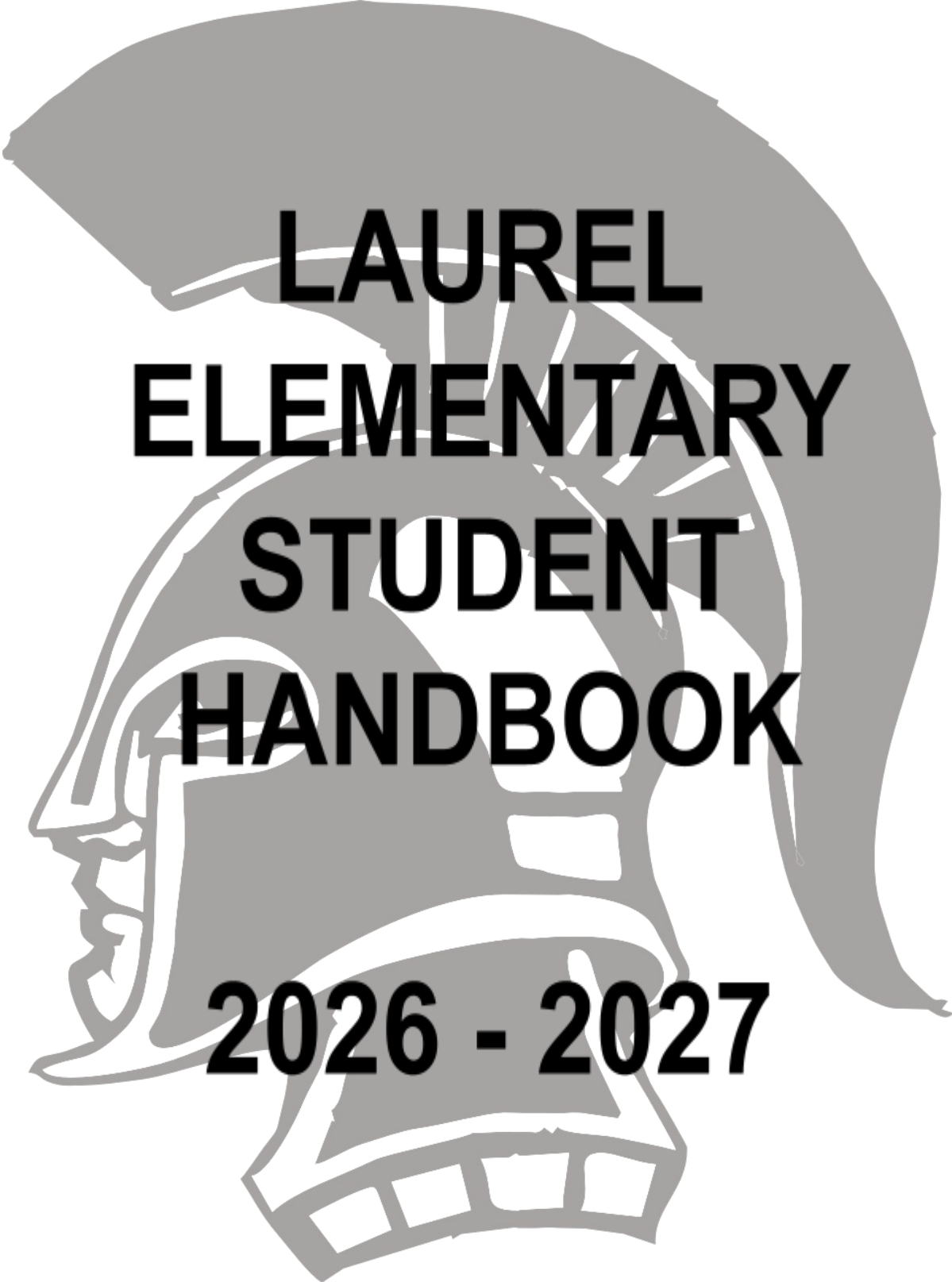




LAUREL ELEMENTARY STUDENT HANDBOOK

2026 - 2027

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INFORMATION FOR STUDENTS/PARENTS/GUARDIANS

To the Students:

Welcome to Laurel Elementary School on behalf of the new and returning staff. This handbook contains important information for you and your parent(s)/legal guardian(s). Please read through it carefully.

To the Parents/Guardians:

Your children are an important concern in your life and we share this feeling with you. As educators, we will work with them to develop basic skills which will be necessary as they grow to maturity. We need your help, as you need ours, in enabling each child to reach his/her level of capability. Please share with us any information which would further enable us to help your child succeed here at Laurel. We will attempt to keep you informed by means of conferences, report cards, and interim reports of what is happening in your child's educational process.

Medications

For the safety of all students, **parents/guardians** are to bring prescription medications to school rather than sending them with the student. All medications are to be in a container labeled by the pharmacist or doctor. The label must include the student's name, name of the physician, date of the prescription, name and telephone number of the pharmacy, name of the medication, dosage and frequency of administration.

Medical Authorization

By law, an "Emergency Medical Authorization Form" must be completed each year in order to receive treatment for a medical emergency. Forms may be requested from the school nurse.

School Insurance

School insurance is available, for school hours or 24-hour protection. Information is distributed at the start of each school year. If coverage is desired, please return the completed form and payment as soon as possible directly to school with your child. If any injury occurs during the coverage period, it must be reported to the principal immediately.

Directory Information

If you have any questions or concerns during the year, please do not hesitate to call the school office at (724) 658-2673, Ext. 2937 or 2938 between the hours of 8:00 a.m. and 4:00 p.m. If there is a change in address, phone number, custody, or marital status of parents/guardians, please notify Mrs. Nicholson, ext. 3924, at once so records may be updated.

Laurel School District Mission Statement:

Laurel, a community dedicated to excellence, is committed to challenging and equipping students to become knowledgeable, responsible, and engaged contributors to an ever-changing global society.

Laurel School District Vision Statements:

We envision the Laurel School District as a district in which:

- Each student is a life-long learner who contributes to an ever changing and increasingly diverse world.
- Each student is actively engaged in developing the relevant skills, knowledge, and abilities to successfully negotiate the endeavors of life.
- Each student is well-rooted in basic principles and can think beyond parameters.
- Each student is inquisitive, questioning, and curious about the world around us.
- Every staff member promotes research-based educational principles in order for each student to reach his/her potential.
- Every staff member is able to problem-solve, work collaboratively, and utilize resources effectively in order to meet student needs.
- Every staff member is able to support students in their educational, social, and emotional growth.
- The School District provides the skills for student understanding that are relevant in a changing society.
- The School District partners with families and the community to provide a nurturing and supportive environment.
- The School District creates responsible world citizens through shared civic responsibility at all levels.

Laurel School District Belief Statements:

Education is a shared responsibility.

All students learn at different rates and in different ways.

Education is an investment in the future.

Learning and relating are life-long processes.

Educational and social growths are the primary reasons for attending school.

Education is enhanced by creating a safe environment supportive of learning.

The student is the focus of education.

Effective two-way communication facilitates involvement.

Each student is unique in abilities, interests, needs, and goals.

A diversified education should be offered to all individuals.

All students must be active participants in their education.

School Arrival and Dismissal

Students are to arrive at the Elementary School no earlier than 8:40 AM. (Students are not permitted in the school building prior to 8:40 AM.) Please do not bring students to school prior to this time as the building is not open and teachers are not available for supervision at this time. Students arriving at 8:40 AM should report to the classroom if they are not eating breakfast.

Students should not plan to arrive at school before 8:40 AM. Students are not permitted to loiter in the halls or restrooms. Students eating breakfast at school may report to the cafeteria at 8:40 AM. At 8:40 AM, the classrooms will open for students to report to homeroom period, which begins at 9:00 AM.

School is in session until 3:45 PM. If your child is to go home in any way other than his or her normal procedure, please submit the change in PickUp Patrol or write a note **no later than 2:45pm**. If not submitted by 2:45pm, your child will be sent home on his/her regular bus.

Pick-up: Parents/Guardians will pull up along the front entrance in the pick-up lanes and **remain in their vehicles**. The parent/guardian should display a sign with the first and last name of the student(s) to be picked up in the passenger window. A staff member will verify the pick-up in PickUp Patrol and then request the student to be sent out to the vehicle. It is important that parents/guardians keep the pick-up lanes moving and remain in their vehicles to ensure traffic does not get backed-up and so students can be dismissed in an orderly fashion.

If it is necessary to remove your child from school prior to the end of the school day, please submit the change in PickUp Patrol or write a note **no later than 2:45pm**. When you pick up your child before 3:45 PM, report to the main office and your signature will be required prior to your child being dismissed. This is for your protection as well as the students'. Parents/legal guardians, as well as visitors, must always report to the main office when entering the building.

Academic subjects are not finished until 3:40 PM each day, if you need to remove your child from school prior to this time, we request that you only do so for emergencies and for legal excuses such as doctor appointments. Acceptable reasons for early dismissals are limited to medical, dental, and legal appointments and those extenuating circumstances deemed necessary by the administration. Outside sports, activities, and practices are not legitimate excuses. **Verification of reason for early dismissal prior to 3:40 PM is required. (i.e. doctor's excuse.)** If you are picking your child up at the end of the school day, please submit it in PickUp Patrol or write a note **no later than 2:45**. Parents picking their child up at dismissal should enter the building through the main lobby at 3:45pm and sign in with security. Then the parent/guardian will proceed to the cafeteria where staff will release the student. **BE PREPARED TO SHOW ID.**

We understand that personal emergencies sometimes arise which will require the dismissal of your child. Please contact the school office for these occurrences. If your child is to be released to someone other than the legal parent/guardian, the individual picking up your child will be required to show identification upon arrival.

Parent Conferences

Teachers are at school between 8:40 a.m. and 3:55 p.m. If you desire a conference with a teacher or the principal, it is important to call and make an appointment at least **24 hours in advance** to assure that person's availability.

School Calendar

A copy of the calendar for the Laurel School District is mailed prior to the start of each school year and is located on the District Website. It is provided for your use in planning for days off, appointments and short trips. If you did not receive a calendar by mail please feel free to contact the Elementary School Office.

Cafeteria Services

Students may bring a prepared lunch to school or purchase lunch in the school cafeteria. A breakfast program is provided in both buildings. For payment of meals in the Laurel School District Cafeterias, each student has a computerized debit account (**NOT a credit account**) into which money is deposited. The cafeteria accepts cash, checks or our online payment system www.schoolcafe.com/laurelsd. If paying by check they should be made to the order of the Laurel School District Cafeteria Fund and include the student's name on the memo line for proper account credit. For younger students the cafeteria recommends that funds be placed in an envelope with the students name on the outside. Students are not permitted to charge any ala cart item, including second meals, snacks, milk and other beverages.

The cafeteria provides two online systems for parents/guardians. At www.schoolcafe.com/laurelsd parents/guardians are able to receive low/negative balance notices, make payments and see what their student has purchased in the cafeteria for the past 30 days. The cafeteria also recommends having a current email address on file with the office so that negative balance reminders can be sent as soon as a student places a charge on their account. Daily breakfast and lunch menus can be accessed online at www.schoolcafe.com/laurelsd.

Free/Reduced breakfast and lunch meals are available to qualifying families. Any additional items chosen by the students will be sold at the full prices. Application forms for Free/Reduced meals are available by calling 724-658-9056, Ext.3923 or online at www.schoolcafe.com/laurelsd. Applications not returned to Laurel School District Cafeteria within 30 school days will result in the student being charged the full price of a meal until determination is authorized. Parents/guardians should receive written determination within 10 days upon receipt of the application.

NOTE: Food and beverage containers or open containers of any kind are not permitted to be taken out of the cafeteria.

2026 – 2027 Cafeteria Pricing

Building	Breakfast	Lunch
Elementary	FREE	\$1.75
Secondary	FREE	\$2.25
Adult	\$3.05	\$4.75

Chewing Gum

Gum is not permitted at the school or on the bus at any time. **NO GUM IS TO BE BROUGHT TO SCHOOL. Candy and gum should not be sent in for any special occasion.**

Phones, Radios, Electronics, Toys, Etc.

Cell phones, smart watches, and electronic media should be left at home. If it is necessary for a student to bring a device to school, it must be silenced and left in their backpack. All Students are assigned a chromebook to be utilized for academic purposes.

- Cell phones must remain in silent mode and in student's backpacks at all times during school hours.
- Picture taking and/or videotaping is NOT PERMITTED at any time.

Students are NOT permitted to use laser pointers on school property or on district transportation at any time. **KEEP ALL TOYS, TRADING CARDS, ETC. AT HOME**, unless approved for a school project or show and tell. **Students are not permitted to trade cards or other toys at school.**

Attendance and Reporting Absences

All students at Laurel Elementary School must report to their classroom by 9:00 AM. Those students reporting to school after the start of the day must sign in with an excuse at the Attendance Office. Students arriving late without an excuse or with an invalid excuse will be categorized as unexcused. **STUDENTS ARRIVING AFTER 11:30 AM WITH AN UNEXCUSED ABSENCE ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN AFTER SCHOOL ACTIVITIES.** We ask parents to set a routine for on-time arrival to school. Chronic tardies can result in letters sent home and tardy improvement meetings with school personnel. Research indicates a child's best learning time is the start of the school day.

The following guidelines will be enforced for students for each quarter of the school year:

- On a student's third (3) tardy, a warning will be given.
- After four (4) tardies, a detention will be issued.
- After six (6) tardies, a Saturday detention will be issued.
- After eight (8) tardies, a day of Re-Assignment will be issued.
- After ten (10) tardies, a student will be suspended for three (3) days out-of-school and a parent re-entry meeting will be held.

The Commonwealth of Pennsylvania requires children to attend school regularly until they are seventeen years of age. We ask for parents' cooperation in carrying out this state regulation that Laurel School District must enforce.

EXCUSED ABSENCE/TARDY—Illness, quarantine, death in the immediate family, exceptionally urgent reasons, impassable roads, and inclement weather.

UNEXCUSED ABSENCE/TARDY—Unapproved employment, truancy, parental neglect, oversleeping, missing the bus, shopping, babysitting, visiting relatives, hunting, fishing, working at home, and remaining at home to do school work. **MAKE UP WORK (INCLUDING TESTS) WILL NOT BE PERMITTED FOR ANY UNEXCUSED ABSENCE.** After three days of such unexcused absences, the student's parents will be notified. A fine may be imposed for any day over the three days of unexcused absences.

WRITTEN EXCUSE—Within three (3) days of returning to school from an absence, the student is required to present a written note from the parent or guardian stating the reason for the absence. At the Principal's direction, a doctor's excuse may be required for excessive absences or tardiness. A student will not receive credit for a day for which no excuse has been submitted.

A maximum of ten (10) cumulative days will be accepted with a parental note. All additional absences require an excuse from a licensed practitioner or physician.

Make-up work will be the responsibility of the student who has been absent. In case of extended illness (3+ days), assignments may be collected for students. Parents are to notify the building office to make the request. Students are responsible for collecting assignments during absences of less than three (3) days.

Unexcused absences are a problem that contributes to poor academic performance and student failure. The following guidelines will be enforced:

- After three (3) days of unlawful or unexcused absences, you will be considered **Truant** and a letter will be sent home as a notice.
- After six (6) days of unlawful absences, you will be considered **habitually truant**. A mandatory attendance improvement conference will be scheduled.

On the first day of an unexcused absence or unlawful absence following the mandatory attendance improvement meeting, a referral will be made to Children and Youth Services and charges filed with the local magistrate.

- At seven (7) days of **cumulative absences**, a warning letter will be sent home.
- After ten (10) days of cumulative absences, no withstanding vacation allowance, **a doctor's excuse will be required for any subsequent absence(s).**
- **After ten (10) days of cumulative absences in a semester class, or twenty (20) days in a year-long class, minus medical exemptions and vacation allowance, a student will not be given credit for the course, or may not be promoted to the next grade level.**

Students who experience extended illness, hospitalization, or family emergency will be handled on an individual basis and parent/guardian should contact his/her Teacher, School Nurse or Building Principal.

A STUDENT MUST BE PRESENT IN ORDER TO PARTICIPATE IN OR ATTEND AFTER SCHOOL ACTIVITIES AND EVENTS.

Perfect Attendance

In order to recognize students who achieved Perfect Attendance the Laurel School District has set the following criteria:

- **Zero Absences:** Students must be present full day in school every single day. Any absence (excused, unexcused, vacation, etc.) from school disqualifies a student.
- **Zero Tardies and Early Dismissals:** Tardies and Early Dismissal eliminates eligibility

The following state-approved absences do not disqualify a student from perfect attendance:

- Field Trips: Official, school-sponsored educational trips.
- School Sports: Participation in authorized school athletic competitions.
- Academic Events: School-approved competitions or extra-curricular events.

Visitor's Policy

ALL visitors must pass through the secure main entrance, and obtain a visitor's pass from the main office by presenting a valid driver's license to be run through the Raptor System immediately upon entering. All visitors must have a state-issued photo identification card ready to scan to enter the building. Upon leaving the building, the visitor must return the visitor's pass. Visitors are required to adhere to the following rules:

1. The pass is valid only for the day on which the visitor is scanned.
2. Visitors are permitted to visit specified areas only.
3. Visitors must follow building procedures and Board Policy.
4. The pass must be displayed while in the building.
5. Laurel School District reserves the right to revoke the pass at any time.

Planning and Organization

Students should have a plan for remembering books, instruments, assignments, etc. A student planner is provided for students in grades 3-6 for class assignments and reminders. Students need to utilize the planning tool to avoid forgetting assignments or necessary items.

Academic Reporting to Parents

Report cards will be issued every nine (9) weeks. Report cards will be emailed to the parent and posted in ALMA.

Progress Reports will be emailed and posted in ALMA at the mid-point of each 9-week period.

Assignments are to be completed daily by the students and turned in on time. Each student is expected to complete assignments to the best of his/her ability.

Textbooks

Textbooks are issued on a loan basis. These books must be used with good care. You will be charged for any book that is lost or damaged beyond usage.

Textbooks are to be covered unless otherwise instructed by the teacher. Take time to help them put on regular covers or use brown grocery bags.

Students are expected to bring their books with them for a class or study period whenever they are away from their homerooms.

Chromebooks & Tablets

District issued Chromebooks and tablets are the property of the Laurel School District. Students are responsible for District issued devices while they are using it in school or at home. If a device is damaged while in a student's possession, they can and will be held liable for the restitution of the device. Please refer to the Bridge Handbook for more details.

Personal Property

The school cannot be responsible for the personal property of students. Labels should be placed on the inside of all belongings such as clothing, notebooks, etc. Help your child develop pride and take responsibility for what they have. Leave all toys at home.

Articles that are found will be turned into the designated Lost and Found area of the school. Items not claimed by the end of the school year will be donated to a local charity.

Library

All students are taught library information management skills, to encourage independent life-long library patronage.

Each class will have at least one library period per week. Books may be checked out for a period of one week with the privilege of renewal. All books must be brought to the library when they are to be renewed.

Students will be limited to the number of books checked out as follows:

Grade	Number of Books
K & 1 st	1
2 nd – 6 th	2

Students are held responsible for books or other materials loaned from the library. If they are lost or damaged they will be responsible for replacement costs at the end of the school year.

Headphones

Students are issued one (1) set of headphones for use in the Library and Piano Labs. If damaged, parents/guardians must supply a new set of headphones for your child or pay the cost of the replacement

First Aid

First Aid will be given to students for any minor accidents, which occur during school hours. We do not expect the students to come to the Health Room for medical treatment of incidents, which previously occurred at home, or away from school.

Vacations

The State Board of Education, in its regulation Chapter XI, Section 11.26, provides that upon receipt of a written request from the parents of a pupil involved in an educational tour or trip, the pupil may be excused from school attendance. Parents must assume the expense for the tour or trip. Vacation Forms are provided at the back of the calendar and are also available in the school offices and on the District Website. Vacation Forms should be completed by the parent/guardian and approved by the school principal one week prior to the vacation. Students will be excused for a maximum of five (5) school days during the school year. Any additional days will be considered unexcused or unlawful.

No semester or year-end tests will be given in advance to the student on vacation. Responsibility for making up work missed shall rest with the student. It is the responsibility of the student to secure assignments from teachers prior to leaving for vacation. School work missed during the vacation must be made up.

Elementary Transportation Policy/Procedures:

Each student will have only one AM and one PM bus stop, which is their primary residence as it is recorded in our system.

Parents or guardians may request one permanent change to their student's AM and/or PM bus stop, within the boundaries of the Laurel School District. This request must be submitted to the transportation department by JULY 31st.

Students will have one consistent stop for every day of the week, Monday through Friday. We will not make changes for specific days of the week.

We will not be issuing daily bus passes for students to ride to a different stop or to a friend's or relative's house.

We will honor any court documentation that necessitates a student to be transported to another custodial parent/guardian's residence within the Laurel School District based on court ordered custody. It is the parent's responsibility to provide this court documentation.

The parent must also provide the school a signed note with the student's name, address of the new stop, and the day(s) this change is to occur.

Bus Safety

Students will be assigned to a bus and will be expected to ride that bus unless they have a **submitted change in PickUp Patrol or written note before 2:45** from their parent/legal guardian that they are to do otherwise. Permission slips must be brought to the office before 2:45pm. Students will be expected to conduct themselves in an orderly manner while getting on and off the buses. Students are under the responsibility of the legal parent/guardian and/or the principal at this time. While on the buses, student behavior will be under the control of the driver. Students are not to go from seat to seat but are to remain in their assigned seat and stay there until the bus is stopped for unloading. **Unnecessary noise** should be kept at a minimum for safety's sake. If a student's conduct is endangering the rights or safety of others,

the driver will report the student. **Repeated reports** by the bus driver may be cause for suspension from riding the bus for a period of time.

Students will be dismissed from their classroom with their homeroom teacher and will board the buses in an orderly manner with no running or shoving when leaving the building. Students should stay in the loading zone when waiting for a bus.

Students are to be dropped off in the morning along the front sidewalk between 8:40 AM -9:00 AM and are to enter through the main lobby. **Parents should remain in their vehicle**

Student Conduct on School Buses

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Students will:

1. Be careful in approaching bus stops--walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time and waiting for the bus so the driver can follow the time schedule.
3. Sit in assigned seats. **Bus drivers have the right to assign a student to a seat in the bus** and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seats in the bus without disturbing or crowding other students; remain seated while the bus is moving.
5. Obey the driver promptly and respectfully; realize that she/he has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary. No glass containers are permitted on the bus at any time.
7. **DO NOT engage in loud talking or laughing.** Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Do not vandalize school bus equipment.
11. Remain seated until the bus stops to unload; wait for a signal from the bus driver and then cross the road in front of the bus.

Riding a bus to school is a privilege and a convenience. The failure of a student to follow these regulations may result in **his/her forfeiting the privilege of transportation by school bus.**

Discipline

When disciplinary problems with individual students arise, the following procedure should be applied:

1. The driver should handle the problem himself/herself, if possible.
2. When the driver is unable to solve the problem, she/he will turn in all copies of the Bus Conduct Report form to the Office. A copy will be forwarded to the transportation supervisor. If necessary, the transportation supervisor and

driver will confer with the principal. The disciplinary disposition of the case will be decided by the principal of the school.

3. Cases that cannot be solved through the courses outlined above will be referred to the superintendent or his designee.

Detention

Detentions are to be served on Tuesdays or Thursdays from 3:40 to 4:40. After a student receives 3 detentions, the 4th detention may turn into a Saturday detention. A Saturday detention is 3 hours and will be served on the assigned day from 9:00am-12:00PM.

Recess

Students will go out for recess daily, weather permitting. Please dress your child appropriately.

Playground

Students are to follow all instructions given to them by the teacher on duty on the playground. No student is to leave the playground without the permission of the teacher on duty. When a class is at recess, all students from that class are to be at recess on the playground. No student may stay behind in the classroom, restroom, library, another teacher's classroom, etc., without the permission of his/her teacher. If a student is to stay in at recess, the parent/legal guardian must write a note and have it approved by the principal. No students are to remain unsupervised at recess. Safety is a primary concern on the playground. No hardball baseballs, regular softballs or footballs are to be brought to school.

There is to be NO:

- Standing or jumping from swings.
- Picking up or throwing snow while at school or on the way to or from.
- Going up the slide or down any way but sitting.
- Hitting, shoving, or kicking at school at any time, whether playing or not.
- Students should keep their hands, feet, etc. to themselves at ALL times.

Delays and Cancellations

Should this be necessary during the 2026-2027 school year, the district will make an emergency announcement beginning at 6:00am or as soon as conditions determine that an emergency exists. Information regarding delays, cancellations, or emergencies will be disseminated through the Parent Square, district website, and parent/student emails.

Please remember, on days of severe weather, if the bus does not pick up your child, please do not bring your child to school unless you are prepared to take them home as well, as a bus may not be available to transport your child home.

FID (Flexible Instruction Day)

The Laurel School District has an approved plan to implement a FID. This means that on a day that inclement weather or another emergency prevents students from physically attending school, then they will attend virtually. If we suspect the chance of an FID, we will send devices home with the students the day prior. The Teachers will send instructions and a schedule home for parents and students, and information will be posted on the website. An announcement will be sent through our School Messenger System and also posted on the website if a decision has been made to institute a FID.

Laurel Parents will be notified of school changes via Parent Square

Early dismissals, school closings and delays will continue to be reported and listed on local news channels, radio stations, and our webpage (laurelspartans.com).

Please keep the following information in mind in regards to this new automated system:

- Recipients will see the school's phone numbers (724-658-8940, 724-658-9056, and 724-658-2673) on caller IDs for routine calls. Routine calls will only go to a student's primary phone number to notify parents of non-urgent announcements.
- If at any time you receive a message and have trouble hearing it, the message has not played, or the message stops, simply wait and the entire message will repeat.
- The system easily detects noise in the background of a call due to answering machine detection software and interprets this noise as an answering machine greeting. It then pauses and waits for silence to begin playing the message again.
- The system will leave a message on a voicemail or answering machine.
- Parents are advised that when receiving messages on their cell phones, reception issues frequently cause errors, such as no message playing, a delayed start, or a partial message on their voicemail.

As the District continues to use this service, it is essential that parents keep their phone and contact information up-to-date with their child's school. **If you have a change, notify your child's school building office immediately** so that the system remains as current as possible. Please also call your child's school office if there is an emergency contact currently being called that you would like removed from the system.

School Sales

Students are not to sell products for outside groups at school. Only sales with prior approval of the principal and in accordance with the Laurel Board of Education policy will be permitted.

Homework

As time progresses, more homework will be demanded of your child as she/he advances through school. High schools demand large amounts of outside work, and in colleges nearly all studying is done outside class time. A pattern of home study must be gradually developed as the child advances through school; otherwise he will encounter severe adjustments which she/he may be unable to meet.

School homework shall be of both an assigned and voluntary nature. Assigned homework is giving the child a definite task to do, such as reading a story or doing certain examples to practice math concepts. Homework should be a reinforcement of the lesson presented in class and should not cover materials, which the teacher has not explained. Voluntary homework is optional. The child may do as little or as much as he/she chooses.

Desirable school homework habits must be developed at school and reinforced at home. The teacher who cannot get the child to do his work properly at school cannot expect good work to be done at home. The school's task is to provide a suitable environment for study and train the child in good habits of work. This training should begin in the earliest grades. The parents must assume responsibility for homework habits practiced at home.

A desirable environment for study includes a quiet place, free from distraction; a comfortable desk and chair; good lighting; and proper temperature and ventilation. Desirable habits of work include beginning work promptly; knowing the assignment to be done; having the necessary materials with which to work; knowing how to use these materials; and concentrating on the task at hand and staying with it until it is finished. The above environment and habits are just as applicable in the home as at school. They should be developed in the school first.

The amount of homework assigned must be gradually increased from grade to grade. As the child advances through school, it is reasonable to expect that the amount of homework will increase.

Elementary Homework Guidelines

- Homework will be graded or non-graded at the discretion of the teacher.
- Homework will be checked and the teacher will review the homework.
- Any homework recorded in the grade book and used in the nine-week grade will be checked, evaluated and graded by the teacher.
- Any homework not completed must be made-up in order for the child to show an understanding of the skills/concepts.

Field Trips

Arrangements for field trips will be made by the classroom teacher (site selection, chaperones, transportation, etc.) **SIGNED PERMISSION SLIPS ARE REQUIRED.**

For the protection and safety of all students, **repeated violations** of the Laurel School District Student Code of Conduct or classroom rules resulting in an excessive accumulation of detentions, a Saturday Detention or a suspension **may** result in a student not being able to participate in parties, field trips and other special activities.

Child Custody Arrangements

In case of divorce or legal separation, legal court documents showing the assignment of child custody must be sent to the school. A copy will be placed in the student's permanent file and record kept on file in the school office.

Use of Internet and Computer Network

The Laurel School District administrators and educators will take an active role in ensuring that students and their parents/legal guardians are aware of the individual user's responsibility in using the Internet and the District's network resources in an ethical and educational manner. The Laurel School District's goal is to provide individual users with the understanding and skills needed to use technology in ways appropriate to their individual educational needs. You and your child will be required to read and sign an Acceptable Use Policy (No. 815) which will be kept on file. This policy grants consent for access and utilization of the Laurel School District network resources. If at any time you wish to change your authorization in the use of these resources, please contact the school office.

Technology

Laurel School District Acceptable Use Policy

The technological environment is radically changing the way the world accesses information. The Board of Education of the Laurel School District recognizes that technology advances change the way information may be accessed, communicated, and transferred. These changes have and will alter teacher instruction and student learning. The Laurel School Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The District's network facilities shall be used to enhance the District's approved curriculum and to support communications and research related to approved curriculum topics for students, teachers, administrators, and support staff.

The Laurel School District is aware that the Internet and computer networks are an unregulated communication environment, in which information changes constantly. Some of this information may be inappropriate for users. However, the Laurel School Board believes that when used responsibly, the advantages to staff and students far exceed the disadvantages. Integration of resources that have been gathered through telecommunications, electronic information sources, and networked services can enhance and strengthen the approved curriculum. Technology can meet the instructional, educational, and developmental needs of the students. Laurel School District administrators and educators will take an active role in ensuring that students and their parents are aware of the individual user's responsibility in using the Internet and the District's network resources in an ethical and educational manner. The Laurel School District's goal is to provide individual users with the understanding and skills needed to use technology in ways appropriate to their individual educational needs.

The District has developed the following guidelines to ensure the appropriate use of the Internet resources:

- Network technology will be used for curriculum support.
- Users will be trained in the appropriate and safe use of the network resources.
- All computers that allow Internet access will be in supervised areas—classrooms, computer labs, and information centers.
- Every effort will be made to guide the user to appropriately use the network resources.
- All parents/guardians, students and staff must sign the Acceptable Use Policy to use technology in the Laurel School District.

Acceptable Use

The use of the network resources must be in support of education and research and consistent with the educational objectives of the Laurel School District. Use of network and computer resources must comply with rules appropriate for that network. The determination as to whether a use is appropriate lies solely within the discretion of the administration.

All members of the Laurel School Community (staff, students, etc.) are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and Federal and State law. *To review the complete Laurel School District Acceptable Use Policy, please use the link provided on the District website laurelspartans.com or submit a request for a copy of the policy to the school office.*

Dress Code

The Laurel School District and community work together to prepare each pupil for successful personal and social life in our society. Part of this preparation is the development of acceptable habits of good grooming and dress. Future employers and educational agencies will be interested in your child's appearance, dress, and manners. We, therefore, encourage and expect the students to maintain a high standard of good taste in this regard. Dress that is not conducive to a good school atmosphere is not considered acceptable. Parents will be notified when their son/daughter reports to school wearing unacceptable attire. **The standard for addressing dress code concerns will be: does the clothing or apparel present a distraction to the learning environment of the student or others?**

Discipline for failure to comply with the dress code is as follows:

- 1st Offense: Warning
- 2nd Offense: Detention and change clothing
- 3rd Offense: Saturday Detention and change clothing
- 4th Offense: One day ISS
- 5th Offense: One day OSS with student/parent re-entry meeting with Principal
- 6th Offense: Three days OSS with student/parent re-entry meeting with Superintendent

Violations of the dress code policy will be considered a Level I offense. Students will be given a chance to change clothing themselves or parents will be notified and be required to bring a change of clothing. The student will remain in the office until appropriate clothing is obtained. Repeat violators of the dress code may receive a Level II offense. A Level II offense may consist of Saturday detention or out of school suspension. Insubordination by

the student may lead to out of school suspension and a disorderly conduct charge. Any offense can escalate to a Level III or Level IV offense.

The following guidelines must be adhered to in order to ensure the health, safety, and welfare of all students and staff of the Laurel School District.

- All students are expected to be appropriately dressed and to maintain personal hygiene.
- Shoes must be worn at all times throughout the building.
- Students may not wear any apparel that reveals or exposes the midriff, lower back or sides of the torso.
- All shirts must have straps or sleeves.
- Undergarments may not be visible.
- Jeans may not have excessive holes.
- No excessively short or revealing tops, shorts, skirts, or dresses are permitted.
- Students may not wear any apparel or jewelry that by words, signs, pictures or any combination thereof advocates or promotes sexual activity or innuendo, violence, the use of alcohol or drugs, or that demeans, or degrades another student or group because of race, sex, religion, national origin, or disability.

The following are PERMITTED:

- Tops are to be worn as designed without rips, alterations, and/or holes and must have sleeves. Tank tops are permitted in August, September, May, & June and tops must cover the midriff & lower back at all times.
- Hooded sweatshirts, but the hoods are not to be worn as a head covering at any time.
- All bottoms must be worn as designed. Any rips or holes must be located at the knee or below the knee on the bottom or it needs to be covered.

The following are PROHIBITED:

- Dogchains/collars, wallet chains, studded collars, and any item that can be used as a weapon is disallowed.
- Hats, head-bands, wristbands, gloves, or bandanas.
- Nightwear including pajama pants.
- Low-cut, v-cut, or see-through tops that reveal undergarments or create inappropriate skin exposure.
- Capes, Long coats, & trench coats.
- Volleyball shorts or stretch shorts that do not come to the mid-thigh.
- Apparel that exposes the midriff or lower back
- Shorts, skirts, and dresses that are excessively tight.
- Sunglasses or non-prescription dark glasses are not permitted unless prescribed by a physician with the specific need indicated.
- Jackets or coats are prohibited during the school day (The teacher has the discretion to permit coats under special circumstances).
- Any clothing that causes a distraction to the school environment.

Emerging fashion trends, which are not cited above, will be evaluated by the administration.

*Note to students: If you or your parents question your choice of clothing before you leave the house, you most likely should not wear it.

Dress Code **EXCEPTIONS AND EXEMPTIONS:**

- Students participating in a nationally-recognized youth organization (e.g., Girl Scouts, Boy Scouts) and/or United States Armed Forces may wear their uniforms on those days such organizations have a scheduled function.
- Athletic team representation such as game day jerseys/uniforms (uniform skirts that do not meet the minimum length requirement are not permitted during the regular school day).
- Other exceptions are made only upon prior approval by the Building Principal.

*The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered in the Dress Code Policy. *

If you require further explanation of this handbook, or if you are in need of any other information, please contact the building principal.

Laurel Elementary School
223 McCaslin Road
New Castle, PA 16101

Principal: Mr. Daniel Svirbly
Phone: (724) 658-2673, Ext. 2935
Fax: (724) 658-1167
Website: laurelspartans.com

Be sure to click the sign-off box on ALMA to verify that you have read and understand this Handbook.

The Elementary Student Handbook can also be found within the school calendar/handbook as well as on the Laurel School District website (laurelspartans.com).