

**Laurel Springs School**  
**Mission Statement**

Laurel Springs School, with the support of the community, is dedicated to providing quality education experiences within our unique environment, to enable our children to become well rounded, responsible members of society. We strive to maintain our traditional core values, to attain and surpass all New Jersey educational standards with a focus on student achievement and to instill an appetite and joy for lifelong learning.

**Affirmative Action**

The Laurel Springs School will continuously maintain its environment that is free from harassment of any kind. Anti-bullying strategies will be taught to all students. Bullying will not be tolerated. Check our website for our current Affirmative Action Officer. Complaints regarding any type of discrimination or harassment should be reported immediately to the Affirmative Action Officer. The Affirmative Action Policy #2260 is available on our website.

**Board of Education Members – 2022-2023**

Sarah Woldoff	Douglas Delpidio
Leah Straub	Cathy Ivins-Sims
Matthew Minder	Kimberley Brisbin
Alison Manny	Erik Stones
Elizabeth Hobbs	

Thomas Attanasi	Superintendent
Erin Kearney	Bus. Admin/Board Sec.
Parker McKay	Solicitor

**EDUCATIONAL GOALS**

The Laurel Springs Board of Education, in order to provide a thorough and efficient education for all students, adopts the following goals:

General Educational Outcome Goals express what students should be, have, or be able to do as a result (at least in part) of their experience in school (kindergarten through grade six.)

The Laurel Springs School District shall help each child in the district:

1. To acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively;
2. To acquire a stock of basic information concerning the principles of the physical, biological and social sciences, the historical record of human achievements, failures, and current social issues;
3. To become an effective and responsible contributor to the decision-making processes of the political and other institutions of the community, state, country, world;
4. To acquire the knowledge, skills, and understanding that permit him/her to play a satisfying and responsible role as both producer and consumer;
5. To acquire job entry level skills and, also, to acquire the knowledge necessary for further education;
6. To acquire the understanding of and the ability to form responsible relations with a wide range of other people

including, but not limited to, those with social and cultural characteristics different from his/her own;

7. To acquire the capacities for playing satisfying and responsible roles in family life;
8. To acquire the knowledge, habits, and attitudes that promote personal and public health, both physical and mental;
9. To acquire the ability and desire to express himself/herself creatively in one or more of the arts, and to appreciate the aesthetic expressions of other people;
10. To acquire an understanding of ethical principles and values and the ability to apply them to his/her own life;
11. To develop an understanding of his/her own worth, abilities, potential, and limitations;
12. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

**CROSSING GUARDS/ SAFETIES**

Crossing guards/safeties are provided for children's safety going to and from school. Children who walk should be instructed to use the same route to and from school each day. All students must cross at the designated intersection of Stone Road and E. Atlantic Avenue (two crossings) and W. Atlantic Avenue. Children must wait on the sidewalk and cross only at the direction of the crossing guard.

Safety patrol members from the sixth grade are also on duty at the intersection of Washington and Grand, from 8:15 a.m. to 8:30 a.m. and from 3:00 p.m. to 3:15 p.m. Crossing guards are on duty until 3:30 p.m.

**SAFETY SCHEDULE**

Regular Day	8:15 to 8:30 a.m. 3:00 to 3:15 p.m.
Early Dismissal	8:15 to 8:30 a.m. 12:30 p.m. to 12:45 p.m.

**Visitors**

All visitors, including parents, are to enter the building through the Grand Avenue entrance and proceed to the main office. After receiving approval from school personnel, all visitors will be required to sign a log and carry a pass. The pass will be relinquished at the office as the visitor checks out for departure.

**Attendance policy**

The attendance policy has been established by the Laurel Springs Board of Education to help ensure that all pupils of the district are present in school to maintain the continuity of their education.

**Absence:**

- ❖ Parents are required to call the school anytime before 8:30 a.m. at 783-1086 x112, if a child is absent. You may call anytime day or night and leave a message.
- ❖ The office will call parents to confirm an absence if parents don't call before 8:45 a.m., in concern for missing or truant children.
- ❖ A student absent from school must present, upon his/her return, a written excuse which has been signed by parent or guardian stating specific reason for the absence,

- ✓ If no note is received, after a one day absence, parent will be notified;
  - ✓ After an absence of more than three consecutive days, the returning student shall report to the school nurse at this time, a doctor's note is required;
  - ✓ Intervention procedures as outlined in administrative policy will be carried out;
  - ✓ After absence of 7 and 15 days respectively, a letter will be sent to parents indicating concern about regular attendance;
  - ✓ After a total absence of 20 days, (half day absences will be included in this total) a parent conference will be required;
  - ✓ After an absence totaling 30 days or more, except in the case of major or chronic illness, serious consideration will be given to retaining the student;
  - ✓ Students are expected to complete all missed work, Work will be sent home if requested by parent in the morning of absence.
  - ✓ **The district retains the right to pursue attendance issues in court.**
- ❖ Students will be given 48 hours to complete any missed assignments. Missed classroom work can be sent home for that day if requested via email to the student's teacher by 9:00 am.

#### **TARDINESS:**

Promptness is required. However, if for some unavoidable reason lateness may occur, the student is expected to come to school as soon as possible with a written excuse from parent/guardian, rather than miss school. Please try to avoid lateness. A student arriving late shall first go to the office and present his/her reason for being late in writing. Admittance to class will be upon a note to the teacher from the student services office.

Any student frequently late without a parental/guardian note and without good cause shall be kept in at recess. Frequent or prolonged tardiness without satisfactory reason shall be grounds for suspension, after all intervention measures have been exhausted.

#### **TRUANCY:**

A student absent from school without written consent of parent/guardians shall be declared truant and a failing grade given for work missed. Make-up assignment shall be given but may not be credited or accepted for work missed during truancy. Frequent or prolonged absence without a satisfactory reason shall be grounds for suspension after intervention measures have been exhausted and state authorities will be notified.

#### **EARLY DISMISSAL:**

In order for a student to be excused prior to regular dismissal time, a letter shall be sent by parent/guardian to the main office, stating a reason for the request. After approval has been granted, the parent/guardian who made the request must call for the student at the office.

- No student may be permitted to leave the school premises prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, or parent of the child unless permission of the parent has first been secured.
- For prearranged absences due to a doctor or dentist appointment, a note containing the name of the doctor or dentist must be turned in to the school nurse ahead of time. Students are expected to return to school upon the completion of such appointments, with a certificate stating time and date of treatment.

#### **DISMISSAL PROCEDURES**

Students in PreK thru 1<sup>st</sup> grade will be dismissed by their teacher to the parent/guardian. Students in 2<sup>nd</sup> thru 6<sup>th</sup> grade are permitted to walk home. Students are not permitted to remain on the playground without their parent/guardian present.

#### **LATE PICK-UP**

Students must be picked up no later than 3:15 pm. We do **not** have staff available to supervise children after school. After 3:15 pm, Under the Sun Learning Center aftercare is available for a fee. Contact Under the Sun Learning Center directly to make arrangements.

If there is a serious emergency, we will attempt to make arrangements for your child. Parents should call the office as soon as they realize they will be late.

#### **BICYCLES**

Bicycles may be ridden to school by students in grades four through six upon receipt of a signed permission slip submitted by the parent. All traffic regulations must be observed and **HELMETS MUST BE WORN**. Bicycle riding privilege will be suspended if safety rules are not followed. Bicycles must be walked while on school grounds.

Bicycles must be kept locked when not in use and kept in the spaces provided for them on the school grounds. Bicycles cannot be left at school overnight. Scooters and skateboards are not allowed on the playground.

#### **SCHOOL GROUNDS**

The school grounds are off limits to all persons between dusk and 8:15 am and during the hours when students are present. On school days, children should not arrive on the school grounds before 8:20 a.m. Parents of students arriving early will be contacted.

**EMERGENCY SCHOOL CLOSURE** due to inclement weather is reported on KYW Radio 1060, and on Channels 3, 6 and 10 and Fox as availability permits in the early morning. Code numbers for all major schools attended by Laurel Springs District children are:

Laurel Springs Elementary	601
Yellin School	575
Sterling High School	570
Vocational School	569

It is also listed on our website and you will receive a call/text/email directly via BrightArrow.

If extremely hazardous ice-covered side roads present an early morning problem, a one/two hour delayed opening may result. This will be announced on local media as "opening one/two hour late #601."

In the event of any other emergency closure of the Laurel Springs Elementary School, all parents will be called by room mothers or other school personnel. In the event that parents, guardians or other persons responsible for a child cannot be contacted by phone, provision will be made to house those students in supervised areas until such contact can be made.

#### **THE SCHOOL DAY**

Warning Bell	8:28 a.m.
Classes start	8:30 a.m.
Classes end	3:00 p.m.

#### **12:30 PM DISMISSAL**

Early dismissal for all grades will be in effect as designated on the school calendar - primarily for the first and last days of school, for parent conferences, and the day preceding Thanksgiving holiday and winter/spring break.

#### **DRESS CODE**

In order to maintain a balanced rule, periodically, the Board of Education, Superintendent and staff, shall review the dress code, taking into consideration changing times and conditions. The rules therein set forth shall be presented to the students with the expectation that they be followed. Proper action by the Superintendent shall be taken if deviation is found after warning has been given. Specifics to be taken for granted are:

1. To dress according to the occasion;
2. To be neat and clean always;
3. To refrain from extremes;
4. Hemmed shorts, mid-thigh or longer, may be worn weather permitting. No tube tops, fishnet tops, or other revealing clothing will be worn during school hours. Earrings or other jewelry (deemed to be dangerous to students' health) will be kept in the office to be returned to parents at a later date. For safety purposes, thongs, high heels over 1/2 inch, and loose or dangerous footwear may not be worn at any time, due to the necessity of moving from floor to floor via the stairways, and so as not to curtail play during lunchtime, shoes must have backs;
5. On physical education day, dangling or hoop earrings must be removed before physical education class, and students must be properly attired in pants (or shorts, if appropriate), with sneakers which are tied;
6. During promotion exercises, extremes are to be avoided - no strapless dresses will be allowed - boys should wear a shirt and tie and dress pants.

#### **FIRE DRILLS AND SECURITY DRILLS**

Fire drills and security drills are required by New Jersey State Law each month throughout the school year. Every effort is made to schedule drills on days when the weather is clear and

not too cold. All persons within the building are required to leave when the fire bell sounds.

#### **FIELD TRIPS**

Children are taken on field trips only with the permission of the parents. When a trip is being planned, permission slips will be sent home to be signed by the parents. Permission slips must be signed in order for the child to attend trip. Chaperones **cannot** bring younger children on field trips because of safety and insurance reasons. For grade levels using the merit system, students with 70 or below demerits will not be permitted on field trips. These students will have an alternate assignment in school.

#### **HOMEWORK**

Homework is required for all students. Homework plays an important role in reinforcing and practicing skills learned in school. Parents can help by providing a quiet place for study and checking homework each night for completion. Each grade level has an established homework procedure.

#### **PARTIES**

All arrangements for parties, picnics, and other social events must be approved through the main office. Elementary class parties are permitted only at winter break holidays and Halloween.

#### **INDIVIDUAL STUDENT AND CLASS PICTURES**

Pictures are taken by a photo service in the fall and spring of each year. Advance notice of exact date will be given and there is no obligation to purchase any pictures. Questions about pictures will be referred to the photographer.

#### **THE SCHOOL BREAKFAST/LUNCH PROGRAM**

Our breakfast/lunch program provides low-cost, nutritious meals daily beginning the second week of school. Students may select breakfasts/lunches from a monthly menu. Orders must be placed one week in advance. Lunches will not be provided on any scheduled one-session day as noted on the current school calendar. Breakfast will be served before and after the bell.

In addition, free and reduced-priced breakfast/lunch will be available to those children who qualify. An application is provided at the beginning of the school year and may also be requested at any later time.

A 40 minute lunch period is provided for all students; which includes supervised outdoor play followed by eating in the all-purpose room. Misconduct on the part of students during lunch and/or outdoor play will not be tolerated and will result in notification from the superintendent/principal's office indicating that a child is suspended from the lunch program for a specified period of time and must be picked up by parent/guardian or designee and go home for lunch. His or her lunch time supervision then becomes the parent's responsibility.

#### **STUDENTS BECOMING ILL AT SCHOOL**

Students becoming ill at school or suffering an accident of sufficient seriousness will be excluded from school upon the

recommendation of the school physician or school nurse and principal. In the absence of the school nurse, the classroom teacher may make such recommendations to the superintendent/principal. Parent/guardians will be contacted and must make arrangements to pick up a sick or injured child. If the parent/ guardian is not available the emergency contact will be called.

The school nurse will be notified immediately of a student accident and/or other emergency. If determined to require care not possible at school, the student shall be taken to the nearest hospital, except in the case where parent or family physician direct the student to be taken elsewhere. Parent/guardian will be notified immediately if they can be reached.

Parental cooperation in keeping emergency information up-to-date with changes in job, telephone numbers, and person authorized to function in such an emergency is vital to your child's health. Such student information records are also routinely updated at the beginning of the school year. Please contact the school office with any changes, additions or deletions.

A child should be free from elevated temperature before returning to school. Students should not be sent to school if there is an elevated temperature, a serious cough, or an upset stomach that may result in the child becoming ill later in the day. When you are calling to report an absence or lateness for the day, you may call the school nurse any time before 8:30 a.m. at 783-1086 ext. 112

A doctor's note is required for any student who is not able to participate in Physical Education class. Those students who do not participate in gym class will also be kept from outside recess period for their own safety.

### **HEALTH RECORDS**

The health records of each student are maintained by the school nurse and include the findings of each school medical examination. A copy of such records shall be forwarded to any public or private school to which a student is transferred if request for such is made. If a child should receive any immunizations or injuries or change in health status during the summer, inform the school nurse and keep health records up to date.

### **Medications, Prescription and/or over-the-counter**

Medication (including cough drops) may be administered during school hours if necessary, when the following procedures are followed:

1. Parent/guardian must provide a written request (Medication Administration Permission Form) for the administration of medication at school which has been prescribed by a physician. The request must be signed by the physician and the parent.
2. The medication must be brought to school in the original container, appropriately labeled by the pharmacist or physician. When a prescription is filled, ask your pharmacist for two labeled containers so that one can be sent to school. The school nurse must administer medication from an original container - absolutely no exceptions will be made;

3. The school nurse will review and approve the orders of the private physician, provide a secured, locked space for the storage of medications and maintain a log listing relevant information on all such requests;
4. The certified school nurse or parent/guardian is the only one permitted to administer medication in the school.
5. Aspirin or Tylenol or any other over-the-counter preparation cannot be provided to pupil by the health office. These medications should be administered at home under parental supervision;
6. According to NJ law, students going on field trips who may need medication must be accompanied by their parent/guardian.
7. Students are not permitted to carry medication.

### **CHILD CUSTODY**

To protect children and prevent them from being taken from school by anyone other than the authorized parent or guardian, the school must have a copy of any custody papers issued by the court, or a copy of the custody agreement drawn by the attorneys for the parents of the child, restraining orders, etc. Without these legal documents, the school cannot refuse to let either parent take the child.

If this is a matter that concerns you, please contact the Superintendent/Principal at once. It is advisable to meet with the Superintendent/Principal regarding all custody concerns.

### **ALCOHOL/DRUGS/SUBSTANCES:**

#### **Policy statement, definitions and limitations**

The Laurel Springs School District Board of Education recognizes that substance abuse by any student seriously impedes that student's education and threatens the welfare of the entire school community

The existing support services provide the school with a systematic process for helping students who are having school-related difficulties as a result of their own alcohol/drug use or the use by a family member.

The Laurel Springs Board of Education is committed to the prevention of substance abuse and the rehabilitation of drug users by educational means, but will take necessary and appropriate steps to protect the school community from harm and exposure to drugs.

For the purposes of this policy, the terms alcohol or other drugs shall mean:

- A. alcoholic beverages;
- B. any controlled dangerous substance as identified in N.J.S.A. 24: 21-2; and/or,
- C. any chemical or chemical container which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4
- D. anabolic steroids

E. Prescription medications and over-the-counter medications.

The provisions of this policy pertaining to possession or use shall not apply to the appropriate use of prescription medicines prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

The use, possession, sale, distribution, or possession with intent to sell/distribute any alcohol or other drug at any time is prohibited:

- A. on school property,
- B. at any place where an interscholastic athletic contest is taking place,
- C. during the course of any field trip,
- D. during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents,
- E. upon school transportation vehicles at any time,
- F. prior to participation in the activities listed in A -E above.

Any student found engaging in any of the foregoing prohibited activities will be subject to external suspension or expulsion from school pursuant to existing administrative procedures for the discipline of school students and any other applicable provisions of the law.

The Board of Education will require students suspended under the provisions of this policy and their parents to participate in a prevention/intervention program approved by the Board of Education. If the student and parents refuse to participate, the matter will be referred to the Dept. of Child Protection and Permanency (DCP&P)

The Board of Education will enforce the laws of New Jersey requiring school districts having kindergarten through sixth grades to incorporate into its curriculum at each grade level alcohol and other drug education including tobacco and anabolic steroids appropriate for the pupil's age and maturity pursuant to N.J.S.A. 18A:40A-1.

IN REPORTING, NOTIFICATION AND EXAMINATION PROCEDURES IN INSTANCES INVOLVING ALCOHOLIC BEVERAGES, STEROIDS, CONTROLLED DANGEROUS SUBSTANCES OR CHEMICAL COMPOUND AS IDENTIFIED IN N.J.A.C. 6:29-6.3(a), THE FOLLOWING SHALL APPLY

1. Whenever it shall appear to any staff member (professional or support) that a student may be under the influence of alcohol or other drugs such person shall report the matter as soon as possible to the school nurse or medical inspector as the case may be and to the Superintendent/Principal or designee.

2. The school nurse will assess the physical state of the student and advise the Superintendent/Principal or designee of the condition of the student. The student will be removed to a protective environment until the parent(s)/guardian(s) can be contacted.

3. The Superintendent/Principal or designee shall immediately notify the parent(s)/guardian(s) and arrange for an immediate examination of the student by a doctor selected by the parent(s)/guardian(s), or if such doctor is not immediately available, by the medical inspector. If such doctor or medical inspector is not immediately available, the student shall be taken to the emergency room of the nearest hospital (Jefferson Stratford Hospital) for examination accompanied by the Superintendent/Principal or designee and a parent(s)/guardian(s) of the student if available.

4. The student shall be examined within two hours of the initial report of suspicion for being under the influence of alcohol or other drugs for the purpose of diagnosing whether or not the student is under such influence.

A. The student will be tested as follows:

- 1. Drug Screen including marijuana (Urine Analysis-with chain of custody)
- 2. Ethyl Alcohol (Urine)

B. A written report of said examination and test results shall be furnished within 24 hours by the examining physician to the parent(s)/guardian(s) or the student and to the Superintendent/Principal. If the report is not received within 24 hours, the student will be allowed to return to school until such results are received.

C. If such diagnosis is positive, the student shall be returned to home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to N.J.S.A. 26:2g-17 et seq.

5. Upon a positive diagnosis, a conference must be held with the Superintendent/Principal, parent(s)/guardian(s), student and school nurse.

A. Before a student is permitted to return to school, the student, parent(s)/guardian(s) must agree to participate in a prevention/intervention program. The Camden County Division of Alcohol and Substance Abuse's Early Intervention Program, hereinafter referred to as the Early Intervention Program, shall be used for this counseling at no cost to the parent. Should the parent(s)/guardian(s) elect to choose another program, it will be at their expense and must be approved by the Superintendent/Principal.

B. The student and parent(s)/guardian(s) must schedule an initial interview with the Early Intervention Program before the student may return to school. Confirmation of the interview is one of the conditions for returning to school.

C. If confirmation is not received; the student shall be placed on Homebound Instruction until confirmation is received. If the student or parent(s)/guardian(s) continue to refuse to participate, the student shall remain on Homebound Instruction until the Camden County Court specifies what action shall be appropriate.

D. The recommendation of the Early Intervention Program shall determine what, if any, counseling, treatment or intervention is necessary.

- 1. If no counseling is recommended, the student shall complete the assigned external suspension.
- 2. If the Early Intervention Program is recommended, the student and parents/guardians shall agree to attend.

Verification shall be made to the Superintendent/Principal on a regular basis to insure the sessions are being attended.

- a. If the Early Intervention Program is not being maintained, the student shall be placed on Homebound Instruction, and the case shall be referred to the Camden County Court.
  - b. Upon completion of the Early Intervention Program, a written recommendation/report will be furnished to the school. This recommendation must be carried out by the student and parent(s)/guardian(s). Should they refuse to agree to follow the Early Instruction Program recommendation(s), the case will be referred to the Camden County Court.
3. If the Early Intervention Program recommendation(s) includes treatment beyond the Early Intervention Program's capability, the parent(s)/guardian(s) shall agree with the recommended treatment and take immediate action to arrange for this treatment. Until this is done, the student shall be placed on Homebound Instruction or in another educational setting depending on the treatment recommended. If the parent(s)/guardian(s) refuse to agree with the Early Intervention Program, the case shall be referred to the Camden County Court.
6. The student will be monitored by the Superintendent/Principal during and after participation in the Early Intervention Program.
7. In addition, if such diagnosis is positive, the student will be externally suspended from school and may not be returned to school until completion of the following conditions:
- A. a written report must be submitted to the Superintendent/Principal certifying that substance abuse no longer interferes with the pupil's mental ability to perform in school
  - B. completion of external suspension
  - C. conference with Superintendent/Principal, school nurse, and parent(s)/guardian(s)
  - D. parents and student agree to follow the recommendation(s) of the Early Intervention Program
  - E. agree to abide by school rules and regulations
8. In appropriate cases, the Superintendent/Principal may recommend expulsion and refer the matter to the Board of Education for a hearing.

#### **C. STUDENTS POSSESSING OR DISTRIBUTING**

1. Whenever any student shall be found to be in possession of alcohol or other drug or shall be found to be involved in the sale or distribution of same in school, on school ground, or during school sponsored activities, such student shall be reported immediately to the Superintendent/Principal or designee, and all evidence of such possession, sale or distribution shall be given to the Superintendent/Principal or designee at that time.
2. The Superintendent/Principal or designee shall immediately notify the parent(s)/guardian(s) of the student and appropriate law enforcement authorities. Any suspicious substances confiscated from said student shall be immediately turned over to the appropriate law enforcement authorities for analysis.
3. If the material in question is determined by the appropriate law enforcement authorities to be alcohol or other drug, the student will be suspended from school on the first offense for a minimum of ten (10) school days. In addition, the student may

be required to receive counseling from the Child Study Team or another support group. Any additional alcohol or other drug-related offenses committed by the student will result in an additional suspension (minimum 10 days) and referral to the Board of Education for expulsion.

4. The Superintendent/Principal is required to report to law enforcement authorities all suspected or known cases of possession, and possession with intent to sell or distribute substances.
5. The Superintendent/Principal is required to refer to the Camden County Division of Alcohol and Substance Abuse and the Camden County Health Department all suspected or known cases of possession and possession with intent to sell or distribute controlled dangerous substances. Also referrals may be made to a community agency recommended by the State Department of Health.
6. Questioning of said student by appropriate law enforcement authorities shall not take place on the school premises except in the presence of the student's parent(s)/guardian(s) or their designated representative.

#### **D. STAFF AND OTHER ADULTS**

Any staff member who is found to be under the influence, in possession of or who distributes alcohol or other drugs on school property or in conjunction with any school sponsored activity shall be:

- A. suspended immediately,
- B. charged with conduct unbecoming a staff member,
- C. referred to the districts Employee Assistance Program,
- D. referred to the appropriate law enforcement authority as a disorderly person in accord with Chapter 197, Public Laws of 1981 of the New Jersey Code of Criminal Justice.

Any non-staff adult under the influence of, in the possession of, with intent to distribute such alcohol or drugs shall be:

- A. referred to the police for prosecution as a disorderly person,
- B. directed to leave the premises immediately or removed by an appropriate law enforcement authority.

#### **E. REPORTING TO COUNTY/STATE**

1. Any incidence of substance abuse, possession or attempt to distribute by students, staff or others will be reported to the County Superintendent of Schools by the Superintendent/Principal in an annual report.
2. The Superintendent/Principal or a designee will complete a Violence, Vandalism and Substance Abuse and HIB (harassment/intimidation/bullying) report for each incidence where evidence or diagnosis is confirmed by school officials.

#### **F. ANNUAL REVIEW/COMMUNITY INPUT**

1. This policy will be reviewed annually and revised as necessary. Review/revision procedures will include the following:

- A. consultation with local agencies recommended by the Department of Health, school nurse, and Child Study Team.

B. input from students, parent(s)/guardian(s) and community agencies

#### **G. AVAILABILITY OF POLICY**

Contact our Superintendent Central Office to review our policies. (856-783-1094)

**H. LIBRARY PROGRAM-** Students in grades K through 6 are permitted to take out library books weekly as long as they are returned each week. Parents will be billed for unreturned library books.

#### **WEAPONS AND DANGEROUS INSTRUMENTS**

The board of education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, at any school function, or while en route to or from school or any school function.

The Superintendent/Principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

A student found or observed on school property or at a school event in possession of a firearm, other weapon, or dangerous instrument shall be reported to the Superintendent, Principal or Head Teacher immediately. The Superintendent, Principal or Head Teacher shall immediately inform appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. As in all disciplinary cases, due process will be provided (see policy# 5600).

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

#### **CELL PHONES**

Cell phones are permitted in students' backpacks for emergency purpose only. The phone must be turned off during the day. An ECRD(Electronic Communication and Recording Device) used in violation of Policy #5516 will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action.

**REPORT CARDS** are issued online three times each year in December, March, and June per school calendar. Parents of students in grades K-6 have online access to Powerschool. Parents will be notified mid-year if a student's work is not meeting standards set for that grade. Students in grades three through six receive letter grades (A, B, C, D, and F); students in grades K through Two receive standards-based grades (P, D, and N)

**GRADUATION PRACTICE-** If any student does not cooperate during sixth grade graduation rehearsals, he/she may be removed from the graduation ceremony.

**PARENT/TEACHER CONFERENCES** are scheduled and listed on the school calendar. On other occasions, parents may arrange to see a child's teacher by appointment through the school secretary or classroom teacher. Parents may also request a conference through a personal note to the teacher. On these occasions, conferences with teachers may be conducted in the administrator's office, with an administrator or designee present to participate in the discussion as needed and/or requested.

#### **Harassment, Intimidation, and Bullying Reporting Procedure**

The Board of Education requires the Principal to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal and/or Anti-Bullying Specialist within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation. Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report

Students found to be in violation of Policy#5512 (Harassment/Intimidation/Bullying) will be disciplined according to policy.

The Anti-Bullying Specialist for Laurel Springs School is Grace Cooney. She can be reached at 856-783-1086 x315

**THE MERIT SYSTEM OF BEHAVIOR** –The “Merit System” is intended to reward and recognize students whose behavior is generally acceptable or even outstanding. It will also identify those students whose behavior, at times, is unacceptable.

Each student in PK-6<sup>th</sup> grade will begin the school year with a total of 100 Dragon points. If a student does not exhibit acceptable behavior, pre-determined points will be subtracted from this total.

The following list contains a brief description of the misbehavior and the Dragon points lost as a result.

- |   |          |
|---|----------|
| 1. General Misbehavior -<br>(cool down time out)  | 2-5 pts  |
| 2. Disruptive Behavior -<br>(Blue Slip sent home) | 5-10 pts |
| 3. Suspension (i.e. fighting) -                   | 15 pts   |

**Attendance Standards**

**Grades K-2 (Per Marking Period)**

10 latenesses = -5 points

5 Unexcused Absences = -5 points

**Grades 3-6 (Per Marking Period)**

5 latenesses = -5 points

3 Unexcused Absences = -5 points

5 Missed HW assignments = -5 points

- An extended sickness will not count against students with a doctor's note.

**Dragon 5 Pledge**

**W**e dream big,  
**I**nclude everyone,  
**N**ever give up,  
**G**et involved,  
**S**tay strong.

**7 Dragon Traits-** Students will be spotlighted monthly for showing these traits. Students help to select the traits yearly.

**I have reviewed this handbook with my child.**

**X**\_\_\_\_\_

**Parent/Guardian signature**

A merit system form is used to maintain an accounting of each student's behavior. The student's name, number of Dragon points and a description of acts of misbehavior are recorded. When demerits are recommended by a teacher, the administrator will judiciously review the matter. Anytime a student loses Dragon points, a letter will be sent by the administrator to the parents.

A student who drops to a point total below 70 will lose all privileges and be ineligible for extracurricular activities, assemblies, class parties, Dragon Rallies, dances and graduation awards.

Students will be able to earn or gain back ten (10) points during each of the three marking periods. In order to do this, students must not lose more than five (5) points during a given report card period and write a written statement to the principal on what they are doing to correct any previous negative behaviors moving forward.



# DISCIPLINE CHART- LAUREL SPRINGS SCHOOL

\*Demerits apply all grades.

\* Parents will be notified in writing of each infraction.

\* Unreturned blue slips will result in automatic lunch recess detention until returned.

Dem. = demerits

Infractions	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
General misconduct, Disruptive, excessive noise, throwing objects ,name calling, lying.	Admin. Detention Possible dem. 2-5	2 Admin. Detentions 5-10 dem.	3 Admin. Detentions 10 dem.	1-3 days SUSPENSION 10-15 dem.
Insubordination, defiance of authority, refusal to follow directions.	1-2 Admin. Detentions. 5-10 dem.	3 Admin. Detentions 5-10 dem.	1-3 Days SUSPENSION. 15 dem. Parent conference	1-3 days SUSPENSION 15 dem. Parent conference
Obscene, vulgar and/or abusive language	Admin. Detention 2-5 dem.	2 Admin. Detentions 5-10 dem.	3 Admin. Detentions or Possible SUSPENSION 10-15 dem.	1-3 days SUSPENSION 10-15 dem.
Obscene, vulgar and/or Abusive language directed toward staff	1-2 days SUSPENSION 5-10 dem.	2-3 days SUSPENSION 10-15 dem.	3-5 days SUSPENSION 15 dem. Parent conference	5-10 days SUSPENSION 15 dem. Parent conference
Inappropriate contact (pushing, shoving, etc)	Admin. Detention 2-5 dem.	2 Admin. Detentions 5-10 dem.	3 Admin. Detentions 10-15 dem.	1-3 days SUSPENSION 15 dem.
Physical assault	1-3 days SUSPENSION 15 dem. Parent conference. Poss. Notification of Authorities	5-10 days SUSPENSION 15 dem. Parent conference Notification of authorities	Suspension pending Board of Ed. Hearing. Poss. consultation With special service team	Suspension pending Board of Ed. Hearing.
Fighting, reckless endangerment	1-3 days SUSPENSION 15 dem.	1-3 days SUSPENSION 15 dem. Parent conference	5-10 days SUSPENSION 15 dem. Parent conference	Suspension pending Board of Ed. Hearing Parent conference Poss. Consultation with Special services team
Terroristic threats Directed toward any person, group of people, or property	3-10 days SUSPENSION Parent Conference Notification of authorities Possible Board hearing Poss. Conference with Special services team	Suspension pending Board of Ed. Hearing Parent conference		
Bullying/Harassment Sexual or racial in nature	2 Administrative Detentions 5-10 dem.	3 Admin. Detentions 10-15 dem. Parent conference	1-3 days SUSPENSION 15 dem. Parent conference	3-5 days SUSPENSION 15 Dem. Poss. Board hearing Poss. Consultation with special services team
Defacing property	1-2 Admin. Detentions 5-10 dem. Poss. responsibility For repair.	3 Admin. Detentions 10-15 dem. Poss. responsibility for repair.	1-3 days SUSPENSIONS 15 dem. Parent conference Poss. responsibility For repair.	5-10 days SUSPENSION 15 dem. Poss. Board hearing Poss. Responsibility for repair.

Infractions	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
Defacing property with Racial, ethnic, or Inflammatory remarks	3-5 days SUSPENSION 15 dem. Poss responsibility for repair. Parent conference	5-10 days SUSPENSION 15 dem. Poss. Responsibility for repair. Parent Conference Poss. notification of authorities	Suspension pending Board of Ed. Hearing Parent conference Notify authorities Poss. Consultation With the special Services team	
Possession or under the influence of alcohol or drugs	10 days SUSPENSION 15 dem. Possible Board hearing Notify authorities	SUSPENSION pending Board hearing Notify authorities Poss. Conference with special services		
Possession or use of fireworks	2-5 days SUSPENSION 15 dem. Notify authorities	SUSPENSION pending Board hearing Notify authorities		
Possession of Weapons or weapons related paraphernalia/terroristic threats	10 days SUSPENSION 15 dem. Notify authorities Poss. Board action	Suspension pending Board hearing Notify authorities Poss. Consultation With the special services team		
Forging/altering school documents	Possible 1-3 days SUSPENSION or 1-3 days Admin. Detentions 5-10 dem.	1-3 days SUSPENSION 10-15 dem.	3-5 days SUSPENSION 15 dem. Parent conference	10 days SUSPENSION 15 dem. Possible Board Hearing
Bomb Threat	SUSPENSION pending Board hearing Notify authorities Poss. Consultation with the special services team			
Inappropriate possession or use of electronics/cell phones	Official warning Item confiscated and returned to parent.	1-3 Admin. Detentions Item confiscated and returned to parent	Sat. det. Item confiscated and Returned to parent 3 Admin. Detentions	1-3 days SUSPENSION Item confiscated and returned to parent. Parent conference

**Laurel Springs Administrators** have the discretion to make changes to the discipline code as the situation warrants.