



AVALON STONE HARBOR

SCHOOLS

PARENT/STUDENT HANDBOOK
2018-2019

AVALON STONE HARBOR ELEMENTARY SCHOOLS

Avalon Board of Education

Mrs. Lynn Schwartz	Mrs. Lois Scarpa
Mr. John Richardson	Dr. Jeanne Hunter
	Ms. Maggie Day

Stone Harbor Board of Education

Mr. William Stump	Dr. Jim Gallagher
Ms. Maggie Day	Mr. Mark Matreale
Dr. John McAllister	Mrs. Lois Scarpa

Mrs. Linda Fiori, Business Administrator

School Staff

Mrs. Stacey LaRocca Tracy	Chief School Administrator
Dr. Renee Murtaugh	Supervisor of Curriculum and Instruction
Miss Alice McCorristin	Preschool 3
Mrs. Kaitlyn Beck	Preschool 3 Aide
Miss Brittney Torroni	Preschool 4
Mrs. Megan DiPasquale	Preschool 4 Aide
Mrs. Brie Schenck	Kindergarten
Mrs. Susan Jones	Kindergarten Aide
Mrs. Lorna Robertson	First Grade
Ms. Karen Lauth	Second Grade
Mrs. Dawn Parry	Third Grade
Mr. Ken Millevoi	Fourth Grade
Mrs. Pamela Funk	Fifth/Sixth Grade Lang. Arts/Social Studies
Mr. Aldo Palmieri	Seventh/Eighth Grade Lang. Arts/SS
Mrs. Greta Gilhooley	Fifth-Eighth Math
Ms. Catherine Krause	Fifth-Eighth Science
Mr. Scott Terry	Fifth-Eighth Math and Science
Mrs. Julie Foster	Fifth-Eighth Special Education;
	Fifth/Sixth Grade Lang. Arts/Social Studies
Mrs. Jan Leib	Kindergarten- Fourth BSI/Special Education
Mrs. Susan Morris	Special Education Aide
Mrs. Karen Steele	Kindergarten-Eighth Reading Specialist
Mr. Paul Dal Santo	Kindergarten-Fourth Tech./Enrich/STEM
Mr. Tony Tomasello	Kindergarten-Eighth Tech. Coordinator
Mrs. Patricia Fottrell	Pre-K-Eighth Physical Education
Mr. Paul Gallagher	Pre-K-Eighth Health/Physical Ed/Char. Ed

Ms. Kelly McCorristin	Pre-K-Eighth Literacy Specialist
Mrs. Jennifer Bailey	Kindergarten-Fourth Library Aide
Mrs. Julia Henrich	Pre-K-Eighth Vocal Music
Mrs. Debra Bossuyt	Pre-K-Eighth Nurse
Mrs. Cecilia Fox	Pre-K-Eighth Nurse
Mrs. Jacqueline Farina	Pre-K- Eighth Art
Mrs. Judy Arenberg	Kindergarten-Fourth Spanish
Mrs. Deborah Ware	Pre-K, Fifth-Eighth Spanish
Mr. Todd Welcz	Third-Eighth Grade Instrumental Music
Mrs. Alanna Smallwood	Pre-K-Eighth School Counselor/Algebra
Mrs. Maura Coskey	Manager of Special Education Services/Speech
Mrs. Jackie Bradley	Confidential Secretary
Mrs. Tracy Lisi	Confidential Secretary
Mrs. Pat Raymond	Business Clerk
Mrs. Frances Richardson	Administrative Clerk
Mr. Juan Vazquez	Cafeteria Manager
Mr. Victor Aguilar	Custodian
Mr. George Cusick	Custodian
Jason McGonagle	Lead Custodian
Mr. Eric Schlenger	Custodian
Mr. James Weed	Custodian

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Board of Education has adopted a policy for the acceptable use of computers by students. All students and parents need to be aware of this policy and will be required to enter into a Consent Agreement before students are permitted to use the technology.

ACCEPTABLE USE POLICY

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred, those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Chief School Administrator to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;

3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

Consent Requirement

No pupil in grades 5-8 shall be allowed to use the computer network and the Internet unless he/she has filed with the Chief School Administrator a consent form signed by the pupil and his/her parent(s) or guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision
2. Suspension of network privileges
3. Revocation of network privileges
4. Suspension of computer privileges
5. Revocation of computer privileges
6. Suspension from school
7. Expulsion from school, and/or
8. Legal action and prosecution by the authorities.

ATTENDANCE

Regular attendance enhances the continuity of the learner's educational program. Parents are encouraged to have their children report to school daily. Do not send sick students to school with a fever of 100° or over or if your child has vomited in the last 24 hours. This will limit the spread of illness to well children. Students must have a temperature under 100° for a 24-hour period without the aid of Tylenol or Advil before returning to school.

When it is necessary for a child to be absent, the parent is required to present a note to the student's teacher stating the cause of the absence. If the absence exceeds three or more days a physician's note is required for returning to school. If the child was absent for illness, death in the family, religious holidays (as recognized by the State Department of Education), a doctor appointment, or court appearance, the student will be credited with an excused absence. All other absences are considered

unexcused. When the child cannot participate in Physical Education class a physician's note is required stating the reason and the length of time of non-participation.

When a student is absent for the school day, they are ineligible to participate in the absent day's after-school and evening activities.

In addition to a note, the parent/guardian shall notify the school nurse of their child's absence by 9:30 A.M. (by email at bossuyt@avesnj.org & fox@avesnj.org or by phone at Avalon, 967-7544 ext. 3; Stone Harbor, 609-368-4413 ext.3). In the event that the school is not notified, assigned school personnel will contact the parent/guardian by phone. If the absence continues unexplained for five days, the Chief School Administrator will notify the Avalon/Stone Harbor Police. When a student accumulates 10 absences, a letter will automatically be sent to the student's home as a reminder of the absences.

Students who are absent are expected to assume responsibility for make-up work. The student should make the necessary arrangements for missed work with the classroom teacher. The staff and administration do not expect or require students to do make-up work when home ill. Assignments will be provided only at the request of the parent for the day the child is ill. The classroom teacher will arrange a schedule for missed work to be completed upon the student's return.

Parents may contact the school to arrange for work missed on the day of absence. Parents are requested to notify the school by 9:30 A.M. if they want the day's assignments. Requests after this time may not be honored. Assignments may be picked up between 3:00 and 4:00 P.M.

LATE ARRIVAL/EARLY DISMISSAL

At times during the school year it may happen that your child will arrive after school begins or be necessary for you to remove your child from school prior to the conclusion of the school day. When these times occur -

1. If you are arriving late with your child you must sign the child in at the front office.
2. If you need to remove your child(ren) from school prior to the end of the school day, it is required that you pick your child up from the school office. If someone other than the parent is picking up the child, the parent should forward a note to the school granting permission for this person to remove the child from school. Students are not permitted to leave school without being properly released through the office.

As an agent responsible for the education of the children in this school district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointment which cannot be scheduled outside of school hours;
2. Medical disability;
3. Family emergency;
4. Court appearance;
5. Such good causes as may be acceptable to the administration.

All other absences are considered unexcused.

LEAVING SCHOOL

When making appointments during the school day, please consult your child's schedule and make the appointment as close to the changing time of classes as possible. This will help not to disrupt the flow

of instruction in the classroom. If your child is returning to school, please arrive at changing times of classes.

BOARD OF EDUCATION

Regular meetings of the Board of Education are conducted at 6:00 P.M. on the second or third Wednesday of the month. Meetings are conducted in the school multi-purpose room. Special meetings of the Board are advertised in the *Press of Atlantic City*. The meeting dates are as follows:

AV BOARD MEETINGS

September 19, 2018 @ 6	January 9, 2019 @ 4:30
October 17, 2018 @ 6	February 20, 2019 @ 6
November 14, 2018 @ 6	March 20, 2019 @ 6
December 19, 2018 @ 6	May 15, 2019 @ 6

SH BOARD MEETINGS

September 12, 2018 @ 6	January 9, 2019 @ 6
October 3, 2018 @ 6	February 13, 2019 @ 6
November 14, 2018 @ 4:30	March 13, 2019 @ 6
December 12, 2018 @ 6	May 8, 2019 @ 6

BOARD OF EDUCATION POLICIES

The Board of Education adopts policies for the governance of the Avalon Stone Harbor Schools. These policies are available for review at the following locations: (1) Avalon Elementary School Library, (2) AV/SH Board of Education Office, and (3) the office of the AV/SH School Administrator.

BULLYING

At the Avalon Stone Harbor Schools we strive for and encourage students and staff to respect themselves and others. Our character education program is a direct result of the need to provide students with information about good character and how to practice it each day. The Avalon Stone Harbor Schools staff and administration practice zero tolerance for any acts of bullying and/or harassment activities. We hope that you support our zero tolerance and encourage your children to practice good character.

We are required by law to have a bullying policy. (See Appendix) We encourage you to read it and discuss it with your children. Bullying is everyone's business.

BUS RIDERS

Students within the Board approved busing area will be assigned a bus and a specific bus stop. Students are expected to ride their assigned bus and embark and disembark at their assigned stop. If parents desire their child to ride another bus or get off at another stop on a specific day, a written request is required to be submitted to the school office. Upon approval by the office, the student and bus driver will be notified. Approval is contingent upon available space on the bus.

Children are requested to observe the following procedures when riding the school bus:

1. Children are to be seated immediately upon entering the bus and to stay seated until disembarking.
2. Talking is permitted while riding the bus but loud singing and yelling is not.
3. Nothing should be thrown from the bus or in the bus.
4. Arms and heads must never be extended from the windows.
5. Students are not to board the bus unless the driver is present.

Bus transportation is a privilege extended to the rider by the Board of Education. Students who conduct themselves in an unacceptable manner may be excluded from utilizing bus transportation.

CELL PHONES

Students may bring cellphones to school. They are to be turned off and stored in their locker or cubby. If a student is caught with their cell phone during school hours it will be confiscated and loss of cell phone privileges will be invoked.

CHILD CUSTODY

Parents/guardians having legal custody of a child attending the Avalon Stone Harbor School should have a copy of the custody papers presented to the school. Without the court order the school must release the child to either parent.

COMMUNICATION WITH THE SCHOOLS BY E-MAIL, TELEPHONES, AND NOTES

The school welcomes communication from parents. Depending upon your need, you may choose to communicate via email, phone, note or conference. Staff members will make every effort to respond to you within two (2) school days. Please follow the guidelines set out below.

Here is a simple guide for the use of each communication channel:

- (Brief) Email or note: If the same issues come up twice; then,
- (10 min.) Phone call: If further discussion is required; then,
- (20 min.) Face-to-face conference with your child's teacher or with an administrator.

Email

Email works well when asking questions or making simple requests for information. All faculty, administration and staff members can be reached via email.

Suggestions when emailing your student's teacher, principal or any school staff:

- Please remember that email is not confidential.
- Be concise.
- Make a simple request for information.
- If the concern is lengthy or involved, please request a conference instead of using e-mail.

The need to repeat emails over an extended period of time is a signal that the parent or teacher should request a conference.

Steps to Resolve Concerns

Board policy sets out a hierarchy of contact. Concerns should be addressed first to the staff member involved and then followed in this order, if needed:

- Teacher
- School Administrator
- Superintendent
- Board of Education

School personnel will ensure prompt and equitable resolution of complaints. Complaints should be resolved within 30 days of their origin and no later than 60 days. When there are extenuating circumstances that prevent a resolution within this time frame, the parties may mutually agree to an extension of time. In circumstances where danger to persons or property is involved, school personnel should immediately respond to the complaint.

Tip: If you participate in school events, please make sure that you and your child follow the school rules. (Please check the handbook if you are not sure what the rules are.) Parents are responsible for the discipline and safety of their children when parents are present at school events, such as evening and weekend meetings and festivals. It is awkward for all concerned when staff members must intervene and speak to a child when his or her parents are present.

CONDUCT AND DISCIPLINE

EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents, all pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

A. Students will prepare themselves mentally and physically for the process of learning by:

1. Being well-nourished, rested, clean, and properly dressed and groomed;
2. Being free of drugs and alcohol;
3. Coming to school with a positive attitude and willing to learn.

B. Students will demonstrate respect for people and property by:

1. Being honest, courteous, and polite to each other;
2. Being honest, courteous, and polite to all staff members, parents/guardians, and guests of the school;
3. Respecting school property and the property of others;
4. Accepting the rights of others to have their own opinions;
5. Settling differences peacefully;

6. Displaying good sportsmanship;
7. Participating in the maintenance and cleanliness of school facilities and property; and
8. Working together to promote the acceptance of others in the school community.

C. Students will take responsibility for their own behavior and learning by

1. Recognizing that school is work and learning is the primary purpose;
2. Planning their study time so all school work is completed on schedule;
3. Accepting constructive criticism;
4. Accepting the consequences of their actions;
5. Seeking assistance from school staff members and peers;
6. Attending school regularly and punctually;
7. Using class time for school work; and
8. Using books and other equipment appropriately.

D. Students will share responsibilities when working as members of a group by

1. Cooperating, contributing, and assuming their share of the responsibilities in the activities of the group;
2. Being willing to accept and/or assume a positive leadership role as necessary, and
3. Listening to and respecting the points of view of others.

E. Students will meet the unique requirements of each class by

1. Participating actively in classwork;
2. Following class rules and procedures;
3. Coming to class prepared with textbooks, notebooks, assignments, clothing, and other materials to participate in the class; and
4. Observing rules for the safe and responsible handling of class equipment and materials.

F. Students will communicate with parents or legal guardians and school personnel about school related matters by

1. Discussing school experiences and progress with parents/guardians and school personnel; and
2. Transmitting information to parents/guardians and return responses to appropriate school personnel when requested.

PARENT CODE OF CONDUCT

The Board expects all parents in this school district to:

- Have their child(ren) in school on time every day with the necessary school supplies and appropriate dress.
- Monitor their child's telephone, computer, and television use, as well as movies and magazines their child views or sees.
- Not tolerate vulgar, sarcastic, or catty language from their child or bullying, violent, or aggressive speech or behavior. Parents will set a good example in their own speech and behavior.
- Show respect for the teacher and any other adult in authority in front of their child at all times, regardless what they may think of their actions or say to them in private.

- Will never lie to school administration or the teachers to protect their child from the consequences of his/her behavior.
- Will stop rumors. They will go through the proper channels when they have a problem.
- Will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- Will speak to the teacher or adult in charge before they accept their child's version of an incident. Parents should know the good of all children comes before their child's needs or wants.
- Will follow the school's rules, calendars, deadlines, and expect their child to do the same even when they may disagree.
- Will build a bridge of acceptance and understanding, and expect their child to do the same.

*Adapted from the Chapel Hill-Carrboro City School

DISCIPLINARY ACTIONS

PROBLEM AREAS	RANGE OF CONSEQUENCES
Assault	Suspension, Police notification
Defiance and Disrespect to Authority (including substitute teachers, custodial and office personnel)	Ineligible to attend school events; Detention to Suspension
Inappropriate behavior (in/out of school)	Detention to Suspension
Threats to Students or Staff Members	Detention to Suspension
Possession of Cigarettes, Dangerous Objects, Pornography	Suspension
Possession of a Weapon	Suspension of 10 or more days, Police notification, Child Study Team Evaluation
Profanity	Detention to Suspension
Stealing	Detention to Suspension
Possession of Aspirin, Acetaminophen, Imitation Drugs, Alcohol, Illegal Drugs, other OTC medicines	Suspension, Police notification
Willful Destruction of School Property	Detention to Suspension
Obscene language or gestures	Detention to Suspension

False pulling of a fire alarm	Suspension of 10 or more days, Police notification, Child Study Team Evaluation
Bullying/Cyberbullying	Detention to Suspension
Dress Code	Detention
Cheating/Plagiarism	Detention to Suspension

A written account of all incidents must accompany each discipline referral. An account from the referring adult and from the student involved must be attached before submittal to the office. As always, each incident is different and involves different circumstances. The frequency and severity of the offense will determine the consequences. The administrative team reserves the right to adjust these practices where deemed necessary. Behaviors not specified that impede Avalon Elementary School's "goals of a safe and orderly environment" will result in a consequence determined by the administrative team.

Violations of the **three or more** AV/SHEs's disciplinary rules will result in loss of school privileges. Conduct ineligible students cannot participate in assemblies, field trips, field day, class activities, graduation, dances, and extra-curricular activities. Students will be reinstated when they complete a marking period with no violations.

DELAYED OPENING

On certain inclement weather days it may be advisable to delay the opening of school. If a delayed opening is called for school will open ninety minutes to two hours later than normal. Bus pickup times will coincide with the delay - 90 minute delay means bus will pick up students 90 later than normal, etc.. Lunch will be served. If you drive your child to school he/she should not arrive before 9:45/10:15 A.M. depending on the length of the delayed opening. No one will be at school prior to that time to provide supervision. School will dismiss at the normal time. Delayed opening announcements will be made on our Direct Notification Phone System.

DRESS CODE

All students are expected to conform to the Board of Education Policies & Regulations on student dress. The major points of the Dress Code are listed below for your guidance.

A. GENERAL RULES

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

B. PROHIBITED CLOTHING AND ARTICLES

The following garments and articles are prohibited in school and at school-sponsored events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, tank tops or shirts/blouses with spaghetti straps, shirts with cut-outs, pajama bottoms, short-shorts*, mini-type dresses and shirts with alcohol or bar logos; only board short to mid-thigh and capri-style lengths are acceptable dress for warmer weather.
2. Outdoor jackets, coats, or hats (when inside) except when entering or leaving the building and when there is a defect in the heating system;
3. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach; (no flip-flops or Heelys)
4. Patches and decorations that are offensive or obscene;
5. Undershirts (underwear) worn without an outer shirt; and clothing that is overly soiled, torn, worn, or defaced.

* Shorts are to have a 5 inch inseam and be no more than 5 inches above the knee. This includes skirts and dresses.

DROPPING OFF ITEMS AT SCHOOL

In Avalon, when dropping off items at school for your child, please use the assigned cubbies in the school lobby. Students will be permitted to retrieve those items at study hall and lunchtime. In Stone Harbor, items can be dropped off in the main office. This procedure will change in Stone Harbor after the new security construction.

EMERGENCY CLOSING

When school closes for inclement weather or for other emergencies an announcement will be made on the Direct Notification Phone System. Be sure your contact information is always up-to-date.

In the event that school must close for an emergency while school is in session, the parent/guardian or the person designated for emergencies will be contacted. The parent or guardian may waive this notification by so indicating on the annual Emergency Information Form. Should neither individual be contacted the child will be detained at school.

EVACUATION OF SCHOOL

In the event that school must be evacuated, children will be taken in Avalon to the Community Hall or in Stone Harbor the Stone Harbor Fire Dept. In order to maintain accurate accounting of the children, parents are requested to pick-up children at the Hall or Fire Dep't after attendance has been taken.

EXTRA-CURRICULAR ACTIVITIES

In accordance with New Jersey School Law, the Board of Education has developed a policy for participation in co-curricular activities sponsored by the Board of Education.

A student is ineligible for participation in co-curricular activities if he/she has:

1. Demonstrated unsatisfactory attendance by failing to maintain a record of 90 percent attendance,
2. Failed to maintain an average grade of 'C' in each marking period,

3. Received a failure grade on Progress Report or Report Card.

The following activities are offered to Avalon Stone Harbor Elementary students as after-school activities:

Band	Grade 4-8
Choir	Grades 2-8
Yearbook	Grade 5-8
MakerSpace	Grade K-8
Student Council	Grade 5-8
Ceramics Club	Grades 6-8
Art Club	Grades 3-8
Drama Club	Grades 5-8
Computer Club	Grades 2-4
Junior National Honor Society	Grades 7-8

Any student participating in after school activities will follow the same rules as during the school day.

FIELD TRIPS

When a student is participating in a school sponsored field trip written parental permission must be obtained. Students not returning a permission form will **not** be permitted to go on the trip. Please see our Field Trip Policy in the Appendix.

FOUR-HOUR SESSIONS

The following days will be four-hour sessions:

November 21, 2018
December 21, 2018
April 19, 2019
May 24, 2019
June 12-14, 2019

In Avalon, dismissal will be 12:33 on those days. In Stone Harbor, dismissal will be 12:45.

GRADING SYSTEM

Grades 1-8, all numerical grades are converted to a letter grade by the electronic grading program. The numerical grade and its letter equivalent are listed below:

100-92	A
91-83	B
82-75	C
74-66	D
Below 65	F

Pre-K and Kindergarten will use the following scale:

SE= Secure

DE= Developing
BE= Beginning

A grade of incomplete (I) will be given to those students unable to complete the assigned work during the marking period for reasons beyond the student's control. Two or more failures (F) on a progress report or report card will result in loss of student activities for the remainder of the marking period or for the next marking period.

The weighting of grades vary per content area. All grading weights are listed on each teacher's website. A syllabus for each content area can be found on all staff websites.

The Genesis Grade Portal for grades 3-8 will be updated weekly. All grades will be posted within the week. Homework and classwork grades will be posted within five days. Project grades will be posted within the week of the project due date. Quizzes and test will be posted within five days of the planned test or quiz.

GRIEVANCE PROCEDURE FOR STUDENTS AND PARENTS

The purpose of this procedure is to provide students and parents with an administrative remedy through which to seek redress for alleged violations, misinterpretations and inequitable applications of (1) local school district policies and practices and (2) provisions of Federal and State anti-discrimination legislation.

1. If a pupil or group of pupils has a problem concerning a professional staff member's application of said policies or legislation, they should discuss it with the staff member and try to solve the grievance at that level.
2. If the problem is not solved satisfactorily at level 1, (or if the problem deals with a non professional staff member) the pupil or group of pupils should discuss the grievance with the school administrator.
3. If the grievance is not solved at level 2, the pupil or group or pupils and his/her parents or their parents will file with the Avalon/Stone Harbor Board of Education a written complaint setting forth the nature of this complaint and the principal will present a written document stating his/her involvement and his/her decision in the matter.

The primary purpose of this procedure is to secure, at the earliest level possible, equitable solution to all justifiable claims. The proceedings shall be kept confidential.

Any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such an action by filing a written request thereof.

No person shall suffer recrimination or discrimination because of participation in this grievance procedure.

Parents and other members of the community will use this same grievance procedure to air their grievances.

HOMEWORK

Homework has a valid educational purpose and relates to the objectives of the units under study. Homework is an important extension of the school day in that it provides a time for the student to practice skills that are introduced in the classroom.

Students in grades 2-8 are issued a homework assignment book. Students are required to use this book.

Parents are expected to assume the responsibility of ensuring that their child completes his/her homework assignments.

Students who are experiencing difficulty in completing homework assignments may be assigned to the Homework Class.

HOMEWORK CLASS

In Avalon, if a student misses three assignments in a marking period they will be assigned to Homework Class.

In the event that a student is assigned to this program the parent will be notified by phone. If the parent cannot be contacted or transportation cannot be arranged for the night assigned, the student will be assigned the next day the program is held. Homework Class meets Tuesdays and Thursdays throughout the school year. Students are dismissed at 4:30.

Assignment to this program takes precedence over all other activities students may be assigned. Students will be excused from serving only for good cause. Good cause is not participation in a sports activity. A student's repeated failure to report may result in detention.

HONOR ROLL - AVALON DISTINGUISHED HONORS

All A's in the following subjects:

Mathematics	Science
Language Arts	Library Skills
Writing	Social Studies
Spanish	Art
Music	Health
Physical Education	
Technology	

HONORS

At least 3 A's and all other grades B in the following subjects:

Mathematics	Science
Language Arts	Reading

Spanish

Social Studies

No grade lower than a B in the following subjects:

Music

Health

Physical Education

Art

Technology Literacy

Library

Spanish

HONOR SOCIETY- National Junior Honor Society

Membership in the National Junior Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, citizenship, and character. Membership is a privilege bestowed by the school upon those students who are found to meet the criteria for selection.

Requirements for consideration: 7th grade:

Students must have made the honor roll the first three marking periods in grade seven.

Students who meet these academic requirements will be notified by mail to turn in a “Submit for Considerations” form to the National Junior Honor Society advisor. After submitting a Candidate Form, a faculty committee will review the document. Students will be evaluated on the basis of the following:

- Service
- Leadership
- Character
- Citizenship
- Scholarship

Students will be required to submit supporting documentation in all areas when filling out their application. The students who satisfactorily meet the above requirements will be notified by mail of the faculty committees’ decision.

Students are not considered a member of the National Junior Honor Society until they have been inducted at the formal candle lighting ceremony.

Active members are expected to maintain the standards of the Society by which they were selected (ie: continued performance at or above the required GPA, involvement in service and leadership projects, etc.). In addition, the constitution expects members to attend meetings and to participate in both individual and chapter service projects during the year. Members of the chapter should understand fully that they are subject to dismissal if they do not maintain the standards of Scholarship, Leadership, Service, Citizenship, and Character that were used as a basis for their selection.

Please use the following **NJHS Service Form** to record your service hours for submission.
If you have any questions, please see the Advisor.

HOURS OF OPERATION - AVALON

7:00 AM - 7:45 AM	Before School Activities (B/ASA)
8:20 A.M.	Homeroom Begins
8:30 A.M.	Classes Begin
3:14 P.M.	Regular Dismissal
4:30 P.M.	Homework Class Ends
4:15 P.M.	After-school Detention Ends
3:30 -5:30 P.M.	After School Activities (ASA)

On days of Early Dismissal students will be dismissed at 12:33 P.M. Lunch will not be served.

HOURS OF OPERATION - STONE HARBOR

7:00 AM - 8:30 AM	Before School Activities (BSA)
8:30 AM	Playground Free Time
8:45 A.M	Homeroom Begins
3:30 P.M	Regular Dismissal
4:30 P.M	After School Clubs End
3:30 - 5:30	After School Activities (ASA)

On days of Early Dismissal students will be dismissed at 12:45 P.M. Lunch will not be served.

BEFORE & AFTER SCHOOL ACTIVITIES PROGRAM (B/ASA)

Director: Shelly Mills; Assistant Director: Connie Starr

Before School Activity Hours: Monday-Friday, 7:00AM to 8:30AM (7:00AM-7:45AM for AV)

After School Activity Hours: Monday-Friday, 3:30PM to 5:30PM

Fees:

\$7.00 per session AM or PM

\$10.00 for both sessions in one day

\$15.00 Drop-in per session (for those who do not opt for monthly enrollment)

Please make all checks to Stone Harbor Board of Education(SHBOE).

The B/ASA program is available to all students in Avalon & Stone Harbor Pre-K to 6th grade. This program will be held in the gym at Stone Harbor School. There will be breakfast items provided for the A.M. session and snack provided for the P.M. session. Any Avalon School student coming for the A.M. session will catch the bus provided for transportation to the Avalon School. They will also catch the bus to Stone Harbor for the P.M. session. There will be inside and outside play, along with many other activities.

Each month on the 30th (starting August 30th, 2018) you will receive a calendar for attendance for the following month. Circle the days that you would like to attend BSA/ASA for that month and mark BSA or

ASA on that day. The calendar of attendance dates must accompany the monthly payment. See fees above to calculate the monthly tuition according to the days/sessions you have circled for the month. Both calendar and payment are due on the 30th of each month before service. If the 30th falls on a weekend, then both are due the Friday before the 30th. If you need your child to attend on a day that you did not circle as part of the monthly attendance, then that day will be considered a drop-in day and the drop-in charge will be added. Please make all checks to Stone Harbor Board of Education(SHBOE).

If you would like to take advantage of this opportunity, please fill out the permission slip giving your child permission to attend this program and return to Shelly Mills or call 609-435-2144 for more information.

INJURIES AND ILLNESSES

In case of injuries at school, the nurse will provide First Aid.

If an injury requires more than First Aid the parents will be notified. When necessary, the school will arrange emergency transportation to Cape Regional Medical Center with the Avalon or Stone Harbor Rescue Squad. If a parent is not immediately available to go with the student to the hospital, a representative of the school will go with the child and remain with the child until a parent arrives.

The Board of Education has purchased accident insurance for all students. This insurance covers accidents that happen during the school day and in related after school activities. This insurance is secondary to the parent's insurance. Claim forms may be obtained from the school nurse.

In the event of illness which prohibits the student from completing the school day, the parent will be called to pick up the student from school.

It is important that the home keep the school informed of changes in telephone numbers where the parent can be reached and any changes in the person (other than the parent) to contact in emergencies.

INSTRUCTIONAL PROGRAM

Family Life Curriculum

As required by law, the Avalon School offers a Family Life Curriculum. This curriculum is incorporated into the Health program. The written curriculum and materials utilized in the Family Life Program may be reviewed by a parent by contacting the School Administrator or Health teacher. By law the parent has the right to request that their child be excluded from areas of the Family Life Curriculum that they find objectionable. These concerns should be discussed with the Administrator in charge or Health teacher. Included in the appendix of this handbook is an outline of the Health/Family Life Curriculum.

Instrumental Music

An Instrumental Music Program is offered to students in grades 3-8. An informational assembly for parents will be held in the early part of the school year.

Choral Program

A Choral program is offered to students in grades 2-8. The choir generally practices once a week.

Child Study Team

Maura Coskey is the manager of Special Education Services for the Avalon Stone Harbor Elementary Schools. We receive itinerant services from Middle Township and/or Special Services School district. Parents may request these services. Parental approval must be given before the school may use one of these services for their child.

Curriculum Guides

Curriculum guides for the educational programs at the Avalon Stone Harbor Elementary School are maintained in the Administrator's Office. Parents are invited to review these guides, if they desire. Avalon teachers post their syllabus on their Genesis website.

LUNCH PROGRAM

The school will serve lunch every day that school is in full-day session. A menu will be posted on the school website monthly.

In Avalon and Stone Harbor, student lunches will be \$4.00 per day including a 1/2-pint of milk. Separate 1/2 pints of milk can be purchased for \$.60.

In Avalon and Stone Harbor, each student will be assigned a cafeteria account for the purchase of school lunch and milk. Parents will credit their child's account by making lunch payments to the office. Parents may pay for a portion of the year or the full year. When their child eats a lunch the child's account will be debited. The family will receive a statement of their account each month. Any balance remaining in the student's account at time of leaving the district or the end of the year will be refunded to the parent. It is expected that all lunch accounts remain current and never with a zero balance. Lunches must be paid in advance or the day of purchase. No lunches may be charged.

Students with delinquent accounts may not be permitted to charge a lunch. If families are experiencing financial hardship they should contact the school administrator regarding a payment plan. We do not participate in the National Lunch Program. Free and/or Reduced lunch will not be offered.

In Avalon, ice cream will continue to be sold on a cash basis at the end of each lunch.

The State Department will not permit the use of a sharing table for unwanted food items. In order to assist in the reduction of food waste students should state when being served items they do not choose to have. Students are required to have three of the five food groups.

FOOD ALLERGIES

The nurse is not able to "guarantee" food safety supplied by school or when parents bring in items to share. Students who have food allergies and sensitivities should provide alternative safe snacks, treats, or meals. The school can not guarantee foods to be free of allergens. Care is taken to keep all safe however

we cannot guarantee zero exposure. The staff has been asked to notify their families when serving foods and snacks in the classroom and the parent can make decisions then if they want their child to partake. The nurse will not be reading labels and giving "permission " to eat an item, this sets up false guarantee of safety and potentially harmful outcomes or liability issues. Thank you for your cooperation in keeping our students healthy and safe. If you have any questions or concerns please contact Mrs. Bossuyt (bossuyt@avesnj.org).

LOCKERS - AVALON

All students are provided with a locker with a combination. The lockers do not change year to year. Lockers are to be kept locked. Students may furnish the locker with shelves made specifically for the locker. All lockers are to be cleaned out quarterly and left empty and open for the summer.

Student must change into suitable Physical Education attire in the designated locker rooms. Lockers with locks are provided. All items must be locked in the locker during gym class. The school will not be responsible for missing items if they are not locked up.

MEDICATION OF STUDENTS

At times it may be necessary for a student to take medication during the school day. In such instances the following procedures will be followed:

1. All medication must be kept in the nurse's office. Students are required to bring such medication to the nurse's office upon reporting to school.
2. Medication will be dispensed in accordance with written instructions from a physician which identifies the drug, the dosage, and the purpose of medication. The time the medication needs to be administered and duration of treatment should also be included.
3. All medication must be labeled with the student's name.
4. A written statement from the parent or guardian, giving the school permission to administer medication is required.

PARENT INVOLVEMENT

Parent Teacher Connection

Parent Teacher Connection operates under a broad purpose of securing educational advantages for children. Their activities vary from school to school, but generally include conducting fundraisers and holding regular events for families.

From the Research

Parent Involvement Gives Students an Advantage: Here's how to help at home.

Here are some tips on how to help give your student an advantage:

- Discuss what happened at school with your child each school day.
- Let your child know school is important. Talk to them about how you still use what you learned in school.
- Give children opportunities to be independent and responsible for their own actions. Hold them accountable.

- Help children to think and to solve problems. Discuss options and examine alternatives with them.
- Limit television viewing and video game time. Students who watch little or no TV tend to have higher grades, read more books and exercise regularly. The US Department of Education found that students who watch more than 10 hours of TV per week earn lower grades. In addition, studies of students' exposure to violence on television shows that students who watch violence on TV are more likely to exhibit aggressive behaviors with their peers. From more than 40 years of research and from over 1,000 studies, the evidence points to the connection between students watching violence and showing violent behavior.

Suggestions For How to Be an Involved Parent

- If your child is involved in an incident at school, be willing to listen to all sides.
- Set aside space and time for your child to do homework and to read each day.
- Join in the life of your child's school. The more help parents give teachers, the more time teachers can spend with students.
- Show your children your own love for learning and set their learning sights high.
- Learning is a process. Praise children when they do well; support them when they make mistakes; and give children the respect they deserve.
- Know your children's friends and whereabouts.
- Keep lines of communication open with other parents of elementary school aged children.

Ideas for Parents

- Talk about the importance of good manners.
- Discuss news items that show people doing good things.
- Have meals together without television.
- Talk with your child about what he or she is reading; exchange opinions about writing styles and favorite books.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences must be scheduled in advance so that materials and the necessary time will be available for a productive and positive meeting. Our staff members are available for phone calls before and after school, not during classroom instruction. They have posted their available conference hours on their website. Messages for teachers will be taken by the office staff and placed in the teacher's mailbox or forwarded to their voicemail.

Tips from Parents on Issues Middle School Students Often Face

- Disorganization is often a big problem. Examples are students not turning in homework or not putting their name on it. Work out a system at home and help your student stay on top of it.
- Write the locker combination on a piece of paper and leave it at home.
- Ask your child to repeat the directions and agreement when after-school plans change. Saying it out loud will reinforce it.

- Encourage your child to develop a good relationship with at least one adult at school so that he or she can report any dangerous situation in confidence.
- Kids who are involved in extracurricular activities do better academically and adjust better to school.
- Continue to chaperone your child's events and stay involved despite what the kids say.
- Don't be afraid to ask who their friends are.
- Middle school is a transitional time. Intervene when you see your child is in a situation he or she cannot handle. The goal is self-advocacy; but it is a process, and it takes a while to get there.
- Encourage your child to have a friend to call for homework or missed assignments.
- Allow your child to make mistakes and take responsibility for their actions.

PROGRESS REPORTS AND REPORT CARDS

This District employs several means to keep parents informed of their children's progress. Report cards are issued four times a year. Interim Progress Reports will be issued to all students in grades 1-8. Students take home the interim report and report cards. A signed copy is not required. Dates for these important times are placed on the school calendar.

Parents may request a parent/teacher conference anytime during the year to discuss student progress by calling the school or forwarding a note to your child's teacher. Parents are encouraged to visit the Grade Portal, which posts student's grades and assignments.

Each year, in the spring, the District administers the PARCC to grades 5-8. When available, the results of this test will be sent home. Parents may request a conference with the School Administrator to discuss the results.

PUPIL RECORDS

The New Jersey State Board of Education adopted regulations concerning the administration of pupil records. The parent has the right to view the records of their child, to be given copies of these records, to challenge the accuracy or relevancy of the record, and to insert additional data in the records. Parents may make arrangements with the Administrator to review student records.

RESOLUTION OF AVALON STONE HARBOR EDUCATIONAL OPPORTUNITY

The Avalon Board of Education affirms its responsibility to ensure all students in the public school of Avalon equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. To fulfill this responsibility, the Board has established a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices.

Dr. Renee Murtaugh is the Affirmative Action Officer/504 Compliance Officer for the Avalon Stone Harbor School Districts. Her telephone number is 609-368-4413.

If a parent, child, or staff member wants to file a grievance relating to Affirmative Action, the following procedure should be followed:

1. In the event of a grievance applicable to the Multi-Year Equity Plan or employment policies in accordance with Title IX and Vi mandates, the grievance should be filed in writing with the Affirmative Action Officer.
2. The Affirmative Action Officer will within ten (10) days of the receipt of the written complaint meet with the building principal in order to resolve the complaint.
3. If said grievance is not resolved within ten days by the principal, it shall be taken up the chain of command to the Board of Education, County Office of Education, OEEEO, and the Commissioner of Education.

SMOKING

Smoking is prohibited in the Avalon Stone Harbor Schools, the Board of Education Office, and on School Board owned grounds.

STUDENT TRANSFER

Students transferring to another district during the school year are required to obtain a transfer card from the school office. It is expected that all school material will be returned before the card is issued.

TARDINESS

Students are expected to report to school on time. Lateness disrupts the student's educational program and the program of the classroom he/she is entering. Reasons for excused lateness are the same as absences from school. All students who are late for school must be accompanied by a parent/guardian to sign in and state the reason for the lateness. You must bring your child to the office when late. In Avalon, students are late if they report after 8:20 A.M. Homeroom begins at 8:20 and it is expected that all students will be present for morning announcements and to prepare for the school day. Three unexcused tardies per marking period will result in disciplinary action. In Stone Harbor, students are late if they report after 8:45 A.M.

TUITION

**ALL TUITION ACCOUNTS MUST BE PAID IN FULL ON OR BEFORE MAY 1, 2019.
FOR ALL STUDENTS WHO WITHDRAW DURING THE SCHOOL YEAR, TUITION WILL
BE PRORATED AT THE TIME OF WITHDRAWAL.**

It is the parent/guardian's responsibility to ensure the tuition account is current at the beginning of each quarter (August 1, November 1, February 1, May 1).

Further, one or more of the following restrictions, depending on appropriateness, will be applied until payment is up-to-date.

NO access to grades on Genesis Parent Portal.
NO Report Card issued for the unpaid period.

NO participation in trips sponsored by the school.
NO participation in commencement ceremonies.
NO diploma issued until full payment is received.
NO transcripts sent to high school.
NO admittance in September for the next school year.

VACATION PROCEDURES

The administration and staff members have revisited the issue of student absences due to family vacations. The administration and staff members agree that the student's optimum learning environment is in the classroom. There is no way a child can regain the instruction and verbal interaction that occurs during the teacher's classroom presentations. We hope parents will consider these facts when making family vacation plans. The following procedures will be utilized to address family vacation issues.

A note indicating the dates of the vacation and request for student work must be submitted to the classroom teacher five (5) school days in advance of the trip.

The schoolwork provided by the teacher(s) is what they believe the students need to complete by their return to school. It is our expectation if parents request the teacher(s) to organize the assignments for the vacation, the parents will insure the students complete the assignments by their return.

The students will have the opportunity to make up quizzes and tests upon their return to class. The number of days for all makeup work will be the number of days the student was absent. (Absent for 5 days, you would have 5 days to make up all the work, quizzes and tests.) For vacations of 5 school days or less, teachers will endeavor to provide a general overview of skills and concepts to be covered for the days the student will be away.

Please understand that this procedure does not condone student absences. This procedure reflects the concern of the administration and staff for the students. The students are very concerned and anxious about what they are missing in the classroom while they are on vacation, and feel swamped when they return and try to catch up. Hopefully, by working together we can help make the situation better for the students.

VISITORS TO SCHOOL

All persons visiting the school are required to report directly to the school office.

WALKERS AND BICYCLE RIDERS - AVALON

1. School begins at 8:20 AM. Students should not arrive before 8:15. Bicycles are to be parked in the front of the building in the bike racks.
2. Children are expected to proceed directly to school from home and proceed directly home after school.
3. Children are not to walk or ride bicycles through the parking lot in the back of Boro Hall.
4. Police assistance is available to cross Dune Drive or 30th Street at the intersection of Dune and 30th Street.

5. Children are expected to cross streets only at intersections and to stay on the sidewalks.
6. Children are not to ride double on their bicycles.
7. Riding a bicycle to school is a privilege which may be revoked for students who do not follow standard procedures for safety.
8. Students are not to bring skateboards or rollerblades to school.
9. Students riding bicycles to school are required to wear helmets. Wearing helmets is a state law. Parents should mark the student's name inside the helmet.
10. Students are not to leave their bicycles overnight. They must ride them home at dismissal.

WALKERS AND BICYCLE RIDERS - STONE HARBOR

1. School begins at 8:45 AM. Students should not arrive before 8:30. Bicycles are to be parked in the front of the building in the bike racks.
2. Children are expected to proceed directly to school from home and proceed directly home after school.
3. Police assistance is available to cross 3rd Avenue or 93rd Street at the intersection of 3rd Avenue and 93rd Street.
4. Children are expected to cross streets only at intersections and to stay on the sidewalks.
5. Children are not to ride double on their bicycles.
6. Riding a bicycle to school is a privilege which may be revoked for students who do not follow standard procedures for safety.
7. Students are not to bring skateboards or rollerblades to school.
8. Students riding bicycles to school are required to wear helmets. Wearing helmets is a state law. Parents should mark the student's name inside the helmet.
9. Students are not to leave their bicycles overnight. They must ride them home at dismissal.

APPENDIX A

HEALTH/FAMILY LIFE CURRICULUM

GRADES 5 - 6

- Mental Health
- Body Systems
- Growth and Development
- Personal Health Practices
- Consumer Awareness
- Nutrition
- Physical Fitness
- Disease Prevention and Control
- Medicines
- Substance Abuse
- Safety and First Aid
- Community Health
- Careers

GRADES 7 - 8

- Personal Health Practices
- Consumer Awareness
- Nutrition
- Physical Fitness
- Disease Prevention and Control
- Medicines
- Substance Abuse
- Safety and First Aid
- Community Health
- Careers