



Laurel School Student Handbook

STUDENT CONDUCT AND STUDENT HANDBOOK RATIONAL

At Laurel School, we believe all students are to be valued because they are all valuable to our school community. We believe students thrive when they have boundaries and clear rules. Boundaries set students up for success by providing structure and an understanding of the environment in which they work. Rules are established for the safety and comfort of all students and school community members. For more detail, see MPCSD Board Policy #5131

APPOINTMENTS/SIGNING STUDENT IN OR OUT

When a student must leave school for a medical or other excused appointment, it is necessary for a parent or approved guardian to sign the student out of the office. For the safety of your child, only an adult whose name is specified on the child's emergency ID tage/card may sign the student out of school and indicate time of departure in the office sign-in/sign-out book.

ARRIVAL/DISMISSAL INFORMATION

BEFORE SCHOOL RULES FOR STUDENTS

The main yard and kindergarten yard are open and supervised for students to play beginning at 7:55 am. Students are not allowed to wait for friends in the front of the school during morning drop off due to the high volume of cars and people. Students are only allowed to be on the yard, **not: on the Lower Campus plaza, in the hallways, pathways, and around classrooms** until the bell rings and students are dismissed to go to class. Skateboards, rollerblades, bikes, scooters, etc. are not allowed on the yard, breezeways, plaza, arbor, etc. beginning one hour prior to school starting.

DISMISSAL PROCEDURES

RELEASE OF STUDENTS

No student may leave school grounds without written permission from home and approval from the office. Any student who must leave early, must be signed out through the office by a parent or guardian. Any person coming to the classroom to pick up a child, will be referred to the office first.

When a child is to be excused from class at a designated time, the child will not be excused to the office until the parent/guardian has arrived at the office. The Office

Manager or Administrative Assistant will then call for the student. Therefore, parents should plan to arrive five minutes before they need to leave with their child for an appointment.

CARLINE/CARPOOL

Parents/students are assigned a carline name so when a student's name is called s/he can quickly stand up and walk to the curb. Students are not allowed to take out toys or personal belongings while seated waiting to be picked up; they must be seated quietly, listening for their name. Parents must stay in their car. If children are not able to safely buckle themselves, a parent can use the arbor, not carpool, pick-up system. We need carpool to flow efficiently and smoothly.

AFTER SCHOOL RULES FOR STUDENTS

All students in Kindergarten, First and Second grades need to be picked up by an adult. Students can be picked up **only** at carpool, bus, or the arbor only. After the supervision time expires (15 minutes after school is dismissed), students will be brought to the office. Exceptions for students to walk/bike home independently can be made for third and fourth-grade students with consent from parents. Skateboards, rollerblades, bikes, scooters, etc. are not allowed on the pathways, yard, breezeways, plaza, arbor, etc. until after 4 pm every school day. Dogs are not allowed on campus, particularly when students are present due to anxieties and fears (unless prior consent from teacher/principal for special occasions).

ATTENDANCE INFORMATION

It is an expectation that all students will arrive to school on time. Lower Campus begins at 8:25 AM and Upper Campus begins at 8:35 AM.

The Menlo Park City School District is committed to offering students the very finest education and our families and community the highest performing schools. School attendance will be used as one of the indicators of a school's performance and ranking.

Consequently, the only excused absences are for student illness, student medical appointments, exclusion for failing to meet immunization requirements, student attendance at a funeral of one's immediate family, religious observance, court appearance, and shadow days. All other absences will be marked "unexcused."

Our aim is to have our overall attendance at 98%. You can help us reach this goal by seeing that your child attends school everyday and working with your child's teacher and school administration when your child must be absent. Thank you in advance for supporting our schools and continuing to make education your child's number one priority.

UNEXCUSED ABSENCES AND TRUANCY

It is critically important that all students attend school each day unless there is a valid reason for an absence (see above section). As such, students may only have two (2) unexcused absences within a given school year. Upon the third unexcused absence of the year, the student can be considered truant per [MPCSD Board Policy 5113.1](#). *Truancy* is a technical term that means you have missed too much school.

In accordance with the Local Control Funding Formula (LCFF), California school districts are required to monitor and address chronic absence as it is an essential LCFF accountability measure within the pupil engagement section of the Local Control and Accountability Plan (LCAP).

In order to encourage attendance and align our district policies to the LCAP requirements, MPCSD has created an attendance plan. At 3 unexcused absences, an attendance letter from the school is sent home to families. A conference with a site administrator and a plan for good attendance habits is developed and agreed upon. At 8 unexcused absences, a student is defined as a “Habitual Truant” and the case is referred to the Director of Students Services for the Menlo Park City School District. Parent attendance at the Student Attendance and Review Board is required for students with 10 unexcused absences. Parents are encouraged to notify the school for extenuating circumstances. Parents of students who miss more than 10% of the school year or have extended absences will be notified and this notification will become part of the student’s permanent school record.

INDEPENDENT STUDY PLAN (ISP):

We realize that many parents take their children on educationally related trips and out of school for other enriching experiences. Menlo Park City School District is now pleased to offer an Independent Study Program uniquely tailored to your child's educational program. This will allow your child to be away from school equipped with appropriate educational curriculum and materials.

To arrange an Independent Study Plan (ISP) for your child, please contact the office at least 5 days prior to the planned absence. Upon successful completion of the ISP, which includes submitting all assigned work and returning the signed form to the office for the principal’s signature, the student’s absence will be coded as “ISP” which is an excused absence, instead of as “U,” or unexcused.

BELL SCHEDULE

[Click here](#) to see our Bell Schedule and hours for this year.

BICYCLE EXPECTATIONS

Bicycles must be walked at all times anywhere on campus grounds, and within the crosswalks throughout Menlo Park. Walking a bike means standing beside it and wheeling it around, not straddling it and pushing it forward with one's feet. During the school day, bicycles should be locked to the provided bike racks. We do not take responsibility for unlocked bicycles. We ask students to stay away from the bike racks from during the school day. California law requires that any person under the age of 18 who rides a bicycle, skateboard, or scooter, or uses in-line skates on a road, must wear a properly fitted and fastened helmet. Law also requires those who ride a bike to obey the same rules of the road that cars observe. Students should walk their bikes in crosswalks, ride on the RIGHT SIDE of the street in designated bike lanes, and should ride single-file.

BIRTHDAY PARTIES AND INVITATIONS

Talk to your child's teacher regarding in school Birthday celebrations. Invitations must be distributed at home or via email, unless every student in the class is invited.

BULLYING AND HARASSMENT

Bullying will never be tolerated. Consequences for bullying behavior and being a **bystander** to bullying behavior will be enforced. **Be an Upstander. "If you see something, say something!"**

In a positive school environment, there is no place for bullying, teasing, taunting, or harassment of any kind. We work hard to eliminate this kind of treatment and show everyone our schools are safe and inclusive. While a student will sometimes say, "Oh, I was just joking," or "I didn't really mean it," those words do not excuse any student from making others feel powerless. We simply do not tolerate this behavior

Any student who feels like he or she is being teased, taunted, harassed or bullied, or any student who witnesses harassment or bullying should give clear, direct feedback to the harasser/bully that the behavior is unwelcome. If the bullying continues, report the behavior immediately to a teacher or other adult on campus. If it continues to persist, or if it occurs outside of the classroom, immediately report this behavior to a teacher, counselor or administrator, or any adult on campus. We encourage you to be an "upstander", not a bystander; if you see bullying happen, take a stand against it by defending the victim, discouraging the bully, and reporting the incident.

Types of Bullying and/Harassment and Consequences

Type	Examples
Physical	Hitting, kicking, pushing, biting, spitting, poking, throwing objects, taking

	personal belongings (such as a backpack), unwanted tickling, and so on. “Table topping” and “five-starring” are considered physical bullying.
Verbal	Taunting, teasing to hurt someone’s feelings, name-calling (can be swear words or racial slurs, but doesn’t have to be), threatening, gossiping, hurtful or harassing words, etc.
Psycho-logical	Spreading rumors (true or untrue), deliberately excluding someone from a group, extortion (getting money or belongings through threats), intimidation (making someone fearful), etc.
Sexual	Exhibitionism, voyeurism, propositioning, sexual assault, “pantsing”, physical contact of a sexual nature, sexually explicit or suggestive comments, jokes, and/or conversations, inappropriate drawings, etc.
Cyber	Verbal, psychological, and/or sexual bullying by electronic means, including, but not limited to, text messages, emails, postings on social media sites, etc.

CONSEQUENCES FOR BULLYING BEHAVIOR: Consequences are determined following an investigation of the issue and the appropriate application of Education Code, MPCSD Board Policy and Restorative Practices.

If and when rules are broken each incident is handled uniquely depending upon the severity of the incident and each child’s needs and personality. We believe communicating incidents with parents/guardians is the best way to develop a partnership to best support students' behavioral success.

Consequences will likely include one of the following actions:

- Teacher, Principal, Assistant Principal or Counselor will call a parent/guardian immediately.
- Student will write apology letter.
- Student will clean up what s/he damaged.
- Student will miss recesses and/or lunch times.
- Student will stay after school to make-up work missed due to student's behavior.

BUS RIDING EXPECTATIONS

The bus, whether a SamTrans bus, the yellow school bus, or a field trip bus, is an extension of our school environment. This means every passenger will treat fellow passengers and the driver with respect, and will immediately comply with all driver requests. While on the bus to or from

school, students will refrain from any behavior that might distract the driver from safely delivering students to their destinations. The bus driver reserves the right to remove a student from the bus; any reports that come to the attention of the school administration may result in suspension of riding privileges and/or additional school consequences.

CELL PHONE, APPLE WATCH AND GIZMO RULES

- Cell phones, Apple watches and Gizmos must be turned off and in backpacks while students are on campus.
- If students need to call home, they may use our office phones.
- If students ride bikes or walk home, they may use their devices once they leave campus.
- We encourage students and parents to discuss their plans for dismissal and pick up in advance. Parents can even write down afternoon pick up plans for your child each morning. This will help promote independence in the children.

CHARACTER EDUCATION

Laurel School's Character Education program includes a focus on the following ten Life Skills: Acceptance, Compassion, Cooperation, Friendship, Generosity, Honesty, Perseverance, Respect, Responsibility, and Self Discipline. Life Skill assemblies help exemplify and celebrate students using the life skills successfully. Monthly Life Skills Grams are sent home for parents/guardians to complete for their child and must be returned to school by the end of the week. The School Counselor also awards "Life Savers" to students who exemplify the life skills on a monthly basis. **HEALTH AND WELLNESS**

Student Health

Pupils attending school should be in good physical health, without signs of contagious diseases. *Parents are asked to keep their sick children home until all signs of contagiousness such as vomiting, diarrhea and fevers have subsided, medication free, for 24 hours.* Communicable diseases should be reported to the school office so that exposure notices can be provided to parents.

Student Injuries

Basic first aid will be provided by designated school personnel. For more complex injuries and illnesses, parents will be notified and students must be picked up from school immediately.

Medication at School

If prescribed or over-the-counter medications are to be administered or taken during school hours, a [Medication Authorization Form](#) must be completed and returned to the school office with medication(s) before your child begins or returns to school. The student's parent/guardian and authorized health care provider must indicate on the authorization form if the student is allowed to carry and self-administer medication. For students who carry their own medication, it is recommended to have back-up

medication in the school office. All medication must be in the original prescription bottle/package. Authorization forms must be completed annually. [California Education Codes 49423 and 49423.1]

Head Lice

We understand that head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. Our practices are meant to reduce embarrassment for students and anxiety for parents and school staff. Congruently, preventing unnecessary absences and the potential negative effects on academic performance are essential. Children found with live head lice (not nits only) shall be referred to the parent for treatment and temporarily excluded from school. In consultation with the school nurse, the principal may also send information about head lice home to all parents/guardians of the students in that class within 48 hours, with student privacy being of the utmost importance. For more detailed information regarding MPCSD Head Lice policy, [see Board Policy BP 5141.33](#).

Vision and Hearing Screenings

The district provides vision and hearing screenings for all Kindergarten, 2nd, 5th and 8th grade students each year, and for students referred by staff or parents. These screenings are done by our district nurses. Parents may submit a written denial of consent if they do not want their child screened (California Education Code 49452.5).

RULES AND REGULATIONS Each student gets a copy of our Laurel Rules at the beginning of each year. Students review the rules with their teachers and parents. Parents and students sign a form/letter stating that they reviewed the Laurel rules together.

ZERO TOLERANCE RULE: Students will not bring drugs, weapons, or toy weapons to school at any time (including Halloween). Students will not wear clothing displaying drugs or weapons or printed with profanity and inappropriate language/images.

INCIDENT REPORTS

If a child violates a school rule, an Incident Report will be completed by the staff member who observed the behavior and it will be sent home. Student and parents are to review it together and the student will indicate an alternative behavior should s/he find himself in a similar predicament again: "Next time I will...." Incident Reports do not become a part of a student's cumulative record. The main purposes are 1) communication between school and home, and 2) for student reflection and restoration.

CONSEQUENCES

If and when rules are broken each incident is handled uniquely depending upon the severity of the incident and each child's needs and personality. We believe communicating incidents with parents/guardians is the best way to develop a partnership to best support students' behavioral success.

Consequences will likely include one or more of the following actions:

- Teacher, principal, assistant principal, or counselor will call a parent/guardian
- Student will talk with principal, assistant principal or counselor and go through our Restorative Questions protocol. Students may complete a Four Square Reflection Sheet.
- Student will write apology letter and/or apologize in person
- Student will clean up what s/he damaged
- Student will miss designated number of recesses and/or lunch times with friends
- Student will stay after school to make-up work missed due to student's behavior

RESTORATIVE PRACTICES

Our district schools continue to train and adopt the methodology from the International Institute for Restorative Practices. Restorative Practices are aimed at creating human connection between adults and students on campus, as well as engender an empathic school culture. Restorative Practices are woven throughout the district, including in social-emotional learning lessons, the climate at each of schools, and our behavior management systems.

TECHNOLOGY USE

Each year, parents digitally sign a "Technology Acceptable Use Agreement" as part of registration and enrollment. Students in second, third, fourth and fifth grades have at least 4-5 Digital Citizenship lessons each year. Classroom teachers make sure that all students sign a technology contract for their class.

- Students must be safe online.
- Students may not look at or send material that is threatening, obscene, disruptive, or may be considered verbal bullying.
- Vandalism, which includes transmitting viruses and attempting to access unauthorized accounts or others' documents, will at the very least result in loss of computer or device privileges.
- Students may not download or transfer to district computers or devices programs, graphics, or other files without prior permission.

VISITORS AND VOLUNTEERS

Visitors and volunteers must sign in to the office and get a visitor badge.