; however, students must be self-sufficient, and able to function in a group of 30 students with one adult.
- Students must maintain appropriate behavior that will not lead to injury to themselves or others.
- Students will be provided a copy of the After-School Program Discipline Plan.

Allen Park After-School Program operates every school day. There is no After-School Program on early dismissal days.

Registration and Program Fees:

Payments are due prior to the first day of attendance each week. The extending of credit to individuals by The School District of Lee County is prohibited by Article VII of The Florida Constitution.

Fees include snack items, juice or milk.

- **Registration Fee:** \$25 per student /\$40 per family per year (non-refundable)
- **Morning program:** \$25.00/Flat Rate Per Week Per Child
- **Evening program:** \$50.00/Flat Rate Per Week Per Child
- On weeks that have early dismissal days or no school, the flat rate will be prorated. (Ex. 4 day week = \$40.00 flat rate).
- **Late Payment Fee:** \$10 a week
- **Late Pick Up Fee:** \$1.00 per minute late charge per child if child is picked up after closing time.
- **Three late pick-ups will result in dismissal from the program** as outlined in the fee-based guidelines.
- **Returned Check Fee:** \$20 per check

Payments may be made by cash, check, or credit card. Checks should be made out to Allen Park Elementary School.

For more information, use the provided link to view the '23-'24 School Year ASP Parent Handbook

https://docs.google.com/document/d/1KvGkJ1D6B1rEUuTTUsgm4lScv_uYLBpMJRWyC9O8YI/edit?usp=sharing

Pick-up Policy

- Parents must walk into the office, sign students out, and remain in the After School office until their child arrives.
- A photo ID is required when picking up students.
- The evening program closes promptly at 6:00 P.M. each day. If you are unable to pick up your child by this time, please make arrangements with persons listed on your registration form.
- Please call 936-6303 if you are going to be late. We do not answer the main school number after 3:30 P.M.

- Unauthorized persons will NOT be permitted to remove a child from the facility.
- Anyone picking up your child/children must be at least 18 years old.

Dismissal from the Program

- Three late payments
- Three late pick-ups after 6:00 P.M.
- Three disciplinary referrals

BICYCLE HELMET LAW

Florida State Law 316.2065 requires a bicycle rider or passengers under 16 years of age to wear a bicycle helmet that meets the standards of the American National Standards Institute. Bicycle helmets must be worn by anyone under the age of 16 riding on a bicycle on School Board property.

BIRTHDAYS AND CELEBRATIONS

Allen Park Elementary enjoys celebrating special occasions with our students. Birthday and other celebrations should take place during the scheduled lunch period or at a time designated by the classroom teacher. All treats must be store bought. No homemade foods can be distributed to students for health and safety reasons. Only mylar helium balloons are allowed on school campus and school functions. Balloons are not allowed on the school bus. We appreciate your understanding and cooperation with this policy.

BUS

Bus Changes

The contact number for South Zone Transportation is 239-590-4000.

Permission for a student to ride a bus or to get off at a stop other than the one assigned will be approved only in cases of emergency.

- Requests for bus changes must be submitted to 0081.TransportationChanges.Leeschools.net.
- Requests for changes in transportation need to be made prior to 2:00 pm.
- Students will be refused transportation changes unless they have a SCHOOL BUS SPECIAL REQUEST signed by an administrator.
- SCHOOL BUS SPECIAL REQUESTS that have been granted will be given to the student from the front office.
- Students should give the SCHOOL BUS SPECIAL REQUEST to the bus driver before getting on the bus.

If a child moves, the parent is responsible for providing the office with a new proof of residence. Only then will the child's bus be changed.

If you have any questions, please feel free to call the front office at 239-936-1459.

Bus Rules

- The driver is in charge of the bus and students must obey the driver.
- Students shall keep assigned seats at all times with arms and head inside the bus.
- Eating, drinking, using tobacco products or chewing gum will not be allowed on the school bus.
- Anything that interferes with student safety such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, radios, animals, and/or glass containers are not allowed.
- It is suggested that seat belts remain buckled.

Riding the bus is a privilege. If this privilege is abused, consequences will be administered and aligned with the School District of Lee County Student Code of Conduct.

If a child is suspended from the bus and does not attend school due to lack of transportation, the absence is unexcused.

CAFETERIA

Breakfast/Lunch Program

All Allen Park students are provided with a free, nutritious, well-balanced breakfast and lunch daily. Breakfast begins at 8:30 am and closes at 8:55 am, except for students who arrive on a late bus. Students who arrive on a late bus will be given a pass and permitted to get breakfast upon arrival.

At the beginning of the year, students will be given two ID tags - one for breakfast and one for lunch. Students are required to have their breakfast ID tag attached to their backpack. Students will be given a lanyard for their lunch ID tag which is to be kept in the classroom. Any student who needs a new lanyard will be charged \$1.00.

Outside food and drinks that have been opened should not be brought on school property. Outside breakfast items should be finished before entering campus. Students who arrive late with outside breakfast items will be asked to finish their breakfast before reporting to class.

Please do not send glass or carbonated soda drinks to school. Students should only be sent with a refillable water bottle.

CELL PHONES

We understand that students may have cell phones for a variety of reasons; however, during school hours, cell phones are to be turned off and stored in the student's backpack. The school is not responsible for cell phones that are lost, stolen, or damaged. If your student's cell phone creates a disruption, it will be confiscated and held until an adult comes to pick it up.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is important that we have your correct home address, work address, telephone number, and email address on file.

If you do not have a telephone, please provide a neighbor's phone number or an emergency number where we can reach you if needed.

If your telephone number changes during the school year, please notify the front office to update your information. **You may also update your own phone number in the Focus Parent Portal.**

Should you move during the school year and your address changes, please provide the front office with proof of residence. The School District of Lee County will only accept a lease agreement, mortgage statement, or utility bill with your name on it.

CLINIC

Illness Policy

Deciding whether to keep your child at home or to send them to school when ill can be difficult. An ill child will not perform their best and could infect others within the classroom. Some illnesses like diarrhea, vomiting, fever, pink eye, and chickenpox are illnesses where exclusion

from school is necessary. If you are unsure about sending an ill child to school, consult your healthcare provider or contact the School Nurse or clinic.

If your child is sent home due to a fever over 100 degrees, your child must stay home for 24 hours and should not return until he or she is fever-free for 24 hours without medication.

Medication and First Aid

Per HB 1557 Parental Rights in Education, a student may only be seen in the clinic if the parent/guardian has completed the Health Services Consent form located in Focus.

A student who becomes ill will report immediately to the clinic with a pass from the classroom teacher. When a child becomes ill or injured at school, every practical effort will be made to notify the parent/guardian.

Medication should be given by the parents and taken at home if possible. Medication may be taken at school only if failure to take it could jeopardize the student's health. In such cases, the parent must provide written permission on the form supplied by the school. The parent/guardian is responsible for delivering medication to the school clinic including refills when appropriate. Medication may not be transported on the school bus. If medication is to be given in school for longer than two weeks, a statement from the attending physician must also be provided on the form supplied by the school.

Prescription medication must be in its original, labeled container from the pharmacy, kept in the clinic, and taken under the supervision of authorized school personnel. Non-prescription medication (aspirin, cough medicine, cough drops) may be given only if ordered by a physician in writing. The container

must be labeled with the student's name and directions concerning dosage. No over-the-counter medicines such as aspirin or cough medicine will be given without a written statement from the doctor.

Students may not bring medicine to school to take on their own. All medication must be administered in the clinic. This includes aspirin, cough drops, sore throat lozenges, vitamins, etc.

Health Screenings

The school Health Services Act mandates that each school district shall provide health appraisals and management of actual or potential health problems which include but are not limited to nursing assessments, vision, hearing, scoliosis and growth development screenings. Any questions regarding these screenings, please contact the School Nurse.

A student will only participate in health screening if the parent/guardian has completed the Health Services Consent form located in Focus.

District Head Lice Policy

The School District of Lee County has a no-live lice policy. If live lice are found, the student must go home immediately and should not return until all nits and lice have been treated and removed. Upon returning to school, the child must be accompanied by a parent or guardian to be checked by the Clinic Assistant or School Nurse. Once cleared, the child may return to class.

If only nits are observed, parents will be notified by phone. Nits are the eggs laid by a head louse. Upon returning to school, the child must be accompanied by a parent or guardian to be checked by the Clinic Assistant or School Nurse. Once cleared, the child may return to class.

A child with live lice CANNOT ride the school bus. He or she must be picked up by a parent or guardian.

Excessive absence due to head lice will be reported to the School Social Worker.

Facts About Head Lice

- Anyone can get head lice. It is not a sign of being unclean.
- Head lice cannot jump or fly, but they crawl rapidly.
- Head lice are transmitted by direct contact with a person who is infested by wearing infested clothing or using an infested comb, brush, or hat.
- Nits are tiny, yellowish-white oval specks attached to hair shafts. Unlike dandruff, they will not wash off or blow away.
- Persistent itching is one of the first signs that one may have head lice.
- If one person in the family has head lice, there is a good chance that others will have it also. Each family member should be checked.
- Dogs and cats do not have head lice.
- After treatment, the nits are easily removed in the bright sunlight.

Sun Protection

To help prevent students from exposure to sun, hats and sunglasses are approved by the School District of Lee County and should be included in school attire during outdoor activities only. When students come indoors these articles must be removed and placed in the student's own book bag or other designated storage area which keeps these items separated. Sunscreen is also an effective protection against sun exposure. If parents wish to have their child protected, sunscreen should be applied at home before the student dresses for school. This will provide protection to the student during the time spent at school as well as during the rest of the day.

COMMUNICATION: TEACHERS AND PARENTS

Parent/Teacher Conferences

We encourage parent communication with our staff. If you would like to schedule a conference with your child's teacher, please contact the teacher directly. Please understand that teachers supervise students during the hours of 8:30 am – 3:40 pm. Conferences should not be scheduled during this time unless arranged in advance with the teacher. If you have any questions or need assistance, please call 239-936-1459.

Student Agendas

All students are given school-issued agendas at the beginning of the school year. Students are expected to bring their agendas to and from school each day. Please review all materials, homework assignments, and sign your child's agenda prior to returning to school the next day.

If a student loses or damages their agenda and needs a new one the cost is \$8.00.

Focus Parent Portal

The Focus Parent Portal provides parents/guardians a real-time view of their child's assignment grades, attendance information, current grade average in all classes, as well as progress monitoring results. Directions to register for the Focus Parent Portal are sent home at the beginning of the school year. Please contact the front office if you need assistance setting up your account.

To sign-up for a Focus Parent Portal please visit:

https://www.leeschools.net/parent_portal

Phone Calls

If you need to speak to your child's teacher, you may call the front office and

request a call back, write a note in your child's agenda, or contact them via email. Teacher email addresses are located on our school website under Faculty.

Website

<http://alp.leeschools.net/>

Our website has updated information throughout the school year. Please check periodically.

Social Media

Follow us on Social Media!

Twitter: @AllenParkElem

Instagram: @AllenParkElem

Facebook: Allen Park Elementary School

DISCIPLINE

The School District of Lee County Student Code of Conduct serves as a guide as we implement Allen Park's discipline plan. Allen Park Elementary is a PBIS (Positive Behavior Intervention Support) school and utilizes the following acronym for our school wide behavioral expectations:

- Safe
- Helpful
- In Control
- Nice
- Engaged

Individual teachers develop behavior management plans to meet classroom needs. Rules, rewards and consequences are included in each classroom plan. Examples of rewards may include verbal praise, positive notes or phone calls home, stickers, visits to the office for a prize, indoor or outdoor free time, class incentives, classroom celebrations, and S.H.I.N.E. awards.

Severe or repeated infractions will result in a disciplinary referral. An investigation of the problem or situation that occurred will be conducted as needed. Based on the administrator evaluation of the

situation, the following are examples of consequences that may be applied: parent contact via telephone or email, student, teacher, and/or parent conference, restorative practices, time out, non-academic detention, In-School Suspension, and/or Out-of-School Suspension.

DISMISSAL CHANGES/EARLY PICK-UP

If there is a change in the way your child will be going home, please email: 0081.TransportationChanges.Leeschools.net to notify school personnel in the morning with plenty of time prior to dismissal.

Dismissal changes submitted after 2:00 pm will not be honored.

If your child needs to be picked-up early, please send in a note to be given to the child's teacher and/or the front office. Your child will be called to the front office upon your arrival.

Students will only be released to an adult with a valid driver's license who is either a parent, guardian, or designated as an authorized adult on the student emergency card.

According to district policy, no students shall be released within the final 30 minutes of the school day. All early sign-outs must occur before 2:40 pm. Thank you in advance for your cooperation with this policy. Please be cognizant of this district policy when scheduling afternoon appointments for your child.

DISMISSAL: WALKERS AND BIKE RIDERS

All walkers and bike riders will be dismissed at 3:10 pm.

- K-2 walkers and bike riders will be dismissed via the Media gate.
- 3-5 walkers and bike riders will be dismissed via the gate by the Principal's office.
- Parents of walkers are required to have their Walker Pick-Up card in order for their children to be released to their custody.

During rainy days, if your child is a walker or bike rider, you will need to meet your child at the Media gate. Walkers and bikers will be held in the Media Center when campus is under a lightning alert unless a parent is present to pick-up the child.

Students whose parents have not arrived by the end of PPU will be taken to the front office.

Parents arriving late should report to the front office to retrieve their child. You MUST present your PPU card when picking up your child. A \$15 late fee will also be charged.

EARLY DISMISSAL

On district designated early dismissal days Allen Park Elementary School will dismiss at 1:10 pm. Early dismissal days are listed on the School District of Lee County Instructional Calendar.

There is no after care on these days; however, the before school program will be available.

DRESS CODE

The purpose of the dress code is to encourage students to focus on the learning process without distractions. It is expected that students maintain a clean and orderly appearance at all times. Violation of the student dress code may result in disciplinary action.

Shoes – Tennis shoes are recommended at all times and must be worn at PE. High heeled shoes, cleats, flip flops, slides, Crocs, shoes without heel straps, or sneakers with wheels are not allowed at any time.

Tops – T-shirts, collared shirts, button-down shirts and school spirit shirts are permitted. All shirts/tops must have sleeves. Crop tops and tops with spaghetti straps are not allowed.

Bottoms – All bottoms must be worn at the waistline. Ripped pants, jeans, or shorts are not allowed. Shorts must be fingertip length or longer.

Skirts/Dresses – Skirts must be fingertip length or longer or just above the knee. Slits above the knee are not permitted. Shorts under skirts and dresses are recommended. Backless/strapless dresses are not allowed.

Jackets/Sweaters – Hooded jackets and sweatshirts are not allowed.

Hair and Headwear – Extreme, distracting hair styles are not allowed. Hats and sunglasses should not be worn on campus unless students are at PE or recess.

Jewelry and Piercings – Any article of clothing or jewelry that could likely cause injury – such as chains, bracelets, rings and chokers – are prohibited. Wallet chains of any length are prohibited. Adornments that could cause injury, be a safety risk or cause disruption to the classroom environment may not be worn. Examples of prohibited adornments include, but are not limited to, hoops or rings attached to the nose, eyebrow, cheeks, or lips.

EMERGENCY CARDS

It is imperative that every parent has a Focus Parent Portal account.

Student emergency information and medical consent MUST be completed on the Focus Parent Portal prior to the first day of school.

- To sign-up for a Focus Parent Portal please visit:
https://www.leeschools.net/parent_portal
- Please make sure that you complete this information for your child with your correct and updated phone numbers and addresses.
- Please include additional contact information for other individuals who are authorized to pick up your child if you are not available.

In an emergency situation, it is critical that we have this information on file in order to contact you.

We will not release your child to the care of anyone who is NOT listed as an emergency contact.

EMERGENCY SCHOOL CLOSING

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close school when severe weather threatens. Unless there is a clear threat of danger, the decision to close school will be made around 4:00 am and announced through local media morning news and via NOAA Weather Alert Radios. Parents and staff should listen to local media beginning at 5:00 am for the latest information pertaining to school closing during severe weather months. The district will also utilize School Messenger

to message families and employees in regards to school closings.

HARASSMENT/BULLYING

If any words or actions make a student feel uncomfortable or fearful, this should be reported to a teacher, administrator, School Counselor, School Resource Officer, or trusted adult immediately.

Students may be asked to make a written report and an investigation may be conducted by administration. The student's right to privacy will be respected as much as possible. Allen Park Elementary School takes all reports of harassment/bullying based upon sex, race, color, age, religion, national origin, or handicap very seriously. We will take all appropriate action to investigate such claims in order to eliminate the harassment/bullying and to discipline any person found to have engaged in such conduct. Action will also be taken should a child be intimidated or harmed due to making such a report.

LOST AND FOUND

Any clothing found on campus will be placed in the lost and found area in the cafeteria. It is suggested that you label your child's jackets, sweatshirts, backpacks, lunch boxes, and water bottles to assist with recovery of lost or missing items. At the end of each quarter, unclaimed items will be donated.

NON-DISCRIMINATION POLICY

It is the policy of the School District of Lee County not to discriminate on the basis of sex, race, color, age, religion, national origin, handicap or marital status in its educational programs, activities, or

employment policies. For additional information, please see the Statement of Non-Discrimination Policy in the Student Code of Conduct. Established grievance procedures and appropriate discrimination complaint forms are available from the Equity Coordinator at each school. Complaints/inquiries regarding compliance with these regulations may be directed to:

- Chuck Bradley, Director Positive Prevention: 239-939-6858
- Kelly Scibilia, Equity Coordinator 239-936-1459

PARENT DROP-OFF AND PICK-UP:

To promote safe and prompt movement of students, staff, and visitors, we ask that you please follow these guidelines:

- The speed limit on campus is 5 MPH.
- Display the provided Parent Pick-Up sign in your front window.
- Parents are not to use the bus ramp area to drop off or pick up their children. It is against county ordinance to park across a sidewalk and violators may receive a ticket.
- Parents are not permitted to park on residential streets to drop off or pick up their children. Violators will be ticketed by FMPD.

AM Procedures

- Students are not allowed to be dropped off before 8:30 A.M.
- Students are to stay in their cars until the supervising staff has arrived.
- The parent drop-off staff will be in position to supervise and assist students beginning at 8:30 AM.

- When dropping students off, parents should only use Lanes 2-4. Lane 1 will be used for parents with PINK tags only (ESE students and PreK).
- Please enter your designated lane and pull up as far as you can.
- Students MUST wait until parent drop-off staff signal that it is OK for students to exit the vehicle.
- Students will walk on the blue line on the sidewalk and enter through the parent drop-off gate.
- We will keep unloading students along the entire length of the sidewalk in order to expedite drop-off.
- Exit the ramp and turn right only.
- For safety purposes, cell phones are not permitted to be in use while on the ramp.

PM Procedures

- The PPU ramp has four lanes and is loaded in "waves". Your lane will be assigned on arrival by parent pick-up staff using a number paddle.
- Please enter your designated lane and pull up as far as you can.
- Please make sure your parent pick-up card is visible to parent pick-up staff.
- Once on the ramp, please stay in your car and allow time for your child to arrive.
- Students will be loaded one lane at a time.
- Leave the ramp in the same lane that you entered. Do not change lanes.
- If your child is delayed, please proceed up the ramp to the designated area where you can pull forward and wait for your child to arrive.
- Parents are NOT to use the bus ramp, residential areas, and visitor

or staff parking to pick up students.

- Students whose parents have not arrived by the end of PPU will be taken to the front office.
- Parents arriving late should report to the front office to retrieve their child. You MUST present your PPU card when picking up your child.
- A \$15 late fee will also be charged.

If you need a new parent pick-up tag, please request one through your child's teacher or contact the front office. Not having a tag displayed, may delay the release of your child.

PARKING

All visitors must park in a designated parking space in the front of the school. If the front lot is full, you must park in the back visitor lot located on Sunset Rd.

Cars parked in fire lanes and on sidewalks will be ticketed by FMPD.

During events, you may park in the designated parking locations for the event.

PARENT TEACHER ASSOCIATION (PTA)

All parents/guardians are invited to join the Allen Park Elementary PTA. Allen Park Elementary PTA is a nonprofit organization run by volunteers. The main purpose of PTA is to bring families together, along with the school staff, in ways that will benefit students. Research shows that children perform better academically and have better behavior when their parents/guardians are involved at school.

We encourage you to join us as we continue to make a positive impact at Allen Park Elementary. Meeting dates and times will be sent out via School Messenger and can be found on our school website.

PHYSICAL EDUCATION AND RECESS

Physical Education is a regular part of our school program. It is important that students wear clothes that are appropriate for physical activity. Athletic shoes that are closed toe and closed heel must be worn. High heeled shoes, cleats, flip flops, slides, Crocs, shoes without heel straps, or sneakers with wheels will not be allowed for your child's safety. These same requests apply during other activities such as daily recess. If a child needs to be excused from Physical Education, a written note from the parent must be presented for the day. If a child is to miss more than three days, a doctor's note with dates to be excused is required.

TOYS AND VALUABLES

Students are not allowed to bring jewelry, toys, trading cards, or handheld video games to school. Often these items are lost, stolen, or damaged and cause classroom disruptions. The school is not responsible for valuable items that are lost, stolen, or damaged. Items which create a disruption may be taken from the child and held until an adult comes to pick up the item. If there are items that are not claimed, they will be discarded at the end of the school year.

MEDIA CENTER

Responsibility for Books

The school must be reimbursed for lost and/or damaged textbooks and library books. You may call the school at 936-1459

for information about lost and/or damaged textbooks and library books. Please make checks payable to "Allen Park Elementary".

SCHOOL MESSENGER

The School District of Lee County and Allen Park Elementary uses the School Messenger app to enable parents, staff, and students to stay informed and up-to-date on important information and activities within the school and the district.

Parents/Guardians should visit To sign-up for a Focus Parent Portal please visit: <https://go.schoolmessenger.com/#/home> and sign up for a free account.

Communication preferences may be set for phone calls, emails, and text messages.

SCHOOL SUPPLIES

As a Title I school, Allen Park will provide basic school supplies for all students. This includes: pencils, crayons, scissors, glue, folders, and composition notebooks/paper. Parents/guardians may provide additional school supplies at their own discretion.

VISITORS

- Safety is very important to us. All visitors must stop at the front office to sign-in, have their valid driver's license scanned and receive a visitor's pass.
- All classroom visits should be arranged with the school ahead of time.

- If you would like to have a conference with a teacher or administration, please contact your child's teacher in order to make an appointment.
- After the first day of school, parents will not be permitted to walk their child to class.

VOLUNTEERS

Volunteers are a valuable asset to our educational program. We invite our parents, community members, and business partners to become a part of our volunteer family. Whether you can give one hour per week or many hours, WE NEED YOU! No previous experience is required. The following is a list of jobs that volunteers perform:

- Work with individual students and/or small groups.
- Listen to students read and/or read to students.
- Assist in the Media Center.
- Aid teachers with clerical work and bulletin boards.
- Help in the cafeteria during student lunch times.
- Meet and greet at parent drop-off.

If you are interested in learning more about our Volunteer Program, please contact the front office.

The school administration may discontinue a volunteer's service if the volunteer interferes or disrupts the learning environment of the classroom or school.