

JIM ALLEN HANDBOOK

for Students and Families

All regulations in this document could be altered by district, state, and federal guidelines
850-937-2260

TRANSPORTATION

To maintain the safety of all students, transportation changes cannot be made over the phone. All changes must be made in writing or in person, and can only be made by the person who registered the child.

Arrival:

Early Car Riders (K-5 only)	7:00 am
All Students (PK - 5)	7:15 am
Tardy Bell	7:35 am

Dismissal:

Early Car Rider (PK only)	1:30 pm
All Students (PK-5)	1:50 pm

Students should not arrive on campus before 7:00 am and should leave campus immediately after school, unless special arrangements have been made. If you are picking up your child, please be in the car rider line by 1:50 pm but no earlier than 1:00 pm. If students arrive after 7:35 am they will be marked tardy. For the safety of all children, an adult must bring the child into the office to check them in to school if arriving after 7:35 am. Please do not drop your child off outside the building when staff is not outside on duty.

Bus Procedures:

Students must have a bus ticket in order to ride the school bus. It could take up to 24 hours to get a bus ticket.

Students must sit in their seats, wear a seat belt, and use quiet voices while on the school bus. All behavior infractions that occur while at the bus stop or on the school bus will result in the same disciplinary actions that would take place had the infraction occurred at school.

ECPS only transports students to the address on file in Focus. If you need a different bus stop you must request an accommodation. Accommodations are granted based on available space.

EARLY DISMISSAL OF CHILDREN

Early check out of students is discouraged. Leaving early prevents your child from receiving a full day of instruction and may cause your child to fall behind. Try to schedule all appointments after school hours. Excused checkouts include illness, discipline, doctor or dental appointments, death in the family, and court.

**Early check out ends at
1:30 pm each day -
No exceptions.**

Absences and Tardiness

Please send or upload a written excuse after all absences. Students are marked tardy if they have not entered the school by 7:35 am. Excessive tardiness prevents your child from receiving a full day of instruction and may cause your child to fall behind. Excused reasons for tardiness include doctor or dental appointments and court appearances. If your child is excessively absent or tardy, a school social worker may become involved, or in extreme cases, court action may be required.

IMPORTANT DATES

FALL PICTURE DAY
SEPTEMBER 3RD
PLEASE BE ON TIME

OPEN HOUSE
SEPTEMBER 10
5:30-6:30

SCHOOL CARNIVAL
OCTOBER 2
3:00-6:00

HOLIDAY PICTURE DAY
DECEMBER 8TH
PLEASE BE ON TIME

LITERACY NIGHT
JANUARY 28TH
5:30-7:00

HEART RUN
FEBRUARY 12TH
during school

CLASS PICTURE DAY
FEBRUARY 22ND
PLEASE BE ON TIME

STEM NIGHT
MARCH 9TH
5:30-7:00

Student Dress

Students may dress as they choose as long as their dress meets the approved dress regulations of the school district, does not disrupt school activities, is not obscene or defamatory, and does not endanger the physical health and safety of themselves or others.

1. Shoes should be flat and closed-toed. **Athletic shoes are required for PE and recess.** Students may not wear slides.
2. Clothing must cover the torso and chest. Underwear may not be visible.
3. Shorts or skirts must at least reach mid-thigh.
4. Head coverings will not be worn at school except for religious purposes.
5. Clothes and/or jewelry may not display any sexual, vulgar, drug-, gang-, weapon-, alcohol-, or tobacco-related words or graphics.

Please refer to the Student Rights and Responsibilities Handbook for further information on the dress code.

Breakfast and Lunch

Meals are provided for all students without charge. Breakfast is served from 7:15 until 7:30 am. Students will not be served breakfast if they arrive after 7:30 am unless they are riding a bus that arrives late. This ensures that all students are finished with breakfast and prepared for instruction when the tardy bell rings at 7:35 am.

After September 7, 2026, parents and guardians in grades K-5 will be invited to enjoy lunch with their children.

There is separate seating for parent/child meals. Please sign in at the office before joining your child for lunch.

Adult meals are \$4.25.

VISITORS AND VOLUNTEERS

All visitors and volunteers, including parents, must check in with the office personnel before entering the school. A visitor/volunteer is identified by wearing a badge obtained from the front office. All visitors/volunteers are required to present identification. All volunteers must complete appropriate, required forms and get approval before volunteering. This includes attending field trips with students. Annual volunteer training will be announced when available.

Cell Phones

Florida law prohibits students in grades K-8 from using cell phones during the entire school day, including on the school bus. Students may have a phone in a backpack that is turned off. If phones are used or activated at school, they will be confiscated, and a parent will need to collect the device.

Articles/Money Brought to School

Students are not to bring any item to school that will detract from the educational process. These items include toys, hats, make-up, and all electronic devices. The teacher or administration will collect any items brought to school without approval. These items may be claimed by the parent or given to the child at the end of the school year.

Jim Allen is not responsible for the loss, theft, or destruction of students' personal items including cell phones

BIRTHDAYS

Please do not send treats to your child's classroom without the teacher's approval. Birthday treats such as cupcakes will only be served during the lunch period. Due to Health Department regulations, we are not allowed to distribute homemade food items to students. All party treats must be store bought.