

WELCOME FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Avalon Elementary School. I hope this School Handbook and Student Agenda will answer some of the questions you may have about our school. This agenda will become a great communication tool for your use this school year. Your child will bring the agenda home daily with school information. Please initial or write comments in the agenda and have your children return it to school each morning.

As the principal and instructional leader of the school, I want to assure you of the high expectations I have for all students and staff members. I expect students to become proactive learners. Students are expected to complete school and homework assignments. I expect my staff to help every child advance academically. If you are aware of any circumstances, which need my immediate attention, I invite you to stop by my office, phone or email me at (sanderp@ocps.net)

Please become a part of our school by joining the PTO, SAC, chaperoning a field trip or volunteering in a classroom.

Sincerely,

Pam Sanders
Principal

**SCHOOL SPIRIT DAY EVERY FRIDAY
WEAR YOUR SCHOOL SHIRT**

2005-2006 SCHOOL CALENDAR

First Day of Class	Aug 7
Labor Day Holiday	Sept 4
Open House	Sept 7
The teachers will give you an overview of the curriculum and review class room procedures. You will be given an opportunity to sign up for an individual conference at a future date.	
Teacher Workday – Student Holiday	Oct 12
Teacher & Student Holiday	Oct 13
Bad Weather Day	Nov. 22
Thanksgiving Holiday	Nov 23-24
Winter Holidays	Dec 18-Jan 2
Teacher Workday – Student Holiday	Jan 2
Martin Luther King Jr. Holiday	Jan 15
Student Holiday/Teacher non work	Feb. 19
Teacher Workday – Student Holiday	Mar 9
Spring Holiday	Mar 12-16
Student Holiday	Apr. 20
Last Day of School	May 22

SCHOOL HOURS

School begins promptly at 8:00. Students should not arrive at school before 7:45 a.m. unless they are eating breakfast or enrolled in the extended day program.

- 7:35 a.m. Breakfast is served to students participating in the breakfast program.
- 7:45 a.m. First Bell (students enter building)
- 8:00 a.m. School Begins
- 8:00 a.m. Tardy Bell (students arriving after 8:00 must go to the office for a tardy slip)
- 2:00pm - begin bus dismissal (1:00 Wed.)
- 2:15pm - car, bike, day care, extended day and walker dismissal (1:00 Wed.)

ABSENCES/TARDIES – All students who have been absent are required to bring a note signed by their parent or guardian explaining the absence. We are required to keep these notes and report attendance to the state. Excused absences are:

1. Personal illness of the student
2. Serious illness or death in the student's immediate family
3. Special and recognized religious holidays observed by the student's faith.

When students are tardy, they miss morning news and directions for the day. Please make every effort to have your child here on time.

ADDITIONS – Avalon students need you! Parents and friends of Avalon can help our school through the ADDitions Volunteer Program. We encourage you to become involved. **Younger siblings will not be allowed to accompany parents to the classroom.** If you are interested in making a difference in the lives of our children, contact our ADDitions Coordinator.

ADDRESS/TELEPHONE NUMBER – Please keep us informed of any changes in address, telephone number, or parent’s work location. It is important for us to be able to contact you in case of an emergency. If you have an e-mail address we will add you to our e-mail list providing updates about our school.

BIKE RIDERS – Bike racks are provided and all bikes must be locked and kept in the rack. The safety of the bike is the responsibility of its owner. Bikes must be walked while on campus for the safety of other students. State law requires children to wear helmets.

BUS PRIVILEGES – Students must follow all the rules of the bus driver. Students who choose to continually disobey the rules will be denied the right to ride the bus; it becomes the responsibility of the parents to transport their child during this time. If your child will ride a different bus home than the assigned bus, a note must be sent to the office stating which bus and where the child will get off the bus. The office will then sign the note and return it to the child to give to the bus driver.

Parents please discuss safety expectations with your child. Inclement weather at dismissal time may cause buses to arrive early or late. The telephone number for OCPS transportation is 407-317-3800.

CAFETERIA – Breakfast is served from 7:35 until 7:55 a.m.

Lunch Payment - Checks should be made out to Avalon Elementary Cafeteria. Please place checks or money in an envelope with the student’s name, teacher’s name and the amount written on the outside of the envelope. Our lunch system is totally computerized. When you send in money, it is deposited in your child’s account. Each time your child purchases a breakfast, lunch or extra milk, your account is reduced by the amount of the purchase. This system is

similar to your bank debit card. Students do not receive change. We do not notify parents of account balances on a regular basis. If you are uncertain of your balance, please call our cafeteria manager at 407-207-3843. If a student forgets or loses lunch money, the student can fill out a charge slip. All charges need to be paid the next day. **Students are allowed one charge. The student is served a cheese sandwich and milk, until the charge is paid.** A menu is sent home at the beginning of each month. Please do not pack soda or candy in lunch boxes.

Eating Lunch with your child – Due to the lack of space in the cafeteria, parents who want to eat lunch with their child will have to eat in a designated area in the lobby. We support our school lunch program. **Please do not deliver fast food (McDonald’s, etc) to school.** If you would like to have a special “fast food” lunch with your child, you may sign them out for the lunch period and take them to the fast food establishment or have a picnic with them on the school grounds outside the lunchroom.

FREE AND REDUCED LUNCH forms are available in the office for students in need of this service. A new form must be filled out each year unless your child received food stamps.



**Reading is the key.
After we learn to read,
We read to learn.**

CLINIC – The school has responsibility for first aid only. In case of illness, your child will be cared for until you arrive or the student is returned to the classroom. In case of minor injuries, first aid will be administered to the child and the child will return to class. In the case of a major injury, first aid will be administered and the parent will be notified. The principal will call 911 for assistance if an illness or injury requires urgent care or is potentially serious.

MEDICATION – Please try to arrange schedules for the administration of medicine outside the school day. If medication must be

sent to school, the following legal requirements must be met:

1. For each prescribed medication, the student's parent or guardian must complete an **OCPS AUTHORIZATION FOR MEDICATION FORM**, which is available in the clinic, and personally deliver the medication to the office.

2. All prescribed medication must be received in the **ORIGINAL** container. The prescription label must show: date, student's name, dosage and time to be administered.

3. Any over the counter medication brought to school to administer to students must be un-opened. The over the counter medication seal must not be broken.

4. If it is necessary for medication to be taken home, the parent or guardian must pick it up after dismissal. Parents or guardians are responsible for transporting medications to and from school.

HEAD LICE – Head lice may be found in any school. OCPS policy states, any student with head lice may not stay in school. Students with head lice will be isolated until taken home. Nits and lice must be removed at home before returning to school. Before returning to the classroom, the student must be checked by the clinic. Please accompany your child to the school clinic when returning to school. School wide head checks will be done the first week of school. All classes will be checked on a rotating basis year-round.

CODE OF STUDENT CONDUCT – Florida law outlines both the rights and responsibilities of students. While the student has the right to expect a good education, the school has the right to expect good behavior and responsibility from the student. Specific information is printed in the *Code of Student Conduct*. Students who choose to continually be disruptive, disrespectful, or discourteous will be dealt with in accordance with the *Orange County Code of Student Conduct*. The *Code of Student Conduct* describes the rules that must be followed as well as the consequences if rules are not followed.

CUSTODY OF STUDENTS – The school staff is required to release students to either of their natural parents unless we have a copy of a court order that grants custody to one of the natural parents or to someone else. If you have a court order, please give a copy to the office staff. All students must be signed out by parent, legal guardian, or designated adult in the office.

DISCIPLINE – Each student is expected to behave so they will not interfere with the educational opportunities of classmates. Parents have the primary responsibility for their child's conduct. Each classroom teacher will be sending home a list of class rules. Please review these with your child.

DISMISSAL – If it is necessary to take your child out of school during the day, please send a note stating the dismissal time and reason. Students will not be released the last 15 minutes of school to insure a safe dismissal for all students. **If your child has an afternoon appointment, please pick him/her up from school before 1:40.**

CAR RIDERS – Students will leave their classrooms at 2:15 p.m. (1:15 p.m. on Wednesday), and walk to the car rider area. Please do not leave your car. Car riders should be picked up in their designated area. **Older siblings should wait in the youngest siblings' pick-up area.** A staff member will wait with students at the car pick up area until 2:30 p.m.

K West wing exit

1 – 5 front of school

Our concern is the safety of ALL CHILDREN. Please help us by not encouraging your child to break the school rules and policies.

1. Enter single file going one way. (See map in Agenda)
2. Approximately five cars can load at a time.
3. Move all the way up each time cars move forward. Your child will be brought to you.
4. School patrols will open your car door for loading.
5. Parents who wish to park and exit their cars must move to an appropriate parking space.
6. **All Cars must have a sign/placard in the window with the child's name, grade and the teacher's name. These signs are required and help expedite the car line dismissal process. Additional placards are available in the front office.**

LATE PICK-UP – Please call the office if unforeseen circumstances occur that will delay your pick-up time so that we may reassure your child. If your child is not picked up within a reasonable time, and no one has contacted the school, the Department of Children and Families will be contacted.

RAINY DAY PICK-UP – Make definite plans for your children to follow when the weather is rainy. It is not possible for them to

call home, so please be sure they are fully aware of the plans for rainy days.

WALKERS AND BIKE RIDERS – are dismissed at 2:15 (Wed.1:15)

DRESS for Success – We are proud of our well-dressed students! Cleanliness, good grooming, neatness and modesty are important standards of appearance for everyone. Avalon students are expected to wear appropriate dress at all times. Facial jewelry is not allowed. Tennis shoes are recommended for physical education classes; socks are highly desirable. Students are encouraged to wear their school T-shirt every Friday for Spirit Day. If a student is unable to purchase a school shirt the parent may write a request to the PTO or school principal for a shirt donation.

EDUCATIONAL TRIPS - All of our classes will be taking educational trips to interesting and informative places. Permission slips and fees need to be returned at least two weeks before the trip is to take place. Chaperones are selected by the classroom teacher. Younger siblings may not attend school field trips.

EXTENDED DAY– There is a present and growing need in our community to provide care for children before and after school. Our Extended Day program provides recreational, social and academically oriented activities in a safe and loving environment for children.

Schedule, Cost and Hours:

Morning Only \$15.00/week 7:00-8:00 a.m.
Afternoon Only \$30.00/week 2:15-6:00 p.m.
Morning & Afternoon \$40.00/week
Prices are subject to change. Additional information is available by contacting the Extended Day Coordinator Cindy Stemple at 407 207-3825 ext. 230

HOMEWORK – We feel that the habit of study is as important as the study itself. Providing a specific place and time to complete assignments or to read, is a good way to develop a habit of study. Therefore, a student ALWAYS knows when it is time to study. Students should study even if no homework is assigned. Writing a letter to a relative or reading a book are examples of excellent activities that help the student apply what is learned at school. The amount of homework assigned by the teacher will be determined by the age and individual needs of

the child. Daily homework for all students: read independently for 20 minutes, study spelling words, grades 3-5 study multiplication tables.

INSURANCE – Application forms for student accident insurance are provided at the beginning of the year or upon registration for every student. If you wish your child to be insured for accidents happening at school, you must pay for that insurance.

MESSAGES – Plans for transportation home and other after school activities should be made before the student comes to school. It should be an absolute emergency to call school and deliver a message to a student.

If there is a change in your child’s pick procedures, please put it in writing. No change in transportation can be done over the phone. You can fax the note to the school, and follow up with a phone. **Our fax number is 407-207-3828**

NEW CLASSES – Due to the tremendous growth in our area, we may be required to add new classes after the school year has begun. Following are the procedures we take to assign students to a new classroom:

- 1st – We ask for volunteers (from parents)
- 2nd – We establish a cut off date, new students enrolled after this date will be moved.
- 3rd – Student lottery

PARTIES – Orange County School Board Policy No. 5133 states: “A Principal, as administrative and supervisory head of the school, is legally responsible for all school-sponsored activities.” A school-sponsored activity is any activity planned at school and supervised by school personnel. Elementary schools may have a maximum of two (2) parties per year. One is before the winter break and the other is at the end of the school year.

Birthday Parties are not allowed at school. If the parent of a student would like to send a special “snack” for the class on a student’s birthday, they may make arrangements with the classroom teacher. The parent may not provide gifts or other decorations that give the appearance of a party such as balloons, flowers etc.

PTO – Avalon Elementary School’s Parent Teacher Organization is a group of dedicated

parents working to enrich our student's educational experience.

2006-2007 PTO Board

President	Lisa Schurr
Past President	Peggy Alvarado
1 st Vice President	Denise Meier
Treasurer	Lisa Fenstermacher
Corresponding Sect	Hope Caplan
Recording Secretary	Nancy Sharigan

SCHOOL ADVISORY COUNCIL – SAC

The SAC is the link between the school and the community. It is a representative group of parents, teachers, and community members who meet regularly with the school administration to evaluate, plan and implement the school improvement plan. The SAC meets the second Monday of each month from 5:30-6:30 in the school's media center.

SIBLINGS – We know how much younger brothers and sisters like to visit the BIG school. Several opportunities will be provided during the school year for younger siblings to visit the school such as field day, publishing parties, and special events. Younger children may not “help” when mom or dad are volunteering in the classroom. Please read classroom invitations to see if siblings are invited.

STUDENT PROPERTY – Please put names on coats, sweaters, jackets, books, school bags, lunch boxes and other items belonging to your child. Remind your child that they are responsible for keeping up with their own personal belongings and money. Please only provide the amount of money that your child will need for daily purchases and a method for keeping it safe. Children are not allowed to bring toys to school.

TEXTBOOKS – the school provides Textbooks and materials. If books or materials are lost or damaged, parents will be notified and a bill for replacement will be sent home.

VISITING SCHOOL – All parents are encouraged to visit our school. However, for the safety of our children, we must insist upon everyone registering in the front office and wearing a visitor's badge during the visit. Arrangements for classroom visits must be made in advance with the teacher. This policy insures each child uninterrupted instruction.

Parent conferences should be scheduled for times other than student instructional times. Teachers are responsible for the safe arrival and dismissal of students to and from their classrooms. They will not be able to give mini-conferences with parents who walk their children to and from class daily [these parents must enter through the front door and obtain a visitor pass, daily]. Please schedule conferences with teacher when they are not directly responsible for the safety of children. We urge you to make arrangements to visit your child's classroom and conference with the teacher.

VOICE MAIL – All staff members have a voice mailbox and e-mail address. Teachers will provide you with the number. All staff members check their voice mail daily.

WITHDRAWAL – Please let the office know as soon as possible if you will be moving. All textbooks, library books, Extended Day and lunchroom charges must be paid before the student's last day.

AVALON SCHOOL SONGS

Avalon Mariners

(sung to the tune of “Anchors Aweigh”)

Avalon Mariners, We are the Best!
Math, Reading, Science, Music, Art and PE, yes indeedy.
Avalon Mariners, Yes, Yes We Can!
We'll work and play together.
Avalon the Best School in the Land!