

**AVALON SCHOOL HANDBOOK
STAFF INFORMATION**

Name	Position	Education	Email address
Robert Shafer Ph.D.	Founder/Director	BA in elementary Ed, Masters in Counseling, Ed.S in Leadership, PhD in Education	robertshafer@avalonprivateschool.com 31 years experience
Katherine Shafer M.ED	Co-Owner/ Assistant Director	BS in Elementary/Middle school Ed., Masters in Curriculum and Instruction	katherineshafer@avalonprivateschool.com 25 years experience Certified Elementary Ed. Certified Special Ed. K-12
Rita Booth	Elementary Teacher	Degreed in Elementary Education	ritabooth@avalonprivateschool.com 33 years experience Certified Elementary Ed.
Robert Carr Jr. MA	High School Literature	Degreed in Psychology, Masters in Creative Writing	robertcarr@avalonprivateschool.com 18 years experience Certified English 6-12 Certified Psychology 6-12
Alma Cruz	Spanish	Degreed in Education ESOL Certified	almacruz@avalonprivateschool.com 26 years experience Certified Elementary Ed. ESOL Endorsed
Sandy Epstein	Middle/High School teacher	Degreed in Elementary Ed	sandraepstein@avalonprivateschool.com 33 years experience Certified Elementary Ed.
Claudia Johnston	Elementary Teacher	Degreed in Elementary Ed.	claudiajohnston@avalonprivateschool.com 21 years experience Certified Elementary Ed.
Cristina Ottenwalder	Art	B.F.A, Fine Art UCF	cristinaottenwalder@avalonprivateschool.com 3 years experience Certified Eligible
Linda Ross	Elem/Middle Teacher	Degreed in Special Education	lindaross@avalonprivateschool.com 14 years experience Certified Eligible
Jamie Schwartz	Assistant	High School Diploma	5 years experience
Amber Shuck	Office assistant	High School Diploma	4 years experience
Lisa Skinner	Middle/High School	Degreed in Education	lisaskinner@avalonprivateschool.com 18 years experience Certified Eligible

AVALON SCHOOL CALENDAR 2011-2012

Quin I : August 23rd - October 27th (46 days)

Tuesday	August 23rd	Meet the Teachers
Wednesday	August 24th	First Day
Monday	September 5th	No School
Thursday	October 13th	Noon Dismissal- Parent conferences noon-3:00
Friday	October 14th	No School

Quin II: October 28th - January 20th (44 days)

Monday- Friday	November 21st - 25th	No School
Two Weeks	December 19th- 30th	No School
Monday	January 2nd	No School
Monday	January 16th	No School

Quin III : January 23rd- March 23rd (44 days)

Monday	February 20th	No School
Friday	March 23rd	Noon Dismissal-Parent conferences noon-3:00
Monday-Friday	March 26th-30th	No School

Quin IV : April 2nd -June 6th (46 days)

Monday	April 9th	No School
Monday	May 28th	No School
Wednesday	June 6th	Last Day-NOON dismissal

REPORT CARD SCHEDULE

Quin I

September 23rd Progress Report
November 1st Report Card

Quin III

February 24th Progress Report
April 13th Report Card

Quin II

December 7th Progress Report
January 25th Report Card

Quin IV

May 11th Progress Report
June 6th Report Card

BOOK REPORT SCHEDULE

Grades 5-12

October 3rd Classic
December 2nd Biography
February 24th Newbery Winner
April 27th Student's choice

Science Projects due: Sept.23rd , Nov.29th , Jan.23rd , March 23rd , and May 25th
Social Studies Projects due: Oct.28th , Dec.16th , Feb.17th , and Apr.20th

On noon dismissal days there will be no food service OR aftercare.

ORIENTATION OF BUILDINGS:

Avalon School has four buildings on the property. The first building by the parking lot is the main building. In the main building you will find the following classrooms and offices;

- Administration Office: Dr. and Mrs. Shafer
- Class room 1: Apple Computer room/Aftercare
- Class room 2: Mrs. Shafer
- Class room 3: PC Computer Room
- In the auditorium there is the lunch room, library and classrooms 4 and 5.
- Class room 4: Mrs. Cruz
- Class room 5: PE
- Library: The library is on the stage in the auditorium.
- The school office is located in the front of the auditorium: Secretary
- Teachers' Lounge is located in the main building by the girls' bathroom.
- Conference Room: Mrs. Herring- Guidance on Tuesdays.

Walking to the rear of the property is a free standing brown building. This is classroom 6.

- Classroom 6: Art: Miss Ottenwalder

As you walk further to the rear of the property two buildings remain. The large brown building on the right is Shafer Hall which has four classrooms.

- Shafer Hall room 1: Mrs. Ross
- Shafer Hall room 2: Mrs. Johnston
- Shafer Hall room 3: Mrs. Skinner
- Shafer Hall room 4: Mrs. Booth

The remaining building on the property is Camelot Building.

- Classroom 1: Mrs. Epstein
- Classroom 2: Mr. Carr

There are boys' and girls' bathrooms and water fountains in three of the four buildings. The students in the brown house use the restrooms in the main building or Shafer Hall. Each building is equipped with a fire alarm

system, code approved fire exits, handicap bathrooms and all requirements set up by the Department of Health.

AVALON SCHOOL:

Avalon School is privately owned and operated by Dr. and Mrs. Robert Shafer. The school was founded in 1986 and has served Central Florida for the past 25 years.

OUR MISSION:

The mission of Avalon School is to provide a nurturing, success-oriented learning environment. This environment allows our students to maximize their learning strengths and abilities so they may work toward their individual potential.

To realize this mission, Avalon employs research-based techniques. These techniques emphasize:

- small class size
- a comprehensive communication component
- differentiated instruction within the classroom
- nurturing learning environment

The researchers who have designed the Avalon program draw from the influences of Daniel Goleman (Emotional Intelligence), Howard Gardner (Multiple Intelligence), and Sally Smith (No Easy Answers). The Avalon research team has developed and added to the educational research base in the fields of "Success Oriented Education" and "Success Oriented Reading".

AVALON SCHOOL'S NAME:

The background for Avalon School's name reflects a vision of classic enrichment for our students. Its significance is captured in this excerpt from the book, A Return to Love.

THE MISTS OF AVALON

"The mists of Avalon are a mythical allusion to the tales of King Arthur. Avalon is a magical island that is hidden behind huge impenetrable mists. Unless the mists part, there is no way to the island. But unless you believe the island is there, the mists won't part.

Avalon symbolizes a world beyond the world we see with our physical eyes. It represents a miraculous sense of things, the enchanted realm that we knew as children. Our childlike self is the deepest level of our being. It is who we really are and what is real doesn't go away. The truth doesn't stop being the truth just because we're not looking at it. Love merely becomes clouded over, or surrounded by mental mist.

Avalon is the world we knew when we were still connected to our softness, our innocence, and our spirit. It's actually the same world we see now, but informed by love, interpreted gently, with hope and faith and a sense of wonder. It's easily retrieved, because perception is a choice. The mists part when we believe that Avalon is behind them.

And that's what a miracle is a parting of the mist, a shift in perception, and a return to love."

ACCREDITATION AND MEMBERSHIP:

Avalon School is a fully accredited member of NIPSA (National Independent Private School Association www.ncpsa.org) and National Council of Private Schools Association. The school's accreditation is good through 2011.

FINANCIAL INFORMATION

TUITION:

Annual tuition fees are agreed upon at time of admission.

DUE DATES AND PROCEDURES, LATE PAYMENTS, RETURNED CHECKS:

1. A registration fee or deposit (\$500) is required when a student is accepted to the school. This deposit is non-refundable.
2. Tuition payments are due the 15th of the month, August through May. Annual tuition is \$8,700.
3. Tuition is late after five days (the 20th of the month). A 5% late charge will be billed to the account.

4. Payment may be placed in an envelope and dropped by the office, or mailed to the school for arrival on the due date. A tuition drop box is on the office door.
5. Failure to submit tuition in a timely manner will result in student suspension until tuition payments are current.
6. There is a \$25 fee for any returned checks.
7. The full balance of the tuition is due at the end of the school year. No records will be forwarded or credits given until financial obligations are met.
8. Students are able to withdraw without financial penalty until the month of March. Students withdrawing or expelled after March 1st are obligated to pay the remainder of the tuition balance.
9. Parents must sign and submit to the office an agreement of these financial procedures before the student is officially accepted to the school.
10. Avalon school's aftercare payments are due each month. Parents should keep track of their child's aftercare hours and pay accordingly.
11. New McKay students are registered at the beginning of each year by Avalon School. All paperwork for returning McKay students will be completed by Avalon School.
12. Students using the McKay scholarship will receive a financial contract at the beginning of the year. These contracts must be signed and returned to the school office.

SCHOOL POLICIES

SCHOOL HOURS:

Avalon School hours for grades 1-8: Monday, Tuesday, Thursday and Friday, 8:20am-2:20pm. There is early dismissal on Wednesdays at 1:20pm.
Avalon School hours for grades 9-12: Monday, Tuesday, Thursday and Friday, 8:20am-2:30. There is early dismissal on Wednesdays at 1:30pm.

ACCEPTANCE:

Students are accepted at any time during the school year, depending on space availability in individual classrooms. A personal interview with the

parent and child is mandatory. Avalon School does not discriminate based on race, sex, or religious affiliation.

RECORDS/COMMUNICATION WITH OTHER SCHOOLS:

Avalon School requests records. The student's complete cumulative folder will remain at Avalon until withdrawal. Upon withdrawal, Avalon School will forward student's records after all financial responsibilities have been met.

DRESS CODE:

Avalon School requires students to follow a dress code. We feel the parents and students will be pleased with the overall benefits of this dress code program.

General Dress Code Guidelines- All students:

We have chosen khaki shorts, long pants, pleated skirts, and "skorts" as our basic coordinated dress bottoms. They can be worn with a red polo shirt. The clothes can be purchased from any store of your choice. Avalon School logo is not required on the shirts. Please follow the guidelines closely.

Shirts/tops—boys and girls:

- Solid red colored, plain polo type shirts with short or long sleeves.
- Students may wear tee shirts that bear an Avalon School logo on Fridays only.

Pants/shorts—boys and girls:

- Basic Bermuda-style (and length) shorts in khaki with cotton twill are standard; these shorts must be worn at the natural waistline (waistline visible). Shorts do not have to have belt loops. Shorts must not be oversized or worn low on the hips. Shorts must not be shorter than mid-thigh. Our method for determining proper length is to have the child hold his/her arms straight down on either side of his/her body with fingers pointing down. The bottoms of the shorts must be lower than the longest fingertip.
- Pants must be basic "Dockers" type in khaki and must be worn at the natural waistline and be of the appropriate length. Pants may have elasticized waists or have belt loops.

- Belts: A tan or navy belt of appropriate length may be worn with either shorts or pants.
- No sweatpants or sweat suits permitted.

Skirts/ "skorts"—girls:

- Pleated skirt in khaki.
- Khaki skort.

Shoes/socks:

- All students must wear clean athletic-type shoes with rubber soles and velcro or laces that tie for PE. On days that the student does not have PE he/she may wear flat shoes with a closed heel or back strap. No flip-flops, thongs, high heels, shoes with stacked heels, "clogs," platform shoes, or shower shoes are allowed.
- Socks in solid colors must be worn with athletic shoes.

Hats/caps and Hair

- No hats may be worn inside buildings. Hats or visors may be worn during PE to provide protection.
No extreme hairstyles or hair color.

Sweatshirts/Jackets

- Students are only allowed to wear a solid red sweatshirt. These sweatshirts can either be zip-up or a hoodie. These sweatshirts may be purchased at the school or from a store of your choice.. There is to be no writing on the sweatshirts. In extreme cold weather heavier jackets are permitted.

On Fridays students may wear free dress bottoms or Avalon School shorts with an Avalon T-shirt.

COLD WEATHER DRESS DAY: If the weather is below 45 degrees in the morning students may have a dress down day. The items that the students wear must keep them warm and be appropriate for school. Appropriate jeans, long sleeve sweaters or shirts may be worn. Warmer jackets do not have to be red.

FREE DRESS DAY ON BIRTHDAY:

Students may have free dress day on their birthday. If the student's birthday falls on days between June 8th - August 24th 2011 they may have a free dress day on September 6, 2011. If a student's birthday falls on the weekend or during any scheduled break the student may have free dress day

the Monday after his or her birthday. It is free dress day on picture days and half days.

SENIORS: Dress code will be black bottoms and purple tops. All other guidelines are to be followed.

PERSONAL BELONGINGS:

Each child should assume responsibility for the care of his or her belongings. Parents must place their child's name on any of his or her belongings (lunch boxes, jackets, etc.) The only personal items allowed at school are those that directly relate to and enhance learning or those that are requested by a teacher. Any item that is not appropriate for learning will be turned into the office and may be picked up by the parent the following day.

CELL PHONES AND ELECTRONIC DEVICES:

Cell phones and any electronic devices are strictly prohibited at Avalon School. Students who violate this rule will have the cell phone or electronic device taken and returned to his or her parent. Parents who need to contact their child may call the school at 407-297-4353 and the secretary can deliver any messages.

ACADEMIC MATERIALS:

A complete list of school supplies can be on the website under handbooks and forms.

LOST AND FOUND:

There will be a Lost and Found. Parents may check for lost items with the school secretary.

HOMEWORK POLICY:

In order to develop effective study habits, reasonable homework assignments are necessary. Please provide a time and appropriate place for students to do required homework. Homework assignment sheets for all students should be checked and initialed daily.

INCOMPLETE HOMEWORK POLICY:

Parents will be made aware of incomplete homework by reviewing the homework charts daily. Elementary teachers will give a blue slip to the student who does not complete homework on time. Parents need to review the blue sheet, make sure the student completes the missing homework, sign the blue sheet and have it returned to the teacher the next day. High school teachers will be giving incomplete print outs and blue sheets on an as-needed basis and at progress report time. Homework assignments must be completed or the student and parent will have a conference with the teacher.

ATTENDANCE

Rationale

Attendance regulations of Avalon Private School are based on Florida state law. Academic achievement and remediation are a result of contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is continued in a textbook, and a student profits most from his/her education when he/she plays an active and involved role in the learning process. Avalon School is designed for students who have documented learning disabilities. Attendance is key for any remediation. Students who are absent must have a note from the parent upon returning.

Attendance Requirements for grades 1-8

- Must attend 75% of instructional days. This is a requirement by the state to continue to receive the McKay Scholarship.
- Missing more than 10 days per semester will result in a meeting with the parents, teachers, and administration.

Attendance Requirements for grades 9-12

- Must attend 75% of instructional days. This is a requirement by the state to continue to receive the McKay Scholarship.
- Missing more than 10 days per semester may result in a loss of credit.
- State law mandates that students missing fifteen days or more of school in any ninety day period will lose their driver's license or their right to obtain a license. Students who have lost their license can get their license back once they have attended school for thirty consecutive days.
- Missing more than 10 days per semester will result in a meeting with the parents, teachers, and administration. At this point the Avalon School faculty will determine if the student may continue at Avalon School.

Excused Absences

- Illness or injury
- Illness/death in immediate family
- Established religious holidays/instruction
- Medical appointments (note from Dr.)
- Participating in school activity at another site
- Pre-arranged absence with education value with prior approval
- Head lice infestation(4 days)
- Catastrophic disasters

Excused Absences and Tardies

Parents must call the school office by 9:00am each day the student is absent or late for school. Upon returning to school after being absent or tardy, students must present a written explanation to the school. Include student's name and grade and reason for absence or tardy.

TARDY POLICY:

A student is tardy if he or she arrives after 8:20am. After five unexcused tardies in one nine week period a formal letter of non-compliance will be placed in the student's cumulative folder. If persistent tardies persist a parent-administration conference is required.

LATE ARRIVAL:

Students arriving late must check-in at the front office. If after first hour student may place lunch order and go to class.

COMMUNICATION BETWEEN SCHOOL AND HOME

NOTES, TELEPHONE CALLS, AND MESSAGES:

1. Notes to teachers should be brought to the office.
2. If a parent wants to speak with a teacher, he or she should email the teacher. Teachers will be available each morning before classes begin and after school to answer questions.
3. If a message must be delivered to a student by the end of the school day, please call the school by 1:00pm. We will deliver all messages by 1:30pm.
4. The school telephone is a busy telephone. Student may use the telephone with special permission from the office personnel.
5. The staffs' email addresses will be located on the school's Web Site.
6. Please call the school number 407-297-4353 and the secretary will be glad to take any messages for the staff or administration.
7. Please check our website for information @ avalonprivateschool.com

HOMEWORK ASSIGNMENT SHEETS AND BEHAVIOR CHARTS

Homework assignment sheets are a record of required homework assignments for all students. Avalon students are required to keep these homework assignment charts in their daily folders. If a chart is lost the student must purchase a new one for \$0.25. Behavior charts/Organizational charts are used for students in groups A-C(or older students when needed)to mark if a student behaves correctly, has completed homework, and has all the necessary materials.

WEEKLY FOLDERS: (Groups A-C)

Graded papers will be sent home every Friday in an assigned folder for groups A- C. These graded papers should provide the parents and students with a sample of student work. Please return folders each Monday to the student's first hour teacher. Students in groups D- I will be handed back graded papers on a regular basis.

MID-QUIN PROGRESS REPORTS AND REPORTS CARDS:

A mid-quin progress report will be sent home at the midpoint of each of the four quarters during the school year. Progress, effort and conduct are evaluated.

At the end of each nine-week period, a report card is sent to the parent. In this report, progress, effort and conduct are evaluated. A teacher comment is provided in each subject area.

Red report card folders will be sent home with the mid-quin progress report and the report card. The folders are due back to the school the following day with the parent's signature. If a folder is lost, the student must pay \$1.00 for replacement.

TEACHER CONFERENCES:

When parents or teachers feel the need, a conference can be scheduled. A green conference request form is provided in the information packet received the first day of school. This form is required before any conference, as our staff members need to prepare for the meeting. These forms are to be completed and turned into the personnel in which you request a conference.

ASSESSMENT

ASSESSMENT PHILOSOPHY AND GOALS:

The Avalon assessment process is designed to:

1. Assess student performance over time and by skill area.
2. Identify strengths and areas of need.
3. Provide information on student performance to enhance areas of strength and improve areas of need.
4. Report progress to parents in a meaningful and relevant manner.

5. Provide an ongoing evaluation of our curriculum design and instructional practices.

STRATEGIES FOR ASSESSMENT

CURRICULUM DESIGN:

The Avalon core curriculum is designed to provide administrators, teachers, and parents with a clear guideline of academic expectations for every child at each stage of development and specific grade level. Avalon School uses the Sunshine State Standards that have been adopted by the state of Florida. A complete curriculum can be viewed at www.firn.edu.

The Avalon core curriculum provides a baseline as well as a foundation on which the Avalon delivery system can be implemented and continuously evaluated for accuracy and geared toward student success.

STANDARDIZED PLACEMENT TEST:

An individual pre-placement test is given at the beginning of the student's enrollment to determine appropriate academic levels in reading and mathematics. Differentiated instruction identifies learning abilities and meets the academic needs and accommodates the learning styles of all students. Instruction during the school term is geared toward each individual's academic level. The STAR reading test is a computerized reading test that the students take three times per year.

EVALUATION:

The IOWA Test of Basic Skills is an individual achievement test that given to students in grades 3-8 during late spring to help determine each child's academic levels and monitor their academic achievement. Students in grades 10-12 will take the ASVAB standardized test in October. High school students will be given cumulative exams each semester to chart their criterion-based achievement across the Avalon curriculum. The SAT and ACT exam information will be available for all high school students. The SAT or ACT may be taken by Juniors and Seniors.

WRITTEN PROGRESS REPORTS:

Mid-quin progress reports are sent home with all students every four and one half weeks. A cumulative report is sent home at the end of each nine-week grading period. These reports communicate information about the student's academic progress, effort and conduct at school.

ASSESSMENT CONFERENCES:

Parent-teacher conferences are scheduled throughout the school year to discuss student progress. The students', teachers, and principal participate in these assessment conferences. They are intended to provide parents with information about their child's progress, placement, and goals for the remaining school term. The dates and times for the conferences are listed on the school calendar and Web Site.

FCAT AND THE MCKAY STUDENT:

The Public School System allows private school students enrolled in the McKay Scholarship program to take the FCAT at their local public school. If your child takes the FCAT you must provide transportation for your child to the zoned school where the FCAT will be administered. Avalon School does not require the students to take the FCAT, this is the choice of the parent.

INDIVIDUAL EDUCATION PLANS (IEP'S):

Students **should** have a current IEP. Please contact the non-public school department of your zoned county to follow up on student testing and IEP evaluations. It is standard practice to get IEP's reviewed every three years. All student IEP's are reviewed by each child's classroom teacher and accommodations are followed by each teacher.

CODE OF CONDUCT

STUDENT HONOR CODE:

"As an Avalon School student, I will show respect for all things for

myself, and for others at all times. I will contribute to the learning environment. I will follow school and classroom procedures. I will show integrity and honor in all my accomplishments. I will treat everyone I meet with kindness, and help others to grow."

BEHAVIOR:

All students are expected to show appropriate behavior at all times. In order to reach individual potential, all must work together and show respect toward each other. Avalon is dedicated to social and emotional success for each of our students.

YELLOW SLIP:

Consequences for inappropriate classroom behaviors are addressed by the teacher and will be supported by the school administration. These behaviors and their consequences will be documented in the form of a "yellow slip". Consequences will include the following:

- 1 verbal warning/teacher: student conference
- Break detention
- Removal from the learning environment
- Parent-teacher conference

BLUE SLIP:

The blue slips are used by the classroom teacher to list the homework that has not been finished on time or done correctly. The parent must review the slip, make sure the student completes the homework, sign the slip and make sure it is given to the teacher the next day. Persistent missing homework will result in a parent-teacher conference and delay in the students' overall academic growth.

ISSUE RESOLUTION FORM: (Pink slip)

A severe Issue Resolution Form was developed to gather accurate information about any behavioral or academic infraction occurring during the school day. Our goal is to have each student accept responsibility and accountability for their own behavior. Dr. Shafer reserves the right to determine the consequences for any infraction during the school day or in the aftercare program. The form will describe the inappropriate behavior,

outline the consequence or the infraction, and serve as documentation to be maintained in the student's individual file.

BEHAVIORAL INFRACTIONS AND CONSEQUENCES

- Hitting, fighting
 - Consequence:
 - First offense: One day out-of school suspension.
 - Second Offense: Three days out-of school suspension.
 - Third offense: Expulsion
- Bullying to include: name calling, hurtful sarcasm, invading personal space, belittling, put downs, lying about another, retaliating, extortion, spreading rumors, physical threats, or intimidation.
 - Consequence:
 - Any offense: Conference with administration, student and teacher. Documentation will be kept on file.
- Vandalism, theft, or any activity which may cause harm or damage to others, their belongings or to school property.
 - Consequence:
 - Payment for damaged property.
- Leaving the school grounds without permission
 - Consequence:
 - Notify the police to locate the student.
- Possessions or use of any weapon or any device or instrument that could be used as a weapon to injure or cause harm to others or to school property.
 - Consequence:
 - First offense: Expulsion
- Possession or use of intoxicants or other controlled substances in any form on school grounds.
 - Consequence:
 - First offense: Expulsion
- Sexual harassment in the form of inappropriate verbal or physical conduct.
 - Consequence:

- Any offense: Conference with administration, student and teacher. Documentation will be kept on file.

Academic Probation: Student's failure to meet the requirements of a C in any academic subject. Student's grade point will be reviewed to make sure a GPA of 2.0 is maintained.

Consequence: Failure to pass a course.

Health

HEALTH FORMS:

Each Avalon student must meet State of Florida immunization requirements. Immunization forms must be turned into the office before the first day of school and will be placed in the students' cumulative folders.

ABSENCES:

Please keep ill children home from school. If a child comes to school and develops a fever, the parents will be called to pick up the sick child. Please notify the school if your child will not be attending school. Teachers will not provide any missed work until the student returns. Students will be given make-up work and lessons reviewed with the teacher when they return to school. Students have three days to make up missed work. Only if absence is due to special activities or trips, will make-up work be given ahead of time and is due upon return.

MEDICATIONS:

An adult must deliver a student's medication along with a note from the parent to Dr. or Mrs. Shafer only. All daily, prescribed medication must be sent in original prescription container, and an authorization to administer medication must be signed and kept on file in the school office.

SCHOOL LIFE

(Academic and social)

SCHOOL POLICIES AND MATERIAL:

All students in 1-12 will be required to have all the items on the supply list. Students in grades 1-12 will be allowed to carry a medium-sized backpack. Charts, notes, supplies, and homework will be kept in the students' folders. Students in grades 3-5 will be given a duplicate set of reading and math books to be kept at home and used for homework.

Students should have the required supplies each day. All textbooks are on loan to students free of charge. Students should take care of all textbooks. Students are responsible for the replacement cost of any lost or damaged books.

LUNCHES:

Students may bring a nutritious lunch or purchase from our food service selection. Students will not be allowed to use the microwave.

Monday: No Food Service

Tuesday/Fridays- Dominoes

Cheese Slice \$1.00

Pepperoni \$1.00

Wednesday: No Food Service

Thursday: Arby's

Ham Melt \$1.50

Roast Beef Melt \$1.50

Drinks, chips, and snacks can be purchased for \$.50 every day of the week.

Lunch orders will be collected by the first hour teacher each morning. For the younger students, you may place money in an envelope with the order written on the outside. Lunch orders may be pre-paid for one week only. Write the entire lunch order out for the week and turn in the lunch money on Mondays. Students are not allowed to place an order for the week unless payment accompanies the order. Avalon school will allow students to charge a lunch one time if their lunch or lunch money is forgotten. The student will receive a note reminding the parent of the charge. Payment must be made before a student can charge again. If a student forgets their lunch they will be able to call the parent to make arrangements for lunch for that day.

If the child will be arriving at school after first hour please go into the front office to place your child's lunch order.

Students will be allowed to buy snacks and drinks during the morning break, lunch time, and after school.

FIELD TRIPS:

Educational field trips are planned as part of the instructional program. Permission slips for each field trip must be signed and returned to the school prior to each trip.

PARENT VOLUNTEERS:

Parent volunteers add to the quality of the Avalon program. If you can spare some time to come work with our students on a consistent basis please leave a message for Mrs. Shafer at 407-297-4353. Parents can help in many ways at Avalon. Please notify Dr. or Mrs. Shafer if you can organize or help with any of the activities below.

- Reading volunteer
- Chaperoning field trips
- Being a room parent for your child's teacher
- Planning the high school prom
- Helping with award's ceremonies and graduation preparation.

FUNDRAISERS AND SCHOOL PROJECTS:

Avalon School expects that each family participate in our annual fundraisers and school projects. Your help will be greatly appreciated and needed for the success of our school. All proceeds will be used for educational materials for the entire school. Donations accepted throughout the year.

PARTIES:

Avalon School is glad to provide a time during lunch for individual birthday recognition. Please provide the necessary items needed for

birthday treats. Please contact your child's first hour teacher in advance if you plan to bring treats to the school.

TRAFFIC AND SAFETY

ARRIVAL/DEPARTURE:

Morning and afternoon drop-off/pickup: All students and parents should enter through the back door of the auditorium. Any persons entering the school must enter through the auditorium doors. For the safety of our students the black gate by the school office will be locked from 8:00- 2:45 pm.

- Students in grades 1-8 will be dismissed promptly at 2:20pm.
- Students in grades 9-12 will be dismissed promptly at 2:30pm.
- Please stay with your car, as Mrs. Shafer and Miss Jamie will direct students to their cars.
 - Students in grades 1-8 will be dismissed by the Andrus side of the building. Dr. and Mrs. Shafer will monitor the children into their cars. Those parents should park their vehicle along the side of the building from the front of the building all the way along Andrus Ave to the end of Shafer Hall. No student will be allowed to cross the street during dismissal. PLEASE DO NOT BLOCK OUR NEIGHBOR'S DRIVEWAYS.
 - Students in grades 9-12 will be dismissed by the Courtland side of the building (in front of the school). Mrs. Shafer and Miss Jamie will monitor the children into their cars. These parents may park in front of the school down to Ohev Shalom and pull up to the front door in an orderly fashion.

PARENT OR GUEST VISITATION:

- For safety reasons, anyone not employed by the school must check-in at the front office.
- Parents must not go to classrooms without permission by office personnel.
- Our staff members will deliver messages, lunches, books, etc. to students.
- If any parent will be staying on campus he or she must wear a visitor's sticker.

EARLY STUDENT CHECK-OUT:

Under no circumstances will a student be permitted to walk home alone during the day. The parent must come to the office and sign out the student. If a student is to be picked up by someone other than their parent, written permission from the parent must be delivered to the school. The person picking up the child must sign out the student and show proper identification. A child will not be released if these procedures are not followed.

BIKE RIDERS:

Bike riders are responsible for locking up their bikes upon arrival to school. Bike riders will be dismissed at 2:35pm.

CLOSING OF THE SCHOOL DUE TO INCLEMENT WEATHER OR EMERGENCIES:

Avalon School abides by any Orange County Public Schools decision to close the school due to inclement weather or an emergency. You may call the school to check on the closing of the school. Opening of the school after any closure will be determined by the Avalon administration. Call the school to get correct information.

BOOK LOGS: GRADES 1-4

Book logs are an essential part of the reading program and are due approximately every six weeks. The main goal of the program is to engage the student in the process of independent reading throughout the entire school year. The student will have an average of six weeks to fill out the book log form. At least five books are required to be on the book log form for each book log due date.

You can select a book from a bookstore or one of Orlando's fine libraries. The visit to the library can be simplified by asking the librarian for assistance. Several libraries in the area have reference books designed to help parents and teachers choose appropriate materials. Your assistance in selecting a book with your child will be a positive step toward making a bond with a literate adult. Your child will know that reading is important to you.

Good luck and let us work together to make this a pleasant experience for your child.

Grades 1-4 are required to keep the reading log in their trapper keepers throughout the year. Book logs will be provided by the teacher.

BOOK LOG DUE DATES:

October 3RD

December 2ND

February 24TH

April 27TH

Students in grades 1-6 will be also required to participate in the Pizza Hut "Book It" program. This program is utilized to support independent reading. The program starts in October and ends in March. More information will be sent home with your child from his or her reading teacher.

ACADEMIC HONESTY: Plagiarism:

We are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrase of another person's spoken or written words.

STRATEGIES FOR AVOIDING PLAGIARISM:

1. Put in quotations everything that comes directly from the text especially when taking notes.

2. Paraphrase, but be sure you are not just rearranging or replacing a few words.

Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.

3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

CONSEQUENCE OF PLAGIARIZING:

Avalon School has a NO-TOLERANCE policy for students who plagiarize!

If you are found to have plagiarized you will receive a zero (0%) for that grade, for your first offense. Book report will have to be redone.

Taken from: Writing Tutorial Services, Indiana University, Bloomington, IN

BOOK REPORTS

Book reports are an essential part of the reading program and are due approximately every six weeks. The main goal of the program is to engage the student in the process of independent reading throughout the entire school year. The student will have an average of five weeks to read a book and one week to write the written requirements. If guided correctly by the parent, those weeks will be a positive experience for the student and will encourage the student to gradually complete all reports and logs independently. Please note that the student should not wait too long in selecting a book. If delayed the written work becomes an unnecessary frustration for both student and parent.

You can select a book from a bookstore or one of Orlando's fine libraries. The visit to the library can be simplified by asking the librarian for assistance. Several libraries in the area have reference books designed to help parents and teachers choose appropriate materials. Your assistance in selecting a book with your child will be a positive step toward making a bond with a literate adult. Your child will know that reading is important to you.

Good luck and let us work together to make this a pleasant experience for your child.

Grades 5-12 are required to follow the enclosed outlines for their book reports and submit to their reading teacher by the due dates.

BOOK REPORT TOPICS AND DUE DATES

BOOK LOG DUE DATES:

October 3 RD	Classic
December 2 ND	Biography
February 24 TH	Newberry Winner
April 27 TH	Student's Choice

The book report topics and due dates are a standard part of the curriculum. A student may discuss enrichment activities with his or her reading teacher to accompany any book report. Examples would be oral presentation with a Power Point presentation or display boards. This additional component is strongly encouraged. Be creative and remember reading is fun!

CLASSIC BOOK REPORT

- I. Title Page: (This page is to be a piece of 8.5 x 11 sheet of unlined paper.)
 - A.) Title of the book in the lower left hand corner(Underlined)
 - B.) Author of the book under the title.
 - C.) Student's full name and date in the lower right hand corner.
 - D.) Illustration on the title page. (add details)

- II. Characters:
 - A.) Introduce the main characters in detail. Each character should be a separate paragraph.
 - B.) How did the characters interact?
 - C.) Were there any conflicts among any of the characters? If so, how did they solve them?

- III. Plot:
 - A.) Describe the setting of the story (time and place).

- B.) What is this story about? (This item should be sequential. Start at the beginning of the story and work in detail to the end of the book. Include the climax and the resolution of the story.)
- C.) What makes this story a classic? What themes or issues will the reader find valuable in the future?

IV.) Recommendation:

- A.) Would you recommend this book to someone? Would you not recommend this book to someone? You should list several reasons for your answer in either instance.

BIOGRAPHY

I Title Page(This page is to be a piece of 8.5 x 11 sheet of unlined paper).

- A. Title of the book in the lower left hand corner(underlined)
- B. Author of the book under the title.
- C. Student's full name and date in the lower right hand corner.
- D. Make an illustration on the title page. Make sure to add details.

II Characters:

- A. Introduce the main character in detail. This should be sequential as the book presents the character.
 - 1. Where did the character grow up?
 - 2. What was the childhood like?
 - 3. List hobbies/interest/
 - 4. What accomplishments?
- B. List two supporting characters in the book and how they interacted with the main character. This item should be two complete paragraphs.

III Character's defining attributes:

- A. Why was/is this person famous?
- B. How does/did this person's accomplishments/skills help/helped society?

C. What was the most interesting fact you learned about this person?

IV. Recommendation:

A. Would you recommend this biography? Would you not recommend this book to someone? You should list several reasons for your answer in either instance.

STUDENT'S CHOICE/ NEWBERRY WINNER

I. Title Page: (This page is to be a piece of 8.5 x 11 sheet of unlined paper.)

- A.) Title of the book in the lower left hand corner(underlined)
- B.) Author of the book under the title.
- C.) Student's full name and date in the lower right hand corner.
- D.) Illustration on the title page.(add details)

II. Characters:

- A.) Introduce three main characters in detail(3 paragraph minimum)
- B.) How did the characters interact with each other?
- C.) What was your favorite character and why?
- D.) What character did you like the least and why?

III. Plot:

- A.) Describe the setting of the story (time and place).
- B.) What is this story about? (This item should be sequential. Starting at the beginning of the story working in detail to the end of the book. Include the climax and the resolution of the story).

IV. Recommendation:

A.) Would you recommend this book to someone? Would you not recommend this book to someone? You should list several reasons for your answer in either instance.

SCORING FOR BOOK REPORTS

- I.) Title Page.....5pts.
- II.) Characters.....25pts.
- III.) Plot.....40pts.(Characters defining attributes)
- IV.) Recommendation.....10pts.

V.) Presentation of report...20pts.(Included are neatness, sentence structure, correct grammar, paragraph formation, and proper spelling)

