

# AVALON ELEMENTARY SCHOOL

Student/Parent Handbook



**Jessica Campbell**

Principal

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Dear Parents:

It is with great pleasure that we welcome you to Avalon Elementary School for the 2017-2018 school year. We are proud of our school and committed to the success of every student. We will be working hard to ensure that our students are successful in an environment built on kindness and respect. We look forward to developing lasting relationships with our families and community members, and we welcome your active participation in the education of your children. We hope that you will consider serving on our School Advisory Council (SAC), Parent Teacher Organization (PTO), or volunteering to help at school.

Please review the contents of this handbook to familiarize yourself with the policies and procedures of Avalon Elementary. Do not hesitate to contact us with any questions, concerns, or great ideas that you may have. We are looking forward to a wonderful year!

Sincerely,

*Jessica Campbell*  
Principal

## **ARRIVAL-DISMISSAL PROCEDURES**

### **ARRIVALS**

A child's school day should begin no earlier than necessary. Students may begin to arrive at 7:40 AM. Students will have the opportunity to eat breakfast before going to class. Children should not arrive at school before 7:40 AM due to the absence of adult supervision. Before school child care is available beginning at 6:30 if you need to have your children arrive earlier than 7:40. Upon arrival, all students are to enter designated areas where supervision is provided. Parent cooperation with respect to student arrival time supports your child's safety and is appreciated.

### **DISMISSALS**

**Any change in a child's usual manner of departing school grounds at dismissal requires a note signed by the parent or a phone call to the office prior to 2:15 PM.** Early dismissal of students during school hours is handled in the office. Children who have dental appointments, doctor appointments, etc. will be called to the office **upon the arrival** of the parent/guardian. Upon presentation of a photo ID, the parent, or authorized adult, will sign the student out on the Student Early Dismissal sheet in the office.

### **DISMISSAL DURING HAZARDOUS WEATHER CONDITIONS**

When hazardous weather conditions exist at dismissal, students will remain in holding areas inside the building. Dismissal will begin when the weather clears. In inclement weather, buses will be running late, and cars will be loaded later than usual. An auto-dialer call will be sent out to notify parents when dismissal will be delayed.

### **ATTENDANCE**

Florida School Law requires regular school attendance. Parents/guardians are required to notify the school when their child is absent within 24 hours by telephone or in writing. The school will notify a parent when a student has accumulated 5, 10 and then 15 excused or unexcused absences, or days tardy. The school will schedule a parent conference to discuss cumulative absences or number of days tardy as needed. Students with excessive absences will be referred to Student Services for truancy. Absences of 3 or more consecutive days must be documented with a doctor's excuse.

### **ABSENCES**

In order to qualify for an excused or validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable. If it is not possible for the school to be contacted by phone, then the parent is to send a note with the student on the day s/he returns to school explaining the absence. Please visit the district website for further attendance information at: [www.collierschools.com](http://www.collierschools.com)

### **EXCUSED ABSENCES**

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment
2. An observance of an established religious holiday or for pre-arranged religious instruction as defined in F.S. 1003.21. (documentation of the religious affiliation of the student may be required by school officials)
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

### **VALIDATED ABSENCES**

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences must be documented by written notes from parents.

### **TARDINESS**

It is extremely important that your child be in the classroom before the tardy bell rings at 8:20 AM. It is equally important that students remain at school for the entire day, avoiding early dismissals if at all possible. A child who is late to class or dismissed early is at a serious disadvantage, loses precious organizational and instructional time, and causes disruption to the instructional program of the other students. Excessive tardiness/early dismissals may result in further disciplinary action including, but not limited to: Calls home, parent conferences, academic make-up time provided during recess, names reported to the District Attendance Office for further investigation, or other interventions, as warranted.

## **DRESS CODE-UNIFORM POLICY**

### **Our Students Dress for Success!**

At Avalon Elementary School, our students (K-5) wear uniforms Every Day as part of our Mandatory Uniform Policy. The uniform policy has been approved by the CCPS School Board and the School Advisory Committee (SAC). Parents are responsible for purchasing and maintaining their child's uniform clothing items. The Dress Code is as follows:

**TOPS** – Collared polo-style shirt with no more than four buttons in any solid color – no logos, stripes, designs, or decorations.



**BOTTOMS** – Solid color Navy Blue, Army Green or Khaki slacks, Bermuda-length shorts, Capri pants, or skirts/shorts (no athletic shorts). These items must fit on the waist, and may not have large pockets or decorations on them. Bottoms must fall two inches below the fingertips when arms are extended at the side. Solid color leggings or tights may be worn under bottoms but cannot be worn on their own.



**SHOES** – Athletic sneakers that lace and tie or have Velcro closures only. Sneakers should be secure on the feet. Sneakers that go up the knee are not allowed.



**FOR COLD WEATHER** – Plain sweatshirts – no logos.



**HAIRSTYLES** – All students must be in compliance with Collier County District Guidelines. Distracting styles and colors are not allowed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the principal or designee.

**SOCKS** – Socks must be worn.

**BELTS** – Belts are not required.

**JEWELRY** – Excessive jewelry is not allowed. Earrings should not be larger than a quarter.

**HEADWEAR** – Ball caps, worn appropriately, can be worn when PE is held on the field or basketball court. Otherwise, no hats, scarves or bandanas are allowed.

With the exception of specially announced occasions, Avalon Elementary School Students will NOT be permitted to wear jeans or t-shirts to school.

**Please Note:**

Body adornment, for example, make-up, adornments which pierce flesh/tattoos (temporary or permanent) in any visible body part shall not be displayed if such display presents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the principal or designee.

## **COMMUNICATION**

### **BACKPACK /THURSDAY ENVELOPES**

Students are encouraged to have a backpack at school every day (Please no rolling backpacks). Information about classroom happenings and assignments is communicated in a variety of ways, such as student planners, which are specific to each grade level. School-wide information will be sent home to families on Thursdays, and may contain such things as student work, information about the class, the school, the community, special events, etc. Parents should review the material within the packet and return requested signatures and/or information promptly.

### **EMERGENCY INFORMATION**

Parents are asked to notify the office immediately, and then follow-up in writing, if there is a change in phone, address, or emergency contact person.

### **PARENT CONFERENCES**

Communication is encouraged between school and home. A spirit of understanding, cooperation, and progress is what makes a school and community a better place in which to live and learn. To ensure the availability of the staff, please schedule an appointment with your child's teacher. Translators are available upon request.

## **FOOD SERVICE PROGRAM**

The Avalon cafeteria will provide two meals each day: breakfast and lunch.

### **Breakfast**

During the 2017-2018 school year all Collier County school students will be offered breakfast at no charge. Menus for breakfast are published in advance and usually consist of breakfast cereal or hot entrée, juice or fruit and milk. Breakfast will be served from 7:40 – 8:20 AM. Students who arrive after 8:15 will not have adequate time to eat breakfast and get to class on time.

### **Lunch**

The School District of Collier County Nutrition Services Department serves nutritious meals each school day. Eligible children may get meals free or at a reduced price. All meals served meet nutrition standards as specified by the United States Department of Agriculture. Children may pay for their lunches on a daily, weekly or monthly basis. Each student has an account on a computerized cash register system in the cafeteria. When sending your child to school with lunch money, please place it in an envelope or plastic bag and include your child's name, student number and teacher's name. Since the cafeteria is required by law to balance their books daily, there are no provisions for students to charge lunches. Paying by a check, weekly or monthly, will help to avoid this problem. Online payment is also available at <http://www.paypams.com>. Families are encouraged to apply for free or reduced price lunch. Please see the secretaries in the office for assistance. Only one application needs to be completed per family, even if your children are in different schools.

### **Snacks**

The cafeteria will offer healthy snacks at an additional cost of \$.50 - \$1.25 per item. The students must eat their lunch before being allowed to purchase a snack.

## HEALTH AND SAFETY

### HEAD LICE

Head lice and nits (eggs) are not uncommon in any Florida elementary school. Staff members check for possible infestation on an as needed basis. Parents are called to take home those children who have evidence of lice. Upon return to school the student will need to be rechecked in our school clinic. This policy is necessary to avoid re-infestation.

### ACCIDENT OR ILLNESS IN SCHOOL

The health and physical well being of all students is a matter of great concern to us. A child who is sick with fever, headache, nausea, open sores, or similar illness should not be sent to school. When a child becomes ill at school, we will contact the parents to take him/her home, as there is limited space in the clinic. **A child may not return to school after an illness unless they have been fever free for 24 hours.** If a serious illness or injury occurs, the parent will be notified immediately. The Emergency Medical Services (EMS) may be called to render medical assistance, if deemed advisable.

### MEDICATION

If medication must be given during the school day, a Medical Authorization Form must be completed by the parent. The prescribing health care provider must also complete the form for any prescription medications. All medications must be brought to school by the parent or guardian with the completed and signed medication authorization. Medications must be in the original container and labels must match the health care provider's order. **We do not supply nor can we dispense aspirin/Tylenol without written communication from the parent.** Prescription medication, including inhalers, must be given to office personnel by an adult, not a child.

## HOLIDAY AND BIRTHDAY CELEBRATIONS

### SCHOOL PARTIES

School Board Policy on School Wellness states that —all foods served or sold to students in schools during the school day, including school and classroom celebrations, classroom activities, vending machines, school stores, athletic events, or fundraising **should model a healthy lifestyle. This would preclude serving cake, cupcakes, etc.** Only nutritional snacks that are store bought and prepackaged may be served. Four (4) classroom parties may be held, as follows: **Fall Holiday –Winter Break -Valentines Day – End of Year**

### STUDENT BIRTHDAYS

Birthday parties are not held at school. Classroom teachers will acknowledge a student's birthday in a variety of ways if family beliefs allow. Invitations for at home parties may not be distributed at school, so as to not interfere with our academic program, or to cause hurt feelings. Please do not have flowers or balloons delivered to your child at school. They will not be delivered to the classroom, as doing so would disrupt the academic focus of our work. Additionally, items of this nature are not permitted on buses.

## PARENT/ COMMUNITY INVOLVEMENT

### SCHOOL ADVISORY COUNCIL (SAC)

The Florida Accountability Act established School Advisory Councils at each school site, with the charge of writing and implementing a School Improvement Plan. The Council is comprised of teachers, parents, non-instructional representatives, community members, and the principal. Activities of the Council will be communicated to all parents, and parental input is vital to the Council's responsibilities. Parent representatives are elected by parents.

### VOLUNTEER PROGRAM

We at Avalon Elementary School strive to have a very active volunteer program including parents and interested community members. Adults may work in the school during the day, or at home, at their convenience. If you are interested in volunteering or chaperoning on a field trip, please complete the on-line volunteer application on the school district website, at <http://www.collierschools.com/Page/8566> and contact our Volunteer Coordinator, Ms. Natalie Hemmit.

## **VISITORS**

It is our pleasure to have visitors on campus to see our beautiful facility, our students and staff engaged in learning activities, to participate in school activities, and to volunteer. In order to maintain a safe and secure environment for all, **all** visitors are required check in at the main office, present a Driver's License or other valid United States photo identification and receive a **FAST PASS** sticker. You will also be asked to leave your keys/driver's license at the front desk until your visit is complete. When you leave, you are required to return to the front office to check out through the FAST PASS system. No student or staff person will permit anyone through the locked gates without a current FAST PASS ID. This procedure is **strictly** enforced.

## **TRANSPORTATION**

### **BIKE RIDERS**

It is required by state law that all children under the age of 16 wear helmets when riding bicycles or scooters. For security, bike riders must use locks for their bikes and/or scooter while parked at school. Each child's bike should have its own lock. Children are required to walk bicycles/scooters on school grounds and sidewalks surrounding the school to help prevent accidents.

### **BUS RIDERS**

Students that live two miles or more from Avalon Elementary School are provided school bus transportation. If a child has never taken the bus to or from school, they will need a boarding pass to get on the bus. Boarding passes are available in the front office. A parent must send in written notification of any changes before a boarding pass will be provided. For transportation information after 3:30 please call the Transportation Department at 377-1021.

**CAR RIDERS AM:** Parents are to use the car loop for dropping off and picking up students by car. Cars may not be in the bus loop, which is only for bus loading and unloading. For the safety of children, traffic flow will be restricted to one lane. Staff and safety patrol will assist students arriving by cars.

**CAR RIDERS PM:** Students designated as car riders will be loaded into their vehicles and dismissed through the car line. Please arrive at the school by 2:50 to pick up your child. Drivers are asked to display student's name(s) in the front windshield *on the car rider sign provided*. **Drivers who do not have this sign properly displayed on their dashboard will be asked to park and walk to the office for an identification check.** Once identification has been established, the office will contact the car rider coordinator and your child will be called to meet you in the lobby. Please do not park your car and walk up to the car rider line to retrieve your children. After 3:05, remaining students will be brought to the front office for pick up and must be signed out. The front office closes promptly at 3:30 PM.

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT**

Section 1010.215, F.S.

**COLLIER COUNTY PUBLIC SCHOOLS**

SCHOOL NUMBER 0201 AVE

2015-2016 SCHOOL FINANCIAL REPORT

AVALON ELEMENTARY SCHOOL

REVENUES	Footnotes [1] and [2]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 803,358	14.48	\$ 56,596,906	12.34	\$ 3,218,391,783	13.22
State/Local (excludes Lottery)		4,745,420	85.52	401,559,372	87.55	21,080,431,230	86.62
Educational Enhancement (Lottery) Trust Fund		-	0.00	-	-	-	-
Private		-	0.00	485,275	0.11	39,754,607	0.16
<b>Total</b>		<b>\$ 5,548,778</b>	<b>100.00</b>	<b>\$ 458,641,553</b>	<b>100.00</b>	<b>\$ 24,338,577,620</b>	<b>100.00</b>

\* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

[2] Total school revenues do not include Race to the Top revenue.

K-12 OPERATING COSTS **	Footnote [3]	Per Full-Time Equivalent Student			TOTAL COSTS
		SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)		\$ 5,867	\$ 5,092	\$ 4,646	\$ 3,086,265
Substitute Teachers (Salaries/Benefits)	Footnote [4]			Not Available from State Data Base	
Other Instructional Personnel ****		1,218	1,032	972	640,666
Contracted Instructional Services		130	204	193	68,220
School Administration		701	690	561	368,673
Materials/Supplies/Operating Capital Outlay		366	334	197	192,591
Food Service		628	529	495	330,201
Operation and Maintenance of Plant		1,292	1,112	887	679,844
Other School-Level Support Services		347	296	208	182,318
<b>TOTAL SCHOOL COSTS **</b>		<b>\$ 10,549</b>	<b>\$ 9,289</b>	<b>\$ 8,159</b>	<b>\$ 5,548,778</b>

\*\* Capital expenditures for new schools are not included.

\*\*\* Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

\*\*\*\* Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration for CCPS totaled: \$30,761,349 or \$694 per FTE

[3] Operating costs do not include Race to the Top expenditures.

[4] Costs of substitute teachers included in "Other School-Level Support Services" are: \$52,650

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [5]				
Basic Programs	\$ 4,887	\$ 4,262	\$ 3,921	\$ 1,698,576
ESOL	5,809	5,633	4,774	673,619
Exceptional Programs	11,423	7,829	7,293	714,070
Career Education Programs	-	3,536	3,935	-
Adult Programs Footnote [6]	-	-	-	-
<b>Materials, Supplies, Operating Capital Outlay:</b> Footnote [7]				
Textbooks				\$ 16,224
Computer Hardware & Software				120,183
Other Instructional Materials				47,772
Other Materials and Supplies				8,412
<b>Library Media Materials</b>				<b>\$ 1,060</b>

[5] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[6] Not FEFP-Funded

[7] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.