

School Information

Allen Park Elementary School
3345 Canelo Drive
Fort Myers, Florida 33901
<http://alp.leeschools.net/>

School Phone Numbers

Office	936-1459
FAX	936-3470
Cafeteria	936-4902
Transportation	334-0211
After School Program	936-6303 (after 3:45 P.M.)

Hours

Office	7:45 A.M. to 3:45 P.M.
Before School Program	6:30 A.M. to 8:30 A.M.
After School Program	3:10 P.M. to 6:00 P.M.
Breakfast	8:30 A.M. to 8:55 A.M.
School Day for Students	8:55 A.M. to 3:10 P.M.
School Day for Teachers	8:10 A.M. to 3:40 P.M.
Early Dismissal Days	8:55 A.M. to 1:10 P.M.
Conferences	Please call for an appointment

WELCOME TO ALLEN PARK!

Dear Parents,

Welcome to the 2015-2016 school year at Allen Park Elementary! We look forward to a wonderful and productive year working with you and your children. We firmly believe that you play a vital role in your child's education and look forward to partnering with you to give your child the best education. Our volunteer program is important to the success of our school, and we invite you to become a volunteer. Applications are available in the office. We also invite our dads, stepfathers, uncles, and grandfathers to participate in our WATCH D.O.G.S. (Dads of Great Students) program. Male role models are always appreciated as they give their time and talents to support our children. Our PTA organization contributes in a variety of ways from classroom grants to fundraisers throughout the year. If you have been a member in the past or are new to Allen Park, we encourage you to join our PTA. It is a membership that is renewed every year and there are a variety of ways you can serve through this organization. Everyone working together is what has made Allen Park a successful school. Join the Allen Park team and be involved in your child's education.

Our student calendar includes our Parent and Student Handbook, which is aligned to The School District of Lee County Parent Guide & Code of Conduct for Students 2015 - 2016. Expectations, policies and procedures followed at Allen Park Elementary and the School District are clearly communicated and defined. Please take time to become familiar with this information. Parents and students must sign and return the 2015 - 2016 Code of Conduct Form being sent home the first week of school. The school calendar is also included to assist you in knowing the events and activities held on our campus.

We are honored that you entrust your children with us each day, and we take that responsibility seriously. It is a **Lee County School District policy that ALL VISITORS AND PARENTS MUST FIRST CHECK IN WITH THE OFFICE before entering our school campus.** We do this through our "KeepnTrack" system. You will receive a personalized visitor's badge upon the completion of screening. This is for the safety of your children. We appreciate your support of "safety first" at Allen Park Elementary. Please make sure you complete and return the emergency card your child brings home. Anyone who will be picking up your child from school must be listed on this card.

The first week of school is a transition time. Please be patient with our parent pick-up ramp, bus pick up and drop off/arrival times. If you are picking up your child at parent pick-up, **we require that you post your car tag and remain in your vehicle at all times.** Also, keep in mind that traditionally buses may arrive late the first week as drivers make sure all students arrive home safely. Bus

Schedules for the 2015-2016 school year are available online: <http://transportation.leeschools.net>. Please refer to the Parent Drop-Off/Pick-Up and Bus sections for detailed procedures in this handbook.

The partnership between school, parents and the community are important in the educational journey of our children. We look forward to working with you this school year!

Serving together,

Lisa Eastridge
Principal

Stephanie Metzger
Assistant Principal

Mission

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

Vision

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



Please call the office at 936-1459 to contact the appropriate staff member.

Absences	Information Specialist
Accelerated Reader	Teacher
Before/After School Program	Clerk Typist
Bus Information	Information Specialist
Cafeteria	Café Manager
Change of Address	Information Specialist
Curriculum	Curriculum Specialist
Discipline	Teacher/Administration
Enrollment	Information Specialist
Gifted	Guidance Counselor
Illness	Clinic Assistant
Medication	Clinic Assistant
MTSS	Inst. Support Specialist
ParentLink	Technology Specialist
Reading Renaissance	Curriculum Specialist
Standardized Testing	Guidance Counselor

ACCELERATED READER (AR) READING RENAISSANCE (RR) PROGRAM

Our goal is to develop lifelong learners who love to read. The child who loves to read will not only do well in English and Language Arts courses, but will, in fact, excel in every area of schoolwork and life. Reading is crucial to everything we do. It helps us earn a living, care for our families, stay healthy, understand local and world events, and foster personal growth. As we read, we learn from the experiences and insights of others and often we are entertained in the process.

Reading Renaissance is Allen Park's supplemental research-based reading program that combines technology, motivation, and individualized instruction. Allen Park has been using the RR Reading Program for the past eighteen years and we continue to celebrate the positive impact it has on our students' reading performance. Students are exposed to a wide range of literature, both fiction and non-fiction.

Teachers monitor students' book choices to ensure they are reading from diverse genres such as biographies, humor, historical fiction, tall tales and autobiographies. It is a RR Program requirement that a certain percentage of the books students read are non-fiction.

The following will help you understand how the program works.

1. Students are tested with the STAR Reading Test several times throughout the school year. This test gives teachers a reading range (level) for each student and reflects reading growth as the year progresses.
2. Teachers meet individually with students each quarter to set reading goals which are recorded in the Student Reading Plan. Goals include:

- maintaining an 85% or higher average on AR quizzes to show maximum growth.
 - meeting an Average Book Level goal.
 - meeting point goals established by the teacher.
 - meeting certification goals based on performance on AR quizzes.
 - meeting additional goals as determined by the teacher.
3. Students choose library books based on their reading level.
 4. Students take Accelerated Reader (AR) quizzes. Performance on the quizzes provides the assessment information to help teachers motivate students, monitor progress, and target instruction to accelerate reading growth. Along with a quiz score, the computer also awards points based on quiz performance. Vocabulary quizzes and literacy skills tests are also given as appropriate.
 5. Students are responsible for maintaining a daily reading log.
 6. Allen Park students receive a minimum of 30 minutes per day of AR time. An additional 30 minutes of at-home reading may be required as part of each student's homework responsibilities.
 7. Specific reading skills, based on the Florida Standards for College and Career Readiness, are incorporated into daily reading lesson plans.
 8. Reports are generated to help teachers monitor student progress. Weekly progress reports and quarterly report cards will reflect your child's reading performance.

Students' reading achievements must and should be acknowledged and celebrated. Listed below are the many ways Allen Park celebrates the reading achievements of its students.

- CERTIFICATES are given to students when they achieve certification and point goals.

ACCELERATED READER (AR) READING RENAISSANCE (RR) PROGRAM

(continued)

- AR TAGS are given to students when they achieve certification and point goals. These tags are similar to the plastic key chain tags given out to customers at local stores. Our students receive a chain necklace and tags are added as certification levels and points are achieved.
- WAPE MORNING NEWS is another vehicle we use to announce reading achievements.
- QUARTERLY CELEBRATIONS are held for students who have achieved their goals, maintained an 85% or higher average on AR quizzes, and achieved other individual goals set by the teacher.
- MILLIONAIRE CLUB is for students who have read 1,000,000 words within the year.

ADDRESS/TELEPHONE NUMBER

It is important that we have your correct home and work addresses and telephone numbers. If you do not have a telephone, please give us a family member's number or an emergency number so that we can locate you if needed.

If you move during the school year you must provide proof of residence. Lee County School District will only accept a lease agreement, mortgage statement or electric bill as proof of residence.

If your telephone number or address changes, please notify the school office in writing immediately.

AGENDAS / PLANNERS

Please refer to the COMMUNICATION section of the handbook.

ART

Art is offered as one of Allen Park's Special Area classes on a year round basis.

ATTENDANCE/ABSENCES/TARDIES

Attendance is mandatory by law and is vitally important for the education of students. To participate fully in the educational process, your child needs to attend school every day, be on time (no later than 8:55 a.m.) and remain in class until the end of the day (3:10 p.m.).

Based on the Lee County School Board and Allen Park's policies and procedures, our attendance guidelines are as follows:

- Parents should call the school to report all absences. A note in the student's agenda explaining your child's absence should also be sent the day the child returns to school.
- Excused absences will be granted for personal illness, medical or dental appointments, death of relative, established religious holidays, emergencies, for educational purposes, students having, or suspected of having, a communicable disease or infestation which can be transmitted, or other justifiable reasons as approved by the principal.
- Suspension, truancy, avoidable absence and absence without contact with the school (except in cases of emergency) are considered unexcused absences.

ATTENDANCE/ABSENCES/TARDIES

(continued)

- Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. An accumulation of daily absences (excused or unexcused), by tardiness, or early sign-outs that equal 5 days in a calendar month or 10 days within a 90 calendar day period may be exhibiting a pattern of non-attendance.
- If a student has **15** unexcused absences within 90 calendar days, a letter will be sent home mandating a MTSS meeting to develop a plan to improve the student's attendance. If the student's attendance does not improve, a referral to the Truancy Intervention Program may occur.

Tardies

- A student is tardy if he/she arrives on our school campus at 8:56 A.M. or later.
- Habitual tardiness is defined as being tardy six times within a quarter. When tardies become excessive as defined above, we will ask that you meet with the MTSS Team and principal to determine how we can assist you in getting your child to school on time. If you are unable to meet with us, the school Social Worker may visit you at your home or place of employment.

Early Sign-Outs

- No student shall be released within the final 30 minutes (2:40 P.M. or later) of the school day unless the principal/designee determines it is an emergency.
- **Three unexcused tardies and/or unexcused early sign-outs may, at the discretion of the principal, be considered equal to one day of absence.**

Please refer to the Parent Guide & Code of Conduct for Students for other Attendance Policies and Procedures.

AWARDS

Each quarter students will be recognized for their learning achievements. Award ceremonies will be held in the classroom recognizing the following awards:

- A Honor Roll, A/B Honor Roll (1st to 5th only)
- Perfect Attendance Award
- Citizenship
- Academic Achievement / Most Improved
- Creative teacher awards

A Honor Roll: To be placed on the "A" Honor Roll, a student must have all A's or S's (not an average) in the following academic areas: Reading, Language Arts, Math, Social Studies, and Science. "A" certificates are given quarterly. The student must also have all S's in academic effort.

A/B Honor Roll: To be placed on the "A/B" Honor Roll, a student must have all A's and B's in the same academic areas as the "A" Honor Roll. "A/B" certificates are given quarterly. The student must also have all S's in academic effort.

Citizenship: To receive this award, students must meet the behavioral standards of Allen Park, requirements of the classroom teacher and receive all S's in Personal Development and Specials. Students who earned a referral or a visit to the office do not meet behavioral standards. Citizenship certificates are given quarterly.

Academic Achievement/Most Improved: To receive this award, students must demonstrate academic growth as determined by the teacher. Both awards are given quarterly.

Creative teacher awards: Students will be recognized based on their accomplishments in the classroom.

BALLOONS

Only mylar helium balloons are allowed on school campuses and at school functions. Balloons are not allowed on school buses.

BEFORE/AFTER SCHOOL PROGRAM

The Before and After School Program is a Fee Based Program (\$6 in the A.M. and \$8 in the P.M.). 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 the \$25 non-refundable registration fee to attend. Registration forms are available in the front office and on our school web-site during the school year.

BIRTHDAYS

Students' birthdays are recognized on the morning news program and in classrooms. Parents need to contact the teacher if they want to bring in treats as there may be allergies in the class. We request cupcakes instead of cakes. Treats should be served in the café and should only be shared with students in the birthday student's class.

Invitations to private student birthday parties may not be handed out during the school day unless the whole class is invited or all girls/all boys are invited.

BOOKS

The school must be reimbursed for lost and/or damaged textbooks and library books. Call the Bookkeeper at 936-1459 for the cost of textbooks. Call the Media Center for lost library books at 936-1459. Please make checks payable to "Allen Park Elementary."

BRING YOUR OWN DEVICE

It is voluntary for students to bring their own personal electronic mobile devices, including cell phones, to school. Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel. Possession of all personal electronic devices, including cell phones, is done at the student's own risk and the school assumes no responsibility, legal or otherwise, with regard to these items. Failure to comply with district policy concerning mobile devices will result in appropriate disciplinary consequences as outlined in the code of Conduct for Students. Please refer to the School Board Policy 2.202 Acceptable Use Policy governing Student Use of Personal Electronic Mobile Devices for additional information.

BUCKET FILLERS

The Bucket Fillers program has been adopted as a part of our school-wide positive behavior support program. It is designed to establish a culture of positive interaction that sets the foundation for the development of a positive self-concept and interpersonal skills.

The idea of Bucket Fillers is based on the book "Have You Filled A Bucket Today? (A Guide to Daily Happiness For Kids)" by Carol McCloud. The premise of the book is this...

We all carry an invisible bucket that contains our feelings. When our bucket is full, we feel great. When our bucket is empty, we feel sad. A bucket filler is someone who says or does nice things for other people. By doing this, they are filling other people's buckets and filling their own bucket at the same time.

On the other hand, a bucket dipper says or does things to cause other people to feel bad. A bucket dipper empties their bucket when they say and do mean things.

BUCKET FILLERS

(continued)

Our expectation for all staff and students is to be bucket fillers and not bucket dippers. The bucket filler metaphor is used throughout our classrooms and campus to help remind us that bucket filling is a part of our routine and that as we continue to fill the buckets of others, we also fill our own.

BUS

- The automated telephone number for transportation and special needs transportation is 334-0211.
- Bus stop and bus numbers can be accessed through the district website (<http://transportation.leeschools.net>).
- Contact the Information Specialist if a change is needed involving bus transportation.
- A request to ride a different bus or use another stop must be approved by a school administrator. This will only be approved in emergency situations. No verbal or phone requests from parents will be honored. **Changes will only be done if a faxed request is received before 2:00 P.M. on the day of changes. The fax must include the requested change, a signature and copy of a photo ID from a parent or guardian.**
- If a student chooses to violate a bus rule, the driver will issue a bus referral. The referral will be handled by the administration. In most cases, the following procedure will be followed:
 - 1st referral: Warning; parent contacted
 - 2nd referral: Letter home; parent contacted
 - 3rd referral: Parent conference and/or one day bus suspension
 - 4th referral: 2 day bus suspension and second parent conference
 - 5th referral: 3 day bus suspension and administrative hearing

Please refer to the Parent Guide & Code of Conduct for Students for specific bus guidelines, rules and information.

CAFETERIA: BREAKFAST/LUNCH

General Information

- Our program is regulated by the Federal guidelines for Menus/Offer versus Serve.
- Allen Park has been approved for THE COMMUNITY ELIGIBILITY PROGRAM through the NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAMS. All students attending Allen Park will receive free breakfast and lunch.
- Ala cart items will still be available for purchase.
- Students will receive a lanyard with an individualized bar-code/student ID number card attached. Student account numbers are kept confidential. Lost cards will need to be replaced at a cost of \$0.50 each.
- Parents may call the café at 936-4902 to check on balances. Parents may also use ParentLink to check balances.

Allergy – Special Diets

- Inform the Café Manager in writing if your child has a food allergy or special diet needs.
- Students must have a Medical Note or Food Substitution Form signed by a medical authority. This information must be kept on file in the Clinic and Food Service Manager's Office.

Breakfast

- Breakfast starts at 8:30 A.M. and ends at 8:55 A.M.
- Breakfast is free for all students.
- Students in K - 5 must report to the classroom and check in with their teachers before going to breakfast. Students must go directly from the classroom to the Café.
- Students are seated in the Café in the order they leave the Café line.
- Breakfast is a silent activity.

CAFETERIA: BREAKFAST/LUNCH

(continued)

- Dismissal will be on an individual basis.

Lunch

- Students have a 25 minute lunch period.
- Lunch is free for all students.
- A second lunch may be purchased for \$2.35 once the first lunch is eaten.
- We encourage nutritional lunches to be brought from home (no candy or soda, please).
- Students will eat lunch and follow the **Café Expectations**.

Café Expectations (for Students)

1. Students will walk.
2. Students will use inside voices.
3. Students will use good manners and be respectful of others.
4. Students will remain seated.
5. Students will raise hands.
6. Students will keep area clean.

Money Collection:

- Parents may choose to fund a student lunch account for ala cart items or for additional breakfast or lunch. This money can be sent in with the student or put into MyLunchMoney.com, a district online prepayment option.
- We are not able to accept temporary or starter checks as payment.

Parent Visits and Luncheons:

- Parents must sign in at the office and obtain a visitor's pass prior to arriving in the Café.

- Parents must stay in the Café or sit at a picnic table to eat lunch with their child. No other students may eat with them.
- Please do not share food with any child other than your own due to food allergies.

CELL PHONES

Please see BRING YOUR OWN DEVICE for information about cell phones.

CLINIC

Allen Park has a full-time assistant and a part-time nurse working in the clinic. Guidelines for calling parents and requiring them to pick up their child are as follows:

- a temperature over 100 degrees(students must remain at home for at least 24 hours or until all symptoms subside).
- vomiting
- a communicable disease
- an injury requiring more than basic first aid
- head lice

Medical condition: if your child has a known medical condition please notify the school clinic and indicate on the emergency card. The school nurse will contact the parents to identify any medical needs while in school and create a plan of care.

Please make sure that you have an emergency card on file in the clinic with correct phone numbers. Updating your information on emergency cards is essential. Please cooperate by picking up your child promptly.

CHORUS

4th and 5th graders have the opportunity to participate in chorus. Interested students will be given a two-week practice period to attend after-school rehearsals. After the two weeks students and parents may decide if they want to become a chorus member which includes committing to the required practices one day a week and two evening performances. If you have any questions concerning chorus please call the Music teacher.

COMMUNICATION with TEACHERS & PARENTS

Agendas/Planners

- All students in grades K through 5 will be given one free agenda/planner.
- If they lose, misplace or damage their planner/agenda, they will be expected to replace it at a cost of \$7.00.
- Students are expected to have it with them at school every day.
- By using an agenda/planner a student learns how to organize homework assignments and develop good study skills and habits.
- Your child's agenda/planner is an excellent means of communication with the teacher.
- Parents are expected to sign the agenda/planner each night. Teachers are expected to sign the agenda/planner each day.

Brown Weekly Communication Envelopes

- Envelopes are sent home once a week on a Friday or Monday.
- Graded papers and newsletters will be included weekly in the envelope.

- School newsletters will be included at the end of each month.
- Parents must empty the envelope, sign the outside and return each week.

Conferences

- Teachers are available for conferences before and after school.
- Conferences with teachers need to be scheduled at times other than during student arrival (8:30 A.M. to 8:55 A.M.) and instructional time.

E-Mail

- We request e-mail be used on a limited basis.

ParentLink (<http://Parentlink.LeeSchools.Net>)

The district-wide ParentLink system is available to parents. It has been implemented to improve student achievement and attendance by facilitating parental involvement with student grades, homework, and attendance.

- There is a link on our school web-site for ParentLink.
- Parents will be able to view attendance, Café balances, and summary grades.
- Specific phone messages will be sent out for reminders of school events and issues.
- Please make sure the office has updated phone numbers and e-mail addresses.

Phone Calls

- Teachers are available for phone calls from 8:20 a.m. to 8:30 a.m. and 3:20 p.m. to 3:40 p.m. We will not be able to put calls through during the school day.

COMMUNICATION with TEACHERS & PARENTS

(continued)

Web-site

- <http://alp.leeschools.net/>
- Our web-site has updated information throughout the school year. Please check periodically.

Weekly Progress Notes

- A report about your child's academic and citizenship progress will be sent home weekly in your child's brown communication envelope.

CONDUCT

We follow *The School District of Lee County Parent Guide & Code of Conduct for Students* as our guide for discipline concerns. At Allen Park we believe that children do their best in an environment that fosters self-responsibility and independent problem solving. Faculty, staff and students are trained in proactive strategies that support appropriate behavior choices and create a positive school environment. We actively use positive behavior support programs including "Bucket Fillers" and "R²S²" which are included separately in this handbook. We encourage parents to discuss these programs and expectations with their children and their children's teachers, so that we can work together as partners to develop positive character qualities in all of our students.

CURRICULUM

The Allen Park curriculum focuses on the Florida Standards for College and Career Readiness which clearly define what every student is expected to know and what every student is expected to

be able to do. While our teachers utilize many different strategies and resources to enable our students to meet these high and rigorous standards, our goal is to produce high-achieving students whose self-esteem and confidence are built upon authentic academic success. The curriculum at Allen Park stresses high achievement in Language Arts (reading, writing, language, listening, speaking), Mathematics, Science, and Social Studies. We believe that reading is the foundation for successful mastery of all subject areas and at Allen Park reading skills are emphasized at every grade level. It is the responsibility of the staff to provide every opportunity for students to reach, and even exceed, their potential. It is the responsibility of the students to take advantage of the learning opportunities provided to them.

DISMISSAL POLICIES AND CHANGES

During the first days of school we will document and establish each child's "going home" routine. This is done by recording how your child arrives at school and assuming that he/she will go home the same way, unless we are specifically informed otherwise by the parent. For instance, a child arriving on Bus 123 will be put on Bus 123 in the afternoon unless the parent has reported a different afternoon routine. **Once this "going home" routine has been established, it will not be changed without specific written instructions from the parent.**

If you need to change your child's "going home" routine at any time during the school year, either temporarily for a day or permanently, please follow these procedures:

- **Written notice** with detailed information in your child's agenda.
- No verbal or phone requests from parents will be honored. **Changes will only be done if a faxed request is received before 2:00 P.M. on the day of changes. The fax must include the requested change, a signature and copy of a photo ID from a parent or guardian.**

DISMISSAL POLICIES AND CHANGES

(continued)

- Requests to ride a different bus or use another stop must be approved by a school administrator. **This will only be approved in emergency situations. Written documentation is required and must follow all procedures as described above.**
- **Early removal from class will be honored only for doctor's appointments or emergencies.** Should you come to the office to remove your child early from class, you **MUST** have photo ID with you. If you send someone in your place, the person must be listed on the emergency card and have photo ID. **Students will not be released to anyone that is not listed on the emergency card.**
- Students whose parents live close to school may be picked up at our Media Center **only if the parent has walked to school.**
- Parents may not park their cars on sidewalks and come to the Media Center to pick up their child. This is against the law and you may receive a ticket from the FMPD.

DRESS CODE

(from the Parent Guide & Code of Conduct for Students)

The purpose of the Dress Code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students shall maintain, orderly appearance at all times. Parents will be contacted and asked to bring a change of clothing if needed. **NO STUDENTS WILL BE PERMITTED TO WEAR CLOTHING THAT DISRUPTS OR INTERFERES WITH THE EDUCATIONAL PROCESS.**

1. Apparel shall be adequate in both length and coverage to be considered appropriate for school. Shorts must be of appropriate length and extend beyond fingertips.
2. Pants shall be worn fastened and at the waist with no undergarments showing.

3. Pants with holes, tears, etc. may not be worn, if in the principal's judgment, they may cause a disruption to the school environment.
4. Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
5. Clothing that exposes underwear or body parts in an indecent or vulgar manner are prohibited.
6. Transparent or see-through tops, bare midriff, strapless, low-cut clothing, or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, tank tops, muscle shirts, or any clothing which may be distracting are prohibited.
7. Any articles of clothing or jewelry that could likely cause injury—such as chains, bracelets, rings, chokers with or without spikes, or studs—are prohibited. Wallet chains of any length are prohibited.
8. Shoes shall be worn at all times. **Tennis shoes must be worn on PE days. No flip-flops or sneakers with skates are allowed on any school days.**
9. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
10. Apparel or symbols which may be gang-related may not be displayed on a student's person or in the student's possession.
11. Gang-related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the principal, are prohibited.
12. Adornments that, in the principal's judgment could cause injury, be a safety risk or cause a disruption to the school 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.
13. The wearing on campus of hats, caps, headgear (including hoodies) or sunglasses is prohibited. **Hats and sunglasses may be worn at PE only.** There may be certain exceptions for medical conditions and physical education classes held outside. The principal will determine these exceptions.
14. Clothing with slogans or advertising which by its controversial or obscene nature disrupts the educational setting is prohibited.

DRESS CODE

(continued)

15. Hair coloring or style that may cause a substantial disruption to the educational environment, as determined by the principal, is prohibited. Natural hair color is the accepted color for hair.
16. Long, oversized jerseys are prohibited.

ELECTRONIC DEVICES

See BRING YOUR OWN DEVICE for information regarding electronic devices.

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 5:00 A.M. and announced through NBC-2, WINK, ABC-7 TV morning news shows, and via NOAA Weather Alert radios. Parents and staff should listen to local media beginning at 5:00 A.M. for the latest information pertaining to school closing during severe weather months.

FIELD TRIPS

Student field trip permission forms must be signed by a parent in order for a child to attend a field trip. Students may bring their lunch or receive a brown bag lunch from the Café. Only parents may attend field trips and ride the school bus when attending the field trip (siblings and preschoolers are not allowed to attend field trips for liability reasons).

GRADES

Please refer to the COMMUNICATION section – ParentLink and REPORT CARD section of the handbook.

GUIDANCE

Guidance Counselors work with children, parents, and teachers. They also work with school resource personnel and community agencies to obtain help for children. Should the need arise; our Guidance Counselor will be glad to assist you.

HEAD LICE

Should your child get head lice, you will be contacted and requested to pick-up your child. Parents are responsible for treatment of the head lice by shampoo (Pediculicide) and nit removal (special comb). All nits must be removed before the student is allowed to return to the classroom. Parents must accompany their child to the clinic for a recheck before the child may return to the classroom. Contact the clinic assistant for more information on how to treat head lice.

HOMEWORK

The purpose of homework is to enhance learning. It is a school policy for homework to be assigned Monday through Thursday each week. Assignments are designed to review and reinforce academic skills. In Grades 1 to 5, students must read an AR book for 30 minutes in addition to their homework. Kindergarten students are also assigned homework. Please work with your child and check his/her homework. Contact the teacher if you have

HOMEWORK

(continued)

questions about homework. This will enable you to become aware of the skills being taught, as well as the progress your child is making. Your child's teacher will send home a copy of the classroom homework policy at the beginning of the year.

INVITATIONS

Invitations to private parties and student birthday parties may be handed out during the school day only if the whole class is invited or all girls/all boys are invited.

LOST AND FOUND

Any item of clothing, backpack or lunchbox found on campus will be placed in the lost and found area on our stage area in the Café. Other personal items will be kept in the office. Please note that at the end of each quarter, the lost items that are not claimed will be donated.

MAKE-UP WORK

Students shall be responsible for all work and assignments missed during an absence. Parents may call the school to request make-up work which will be ready for pick up in the front office after 3:30. Immediately upon return to school from an absence, the student shall be given the number of school days missed plus one additional day to submit the make-up work for full credit.

MEDICATION

If a student must take medication, arrangements should be made with the attending physician so that the medication is given at

home before or after school hours. Medication may only be given at school if failure to take it could jeopardize the student's health. The Parent Permission Medication Form MIS 398 and Physician Permission Form MIS 401 must be completed and kept in the clinic with the medication.

1. Medication must be brought to school clinic by an adult fully labeled and in the original container from the pharmacist. If the prescription medication is needed for over two weeks, an MIS 401 must be filled out by physician.
2. If a doctor orders a non-prescription medication, it must be labeled with the student's name and directions concerning dosage. MIS 401 must be on file.
3. No over the counter medications will be given without a written statement from the doctor.

MTSS

Multi-Tiered Level of Student Support

If a student experiences academic, attendance, behavior, social/emotional, medical and/or other difficulties, our MTSS Team is organized to meet and address these concerns. Generally, the student's teacher initiates the referral, but parents and other staff members may also request a meeting. The student's teacher, parents, the Curriculum Specialist and the Guidance Counselor may all attend the meetings. Depending upon the individual needs of each student referred, additional members invited to attend may include: School Social Worker, ESE teacher, School Psychologist, School Nurse, Speech Pathologist, Equity Coordinator, student and Administrators. Parents may contact the Curriculum Specialist for more information. MTSS Team meetings are scheduled on an as-needed basis and last approximately thirty minutes. Invitations to attend meetings are sent home with students.

During this process the team will gather data, analyze and determine the possible cause of the problem. A Tier II plan will then be created for that student that will include interventions and

MTSS
Multi-Tiered Level of Student Support
(continued)

strategies, above and beyond the core curriculum, to be applied to improve the area of concern. The appropriate staff will implement the strategies and collect data for approximately 12 weeks and then reconvene to determine the effectiveness of the interventions. All stakeholders will be invited to the meeting in which the data will be updated and adjustments will be made accordingly. Additional information on this multi-tiered level of student support (MTSS) is provided in the Lee County School District's Pupil Progression Plan (1.3).

MUSIC

Music is offered as one of Allen Park's Special Area classes on a year round basis.

PARENT DROP-OFF and PICK-UP
Car Rider Drop Off Rules (A.M.)

Morning Routine Drop Off

- Students are not allowed to be dropped off before 8:30 A.M.
- The car ramp staff will be in position to supervise and assist our students beginning at 8:30 A.M.
- Parents will be contacted to return to school should students be dropped off prior to 8:30 A.M.
- When dropping students off, parents should only use Lane 2. Lane 1 will be blocked off to assist with safety of students walking.
- Please enter the ramp in Lane 2 and pull up as far as you can and then stop. At that point, please direct your child to get out of your car, walk to the blue line on the sidewalk, and enter through the gate at the top of the ramp.

- Staff will be available to assist students who are in cars with child locks. They will open your vehicle door and help your child out if necessary.
- We will be unloading students along the entire length of the sidewalk in order to expedite drop off.
- Exit the ramp with a right turn only.

PARENT DROP-OFF and PICK-UP
Car Rider Pick Up Rules (P.M.)

Dismissal Procedure: Children going home via the car ramp are dismissed from their homerooms to a grade level waiting room that is close to the car ramp side of the campus.

Name/Grade Tags: Our system of calling children from their waiting areas requires a name and a grade level tag. We provide each car rider with a Name/Grade Tag at Meet the Teacher. Please hang the tag from your rear view mirror and use it each time you come to the parent pick up ramp. If your tag gets lost or worn, please request another one.

Entering the ramp: The ramp has four lanes and is loaded in two "waves". Wave 1 includes westbound cars loading into lane 1 and eastbound traffic loading into lane 2 simultaneously. Wave 2 will see the westbound cars loading into lane 3 and when that is completed the eastbound cars will enter lane 4.

Loading the students: Once you have entered the ramp, please stay in your car and allow the staff time to call for your child to be sent to the ramp. The staff will call all of the names of the students from lane 1, they will load students into their cars and the cars will exit the ramp. The same procedure will take place for lanes 2, 3, and 4 until the ramp is empty.

PARENT DROP-OFF and PICK-UP

Car Rider Pick Up Rules (P.M.)

(continued)

Exiting the ramp: When your child is securely in your car, please take your Name/Grade tag down to signal to us that you are ready to go. Then proceed up the ramp in the same lane and order that you entered the lane. Please do not change lanes or go around any other vehicles to exit. Exit the ramp with a right turn only. If your child is delayed, you should keep your Name/Grade tag on your rearview mirror to signal us to call your child again. You should then proceed up the ramp to the grassy area where you can pull onto the grass to wait for your child to arrive.

Severe Weather Dismissal: During times of severe weather we may need to change our routine dismissal for the safety of our students and staff. Dismissal may be delayed, or we may dismiss only from lane 1 under the covered walkway. ***Should you arrive and lanes 2, 3, and 4 are blocked off, please refrain from using these lanes.*** We appreciate your support.

Front Parking Spots: Five families bid at the PTA Auction in October for the privilege to "back in" at parent pick-up and get their children first.

Late Pick Up: Parents who arrive after 3:20 P.M. will be assessed a \$10.00 late fee. We understand that emergencies may arise at any given time and parents can notify us at 936-1459 if a late arrival is anticipated.

Back Parking Lot: Parents of Special Needs children drop off and pick up in the back staff parking lot. A pink tag is required for entry into this area. Pink tags will be distributed at Meet the Teacher and are also available in the front office.

Parents are not to use the bus ramp, visitor or staff parking areas, or neighboring streets to pick up students.

PARENT RESOURCES and CLASSES

A wide variety of reference material is available in the Parent Resource Library, located in the Media Center. Subjects such as developing self-concept, responsibility, homework and study habits as well as information on specific problems such as divorce, grief, ADD/ADHD, learning and behavior problems are available. Materials are available in print, video and audio formats.

"Becoming a Love and Logic Parent" training will be offered at Allen Park. Love and Logic is a common sense approach that teaches educators and parents the skills that cultivate confidence and good decision-making in children. Adults learn to avoid anger, threats, warnings, and lectures and to replace them with respect, empathy and choices. **Look at the school calendar for dates and times during the school year for Love and Logic training.**

PARKING

All visitors must park in a designated parking space. Cars parked in fire lanes and on sidewalks will be ticketed by the Fort Myers Police Department. **Visitors may park in the back parking lot or Lane 4 of parent pick up ramp during the school day. When attending events like Family Fall Festival, Awards Ceremony, Parent Luncheon or Spring Fling you may park on the parent pick up ramp, bus ramp or the grass area at the PE North Field.** Front parking spaces are for visitors staying for less than 30 minutes.

PERFORMANCE CLASS PLACEMENT

Allen Park students are grouped in classes based upon their educational performance. This structure enables our students to learn in an educational environment with students of similar needs and learning rates. At each grade level, we offer a continuum of classes

PERFORMANCE CLASS PLACEMENT

(continued)

ranging from strategic to progressive. Different resources and teaching strategies are used to provide optimal teaching and learning environments at every level. Your child's academic needs and subsequent academic performance determine classroom placement. Teachers closely monitor student progress and throughout the year may recommend a change in classroom placement to better meet the needs of a student.

PHYSICAL EDUCATION (P.E.)

Students have P.E. six times per an eight - day rotation for 40 minutes. Participation in a sound P.E. program is important for a well-rounded education and your child's health and fitness.

In P.E. your child will learn: Cooperative games, Pre & Post Knowledge Written Test 2-5 grades (quarterly), Pre & Post Fitness Skills Test, Fundamentals of Volleyball, Basketball, Football, Soccer, Tennis, Softball, Jump Ropes, Recreational Games, Tie Shoes, Skip and Eye Hand/Foot Coordination.

Your child is expected to dress properly with closed toed shoes and shorts under all dresses and skirts. Sandals, crocs, flip-flops, beach shoes, cleats, high heeled sneakers, sneakers with roller-skates are NOT to be worn for Physical Education. A child must bring a note from a parent or doctor to be excused from P.E. A parent's note is valid for three days. A note from a doctor should indicate a particular duration or the date the child should be allowed to participate again. We also encourage participation in School Spirit Day (every Friday). If your child wears an Allen Park shirt s/he will go first on the lap.

Students are encouraged to bring their own water bottle labeled with their name on it.

PROMOTION/RETENTION

In order to successfully complete each grade level and be promoted to the next grade level, a student must demonstrate mastery of the Florida Standards for College and Career Readiness, meet district and state standards in reading, writing, math, social studies and science, as well as meet attendance requirements as set forth in school board policy 4.16. Evidence of mastery may be shown through performance on:

- Teacher checklists
- Teacher observations
- Products and projects with established criteria
- Classroom assignments
- Portfolio assessments
- Norm-referenced tests
- Florida's Standardized Tests
- District reading and math tests
- STAR or STAR Early Literacy Assessment
- Academic report card level

When students' test scores in reading, writing and/or mathematics are consistently below grade level or are below district standards teachers shall:

1. Notify parents in writing.
2. Request a parent/teacher conference to discuss the student's academic performance.
3. Work with the parent and MTSS Team to make a plan for the child.
4. Inform parents that Florida State Statute requires third grade students who score a level one on FCAT Reading test be retained.

Retention shall be determined by the principal after consideration of all data and committee recommendations.

PTA

All parents are welcomed and encouraged to join PTA. PTA is an active Parent Teacher Association, which meets to discuss school needs and assist with school wide projects. Each year the PTA participates in fundraisers to support Allen Park; some of those events include the Fall Catalog Sale, Jason's Deli Night, Bamboozles, Zoomers and Spring Fling. PTA also helps with other fundraisers and events during the school year. The money raised goes to teacher mini-grants, teacher recognition and many educational and technology materials for the school.

R²S²

R²S² is our logo for our behavior expectations at Allen Park. Respectful, Responsible, Safe and Smart are concepts that we teach and model throughout our classrooms and campus so that we are reminded to use our best skills and approaches to work and relationships. Classrooms use these four expectations to develop their classroom rules and R²S² also has special meanings in specific locations such as hallways, media center, cafe, and special area classrooms. We encourage parents to talk with their children about these expectations and how they align with home and community expectations as well.

REPORT CARDS

Report card grades are a means of communication between school and home. Grading procedures are based on Florida Statute 1003.33(1)(a) and were developed to ensure that report cards accurately represent your child's academic "above", "on" or "below" grade level performance. The district has predetermined that all students, regardless of curricular program used, will participate in the regularly scheduled district reading and math assessments. Academic grade level standards exist for each subject area and

your child's grades reflect the degree to which mastery of those standards has been achieved. In addition to letter grades, teachers are required to report performance levels in reading and math. In addition to any comments by the teacher, your child's Reading Renaissance average reading book level, percent correct and percent of goal achieved will be reported in the Comments Section. All teachers share their grading policies and procedures in their beginning school packet and during their Curriculum Night presentation.

GRADE	PERCENT	PERFORMANCE LEVEL
A	90-100	MEETS or EXCEEDS: on or above grade level
B	80-89	MEETS: on grade level
C	70-79	MEETS: on grade level
N	60-69	MINIMALLY BELOW: below grade level
U	0-59	SUBSTANTIALLY BELOW: below grade level

Students whose reading performance is minimally or substantially below grade level will receive grades of N or U per district policy. These students will also receive an Alternative Report Card which reflects the grades earned in a more structured setting with additional assistance.

Report cards are given out four times a year, at the end of each quarter. The report card will arrive home in a brown envelope which must be signed and returned each quarter.

Please schedule a conference with the teacher if you have any questions or concerns.

RUNNING CLUB

Running Club is held before school on Mondays, Tuesdays, and Thursdays from 7:45 A.M. to 8:30 A.M. starting in October for fifty students in grades 2 to 5 on the north field by the bus ramp. Students will learn running skills each morning and students will also run/jog/walk laps. There is a \$25 Registration Fee and a \$3 fee for each session. The students will count their completed laps and their laps will accumulate until they reach certain mile markers (25 – 50 – 200 miles). When they reach these goals, they will be honored with an award. Running Club Awards will be presented two times during the year.

SCHOOL SUPPLIES

Supply lists are available on our web-site. Teachers may request additional supplies throughout the year. The school store will only sell agendas, t-shirts, and display boards. Other school supplies will not be available for purchase.

SKATE NIGHT

PTA sponsors an annual Skate Night at Bamboozles Skating Center, 2095 Andrea Lane, Fort Myers, 239-482-7789. The admission is \$4 per person and \$3 for regular skate rental. PTA receives 25% of the combined sales from the admission, skate rentals and snack bar.

SNACKS

Many classrooms participate in having a snack each day depending on lunch times. Teachers will communicate specific information based on classroom needs. Water may be brought to school each day and kept on students' desks.

SPIRIT DAY

Each Friday we celebrate our school spirit and pride. Students are encouraged to wear their Allen Park t-shirts. Students and parents may buy Allen Park t-shirts at our school store.

SUN PROTECTION

To help prevent students from excessive year after year exposure to the sun, caps and sunglasses may be worn during P.E., outdoor field trips, and any other school sponsored outdoor activities. When students come indoors, these articles must be removed and placed in a designated storage area. Hats and sunglasses should be clearly labeled with the student's name.

Sunscreen is also beneficial protection against sun - exposed skin surfaces, and should be applied before school. This will provide protection during the time traveling to and from school as well as during the day. Sunscreen should not be brought to school.

TECHNOLOGY

Access to the Internet and Network is a privilege in the Lee County School District. Students are required to follow guidelines and policies as stated in the Computer/Network Usage section of the Parent Guide & Code of Conduct for Students.

TESTING

Allen Park students will participate in state standardized testing. It is important that students are in attendance and on time during testing days. Students in third, fourth and fifth grades will take FSA English Language Arts and Math. Additionally, fifth grade will take FCAT Science. Please check the monthly newsletters for dates

TESTING

(continued)

as district dates have not been finalized and may change due to weather or state mandated.

Additionally, all students, K-5, will be administered the STAR early Literacy or STAR reading assessment throughout the year. This test is not entered into the grading program, but instead used by the instructional staff to help monitor progress and growth of our students in the area of reading. Students who are identified as being English Speakers of Other Language (ESOL) may be given the following assessments: LAB (Language Assessment Battery), Aprenda, EKA, and CELLA.

TEXTBOOKS

- Textbooks are provided at no cost to students. Help your child be responsible for the proper care of textbooks.
- Students should have some kind of book bag to carry books to and from school.
- According to FL State Statute Chapter 233 and Lee County School Board District Policy 6.20, if a student loses or damages a book, he/she is expected to pay for it. Call the Media Center or the bookkeeper at 936-1459 for cost.

TOYS/GAMES

Toys, cards, electronic games and other similar devices are not allowed on campus. Refer to the Parent Guide & Code Of Conduct for Students for specific rules and consequences.

USER NAMES/PASSWORDS & WEB-SITES

There are several web-sites available to parents and students to assist with learning and communicating. Several of those sites include ParentLink, Compass Learning Odyssey, Go Math, and Reading Street.

A complete list of web-sites and their web addresses can be found at Allen Park's website (<http://alp.leeschools.net/>). Teachers will send home a letter with user name and password for school websites that may also be used at home. You may request this information at any time throughout the school year if needed.

VISITORS

- FOR THE SAFETY OF OUR CHILDREN NO PERSON IS ALLOWED TO GO DIRECTLY TO A CLASSROOM TO VISIT OR REMOVE A CHILD.
- ALL VISITORS MUST PROVIDE A PHOTO ID AND CHECK IN AT THE FRONT OFFICE AND WEAR A VISITOR'S BADGE/STICKER AT ALL TIMES. WE DO THIS THROUGH THE **KeepNTrack** VISITOR MANAGEMENT SYSTEM.
- VISITORS HERE TO EAT LUNCH WITH A STUDENT MAY NOT GO TO THE CLASSROOM AFTER LUNCH UNLESS PREARRANGED.
- ANYONE ON CAMPUS WITHOUT A VISITOR'S BADGE WILL BE STOPPED AND BE DIRECTED TO THE OFFICE.

VOLUNTEERS

Our volunteers play an invaluable role in our students' education and development and make a positive difference in their lives. There are many ways to get involved with our school. We encourage you to share your time and talents with our very active school community.

Volunteers assist with many jobs to help students and teachers. Our school needs volunteers to help with a wide variety of activities, such as:

- classroom activities
- Reading Renaissance Program
- AR Celebrations
- shelving books in our Media Center
- fundraisers
- supervising learning centers

The first step in getting involved is to complete a Volunteer Application and file your Driver's License information with our office staff. Then, you will be on your way to making a difference!

Volunteers must park in the back parking lot or the parent pick-up ramp. If using parent pick-up ramp, please use Lane 4. You must be at your car by 3:00 P.M. Volunteers must walk around the outside of campus and enter the school through the front office. You will get a KeepNTrack visitor sticker. When you leave campus please return your sticker to the office and leave through the front door. Gates will not be opened for anyone as this is a safety violation.

WATCH D.O.G.S (Dads of Great Students)

WATCH D.O.G.S. is a nationally recognized innovative program focusing on safety and education in schools by using the positive influence of fathers and father figures for a two-fold purpose: (1) to provide an unobtrusive fathering presence and (2) provide a positive and active-role model for students at the school. Fathers, stepfathers, grandfathers and uncles are asked to spend at least one day volunteering. Your support and time will benefit the students and school performing activities such as:

1. Eating breakfast and lunch with students
2. Working one on one or in small groups
3. Reading AR books with students
4. Helping students find books in the Media Center
5. Attending AR Celebrations, PE Field Days, luncheons and awards ceremonies
6. Working at PE with students

We are currently seeking volunteers to join Watch D.O.G.S. There is an orientation meeting in the fall. Please look for a flyer in September. You can volunteer for one hour or all day! We do ask you purchase a WATCH D.O.G.S. shirt to identify yourself as a WATCH D.O.G.S. volunteer. The cost of the shirt is \$20.00.

YEARBOOKS

Yearbooks are sold each year through our PTA. Orders may be placed beginning in October. Yearbooks arrive in May. Please look for detailed information in newsletters. In order for students' pictures to be in the yearbook, parents must check "yes" on the Parent Guide & Code of Conduct for Students signature page for release of information.



MARY FISCHER
DISTRICT 1

JEANNE S. DOZIER
DISTRICT 2

CATHLEEN O'DANIEL MORGAN
CHAIRMAN, DISTRICT 3

STEVEN K. TEUBER
VICE CHAIRMAN, DISTRICT 4

PAMELA H. LARIVIERE
DISTRICT 5

DR. NANCY GRAHAM
SUPERINTENDENT

KEITH B. MARTIN, ESQ
BOARD ATTORNEY

