Avon Elementary School

STUDENT/PARENT HANDBOOK

2026/2027



Welcome Letter from our School Administration Team

Dear Students, & Parents/Guardians,

It is our pleasure to welcome you to the 2026-2027 school year!

We are prepared and excited for what is sure to serve as an outstanding educational experience here at Avon Elementary School that is governed by the Avon-By-The-Sea Board of Education.

This Student/Parent Handbook was developed to serve as a source of quick reference for important information pertaining to the practices, procedures, and policies that will help to ensure a safe and successful school year.

Please take the time to carefully read the handbook, discuss the contents as a family, and to reach out to us with questions and/or for clarification.

Please be assured that we believe in, and greatly value, the partnerships we have been able to forge with the parents and families of our students. As such, our doors are always open.

Let's work together in making this the best year ever!

Sincerely,

Mrs. Cathy Danahy
Superintendent/Principal

Mrs. Danielle Price
Director of Curriculum, Instruction & Special Services

MISSION and PHILOSOPHY

Mission Statement:

The mission of Avon Elementary School is to cultivate respectful, responsible, and caring students who are empowered to think creatively, critically, and work collaboratively to positively impact their community.

We believe:

1. All students are unique and can learn
2. Students learn best in a safe, caring and motivating environment that is based on mutual respect
3. Students can apply learning strategies and utilize self-assessment tools to take ownership for their learning
4. Students can develop critical, creative, problem-solving and decision-making skills
5. Students can develop the pro-social skills necessary to ensure a respectful and collaborative learning environment
6. Optimum learning occurs when teachers communicate learning goals to students and parents and support their achievement through standards-based instruction and on-going assessment
7. It is the responsibility of the administration and the Board of Education to provide the leadership, support and resources necessary to achieve our mission
8. It is the responsibility of the school community to inspire students to reach their highest potential and to value life-long learning

We value:

1. A strong home -school connection
2. A standards-based curriculum
3. Differentiated instruction
4. Formative and summative assessment
5. The development of student strategies for independent learning and the application of skills and knowledge
6. Shared responsibility and accountability
7. Collaboration and communication
8. Shared leadership
9. Job-embedded professional learning that creates a consistency and continuity of instruction across grade levels and content areas
10. Active participation of all stakeholders in the community of learners; our mission will become a reality when it is supported by actions that are driven by our beliefs and our values

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CONTACT US

Avon-By-The-Sea Board of Education and District Administration

AVON-BY-THE-SEA BOARD OF EDUCATION

2026-2027

William Bing – Board President

Kristin Scrabis-Fetcher - Vice President

Michael Evans

John Kinkela

Jane Losinger

Marny Requa

Robert Szczepaniak

DISTRICT ADMINISTRATION

Mrs. Cathy Danahy, Superintendent/Principal

Mrs. Danielle Price, Director of Curriculum, Instruction & Special Services

Mrs. Amy Lerner, Business Administrator and Board Secretary

Chain of Communication

DISTRICT WEBSITE

https://www.avonschool.com/

Employee Directory and Contact Information

AES School Telephone Number (732) 775-4328

2026-2027 EMAIL			
Last Name	**First Name**	**Assignment**	**Email**
Barry	Brady	Paraproffesional	bbarry@avonschool.com
Becker	Carrie	Second Grade Teacher	cbecker@avonschool.com
Berta	Melissa	Paraproffesional	mberta@avonschool.com
Blaney	Erin	Pre-K Teacher	eblaney@avonschool.com
Campbell	Meredith	Social Worker	mcampbell@avonschool.com
Cascio	Kathleen	Special Education Teacher	kcascio@avonschool.com
Cumiskey	Sharon	Reading Specialist / ESL	scumiskey@avonschool.com
Danahy	Catherine	Superintendent / Principal	cdanahy@avonschool.com
Darcy	Maura	Grade 4 Teacher	mdarcy@avonschool.com
DeBenedetto	Doria	Library Aide	ddebenedetto@avonschool.com
Dettlinger	Leslie	Paraprofessional	ldettlinger@avonschool.com
Doane	Abbey	Special Education Teacher	adoane@avonschool.com
Dugan	Mary	Grade 5 Teacher / G & T Teacher	mdugan@avonschool.com
Golda	Jaime	School Nurse	jgolda@avonschool.com
Irace	Maria	Kindergarten Teacher	mirace@avonschool.com
Hughes	Tara	Grade 1 Teacher	thughes@avonschool.com
Kinsey	Allyson	Paraprofessional	akinsey@avonschool.com
Krupinski	Olivia	School Psychologist	okrupinski@avonschool.com
Lerner	Amy	Business Administrator	alerner@avonschool.com
Lynn	Corrinne	STEAM Teacher	clynn@avonschool.com
Martin	Maureen	Business Assistant	mmartin@avonschool.com
Martin	Michael	Music Teacher	michaelmartin@avonschool.com
Nappo	James	Physical Education / Health Teacher	jnappo@avonschool.com
Noonan	Eileen	Speech Pathologist	enoonan@avonschool.com
Pauciello	Scott	Middle School Social Studies Teacher	spauciello@avonschool.com

Plunkett	Stephen	Middle School Science Teacher	splunkett@avonschool.com
Price	Danielle	Director of Curriculum, Instruction & Special Services	dprice@avonschool.com
Rose	Nancy	School Secretary	nrose@avonschool.com
Segal	Elisa	World Language Teacher	esegal@avonschool.com
Silvestri	Jennifer	Middle School Language Arts Teacher	jsilvestri@avonschool.com
Skribner	Katie	Grade 3 Teacher	kskribner@avonschool.com
Smith	Bruce	Head Custodian	bsmith@avonschool.com
Stefankiewicz	Kristin	Art Teacher	kstefankiewicz@avonschool.com
Tarver	Lisa	Middle School Math Teacher	ltarver@avonschool.com
Trapani	Brian	Special Education Teacher	btrapani@avonschool.com
Vaccarino	Michael	Network Engineer	mvaccarino@avonschool.com
Warner	Wendy	Occupational Therapist	wwarner@avonschool.com

MASS COMMUNICATIONS ALERT SYSTEM (EMAIL, ROBOCALL, ETC…)

With our recent website update and its integration with Genesis, all parents and guardians registered in the portal will now automatically receive communications from the school district. To ensure you stay informed with all electronic updates from AEs, please make sure your contact information is current and accurate.

SCHOOL OPERATIONS and SCHEDULING

School Calendar and Remote Emergency Plan

School Hours - 2026-2027

FULL DAY		
8:05 - 8:30	Home Room	**Morning Start**
8:31 - 9:11	Period 1	
9:12 - 9:52	Period 2	
9:53-10:33	Period 3	
10:34-11:19	Period 4	
11:20-12:08	Period 5	**MS Lunch/Recess (Period 5)** **K-5 Lunch/Recess (Period 6)**
12:09-12:57	Period 6	**Pre-K Dismissal- 2:20** **Pre-K Bridgecare- 2:20-3:05**
12:58-1:38	Period 7	
1:39-2:19	Period 8	
2:20-3:00	Period 9	
3:00-3:05	Homeroom	
3:00-3:05	**K-8 Dismissal**	**Afternoon End**

Please be reminded that morning supervision for K-8 students begins at 7:50AM on the playground. Students are not permitted on the playground until 7:50 AM. Please be advised that adult supervision is not available until 7:50 AM.

PRE-SCHEDULED SHORTENED DAY		
8:05-8:30	Home Room	**Morning Start**
8:31-8:54	Period 1	
8:55-9:18	Period 2	
9:19-9:42	Period 3	
9:43-10:06	Period 4	
10:07-10:30	Period 5	**MS Homeroom**
10:31-10:54	Period 6	**K-5 Homeroom**
10:55-11:18	Period 7	
11:19-11:42	Period 8	
11:43-12:06	Period 9	
12:06-12:10	Home Room	
12:15	**Pre-K -8 Dismissal**	**Afternoon End**

Delayed School Opening

If inclement weather warrants a delayed school opening, the following schedule will be put into effect:

Phone calls, email alerts, website announcements and text message alerts will indicate a delayed opening.

DELAYED OPENING		
10:15-10:33	Home Room	**Morning Start**
10:34-11:19	Period 4	
11:20-12:08	Period 5	**MS Lunch/Recess (Period 5)** **K-5 Lunch/Recess (Period 6)**
12:09-12:57	Period 6	**Pre-K Dismissal- 2:20** **Pre-K Bridgecare- 2:20-3:05**
12:58-1:38	Period 7	
1:39-2:19	Period 8	
2:20-3:00	Period 9	
3:00-3:05	K-8 Homeroom	
3:05	**K-8 Dismissal**	**Afternoon End**

Emergency School Closing

School will normally be kept open in accordance with the current school calendar. In the event of an emergency closing, phone calls, email alerts, website announcements and text message alerts will indicate an emergency closing.

In the event that an emergency requires the closing of school during the school day when students are already in school, the school office must have the emergency numbers (cell phones) of the adults who will be responsible for the child in an emergency. Your child should know what to do in case you are not at home following an emergency dismissal

Late Arrival / Early Dismissal - Policy #5230

When an emergency arises and it is necessary for your child to be dismissed from school earlier than the regular time, please send a note or email to the Teacher(s) and Mrs. Rose in the Main Office. E-mail: **nrose@avonschool.com**

Drop Off Procedures

1. Parents are to drop their children off in the morning utilizing the coned drop off lane on Lincoln Avenue. The lane will be open from 7:50AM – 8:05AM.
2. Do not park in the coned drop off lane at any time for any reason.

3. If you would like to park, please park on Lincoln Avenue and cross your child to the playground for drop-off.
4. Pre-K students should be dropped off at the Pre-K classroom door on Fifth Avenue at 8:05AM.

Arrival Procedures

1. Students should not arrive prior to 7:50 A.M. There is no adult supervision until 7:50 A.M.
2. Students may not enter the playground before 7:50 A.M.
3. Students are not to ride bicycles on the playground. Bicycles and helmets should be walked to the bike rack outside of the playground entrance before entering.
4. All bicycles should be locked.
5. Students who arrive early for appointments with teachers or for extra-curricular activities must enter through the main door and check-in in the Main Office. Students must wait until their assigned teacher comes to meet them.
6. All doors to the school will be locked at all times that they are not being monitored.

Inclement Weather Arrival Procedures

1. As on any other school day, students should not arrive before 7:50 A.M.
2. The side door to the building on the playground, will be opened and monitored by staff at 7:50 A.M. and will be locked at 8:05 A.M.
3. Students enter through the school entrance and proceed to the Cafeteria as they would do on "out" days.

Dismissal Procedures

Maintaining the safety of our children is our highest priority every day. For this reason, we have set up procedures for the safe arrival and dismissal of our students. Please do not send your child to play on the playground before 7:50 AM since no supervision will be available at the time.

To help us ensure that your child is safe at dismissal, parents must make the school aware of dismissal arrangements for their children. A dismissal procedure form must be completed by the first day of school.

The following are the school locations for student dismissal.

Pre-K	–	Pre-K classroom door on Fifth Avenue
Grades K-2	–	Main entrance on Fifth Avenue
Grades 3-5	–	Lincoln Avenue step doors
Grade 6-8	–	Playground exit

Requesting a Meeting/Conference

Parents/Guardians that would like to request a meeting/conference should email the individual whom they would like to meet with to schedule an appointment. On the spot meetings with teachers will not be granted without following this procedure.

Attendance /Tardiness

The compulsory education law (N.J.S.A. 18A:38-28 through 31) requires all children between the ages of 6-16 to attend school. The attendance regulations (N.J.A.C. 6A: 16-7.6), require each district board of education to develop, adopt and implement policies and procedures regarding the attendance of students.

Excessive absence is one of the foremost reasons students are unsuccessful in their schoolwork. Good attendance and punctuality must be stressed by parents and guardians, as well as school personnel, for the benefit of the students.

Students are expected to be in attendance on all days that school is in session. A student must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

NJ School Performance Report Requirements

As part of the New Jersey Annual School Performance Reporting requirements, we are expected to report the number of students who are on the path to missing 10% (18 days) of our 180 day school calendar. As part of this report, we must generate an action plan to address students who are missing this number of days at the end of the school year.

To ensure the number of days students are out during the school year parents will receive a letter from the School Nurse each month he or she has exceeded the 10% mark for the number of possible days to date. The purpose is to help guide parents and guardians in making decisions about absenteeism for the rest of the school year.

Absences/ Early Dismissals and Make-up Work Procedures

A student will be considered to have attended school if he/she has been present at least four hours of the school day.

If your child(ren) must be absent from school, please call (732-775-4328 option 3) and/or email (jgolda@avonschool.com) the School Nurse to report the absence, as well as the reason for the absence. By 9:00 AM, school personnel will call parents/guardians who have not left a message.

If a student is absent for four (4) or more consecutive days, a doctor's note must be submitted to the school nurse the first day the child returns.

As per Board Policy 5200, in accordance with the provisions of N.J.A.C.:6 a student in excess of four (4) cumulative unexcused absences may be subject to investigative and corrective action procedures by administration.

Students who are absent from school, for any reason other than an excused absence, are prohibited from participating in school-sponsored activities on the day of the absence.

Under NJAC 6A:16-7.6, the Avon-By-The-Sea Board of Education can only permit excused absences from school for religious holidays approved by the State of New Jersey. A note must be received to permit an absence to be considered excused under this requirement

Make-up work for a one day absence will be provided when the child returns to school. If your child is absent for two (2) days or more for an approved reason, parents/guardians can request the homework when reporting the absence or, in any case, no later than 10:00 AM on the day requested. In order to obtain make-up work for unexcused absences (i.e. vacations), parents/guardians must give forty-eight hour notice of the absence. Assignments will be provided for no more than five (5) consecutive days of unexcused absences.

It is the responsibility of the student to return all completed assignments to the teacher for credit upon return to school.

Tardiness

Students are considered on time to school when they are in school at 8:05 A.M. Any student not in school at 8:10 A.M. will be considered tardy.

Excessive tardiness (both excused and unexcused) will be addressed on an individual basis.

Early Dismissal for Appointments, etc.

Should a student need to be dismissed prior to the end of the school day, the parent/guardian must send a written notice to the homeroom teacher and Mrs. Rose (nrose@avonschool.com) .

Lunch Programming

Lunch/Recess time will be provided to students in accordance with the following schedule.

Grade Band	Lunch	Recess
6-8	11:20-11:44	11:44-12:08
3-5	12:09-12:33	12:33-12:57
K-2	12:33-12:57	12:09-12:33

Admission/Transfer/Residency

The Avon-By-The-Sea Board of Education shall admit to its school free of charge the following persons over five and under 20 years of age and domiciled within the district as per Board Policy #5111.

Proof of Eligibility

The board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district. The board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

Transfers

All students, other than 8th or 12th grade students, must transfer when their parents change their residence, unless they are relocating less than one (1) month prior to the end of the school year as per exceptions in 8th grade and 12th grade year.

Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity and proof of residency and domicile.

Within the time prescribed by law, the Principal shall request in writing from the school or district of previous attendance, the student's records.

Initial placement shall be made on the basis of the records, but adjustments may be made at the discretion of the administration when the state-mandated assessment indicates that such adjustments would be beneficial to the child.

Transfer of Student Records

The Principal shall request records of a newly enrolled student from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the administrative code.

The Principal shall forward mandated student records as soon as possible upon receipt of the request from the chief school administrator of the district to which the student has transferred, but in any case within the time limit prescribed by the administrative code. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the student's parents/guardians informed the district of the transfer.

Student Records

Please be advised that the Board of Education Policy #8330 allows parents the right to review their child's records. Please contact the office if you wish more information (N.J.A.C. 6:3-2 Pupil Records – "Parent's Right to Know").

Under the "Right to Know", please be advised of the following:

1. Parents/guardians shall be notified annually, at the start of the school year, of their rights under these regulations.
2. Copies of this policy and regulations along with applicable state and federal regulations regarding pupil records shall be made available to parents/guardians on request.
3. A parent/guardian shall either have access to or be specifically informed about only that portion of another student's record that contains information about his/her own child or himself/herself.

SAFETY and SECURITY

School Security/Visitors

During school hours all exterior doors to the school building will be locked at all times not monitored by school personnel.

Upon visiting the school, parents/guardians and all other visitors must adhere to the following:

a. Entrance to the school can only be gained at the main entrance to the school on Fifth Avenue in the main vestibule.
b. Visitors must sign-in to the visitor kiosk in the vestibule. Once complete, a visitor label will be printed and able to be picked up in the Main Office. The pass shall be prominently displayed.
c. Parents and teachers shall be informed that all non-staff members without a visitor's pass will be asked to report to the office.
d. Full cooperation with the main office staff is expected and appreciated for the safety of our students and staff.
e. Please do not hold doors open for other visitors, even if you know them, or prop doors open. Also, please do not expect staff members, other than the Main Office staff, to allow you entrance to the school.
f. After school hours will be monitored by surveillance and the building will be locked unless events and activities are scheduled with the main office.
g. Unless otherwise noted, the school building will be closed before 7:45AM and after 3:45PM. Access to the building before and after these hours will be allowed by administration, staff members providing extra help or intervention, and advisors to extracurricular programs. Unless your child is attending an after school program, they are not allowed back into the building once dismissed (ie: bathroom usage, forgotten items, etc). Please do not expect custodians or other staff members to allow entrance to the building before 7:45AM or after 3:45PM.

The building and grounds are under 24 hour surveillance and frequent walkthroughs are conducted by the Avon-By-The-Sea Police Department

Fire/Emergency Drills

*As per state code the school will hold two emergency drills each month. These will include lockdowns and emergency evacuations.

Fire Drills - When the fire alarm sounds, students will immediately stand and leave the room in single file. No one is to pass another or break the line of march. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill. They are to remain away from the building in their designated area until the signal to return is given by the Principal or authorized representative.

Lockdown Drills

During a crisis in or around the Avon Elementary School, it may become necessary to secure or "lockdown" the building. The purpose of the lockdown of a building is to ensure the safety of students and school employees by avoiding direct contact/confrontation with an individual(s) or situation which might present a danger. (NOTE: These procedures may also be used for non-emergency lockdowns associated with drug searches of the building.) Specific procedures for keeping children and staff safely in their respective classrooms are outlined in the school's Critical Emergency Response Plan (CERP)

Photographs of Students

Taking pictures of district students and the school building for commercial purposes is prohibited without written approval of the Chief School Administrator.

"Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

"School students" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless permission is granted by parents/guardians. Photographs of children placed in the district by the Division of Child Protection and Permanency (DCP&P) shall not be published without permission of the division caseworker.

Photographs on the District Website

Pictures of district students shall not be posted on the web site and/or social media, except under the following conditions:

A. Prior written permission has been obtained from the student's parent/guardian;
B. Group photographs may identify the group, but not the individuals in the group;

STUDENT SERVICES

Child Study Team (CST)

The Child Study Team consists of a school psychologist, social worker and a learning disabilities/teacher consultant. Depending on individual student needs, the school's occupational therapist, physical therapist and speech therapist are included on the team. The CST conducts evaluations and delivers related services to children with diagnosed disabilities. The Child Study Team is responsible for initial evaluation, eligibility determination, development review, and revision of the Individualized Education Program (IEP), re-evaluation and placement.

The Avon-By-The-Sea Child Study Team for the 2026-2027 School Year:

Danielle Price – Director of Student Services
Meredith Campbell– School Social Worker (*until Sep 16th*) (MOESC *after Sep 16th*)
Olivia Krupinski – School Psychologist
Susan Spill – Learning Disability Teacher Consultant (*until Oct 9th*) Maria Kazmierczak (after Oct
Eileen Noonan– Speech and Language Specialist
Wendy Warner- Occupational Therapist

Intervention and Referral Services for General Education Students

"General Education" pupils are all of those who are not classified and who do not have an issued "Individual Education Plan" (IEP).

The Board of Education shall provide a program of Intervention and Referral Services for general education pupils who are experiencing personal, interpersonal or academic difficulties to help them function productively and develop positively in the classroom environment. Should parents be seeking support for their child, they should begin by contacting Mrs. Meredith Campbell, SSW.

Students in Crisis

Youth Helpline: 2nd FLOOR New Jersey's Youth Helpline is a toll-free, anonymous and confidential helpline available 24 hours per, 7 day per week, 365 days per year to all New Jersey young people ages 10-24. Youth can call 2nd FLOOR @ 1-899-222-2228 to speak with professionals and trained volunteers.

Homebound Instruction

To provide uninterrupted education for pupils unable to attend their regular classes due to extended illness, disability, court order or administrative action, the Board of Education shall provide away-from school instruction when proper application has been made and subject to the following restrictions:

A. The period of absence must be expected to be longer than two weeks except in special circumstances.
B. A parent/guardian or appropriate adult authority must be within call during the period of instruction.
C. In cases of illness or disability, medical certification is required both of the necessity for the pupil's absence and his/her fitness to benefit from the instructions.

Each case must be approved by Board of Education action; all requirements for receipt of state aid must be fulfilled.

The board shall provide home or out-of-school instructional services no later than five (5) days after the student has left the general education program.

Child Find Program
If you know of an Avon-By-The-Sea preschool (2-5 years old) child with physical, mental, or emotional difficulty, please have the parents of the child contact the school.

Preschool Program
The district shall operate a tuition-based preschool program for district residents (and non-residents if fewer than 14 residents enroll into the class). The program shall be operated in accordance with Board Policy and Policy 5111 Early Childhood Education, Preschool. Current residents of the district shall be given first priority for the space available.

The program services a total of up to 14 three and four-year-old students with both a certified teacher and an instructional assistant. Preschool students with special needs will be mainstreamed as appropriate. Slots may be reserved for classified students.

The program runs from 8:05-2:20 with the option to stay from 2:20-3:00 for an additional tuition for Bridgecare.

Registration for the preschool program will be held in February for the following school year.

The following are required for registration:

1. Birth Certificate – child must be three by October 1st
2. Proof of residency and domicile (for first priority)
3. Immunization record
4. Enrollment Forms (Application and Health)

Kindergarten Program
Any child residing in the district shall be admitted to the Kindergarten provided:

a. The child will have attained the age of five years on or before October 1st of the school year (birth certificate);
b. Proof shall be furnished of immunization against communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
c. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.
d. Proof of Residency and Domicile
e. Required Enrollment Forms (application and Health)

Health Services
A full-time nurse is available to handle health conditions and emergencies. Any student who wishes to see the nurse must obtain permission from the classroom teacher. In order for medication(s) to be dispensed, the nurse MUST have a written parental request accompanied by written orders from a physician stating the student's name, dosage, and time to be dispensed. This medication must be brought to school by the parent/guardian in the original container. Under no circumstances will over-the counter medication be administered by the school nurse, nor should any student carry over-the-counter medication. The nurse can be reached directly (732-775-4328)

School health services contribute to the goals of the education system and the healthcare system by providing screenings and referrals, administering medications and treatments, providing first aid, providing health

counseling and education, and supporting students to acquire self-management skills. The purpose of school health services is to ensure that all students are healthy and ready to learn. The school health team consists of the school physician, school nurse, their parents, and the student's primary healthcare provider(s).

Coming to the Health Office

The school nurse will provide direct care to students, helping students manage chronic illness, attending to injuries and acute illness as well as iImplement screening and referral programs to address student health issues that may impact both health and learning.

- ➔ Students come to the health office when sent by a staff member as a student requested or referred by a staff member.

- ➔ Students are not to contact parents on their electronic devices (ie: cell phones, smart watches) when they are ill. Students must report to the nurse's office if they are not feeling well enough to stay in school and we will work collaboratively to make the best decision.

- ➔ Parents or a designee are expected to pick up an ill child in a reasonable amount of time. Please make sure to keep the School office updated at all times in changes to phone numbers or designee information. Students will only be released to an individual listed in Genesis. The person will be required to show PHOTO IDENTIFICATION upon arrival to the building.

- ➔ Upon a student's return to school from a serious injury or illness, please contact the school nurse prior to returning. This will help in supporting any accommodations as outlined by the student's physician (i.e., exemption, use of elevator, etc.) or documentation needed for a safe return.

- ➔ Please note that all students must be fever free for 24 hours prior to returning to school.

Medication Administration During School Hours

Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Medications to be administered by the school nurse during school hours must be accompanied by a MEDICATION ORDER FORM.

- All medications must be delivered to the school by the parent
- All medications must be in the original container, with the prescription information affixed
- The school nurse shall be custodian of students' medication, which will be properly secured
- Any unused medication must be picked up by the student's parent when it is no longer needed or the school year has ended

Students are not permitted to carry any type of medications at any time. This includes during school sponsored activities (SPORTS, Field trips, etc.)

Medications to be self-administered by a student

- Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.

- No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.

- Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container

and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.

- Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.

- Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

Exemption from Physical Education/Recess

Requests for a student to be excused from physical education, which includes recess, must be submitted in writing to the school nurse prior to the time of class. In the event of an excuse for more than one day, a physician's note indicating the reason for the excuse and the starting and ending date of the excused period must be on file with the school nurse. The school nurse will then notify the physical education teacher and staff as needed. A physician's note is required for a student to resume normal activities following a serious illness or after an injury if not noted on the original order.

Concussions and Head Injuries Return

BOARD POLICY 2431* - *PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

ANY student must receive written clearance from their physician that the student is asymptomatic and may begin the graduated return-to-play protocol. School personnel (School nurse, coach, etc.) may consult with the school physician after medical clearance is given from the student's physician).

ACADEMIC & CO-CURRICULAR PROGRAMMING

Academic Core Content Grading Procedures

Core Academic Content in Avon Elementary School includes instruction in English/Language Arts, Mathematics, Science, and Social Studies.

Primary Grade (PK-4) students at Avon Elementary School are taught exclusively by one teacher per grade level. These faculty members are certified to teach all core content subject matter.

Grade 5 students of Avon Elementary School begin to participate in semi-departmentalized instruction where they are taught the core content subjects by alternating teachers who hold specialty certificates.

Middle School (6-8) students of AES are taught exclusively by content area specialists for each of their academic core content in a truly departmentalized setting with a different teacher for every subject.

In an effort to establish consistency in grading across all academic core content, specifically when students are taught by more than one teacher, we have established the following guidelines and procedures.

Grading of Assignments:

- For Grades 5-8, all homework grades for the week will be recorded in Genesis by the Friday of each week.
- For Grades 5-8, all quiz, test and project grades will be recorded by the teacher no later than 1 week after the quiz, test or project is assigned.

Middle School Assignments will be graded as follows:

Category	Grade Level	% of Grade	Description
Work Habits (classwork, homework)	6-8	15%	1. Students will receive a grade of "0" for an assignment that was not turned in by the due date. 2. An assignment is considered late if it is not in the classroom (or Google Classroom) by the due date and time. 3.. No homework will be assigned during the time of state testing (NJSLA-A)
Quizzes, Tests, and Projects	6-8	85%	

Eligibility for Programs

Acceptance or involvement into the following programs, require certain criteria to be met and maintained. If the program interests you or your child, please make yourself familiar with these criteria and be proactive about making sure your child meets the criteria in order to be involved and to stay involved in these programs.

Numerical/Letter Grade Conversion Chart

92% - 100%	A
84% - 91%	B
75% - 83%	C
68% - 74%	D
0% - 67%	F

HONOR ROLL - Grades 5-8

The Board of Education recognizes the importance of extending honor to those students who excel in academic studies.

Each trimester, students in grades 5 to 8 are eligible for the Honor Roll.

High Honor Roll – A numerical grade of 92 or higher in all graded subject areas.

Honor Roll – A numerical grade of 84 or higher in all graded subject areas.

GIFTED and TALENTED

Grades K-8 (Eligibility Criteria begin in Grade K)

NOTE - *Policy 2464 - Gifted and Talented Students. This policy calls for improvements and enhancements to our existing program. This work will be ongoing and a District Goal for the 2026-2027SY.*

The Director of Student Services, Curriculum and Instruction will take into consideration the Pre-Kindergarten through Grade Twelve Gifted Programming Standards of the National Association for Gifted Children in developing programs for gifted and talented students. The educational program offered to gifted and talented students will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The programs; classroom differentiated instruction; acceleration; flexible pacing; compacted curriculum; distance learning; advanced classes; or individual programs infused into the student's regular instructional program, provided that a written description of the infusion has been prepared and filed in the student's record.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

The Board of Education recognized the importance of meeting the needs of our high achieving students and in providing enriching academic experiences for all of our students. In order to identify and meet the needs of those students that meet the gifted and talented description, the following matrix is utilized:

Student eligibility for Gifted and Talented is based on a matrix including i-Ready scores in Reading and Math, standardized test scores, Acadience testing and the CoGat Screener (administered in Grades 3 and 6). Each year, beginning in kindergarten, the district examines all students against the matrix. Students eligible in one year may be eligible in the next and students not eligible in one year may be eligible in the next.

Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

NATIONAL JUNIOR HONOR SOCIETY

Grades 7-8 (Eligibility Criteria begin in Grade 6)

I. FACULTY COUNCIL

The Faculty Council shall consist of five (5) voting faculty members appointed annually by the Principal. The Chapter Adviser shall be an Ex Officio, nonvoting, sixth member of the Faculty Council. No administrator may be included on the Faculty Council.

II. MEMBERSHIP

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship.

III. TERMINATION

Members who resign or are dismissed are never again eligible for membership or its benefits.

IV. SELECTION OF MEMBERS

A. Candidates eligible for selection to this chapter must be in the end of the third marking period of sixth grade, seventh. or eighth grade.

B. **Academics -** Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 95. 0 (no rounding) for at least 2 of the 3 marking periods. (Any student new to our middle school can use grades from their previous school.)

C. Upon meeting the grade level and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

D. **All candidates** must meet with the NJHS advisor to review the application process. All applications MUST be submitted on time to be considered for membership. No late applications will be accepted.

E. **The Annual Induction Ceremony** will be held at the end of May.

INTERSCHOLASTIC/CO-CURRICULAR ACTIVITIES

Avon Elementary School participates in the interscholastic Monmouth County Athletic League (MCAL). The MCAL runs a Middle School (Grade 6-8; 5th Grade if needed) Boys' and Girls' Soccer League in the fall, Boys' and Girls' Basketball League in the winter, and a Baseball and Softball League each Spring.

The Avon-By-The-Sea Board of Education approves the employment of the coaches for each of the teams that participate in the MCAL. All students in Grade 6-8 are invited to participate on these teams.

All students and supervisory personnel involved in the interscholastic/co-curricular activities program must exhibit the highest ideals of sportsmanship.

ATHLETIC PARTICIPATION - ACADEMIC ELIGIBILITY Grades 6-7-8

1. Academic Standards – Interscholastic/Co-Curricular participants must maintain a "75" average in each academic subject (mathematics, English language arts, science, social studies, Spanish in grades 6-7-8) on report cards or must be working up to their capability. Those failing to achieve these standards will lose the privilege of participating. Reinstatement will depend on satisfactory achievement in the ineligible subject as determined by the teacher who assigned the unsatisfactory grade.
2. School citizenship, behavior and attendance must be satisfactory.
3. Participating students must represent Avon Elementary School in an exemplary manner.
4. Under revised State Law, no one is permitted to participate on a school athletic team unless he/she has been given a medical examination by the family physician. The parent shall return the Sports Physical Form signed by the doctor testifying to the student's physical fitness or lack of physical fitness for the sports activity. The health findings of the medical examination shall be made a part of the student's school medical record. Intramural sports are subject to the aforementioned conditions.
5. No one is permitted to practice with a school athletic team before submitting a form, provided by the school and signed by the parent, granting permission to participate in the athletic activity, and acknowledging that physical hazards may be encountered.
6. A medical history questionnaire provided by the district must be completed by the parents/guardians of the students before the medical examination.
7. Students may not participate in any school scheduled sports activities on the days when they are absent from school, suspended, or receive an office detention. Students must be present for 4 hours to participate.
8. Any student who is unable to participate in his or her scheduled physical education class because of medical reasons may not participate in any school sports activity on that day.
9. Inappropriate behavior or office detention for a school day, unsportsmanlike conduct, or unexcused absences will result in a student being ineligible to participate in school sports/co-curricular matters, subject to the ultimate decision by the Principal.

Enrichment Experiences

All K-8 students at Avon Elementary School receive instruction in Art, Music, STEAM, Health and Physical Education classes. Enrichment experiences are also fostered in the classroom throughout the year using best practice activities that enhance the curriculum.

Additional Enrichment Experiences may include but are not limited to the following:

PK-8

- Field Trips
- Community Service Projects
- School Spirit Days
- Enrichment
- AHSA Assembly Programs

Grades 4-5

- Gifted and Talented
- Instrumental Lessons
- Chorus

Grades 6-8

- FLEX elective opportunities
- Gifted and Talented
- Academic Bowl
- Geography Bee
- Sending District STEAM Convocations

Standardized District Assessments

By October 1 of each school year, the school administration will communicate via letter and posting on the district website a listing of all scheduled annual assessments to be administered.

STUDENT RULES & REGULATIONS/EXPECTATIONS

1. **RESPECT YOURSELF AND EVERYONE IN OUR SCHOOL COMMUNITY.**
    a. Follow classroom rules.
    b. Be polite.
    c. Use appropriate language.
    d. Follow the dress code.
    e. Treat others as you want to be treated.
2. **RESPECT SCHOOL PROPERTY.**
    a. Keep desks, walls and lockers clean.
    b. Take care of books and other school materials.
    c. Respect hall and classroom displays.
    d. Gum and candy are not permitted.
    e. Use all school facilities, including bathrooms, appropriately.
    f. Glass bottles are not permitted.
3. **KEEP HANDS, FEET AND OBJECTS TO YOURSELF.**

a. Fighting is never acceptable. It is never the solution. Use conflict resolution!

4. **WALK QUIETLY AND ORDERLY IN THE HALL.**
    a. Use an inside voice.
    b. Stay to the right.
    c. Hold doors for those behind you.
    d. Respect those who are working in their classrooms.
5. **COME TO SCHOOL PREPARED**
    a. Be on time to school and class.
    b. Do your own work to the best of your ability. Cheating and plagiarism will not be tolerated.
    c. Have all the supplies you need. You may not call home for forgotten materials.
6. **FOLLOW CAFETERIA AND PLAYGROUND RULES.**
    a. Use good table manners.
    b. Use an inside voice.
    c. Listen and follow directions.
    d. Respect cafeteria and playground aides.
7. **USE ELECTRONICS AND TECHNOLOGY PROPERLY.**
    AES Technology and Acceptable Use Agreement
    a. Turn off cell phones.
    b. Store cell phones in backpacks or lockers.
    c. Other than cell phones, leave electronic devices, games and toys at home.
    d. All students are issued a Chromebook or a tablet for use in school. All school issued devices should be stored properly in the case provided. No other items should be stored in the case with your assigned device.
    e. Students may sign-out school issued devices
    f. Use technology and the Internet responsibly.
8. **FOLLOW FIRE AND SAFETY DRILL RULES**
    a. Follow your teacher's directions.
    b. Move quickly in an orderly way.
    c. Remain silent.

Avon Elementary School Code of Conduct

We take great pride in our school which serves as a secure and uplifting space of learning through collective cooperation. This environment flourishes when everyone comprehends and actively upholds our shared expectations. The district's faculty and support staff recognize their pivotal role as exemplary figures for their students. Students are encouraged to take ownership of their actions, thus shaping their school journey. By fostering collaboration among students, parents, teachers, and administrators, a robust school culture emerges, nurturing growth and achievement for all. The overarching aim is to cultivate self-discipline among students.

To these ends, and as a tool to assist in enforcing the same, we have developed the following AES Code of Conduct. Each instance of breaching the CC will be met with a personalized assessment, rendered consequences, and documentation in our student information system. As such, it is crucial for students and their parents/legal guardians to be aware of the repercussions for inappropriate behaviors. All disciplinary measures are designed to be reflective and restorative. The approach to addressing each individual's actions involves support for articulating their perspective on their behaviors and intentions.

After a review of disciplinary data from years past, we have categorized typical misbehaviors into three tiers and multiple levels of consequences:

Cell Phones/Smart Watches

Students are permitted to bring personal Cell Phones/Smart Watches to school. However, students may not use Cell Phones/Smart Watches during school hours without permission. Cell Phones/Smart Watches may not be used when students are participating in a school-sponsored activity without permission. Throughout the school day, students must ask for permission to access and use the Cell Phone/Smart Watch for any purpose.

Technology and Acceptable Use Agreement

Bicycles/Skateboards

All students are permitted to ride a bicycle to and from school. Students in Grades K-2 may ride a bicycle to school if accompanied by a parent or guardian.

All bicycle riders are to enter and exit the school playground from the entrance on Fifth Avenue.

Bicycle racks are located along the side playground on Fifth Avenue. All students riding bicycles are required to use these racks. Students are individually responsible for locking their bicycles during the school hours. Please remind your children that riders are legally responsible for obeying traffic rules and that they should practice good safety at all times.

*Important – Bicycling in New Jersey is regulated under Title 39 of the Motor Vehicle and Traffic Regulation laws. As per Title 39:4-10.1 – In New Jersey, anyone under 17 years of age that rides a bicycle or passenger on a bicycle, or is towed as a passenger by a bicycle **must** wear a safety helmet. *The school will hold fall and spring bike safety events.

Lockers

Each fifth. sixth, seventh and eighth grade student will be assigned a locker. Students are to make every effort to arrive on time to class even when visiting lockers. Each student should memorize his/her locker combination and not share it with anyone else. Students are not permitted to bring locks from home for their lockers. Lockers should be kept neat and clean. No valuables are to be left in lockers. Please notify your teacher or the office if your locker is in need of repair. Do not attempt to force the locker open.

18A:36-19.2- Student locker or other storage facility; inspections; notice to students
The principal or other official designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.

Student Right to Privacy (as per Board Policy #5770)

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. The extent of scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

Technology Appropriate Use (as per Board Policy #2361)

We are pleased to offer Avon Elementary students access to the school's electronic network. These are the expectations for all students accessing the network:

- Appropriate language use while using the network
- Report all concerns or misuses to the teacher
- Follow all school rules of behavior*
- Be responsible for keeping technology in good working condition
- Follow instructions given by teacher
- All resources used, including web sites, are given appropriate credit
- Respect privacy of other people's work
- Accessing only appropriate, educationally-related sites; Blogs, Wikis (i.e., Wikipedia) and Social networking websites (i.e., Instagram/Snapchat/Facebook/Twitter, etc.) are not permitted in the school setting
- Obtain a teacher's permission prior to downloading anything from the Internet
- Never give personal information, such as name, address, age, or telephone number

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials and support them in learning appropriate technology etiquette. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

*Inappropriate use of the Internet may result in loss of privileges of school computers. Parents will be notified immediately if this should occur.

School Community Communication Efforts/Homework/Grades, etc.

In order to foster strong communication with the Avon Elementary School community, the following measures are employed. Some of these involve teachers and administrators reaching out to parents while others require parents to seek out information as needed.

1. Avon Elementary School Website - https://www.avonschool.com/
    a. Various tabs on the website hold information on curriculum, programming, extra-curricular information, criteria for eligibility of programs, Board of Education agendas and meeting minutes.
    b. Regularly updated information of school Curriculum, Programming, and Assessment.
2. Teacher Communication Plan
    a. Weekly newsletters from teachers to describe classroom happenings
    b. Parent-Teacher Conferences are offered in November
    c. On-going conferencing via phone, e-mail, and in-person
    d. Use of Genesis, a parent portal for accessing student grades
    (It is important for parents to note that a grade of "0" may be used as a placeholder until corresponding assignments are turned in)
    e. Homework posted on individual teacher's Google Classrooms
    f. Invitations to classroom celebrations and special events.
3. School Communication Plan
    a. Updating of school website, E-alerts of updates
    b. School sign in front of school on Fifth Avenue
    c. School e-Newsletter published each Friday
    d. Social media posts of school events and activities

4. District Communication Plan
    a. Monthly Board of Education meetings.
    b. Board Presentations on various topics throughout the school year
    c. Posting of BOE meeting agendas, minutes, and community updates on the school website

Working Papers

The State of New Jersey requires every child between the ages of 14 and 18 years of age to secure working papers in order to be legally employed. School districts are no longer responsible for providing working papers to students through 12th grade. Please visit the following website to obtain forms and applications:

https://www.nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml

MINORS: If you don't have a job offer yet, that's your first step! You only apply for Working Papers *after* getting an offer of employment.

CAREGIVERS: If you get an email about a minor's Working Papers application before you've heard about their job offer, check to make sure they're doing things in the right order. The offer of employment comes first, and *then* they apply for Working Papers.

Affirmative Action

The district is required to inform staff, students, parents, and the community about the following:

a. affirmative action plans
b. policies of non-discrimination
c. grievance procedures
d. name, address, and phone number of affirmative action officer
e. location of affirmative action plans for review by interested parties.
(N.J.A.C. 6:4-1.3 (a, b, c), (20 USCA 1681 et. Seq., Title IX Part 106.8)

Please be advised that the affirmative action officer for the district is Mrs. Danielle Price. The Section 504 Officer is Mrs. Danielle Price. Further information is available at the school. Questions and/or concerns with regard to the items listed above (a, b, c, d, e) should be directed to the school: 505 Lincoln Avenue Avon, NJ 07717 or by phone 732-775-4328.

Policy Review

It is the responsibility of all students and parents to carefully review the following Board of Education Policies. All policies can be found on our district website/Board of Education.

Policy #5600	Student Discipline/Code of Conduct
Policy #5610 and #5620	Suspension and Expulsion
Policy #5512	Harassment, Intimidation and Bullying
Policy #3159	Teaching Staff Member/School District Reporting Responsibilities
Policy #5530	Substance Abuse
Policy #7610	Vandalism
Policy #8467	Weapons

Plagiarism - Policy 5701

A. Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books, notes, or crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer program, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's marking, and other acts that allow for falsely taking credit.

B. A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all work that is plagiarized.

C. A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner.

1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.
2. If warranted, the teacher shall file a written complaint against the student with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
3. The Principal will determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.
4. If the student is not in agreement with the disciplinary action of the teacher, he/she may appeal the action to the Principal. If the student is dissatisfied with the Principal's disposition of the case, he/she may grieve the action in accordance with Policy #5710, Student Grievance.

Dress and Grooming - Policy 5511

It is the responsibility of the parents/guardians to send children to school appropriately dressed. This Board of Education policy is in place to ensure the safety of the students and to prevent disruption of the educational program.

The following minimum standards are considered appropriate guidelines for student attire:

A. Shorts or skirts must be appropriate length. No spandex shorts are allowed unless under a skirt of appropriate length.

B. See-through shirts, bare midriffs, and low-cut tops that expose cleavage are not permitted. Tank tops must be appropriate.

C. Pants must be worn at waist level.

D. Footwear must be firmly secured to feet. For safety reasons, no flip flops or any type of beach footwear are permitted.

E. Hats or caps are not permitted inside the school building except for approved programs or events.

F. Jewelry, especially earrings, must be safe and conducive to both academic and physical activities or should be removed for those occasions.

G. Students may wear appropriate shorts at any time except during special occasions when other dress is specifically required or weather conditions make wearing shorts inappropriate for health reasons.

H. Clothing should be neat and clean and in reasonably good repair. No ripped or tattered clothing that results in inappropriate exposure is permitted.

I. Any writing or pictorial representations on clothing should not distract from the educational program. Words, images, or representations considered obscene, dangerous, or insulting to others are strictly prohibited.

While recording daily attendance, teachers will make referrals to administration to formally address. Teachers will also note student status regarding compliance with the policy. Consequences for students inappropriately dressed will result in parent notification and documentation.

Student Contract Page

Please review the handbook with your parents/guardians. Discuss the importance of school rules in creating a positive and safe learning environment.

Acknowledgement of this contract and handbook will be completed in the Genesis Parent Portal for all parents in grades PK-8 upon initial sign in for the upcoming school year.