



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
LAUREL NOKOMIS SCHOOL  
1900 East Laurel Road Nokomis, Florida 34275

August 2018

Dear Students and Parents:

We welcome the opportunity to interact with parent and community members. We strive to maintain exemplary standards and practices that have distinguished Laurel Nokomis School as a quality educational institution. We are happy to provide each of you with a copy of the Laurel Nokomis School Student-Parent Handbook, compliments of PTO. Effective communication between the school and home is an essential element for better understanding, appreciation, and support of our mutual goals.

The purpose of this handbook is to provide students and parents with a reference guide regarding the basic administrative policies and procedures used at the school. **It does not purport to cover every possible situation that might occur.** However, the information should be helpful in answering many of the questions most often asked. We hope you will find it useful.

Please pay special attention to sections highlighting vital information:

- Attendance – *see pages 3-5*
  - Procedure for calling students to the office
  - Students sent to LNS After Care 3:40 pm
  - Telephone requests to release a student
- Bus Arrangements – *see page 17*
- Dress Code – *see page 7*
- Media Center – *see page 12*
- Visitors – *see page 15*
- School Code of Conduct – *see pages 15-17*
- Discipline Matrices – *see pages 19-22*

Our staff takes extraordinary pride in maintaining a safe and orderly environment for our students. It is critical that parents and students review and discuss this information to help fully understand our expectations.

We look forward to working with you throughout the school year. Please feel free to contact the school office if you have any questions about the information contained in this handbook. We hope that you have an enjoyable and rewarding year at Laurel Nokomis School.

Sincerely,

**Raymond Wilson**, Principal  
(Grades 7-8 & Electives)

**Heather Wasserman**, Asst. Principal  
(ESE & Grades 5-6)

**Chris Oliver**, Asst. Principal  
(Grades PreK-4)

TELEPHONE: (941) 486-2171      FAX (941) 486-2013  
An Equal Opportunity / Affirmative Action Agency



# Laurel Nokomis School

1900 East Laurel Road  
Nokomis, Florida 34275

Phone (941) 486-2171 FAX (941)486-2013

## Student~Parent Handbook 2018~2019

### VISION

The Vision of Laurel Nokomis School is to prepare our students to be life-long learners and independent, responsible citizens.

### STUDENT AGENDA HANDBOOK

All students in Grades 1-8 will receive a Student Agenda that will be the student handbook, the academic time manager tool, and the hall pass. This booklet must be kept available for every course, every period, and every day. It is given free of charge at the beginning of the year. The Agenda Book will be used daily as part of the curriculum to record assignments in each class. It also will be your hall pass. Any student who loses this Agenda Handbook will be expected to purchase a new one for \$8.00

### MANAGING YOUR TIME

Completing assigned class work is a vital part of the educational process. Reinforcement must occur at home for the student to benefit. We encourage parents to establish a nightly routine that enhances quality homework to promote successful academic performance. Guidelines for managing your time are:

1. Plan a definite time for studying each day.
2. Find a quiet location where you can work without distractions or interruptions.
3. Ask for your parent's assistance and show them your completed work.
4. Study the subject you like least or is most difficult for you first.
5. Shorten your study time by knowing the purpose of each assignment, what to do, and how to do it before you leave class. Keep a record of all assignments in a binder.
6. Ask the teacher how much time each assignment should take so you can pace yourself. Also, if you take much longer than the teacher suggests, it might indicate a problem – ask for help.
7. After working for about 40 minutes, take a break.

### OUR CONTRACT

As a **student** at Laurel Nokomis School, I have the right to a good education.

As a **teacher** at Laurel Nokomis School, I have the duty to provide students with the tools to receive a good education.

As a **parent**, I agree to support my student(s) and the staff at Laurel Nokomis School and to help instill the acceptance of the policies contained in this handbook.

**Together** we can make a difference and make our school a place where we can grow academically, socially, and emotionally.

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Student Signature

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Teacher Signature

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Parent Signature

### SCHOOL HOURS

School begins at 8:30 a.m. and ends at 3:15 p.m.  
The school office is open from 7:30 a.m. to 4 p.m.

### SCHOOL TELEPHONE NUMBERS

The school office telephone number is 486-2171  
The Cafeteria telephone number is 486-2176  
Bus transportation number is 486-2141  
LNS Before & After School Child Care Program is  
480-2171

## MISSION

The mission of Laurel Nokomis School is, "Can do, work hard, get smart."

## WE BELIEVE

- Students have the right to learn, and teachers have the right to teach.
- Administrators, educators, and staff members have a responsibility to work cooperatively, support one another, display mutual respect, and provide a positive educational environment that meets physical, academic, social, and emotional needs of all students.
- Students also have a responsibility to work cooperatively, supporting one another with respect for adults and peers in the learning community.
- Every child can learn successfully when strategies that best meet his/her needs are identified and utilized.
- In addition to traditional subject areas, a comprehensive curriculum should include art, music, physical education, horticulture, technology, and languages.
- Academic excellence and continuous improvement by both staff and students is promoted and celebrated.
- Active, supportive participation of parents and the community is essential for the success of our students and our school, and is encouraged in any way possible.
- Students learn best in and teachers instruct best in an environment free of disruption.
- Children should be respectful and held accountable for their own behavior.
- A rigorous curriculum is being implemented for all students as the staff maintains high expectations.

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## PARENT TEACHER ORGANIZATION

Our Parent Teacher Organization is a significant part of Laurel Nokomis School! Parents and teachers working together provide a better educational experience for all students. The goal of our hard-working P.T.O. is to provide the students of Laurel Nokomis School with social and cultural educational experiences and services not funded by the Sarasota County School Board. Become involved with the P.T.O. -- not just with your donations but also with your time and input. As an active P.T.O. member, you will have an opportunity to meet and work with other Laurel Nokomis parents, as well as the Laurel

Nokomis staff. Show your children that you care about them and their school! You can show your support by attending our P.T.O. meetings and participating in our fundraising efforts throughout the year. Technology, playground equipment, field trips, and the new marquee are some of the priorities for fundraising. If we all work together, we can make Laurel Nokomis the best school for all the children. *Help support the P.T.O. by joining and being involved!*

### **VOLUNTEERS COUNT (Formerly PALS)**

Partners Alliance Linking Schools is a volunteer program offered in all levels of education in Sarasota County. Volunteers are always needed at Laurel Nokomis School. We have a very large volunteer pool and use volunteers in many ways, such as tutoring, grading papers, preparing materials for class, assisting in the Media Center, assisting in the Front Office, helping with curriculum matters, etc. If you would like to support the school with volunteer hours, please contact the school office and ask to speak with one of the coordinators.

***All volunteers must be district approved. Initial approval takes approximately 2 weeks. All parents are required to register or reactivate via computer each school year at the school office prior to having direct contact with students. Volunteer/Visitor identification badges are required.***

### **BEFORE/AFTER SCHOOL CHILD CARE PROGRAM**

Laurel Nokomis School staff now proudly directs the Before & After School Child Care Program. This program provides supervision for ages K-Grade 8 before school from 7:00-8:00 a.m. and after school from 3:15 to 6 p.m. Fees and other information regarding these programs may be obtained by calling 486-2171.

### **ANIMALS, REPTILES, FISH AND OTHER WILDLIFE IN THE CLASSROOM**

When animals are a related part of the instructional program and approved by the teacher, they may be brought to school by the PARENT and then taken home that same day immediately after the lesson. All animals brought to school should have had rabies shots and should be gentle in nature for the students' safety. Pets that are in cages should remain in their cages and are not to be handled by the students. **NO animals are allowed on school buses. The Guidelines for Visiting/Resident Animals in the Classroom provide information to promote safety for instructors and students when animals are brought into the classroom. Animals are part of our daily lives, they can be used effectively as teaching aids, and the positive benefits of the human-animal bond are well established. However, the**

**special situation of classrooms necessitates certain safeguards.**

1. Keeping animals, etc. in the classroom presents students and staff with these health safety-related problems: scratches and/or bites, infection, allergic reactions, asthmatic reactions, infestations. **Therefore, in advance of the visit, students and parents must receive written information for each student, which the teacher keeps on file.** Parents must have the option to inform the teacher of possible allergic reactions, and limit the student's participation.
2. Wildlife in the classroom is acceptable only when it meets a curricular objective. Administration, students, and parents need to be informed in writing of the objective.
3. Students whose parents have limited their access to the wildlife must have an alternative assignment of equal value.
4. **It is the teacher's responsibility to care for and clean up after the wildlife. The custodians are not responsible for cleaning the cages, etc. or the area upon which they are placed.**
5. Students must be aware that during emergency drills, the animal remains in the classroom, and in the event of a real fire, would not be protected. This prevents the well-intentioned student from returning to a dangerous situation to "save a pet."

### **ARRIVAL AT SCHOOL**

Parents must plan to have their children arrive at school **no earlier than 8:00 a.m.**, unless they participate in the Before School Program which runs from 7:00 a.m. to 8 a.m. (see page 5.)

**Students who are on school grounds any earlier are unsupervised.** Staff members are often involved in planning for the day, meetings or parent conferences and adequate supervision is **not** available for early arrivals. ***From 8:00 to 8:20 a.m. Grades K-4 students must report to the GYM and be seated along the base lines of the basketball court. No student will be allowed to sit, stand, or walk directly onto the gym floor. Grades 5-8 must report to the CAFETERIA and be seated in designated area.*** Students will be dismissed to go into their homerooms at 8:20 a.m. **Students arriving before 8:00 a.m. must participate in the Before Care Program where they must remain until dismissed by a staff member.** Students should be in their homerooms when the second bell rings at 8:25 a.m. but no later than the final bell at 8:30 a.m.



**It is important that students arrive on time and are ready to begin work at 8:30 a.m.**

Board Policy 5.40 grants authority to the Principal to determine excused absences.

Please send a note to the office explaining your child's absence upon his/her return to school.

**Even when the school is notified, absences must be reported and explained to the school by a parent or guardian note within 3 days after the student returns to school.** Failure to report and explain the absence(s) shall result in unexcused absences(s). Excessive absences will require medical verification – 9 per semester – and may be reported to the district Attendance Officer. As stated in School Board Policy, students in Grades 6-8 who have 20 or more unexcused absences must pass a comprehensive exam for each subject or complete a special project or assignment as determined by each teacher.

## ATTENDANCE

- **ABSENCE:** Regular attendance is a necessity for maximum school achievement. Children are expected to attend school regularly and arrive at school on time.



**PLEASE CALL THE SCHOOL OFFICE AT 486-2171 BY 9 AM IF YOUR CHILD WILL BE ABSENT FOR THE DAY OR IF YOU KNOW YOUR CHILD WILL BE TARDY.**

Classroom teachers maintain a daily attendance record for each student for each period. **State Law requires the school to call home daily for students who are absent when the school has not heard from them.** Absences shall be investigated whenever the Principal or designee considers it necessary. In accordance with School Board Policy 8.103, students who are excessively absent or tardy in Grades K-5 will receive an unsatisfactory grade in the area of Work Habits. In compliance with the State Compulsory Attendance Law, **ABSENCES** will be categorized as either excused or unexcused.

- **EXCUSED ABSENCES** are granted in cases of:
  - a) Student illness documented by the parent, guardian or physician.
  - b) A documented serious illness in the student's immediate family.
  - c) Religious holidays of a student.
  - d) Special and unique situations as approved by the Principal.
  - e) Death in the immediate family.
  - f) Court appearances.
  - g) Extended Absence with approved note.
- **UNEXCUSED ABSENCES** are recorded when the reason for absence:
  - a) Fails to meet the criteria for an excused absence.
  - b) Is due to disciplinary action enacted by the school.
  - c) Note from home or Doctor not received within 3 days.

A student who has fifteen (15) unexcused absences within ninety (90) calendar days is habitual truant under state law. The student may be dealt with as a child in need of services under Chapter 39, Florida Statutes. In addition, the parent/guardian may be subject to criminal prosecution under Chapter 232, Florida Statutes. School

### ➤ **STUDENTS ON REASSIGNMENT/ SCHOOL CHOICE**

Please be aware that students residing outside the LNS district may have no more than 9 absences per semester and/or 3 tardies to keep their reassignment/ school choice active. Students who exceed these guidelines will be required to return to their district school. Students who display behavioral problems may also be returned immediately to their home school.

- **EXTENDED ABSENCE AGREEMENT:** Special requests relating to extended absences (3-10 days) are to be made in writing in advance directly to the principal or designee for approval. Reasons other than those listed will be reviewed on an individual basis. Upon approval, an Extended Absence Agreement will be sent to parents for signature. If students successfully comply with the Agreement by completing all assignments and a special project, their absences will be excused.
- **TARDY:** Children arriving after 8:30 a.m. are considered **TARDY** and must report directly to homeroom. Students are only to report to the school office after 8:45 a.m. Teachers will mark students tardy.

If your child is late to school, he/she misses learning opportunities and disrupts the learning environment for all. Parents of students who are excessively tardy will be contacted to resolve the problem. Like regular school attendance, arrival to school on time is considered an important part of each child's development of work habits/employability skills and will be assessed as such on your child's report card.

**THERE ARE NO EXCUSED TARDIES!**

Children will not be marked tardy when:

1. Students are performing assigned school duties.
2. A late bus arrival is the cause of tardiness.
3. A delay in the School Breakfast Program is the cause of tardiness.

➤ **TRUANCY:** A student absent without the consent of his/her parent is **TRUANT**. This is an unexcused absence. Each absence due to truancy may be cause for disciplinary action or legal action. Students are truant if they:

1. Leave school without parent or guardian signing them out in the school office.
2. Are absent from school without prior permission of a parent/guardian.
3. Are absent from class without permission – skipping.
4. Obtain an Agenda Book pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the Health Room.
6. Come to school but do not attend class.

Any parent or teacher who suspects a student may be truant should notify the School Office as soon as possible.

In the event of an extended absence, **MAKE-UP WORK** can be requested by calling the Front Office. **PLEASE ALLOW 24 HOURS FOR STAFF TO GATHER ASSIGNMENTS MISSED.**

A student who has an excused absence or an unexcused absence resulting from suspension shall be expected to make up work missed. In the case of all other unexcused absences, students will receive a zero grade for all work missed during the period of unexcused absence.

**Religious Holidays:** Students excused for observance of a religious holiday shall be given reasonable time to complete any missed work, exams, study or work assignment. No adverse action or prejudicial effects shall result.

**Excused Absences:** Students who have excused absences for reasons other than observation of a religious holiday must complete all work missed in a time frame equal to the number of days absent before educational credit can be given. Arrangements for make-up work are the responsibility of the student.

**Extended absences:** A special contract with assignments will be assigned for absences to be excused.

**Absence Due to Suspension:** Students who are absent because of disciplinary action taken by the school must complete all work missed in a time frame equal to

the number of days absent. See *guidelines for Homework Page 11.*

**DISMISSAL** for all students will be at 3:15 p.m. Modified schedules for the younger students in the beginning of the year may be used to facilitate the dismissal. Bus riders, car riders, and After School participants in Grades K and 1 will be escorted to the car/bus pick-up areas. The 3:15 p.m. bell rings for the dismissal of all walkers, bike riders, bus riders in Grades 2-8, and participants in the After-School Program. Please do not allow brothers or sisters of younger students to go to their classrooms to pick them up. It is important that you establish a regular routine for your child concerning his/her after school arrangements.

**It is equally important that this is communicated to the teacher.** Parents are required to have a “rainy day” plan in place for bikers, walkers, or if student has a long walk from the bus stop. It is not sufficient for your child to inform the teacher verbally since it has been our experience that children often confuse the dates and procedures. We do not want to jeopardize your child’s safety and will not make a change in his/her normal routine unless we have written verification from you. **Without a written note as confirmation, teachers will have to follow your child’s normal after school routine.**

There will be a concerted effort to decrease the amount of interruptions that occur during the school day. Parents wishing to take a student out of school before the end of the day or **prior to 2:30 p.m.** must come to the school office to sign the register.

These procedures are followed to ensure the safety of children who are released during the day.

1. **Students will not be released by a telephone request.**
2. Written parental permission should be brought by the student to the school office when they arrive at school stating the requested time of release. Student receives an early dismissal pass to show to teacher.
3. The child will be released only to the parent or guardian – or other adult names listed on the emergency information card – unless another party is indicated in the note. **THESE ADULTS MUST COME TO THE OFFICE, SIGN AND SHOW PHOTO IDENTIFICATION FOR THE CHILD TO LEAVE.**
  - Parents of students in Grades K-1 sign student out at the Front Office and will be given a check out pass to go to the class and pick up their child.

- **Grades 2-5 students will be called to the School Front Office when parents arrive.**
- **Grades 6-8 students will be issued an “Early Dismissal Slip” by the School Front Office when note is turned in to them. Students are to come to the office at the time designated.**

4. There will be no early dismissal after 2:30 p.m. without a note sent to the School Front Office in the morning. In the event of an emergency after 2:30 p.m., an administrator will be called to decide on the feasibility of locating the child prior to normal dismissal time.
5. Children may not leave the school grounds during the day unaccompanied by an adult. All exceptions to this must be approved by the Principal.
6. If, in an emergency, any person other than the parent or guardian is to pick up the child, the school must have a written statement from the parent specifying the necessary information. Also, please understand that proper identification will be requested so please be prepared to present photo identification. The intent is only to protect each child.
7. Parents bringing students back to school during the day must return them to the school office and sign them back into school.
8. Students must be picked up within fifteen minutes of the designated end time of any activity including dances and sports events. Failure to do so will result in student being excluded from future extracurricular activities.
9. Students not picked up by 3:40 p.m. will be taken to the After-Care Program held in the cafeteria, and parents will be billed.

### **BEFORE SCHOOL CHILD CARE PROGRAM**

Laurel Nokomis Staff directs the Before School Care Program. This program provides supervision from 7:00 to 8 a.m. Fees and information can be obtained by calling 480-2171.

### **🚲 BICYCLE SAFETY/RACKS 🚲**

Two fenced bicycle areas have been provided on campus. Grades K-5 and Grades 6-8 student bicycles are housed separately at each of the two locations. One is located on the southwest side of the campus near Old Albee Farm Road, and one is located on the North side of the campus near Laurel Road. **Even though the bicycle areas are fenced, the school accepts no responsibility for bicycle security. This is an individual student’s responsibility.** The following rules have been established for students’ safety and bicycle security.

Students who do not obey these rules will not be permitted to ride their bicycles to school.

- 1) Ride or walk bicycle in a single file to and from school.
- 2) Walk your bicycle once you are on the school grounds.
- 3) Park and LOCK bicycle in the fenced bicycle areas, and go directly to your designated location.
- 4) Do not touch another student’s bicycle.
- 5) Never tow others on your bicycle.
- 6) Walk the bicycle across the street.
- 7) Bicycle riders must observe the same rules and signs as automobiles:
  - a) Going in the right direction on a one-way street.
  - b) Always ride bicycles on the right-hand side of the street with traffic.
- 8) Bicycle helmets **must** be worn when riding bicycles as it is now a Florida law.

### **BUS/CAR ZONES**

The bus zone is in the front of the school and is entered from Old Albee Farm Road. **There is no parent drop off/pick up of students at Old Albee Farm Road school entrance. This is for buses only. All parents who are bringing or picking up students in cars should do so by entering the parking lot from Laurel Road.** Please be aware of the speed bumps in the parent pickup areas. As you enter, the left lane will be a continuous movement lane for parents who desire to park cars and to escort their children to or from class. Please use the left lane --continuous movement --to take you to the parking lot on the east side of the gym. **Do not attempt to park in the same lot as the drop-off/pickup or your car will be blocked.** The right lane is designated for parent drop-off/pickup. Parents are asked to line up in the right lane which circles around to the gym. An adult will be stationed at each of the openings in the fence to provide optimal safety for children.



### **FOR SAFETY REASONS, CAR RIDERS WILL NOT BE ALLOWED TO DEPART FROM OR BOARD CARS EXCEPT IN THE DESIGNATED AREA.**

The gate, which accesses the back of the cafeteria, will be locked from 8:00–8:15 a.m. and 3:05 – 3:25 p.m. to prevent parents from using this loading/unloading service area as a drop-off/pickup area for students -- this is a safety hazard. **Skateboards, scooters and rollerblades are not allowed on campus so they**

For safety reasons we ask that Parents waiting to pick up students, wait in front of the gym or stay in their cars. We need a clear pathway on the sidewalks for teachers and students to cross. School is in session until 3:15 in the classrooms adjacent to the gym. Please keep noise to a minimum.

**cannot be used as a form of transportation to and from school.**

### **CLASS PLACEMENT**

All student placements are the responsibility of the Principal and are made in consultation with the support staff and the professional teaching staff. Each child is assigned to a teacher or team that is responsible for communicating all aspects of the program to parents. A major consideration in forming classes is the development of appropriate instructional groups in the basic skills area. Grouping for reading and math instruction is given top priority. Instructional groups are flexible to ensure daily sequential instruction for all students. Other factors considered in making individual student assignments include the interpersonal relationships among children and the effects of these on learning, as well as the specific skills and interests of the teachers.

### **PLEASE NOTE THAT CLASS ASSIGNMENTS ARE TENTATIVE AT THE BEGINNING OF THE YEAR.**

Teacher input and student enrollment at the five-day count may indicate a need for change to serve each child most effectively. Parents will be notified if a change in class assignment is made. Every effort will be made to help each child make a smooth transition if necessary.

### **CLUBS/INTRAMURALS**

Laurel Nokomis School offers a wide range of intramural programs and clubs for all Grades 6-8 students. The activities take place both before and after school, covering many activities. All information concerning these activities is given during the school announcements. Flyers will also be distributed.

### **CONFERENCES**

Parent requests for a conference with the teacher should be made by writing a note to the teacher or by calling the School Office at 486-2171. All messages will be provided to the teacher at an appropriate time. Attempts are made to reduce interruptions during the school day. The Principal and School Counselors are always willing to meet with parents to discuss ways of making education at Laurel Nokomis positive and productive. It is very important to have a previously scheduled appointment to see a teacher, counselor or administrator because, while on duty, all have very busy schedules and many responsibilities.

**AT ALL TIMES, PARENTS ARE TO REPORT TO THE SCHOOL OFFICE TO SIGN IN AND RECEIVE A VISITOR PASS BEFORE SEEING THE TEACHER OR VISITING THE CAMPUS.**

Parents are encouraged to visit. Remember, we consider parents as partners in their child's education.

If you have a problem:

1. Contact your child's teacher or the staff member involved. Frequently, a conference or a sharing of interest and concerns will solve the problem.
2. If, after that, you feel the problem has not been satisfactorily resolved, contact the School Office and request a meeting with the School Counselor, ESE Liaison, Behavior Specialist, Assistant Principal or Principal.
3. Contact the Executive Director of Middle Schools with concerns.

These steps are important. If one is skipped along the way, you will be referred to the appropriate personnel. Please do not let problems go on unresolved. Most problems can be worked out quickly and simply if brought to our attention in a timely manner.

### **CURRICULUM**

The Sarasota County Curriculum Outcomes is now available for all content areas. The emphasis is on providing authentic, hands-on-learning experiences, which are appropriate for the diverse needs of children. Laurel Nokomis students use state approved, county adopted materials in the areas of reading, mathematics, English, spelling, handwriting, social studies, health, science, art, music, and physical education. Students must satisfactorily complete appropriate levels in both reading and math to be promoted to the next grade level.

Middle school students are required to pass all 4 core subjects in grades 6-8 to be promoted to high school. Further, other areas, which are addressed in promotion decisions, include written communication, science/health, social studies, and computer literacy, as well as attendance and behavior. The decision to retain a student is a collaborative goal by the Children at Risk in Education Team to ensure retention is in the best interest of the student. Parents are often invited to participate. In addition to the core academic classes, we offer a variety of Encore and Specials classes. The Principal has final approval of all retentions.

### **DIRECTORY INFORMATION**

Sarasota County Public Schools reserve the right to release "directory information" without prior permission of the parent as detailed in the following categories: name, address, listed telephone number, date/place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance/years of enrollment, degrees/awards received, and the most prior educational agency or institution attended by the student.



Parents objecting to the release of Directory Information and wishing to exclude their student's name must notify the school principal in writing within 30 days of receipt of this notice. This includes Yearbook information, pictures, athletic reports or honor roll listings.

***“Sarasota County School Board complies with the State statutes on veterans’ preference and federal statutes in nondiscrimination on basis of religion, race, national origin, color, sex, marital status, age or handicap.”***

## **LNS DRESS CODE EXPECTATIONS**

The LNS dress code expectations are that students be clean, neatly dressed, and well-groomed always. Distracting styles and provocative grooming interfere with our focus on learning. Our goal is to promote quality education and behavior acceptable to a working environment.

### **GENERAL CLAUSE**

Clothing, jewelry, etc. which display alcoholic products, tobacco products, narcotics, drugs or marijuana are prohibited. Clothing, jewelry, etc. with obscenities or swear words, either expressed or implied are prohibited. Clothing that suggests sexual activity or innuendo, or gang associated words or symbols, or supports discrimination based on age, color, disability, national origin, marital status, race, sex, sexual persuasion or religion are prohibited. **Example: Confederate Flag**

Items of clothing or other apparel which depict weapons used or displayed in unlawful, violent or threatening manner are prohibited. Clothing, jewelry, etc. which have symbols relating to the above are prohibited.

### **DRESS CODE ENFORCEMENT**

It is the responsibility of each student to dress according to the dress code. We seek parent support and monitoring of student's daily dress. Staff members make every effort for consistent enforcement. To avoid loss of class time, students who do not come to school adhering to the dress code guidelines will be sent to the clinic and required to change into school-provided clothes to wear for the day. A form will be sent with student for each teacher to sign. Student must take form home to be signed by parent/guardian and returned to the clinic the next day; at which time, clothing will be returned to student. A student who continually wears inappropriate clothing to school is subject to further disciplinary action.

### **GENERAL DRESS**

**Clothing shall be worn as designed: pants secured at the waist/hips, belt buckled, suspenders over the shoulder, no underwear as outerwear, no underwear exposed.**

**Clothing that is too tight or revealing when standing, bending, sitting, or moving is strictly prohibited. Safety pins are not allowed.**

➔ **PANTS, SHORTS, & SKIRTS:** Shorts and skirts are acceptable except for short shorts and skirts that are less than fingertip length (*when arms at your sides*). Must be waist fitted and worn to prevent slipping to hip level and must be worn so that the entire waistband is above the top of the hipbone. All belts must be worn snugly to prevent sagging and revealing skin and/or midriff. **THERE CANNOT BE HOLES OR TEARS IN JEANS ABOVE THE KNEES.**

➔ **LEGGINGS/SKIN TIGHT/YOGA PANTS:** These clothing items are not allowed unless the student is wearing a skirt, shirt or shorts that are at least fingertip length (*when arms at your sides*) over the top.

➔ **TOPS, BLOUSES, SHIRTS:** Halter-tops, strapless tops, mesh tops, cutoff shirts, spaghetti straps, backless shirt, and sundresses may not be worn. **No skin shall be visible between the blouse or shirt and the item covering the lower body.** Overall straps must both be fastened over the shoulders always and “sagging” of pants is not allowed. Straps over shoulders and tank tops must be at least the width of three (3) fingers. **SHEER FABRIC IS ONLY ACCEPTABLE WHEN GARMENTS UNDERNEATH ARE DRESS CODE APPROPRIATE.**

➔ **HAIR:** Students are not allowed to dye hair **non-natural hair colors** as this may distract students from maintaining a focus on academic achievement.

➔ **SHOES:** Shoes with open backs are prohibited (slides, slippers, sandals, and flip flops, etc.) No sound or light emitting devices attached to shoes will be permitted. Shoes with attached wheels are prohibited.

➔ **HATS AND OTHER HEADWEAR:** Caps, hair picks, scarves, sunglasses and bandanas are prohibited on campus and buses.

➔ **SLEEPWEAR:** Pajamas are prohibited.

➔ **ARMHOLES/NECKLINES:** Armholes or neck openings should not be overly large. Armholes that hang down and expose the torso or undergarments are prohibited. Necklines of all upper garments must be modest. Low cut necklines are prohibited.

➔ **JEWELRY/ACCESSORIES:** Jewelry and accessories that pose a safety concern for the student or others are prohibited. Dog collars, spiked piercings, wallet chains, large hair picks or chains that connect one part of the body to another are prohibited.

### **PROCEDURES FOR RESPONDING TO VIOLATIONS**

Staff members should deal with dress code issues with discretion to avoid embarrassment. An administrator will be the final arbiter for all dress code matters. All distracting violations and violations of the General Clause noted above are referred to administration.

### **IMPLEMENTATION:**

- Copy of Dress Code and Consequences in the Student/Parent Handbook.
- Copy to all teachers for inclusion in their handbooks.
- Copy to teachers of Grades 3-8 to read to their students, discuss, and post in class.

### **ENFORCEMENT OF DRESS CODE**

**1<sup>st</sup> Violation:** Student will be sent to the office to change clothes. Parents notified via Dress Code letter and/or phone call.

**2<sup>nd</sup> Violation:** Student will serve lunch detention away from cafe.

**Additional Violations:** Student will serve before/after school detention with admin. Student must be picked up immediately upon dismissal from after school detention.

### **FEES/DONATIONS**

**STUDENT AGENDA HANDBOOK:** The first copy of the Student Agenda Handbook is free of charge to all students. Replacement fee is \$8.

**ART:** There will be a \$10 art supply donation per semester for students who are enrolled in semester or yearlong art classes. K-5 art students may donate monies to assist with special projects.

**HEADPHONES:** Headphones are provided to each student for participation in the computer Labs at the beginning of the school year. If the headphone is broken, lost or damaged, the student will be responsible for replacing the headphone at a cost of \$3. Notification will be sent home to parents if replacement is necessary.

**STUDENT DONATION:** A voluntary donation is requested of all students to help defray the costs of instructional supplies and consumable curriculum materials.

**BAND/ORCHESTRA INSTRUMENTS:** There is a rental fee of \$25/semester or \$50/year to use a school instrument. Instrument rental fees shall be used for the repair or purchase of instruments. Also, there is a \$5 music fee assessed to each student using the school's music. The music fee shall be used for the purchase of new band/orchestra music.

### **PHYSICAL EDUCATION UNIFORMS:**

Purchase cost for uniforms is \$15. Uniforms are available from the physical education teachers. If this fee creates a hardship for any family, please let the PE teachers know and an adjustment fee will be offered.

### **LOCKERS FOR STUDENTS GRADES 6-8:**

For the safety and security of all students, Laurel Nokomis School does not provide lockers for students in Grades 6-8 except for Physical Education. PE locks may be purchased for \$5 at school.

### **FIELD TRIPS**

Field trips are a beneficial part of the curriculum and serve as an extension of classroom instruction. Careful planning and preparations are made by the teacher for all field trips. Whenever your child is going to leave school grounds to participate in a field trip, you will be informed in advance and asked to sign a permission slip. **No child will leave the school grounds unless signed permission and an emergency medical treatment form are on file. Parents cannot legally give permission via the telephone.**

Out-of-county field trips require a notarized medical release form to be completed for each child. **Students may be denied the opportunity to participate on a field trip if there is documentation that demonstrates a child's behavior has been problematic at school or on past field trips or if student has overdue or lost library books or textbooks.**

Administration will utilize discipline referrals, teacher documentation, and parent contacts as this evidence. In some cases, parents may be asked to accompany the child on a field trip if it is deemed necessary by administration. Donations are requested to defer costs.



### **FIRE, SEVERE WEATHER**

## DRILLS AND EMERGENCY PROCEDURES

Teachers will discuss with students the proper procedures for fire, severe weather drills, and other emergency procedures which are conducted on a regular basis during the school year. Maps are posted in the rooms indicating routes to be taken when exiting buildings. It is very important for students to walk quickly and quietly to the designated areas. If severe weather strikes while school is in session, we will move the children into areas away from all windows and glass. Parents may be notified to pick up the children or bus transportation will be provided.

## FOOD SERVICE PROGRAM

To keep our cafeteria clean and attractive, the following core expectations must be observed:

- **C**-Clean above and below your table area.
- **A**-Always politely ask to leave your seat.
- **F**-Food, hands, feet and all other objects must be kept to yourself
- **E**-Everyone must show respect toward others.

### **Additional expectations**

- Walk at all times
- Keep your place in line
- No glass is allowed in lunchroom

**BREAKFAST** is a very important meal and is offered at Laurel Nokomis at a cost of \$1.00 per day for students in Grades K-5, \$1.25 for students in Grades 6-8 and \$1.50 for adults. Students who are eligible for free lunch are also eligible for free breakfast. Students who are eligible for reduced priced lunch will be eligible for breakfast at a cost of 30¢ per day. **Breakfast is served from 7:45 – 8:20 a.m.** Students who eat breakfast at school should plan their arrival before 8:15 a.m. to have adequate time to eat and get to their class on time. Should a bus arrive late, students will be served a healthy breakfast.

All **LUNCHES** at Laurel Nokomis School meet the standards set forth by the federal government. Two meat entrees will be offered daily and peanut butter or cheese sandwiches are always available. A daily menu is published each month and is distributed to all students. The price for a student lunch including milk is \$2.25 for students in Grades K-5, \$2.50 for students in Grades 6-8, and \$3.50 for adults. Lunches may be paid daily, weekly or monthly. Reduced Price lunch: 40¢. Extra milk may be purchased for 50¢.

**A la carte** items may be purchased for an additional cost. K-5 students will be required to prepay a la carte/dessert. No money will be taken at lunchtime from K-5 students.

Students may pay in the cafeteria before going to class, or teachers may send money to the cafeteria. Parents are always welcome to join their children for lunch but must do so at designated outdoor locations. The option to join your student for lunch starts after the first two weeks of school. Per School Board policy, you may only eat with your child. No other students are allowed to eat lunch with you.

You may make your child's lunch payments online at [www.myLunchMoney.com](http://www.myLunchMoney.com). Once registered, you can activate a wonderful feature called "Smart Pay". This option allows you to set an automatic payment amount, so when your child's account reaches a certain low dollar value (which you establish), the automatic payment amount you selected is deposited into the account from your credit or debit card.

Application forms for **FREE OR REDUCED PRICED LUNCHES** are available from the Food Service Office or the school office. You may also apply online. Specific criteria regarding family size and income are used to determine eligibility for free or reduced benefits. All the required information is contained in the application. Should you choose to complete the application, please return it to the Food Service Office.

We encourage you to help your child with the responsibility of remembering his/her **LUNCH MONEY**. If it is necessary for your child to charge a lunch, please make arrangements by calling the Food Service Office at 486-2176. Parents are informed when a child has exceeded the lunch charge allowance. It is very important that payment be made for any charges.

## GUIDANCE

The School Counselors are assigned to grade levels and teams. They are available to help students, parents, and teachers with concerns related to emotional/social growth and development. A developmental guidance program will be provided to all students consisting of classroom, small group, and individual guidance. Parents are always encouraged to contact the school to discuss the progress of their child (ren).



## HEALTH SERVICES AND PROCEDURES

Parents are requested to notify the School Counselor, classroom teacher, and Health Room personnel regarding a child's



physical problems which require special attention. Please provide specific instructions to be filed for use during emergency situations. Please be sure to:

1. Alert the school office of any medical problems.
2. **KEEP YOUR CHILD HOME IF S/HE SHOWS ANY SIGNS OF ILLNESS.**
3. SIGN the back side of the Health Information Card -- to be used only if the parent cannot be contacted in a medical emergency and the child needs to be transported by emergency personnel with a School Board employee.

The **SCHOOL HEALTH ROOM** is open daily from 8 a.m. to 3:15 p.m. Students must secure an Agenda Book pass from a teacher or be brought by a staff member to the Health Room. The Health Room Staff will contact a parent if the student has a health problem, which needs attention immediately. Otherwise, a child will remain in the Health Room for a brief time frame and then return to class. **The Health Room must have accurate, up-to-date telephone numbers** to contact a parent or someone else who has permission to care for the child in case of an emergency. **The signed Health Information Card is a vital piece of information, which must be filled out yearly and on file. Please contact the Health Room if any information on the Health Information Card changes during the school year.**

*All Health Room visits are documented via a Health Room Slip that should go home on the same day as the visit for students in Kindergarten.*

*Agenda Books are used for documentation for students in Grades 1-8.*

- Absence due to illness is excusable if the parent/guardian gives a written explanation to the school.
- If your child is sick or injured at school, you will be called to pick him/her up. The person who picks up your child must show valid photo identification.

Every year, a routine **SCREENING FOR VISION** is conducted for all students in: Kindergarten, Grade 1, Grade 3, and Grade 6, and all students new to the State. Every year, a routine **SCREENING FOR HEARING** is conducted for all students in: Kindergarten, Grade 1, Grade 6 and students in Grades 2-5 new to Florida. Screening for vision and hearing is conducted for all new students to the State. Screening for Scoliosis is conducted for students in Grade 6 only. The parents will be notified of any students experiencing a problem.

**IMMUNIZATIONS REQUIRED**

**PRE- KINDERGARTEN**

- 4 DTPs (Diphtheria, Tetanus, Pertussis)
- 3 Polio
- 4 Hib (Haemophilus influenza Type B)
- 1 MMR (Measles, Mumps and Rubella)
- 3 Hepatitis B
- 1 Varicella (Chicken Pox)

**KINDERGARTEN & GRADES 1 - 6**

- 5 DPT (Diphtheria, Tetanus, Pertussis)
- 4 Polio **KG-last dose needs to be given on/after 4<sup>th</sup> birthday**
- 4 Polio **for grades 1-6**
- 2 MMRs (Measles, Mumps and Rubella)
- 3 Hepatitis B
- 2 Varicella (chicken pox) **Grades, K-6**

**GRADES 7 & 8:**

- 5 DPT (Diphtheria, Tetanus, Pertussis)
- 4 Polio
- 2 MMR (Measles, Mumps and Rubella)
- 3 Hepatitis B
- 1 TDaP **Grade 7 & 8**
- 1 Varicella **Grade 7 & 8**

The State of Florida Statute 232.032 requires all students entering and attending school to present a Florida Certificate of Immunization Form-HRS 680 or Religious Exemption Form-HRS 681. Immunizations and forms may be obtained from your private physician or the Sarasota County Health Department. **BOTH THE PARENT AND THE SCHOOL MUST KEEP A RECORD OF THE CHILD'S IMMUNIZATIONS. STUDENTS WHO ARE NOT IN COMPLIANCE WILL BE SENT HOME.**

Florida regulations are very specific about administering **MEDICATION AT SCHOOL**. Students are not permitted to carry medications, candy or gum on campus. This

**WHEN YOUR CHILD IS ILL**

**To ensure that all students stay healthy – do not send your child to school if s/he is ill or has:**

- **HEADLICE**
- **FEVER** – the student must be free of fever without the aid of medication for at least 24 hours.
- **SKIN RASH** – if your child has a skin rash, the school must have documentation from your health care provider that s/he is not contagious.
- **VOMITING**
- **EYE INFECTION**
- **SEVERE SORE THROAT**
- **DIARRHEA**
- **BAD COUGH**



- Staying home when sick will help your child get well and protect classmates.

includes both prescription and over-the-counter products such as Tylenol, Advil, cough drops, breath mints, breath sprays or drops, breath strips, throat sprays, medicated lollipops, medicated lip balm, etc. Before school personnel will assist the children in the administration of medications, the following is required:

1. **An adult must bring all medication into the School Health Room.**
2. Both the parent and physician at the beginning of each school year must sign a Medication/Treatment Authorization Form. The form is available at the School Health Room, County Health Department, and physicians' offices. A new form must be obtained with any dosage adjustment or medication change.
3. Over-the-counter (nonprescription) medication will not be given without signed doctor's authorization. Nonprescription medication must be in its original, unopened container and labeled with the student's name, directions for giving, and the dosage.
4. For prescription medication, the label may be used as the physician's order and instructions for three school days only. During this time, the parent must contact the physician to obtain the required-signed authorization and may be faxed from the doctor's office to the school.
5. The student will come to the School Health Room where the medication is kept. **Students may not keep medication with them at any time. Please do not send medication to school in a child's lunch box. Medication is not kept in the classroom.** All dispensing of medication from the School Health Room will be recorded in the daily log and signed by the person administering it. Medication that is not picked up at the end of the year will be discarded.
6. Students with inhalers may carry them **if they have authorization from their doctor, and the form is returned to the Health Room.**

Please use the following information as a "handbook of guidelines" developed by the Sarasota County Health Department for dealing with the problems of **HEAD LICE**. Some of the information given is directly quoted from a memorandum we received from the Health Department. Head lice are a national problem and Sarasota County is no exception. Head lice are not dangerous but they require attention because they spread rapidly and are difficult to control. Head lice dwell only in the hair and scalp and lay their eggs – nits – on the shafts of the hair near the scalp. Lice themselves are often difficult to see but the nits are small, whitish, tear-shaped eggs which can easily be seen with the naked eye. In seven to ten days, the young emerge as miniature replicas of the adults. Under favorable conditions, they reach maturity in

approximately two weeks. The adult female lives 20 to 30 days during which she may produce 270 to 300 eggs.

Transmission: How do head lice get from one person to another?

1. Direct contact with an infected person's head/hair.
2. Indirectly – by placing clothing or backpack of an infested person in contact with clothing of an uninfested person.
3. Indirectly – by sharing such items as combs, brushes, hats, caps, scarves, wigs, pillows, headphones, and bedding.

Symptoms: How do you look for lice? Nits are most commonly found above and behind the ears, and at the back of the neck. To see the nits, use applicators – toothpicks are fine – to part the hair carefully, beginning at the back of the neck and the area around the ears. Discard applicators after use. If nits are not found in these areas, continue to inspect the rest of the hair. To avoid mistaking dandruff for nits, attempt to pull the particle from the hair shaft. If it remains attached, you have reason to suspect nits and, therefore, head lice.

Prevention: How can the spread of head lice be prevented? The family's role is to:

1. Treat all family members with a medicated shampoo. For best results, treat everyone with lice on the same day.
2. **Parents must remove all the nits from the hair.**
3. Wash all bedding, clothing and backpacks in hot water and clean all upholstery, especially pillowcases.

The **following steps** are taken if a case of head lice is identified:

1. The infected child and all children in the classroom are sent home with an informational letter relating to Pediculosis Capitis – head lice.
2. **Each child returning to school after being excluded for head lice must be accompanied by a parent and must report to the School Health Room.** The child will be examined and, if free of head lice, will be permitted to return to class. Evidence of live lice is grounds for being excluded from school. **Absence due to head lice is an excused absence for up to 2 school days. After this period, continued absence is considered unexcused.**
3. **Children must be checked for nits for up to ten (10) days or until nit free.**

**URGENT:**

**Sarasota County Public Schools does not have an insured medical payments plan or a medical plan that provides coverage for all its enrolled students. The voluntary Student Accident Insurance program is a**



**good option for families concerned about the out-of-pocket medical expenses associated with accidental injuries.**

The Sarasota School District makes available to all students the opportunity to purchase A STUDENT ACCIDENT INSURANCE PLAN at the beginning of the school year. The plan is also available to any new student enrolled during the year. Students have the option of purchasing accidental insurance coverage for the school day only or they may purchase coverage which covers them 24 hours a day, 7 days a week. The cost and coverage descriptions are explained in the insurance company literature. The purchase of these programs is strictly voluntary, and the cost of the plan is paid by the student/parents. The Sarasota School District has no provision, either insured or otherwise, to make routine payments of MEDICAL EXPENSES FOR STUDENTS INJURED AS THE RESULT OF ACCIDENTS. It is assumed that all parents/guardians of students have made provisions to meet the responsibility of paying medical costs incurred by their child.

**HOMEWORK**

Classroom teachers at Laurel Nokomis School follow the School Board of Sarasota County guidelines regarding homework. Parental support in seeing that all homework is completed on a regular basis is requested. Remember also that all homework is not written. Some may be given as long-term assignments requiring students to plan and budget time wisely. Parents should:

- check child's Agenda Book daily for homework assignments
- provide a specific time and place for these assignments to be accomplished
- provide guidance
- check homework for completion

**PLEASE ALLOW 24-48 HOURS FOR STAFF TO GATHER ASSIGNMENTS MISSED FOR STUDENTS WHO ARE ILL.** In most cases, the student needs to accept the responsibility for checking with the teacher upon his/her return to school – see *guidelines regarding make-up work page 4*.

**LOST AND FOUND**

Each year, all schools close with a very large number of items in the Lost and Found. Parents are requested to label all items such as coats, sweaters, lunch boxes, book bags, etc., with the child's full name. Students and parents are encouraged to inspect the Lost and Found -- located in the cafeteria -- periodically.

Clothing items will be kept for 30 days. After that time, the unclaimed items will be donated to a charitable organization. Personal items such as wallets, watches, eyeglasses, and keys will be kept for a longer period.

**MEDIA CENTER**



The Media Center is located in the middle of the school campus so materials are readily available to support the instructional program and to reinforce a love of learning and reading for children. At Laurel Nokomis School, students can access the Internet through the use of district **MySCS** portal, electronic encyclopedias, databases, videos, online magazines, and books. The Center is available for staff and students to search for information, work on projects or locate a good book for pleasure. Students in Kindergarten and first grade may have one item checked out at a time, while second through eighth graders may have two items. Items are checked out for a ten-day period and may be renewed if needed. Students are expected to return or renew their books on time to allow other students the opportunity to use them. Lost or damaged books must be paid for by the students. **State Statute permits restriction of all extracurricular activities for students who have not returned overdue library books. These activities will include sports, dances, clubs, Renaissance celebrations, etc. At the end of the school year, yearbooks will be held until all books are returned. School policy requires that students are accountable for overdue and/or lost library books and textbooks at the end of each grading period.**

**\$\$\$ MONEY AT SCHOOL \$\$\$**

Please instruct your child concerning his/her responsibility in caring for money brought to school. Also, please send only the amount needed for the day to avoid problems of loss. We encourage and recommend that money for school-related items be sent in a sealed envelope with the child's name, grade, teacher, and purpose on it. **EXTRA MONEY SHOULD NOT BE BROUGHT TO SCHOOL.**

**PARTIES**

Since education is our primary and foremost function, school parties and other celebrations are limited in number and duration. All parties should be handled through the individual teacher or team. Any plans which differ from this or include leaving the school grounds must be cleared with the principal. No gifts will be exchanged at holiday time. The teacher may acknowledge the student's birthday in the classroom as s/he seems appropriate.

## PROHIBITED ITEMS:

- **IPods, MP3 players, portable speakers, cameras, smart watches, and electronic gaming devices:**  
Students are not to bring these items on the bus or to school.
- **Cell Phones:** Students carrying a cell phone must keep the cell phone in a backpack upon arrival to school and keep the cell phone turned off until dismissal at 3:15 p.m. If the cell phone rings during school hours or if the student is using the phone in any way, it will be given to an administrator and parents will have to pick up the cell phone. Students may earn the privilege to use their cell phones during lunch to listen to music or play games only. No social media and/or texting will be allowed.
- **Chains:** any chain not being used for the purpose for which it was normally intended, capable of harming an individual.
- **Firearms:** any kind of gun – whether operable or inoperable, loaded or unloaded – including but not limited to hand/zip pistol, rifle, shotgun, bb gun, starter gun, air gun, facsimile gun, antique gun, explosive propellant or destructive device.
- **Distracting Items:** Hats, gum, candy, laser pointers and fidget spinner toys may not be brought to school by students.
- **Knives:** Any kind of knife, including but not limited to pen, switchblade or hunting knife.
- **Aerosol Products:** Any aerosol products including deodorants, perfume or cologne sprays are not allowed at school.
- **Medications:** This includes both prescription and over-the-counter products such as Tylenol, Advil, cough drops, breath mints, breath sprays or drops, breath strips, throat sprays, medicated lollipops, medicated lip balm, etc. Students with inhalers may carry them **if they have authorization from their doctor, and the form is returned to the Health Room.**
- **Pipes, razor blades, pointed instruments** or any object or material deliberately used to inflict harm on another person or used to intimidate or harass any person.
- **Shock Pens.**
- **Skateboards, scooters, rollerblades and skate shoes.**

## REGISTRATION

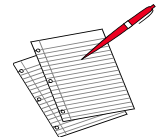
Kindergarten through eighth grade students must register at the school office. All new students must have:

- ◆ a legal document as evidence of birth date
- ◆ an immunization record on a blue 680 Form completed by the Sarasota County Health Department or by a Florida physician

- ◆ proof of address
- ◆ medical examination

Children entering Florida schools for the first time are required to present proof of a physical exam performed within twelve months prior to the enrollment in school. A child must be five years old on or before September 1 to be enrolled in Kindergarten. A child must have completed one year of Kindergarten to be eligible for First Grade.

**ANNUAL REGISTRATION** is done via online. This process replaces the paper forms sent home at the end of each school year. You should receive a unique **snapcode** or **snapcode link** for each child. The snapcode is like a key to your child's re-registration for the upcoming school year. It is important to have your correct address, home and work telephone numbers on record in the School Office. Should you move, change your place of employment or change your home telephone number, please notify the School Office **immediately** with Proof of Address Change, such as a lease agreement, power or phone bill or notarized Address Verification Form available at the School Office.



It is very important that the School Office have an **EMERGENCY NUMBER** where you can be reached or a relative, friend or neighbor you authorize us to call should we be unable to reach you in the event of an emergency. The Health Information Emergency Card should be received by the first day of school in August to ensure the school has the most up-to-date information.

A parent must provide a copy of **CUSTODY** papers to be filed in the student's cumulative record before a request is made that we restrict information about a student or release the child only to a specified person. In this way, no person's rights will be violated. The child's safety and best interests are always our concern. No child will be released until an effort has been made to contact the parent who has primary custody and/or has registered the child at this school.

When moving out of the Laurel Nokomis School District, please notify the school office as soon as possible so that necessary paperwork can be completed for **WITHDRAWAL**. Parent/guardian should submit a note in writing to the school office regarding the decision to withdraw your child/ren from the school.

- Please note the last day your child/ren will be in attendance.
- All textbooks should be returned to the Media Center.
- All library books need to be returned to the Media Center.

- Lunch fees paid before school on the last day of attendance.

### **REPORT CARDS**

Report Cards are ready four times a year – at nine week intervals – for all Laurel Nokomis students in Grades 1-8.

The purpose of a report card is to communicate a child's performance to the parent objectively and in a business-like manner. All report cards can be viewed online via SCS Student & Parent Portal or may be provided to students in a brown envelope to carry to their parents. **PARENTS ARE REQUESTED TO SIGN AND RETURN THE ENVELOPE SO IT MAY BE USED AGAIN.** The report card may be kept by the parents. A copy of the report card is maintained in each student's Permanent Record Folder at the school.

#### **The marks given in Grades 1-8 are:**

**A = 90% - 100%**

**B = 80% - 89%**

**C = 70% - 79%**

**D = 60% - 69%**

**F = 59% and below**

The marks reflect the individual achievement levels, performance at that level, work habits for Grades 1-5 and employability skills for Grades 6-8.

**For all students in Kindergarten, conferences are held for the first and third marking periods. Therefore, reports cards are not issued.** At these conferences, the teacher explains to the parents the child's strengths and/or weaknesses. **An Authentic Assessment Report to parents is issued to all Kindergarten students for the second and fourth marking periods.**

Mid-Quarter Progress Reports are additional attempts to keep parents informed of student progress and indicate how students are meeting their responsibilities. Effort grades are as follows:

**E = Excellent**

**S = Satisfactory**

**N= Needs to Improve**

**U = Unsatisfactory**

All students will be issued Mid-Quarter Progress Reports. Report cards are issued approximately two weeks after the end of each nine-week grading period.

**Last day of 1<sup>st</sup> marking period:** October 15, 2018

**Last day of 2<sup>nd</sup> marking period:** December 20, 2018

**Last day of 3<sup>rd</sup> marking period:** March 13, 2019

**Last day of 4<sup>th</sup> marking period:** May 24, 2019

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer Program (SRO) is a nationally accepted program involving the placement of a law enforcement officer within the educational

environment. This program is a cooperative effort between the Sheriff's Office and the School Board of Sarasota County. The officer is involved in a variety of functions to include but not limited to:

1. A visible, active law enforcement officer on campus dealing with any law-related areas.
2. A classroom source for instruction in the following areas: Safety Programs, Drug Abuse Resistance Education (D.A.R.E) and numerous other educational programs in law and drug awareness.
3. An extension of the principal's office dealing with circumstances on the school campus.
4. A resource for students, teachers, and parents for conferences on an individual basis, dealing with individual problems or questions.
5. A counseling source in areas which may affect the educational environment but may be of a law-related incident.

The SRO gains visibility to students by introduction, classroom presentations, and conferences.

### **SCHOOL PICTURES**

School pictures are taken several times during the year for your convenience as well as for file purposes. **There is no obligation to purchase any of the pictures.** However, all pictures must be returned to the School Office if not purchased.

### **TECHNOLOGY**

Laurel Nokomis School uses technology to enhance curriculum and support the Sarasota County School District's technology standards. Students are given opportunities on both Windows and Mac platforms to use technology in an educational setting. Instruction in computer technology helps prepare students for future participation in a modern, computerized work force.



From grades K through 8<sup>th</sup>, students work in the vast variety of computer labs available on campus. Students are assessed through both district- and teacher-created on-line tools measuring the mastery of state benchmarks. Students work on reading and math skills through **IXL** and **iReady**. Both online tools provide dynamic adaptive learning. Utilizing wireless laptops from mobile labs, students work collaboratively within the curriculum creating projects to be shared with classmates.

The school has a limited supply of headphones.

Therefore, each student will need to provide their own headphone for participation in the computer labs at the beginning of the school year. The school has a limited supply of headphones.



Students have the **RIGHT** to access electronic information resources.

Students have a **RESPONSIBILITY** to be mindful of the acceptable and unacceptable use of computer and electronic information services as defined below:

**ACCEPTABLE:** Acceptable use of computers and computer electronic services are activities that support learning and teaching in Sarasota County.

**UNACCEPTABLE:** Unacceptable uses of computers and computer electronic services include:

- ✓ Using network access to destroy information that belongs to others.
- ✓ Using profanity, obscenity or other language which may be offensive to another user.
- ✓ Copying personal communication to others without the original author's permission.
- ✓ Copying software or other copyright-protected materials in violation of copyright laws.
- ✓ Using the network for any illegal activity, private business purposes or accessing inappropriate Internet sites.
- ✓ Spreading computer viruses deliberately or importing files from unknown sources.
- ✓ Using a computer or program in any manner other than which it was intended.

### TELEPHONE USE BY STUDENTS

- **Students may not make telephone calls, send or receive text messages during the school day.** In cases of emergency, school staff will place any needed calls.



- **Cell Phones:** Students carrying a cell phone must keep the cell phone in a backpack upon **arrival** and keep the cell phone turned **off** until dismissal at 3:15 p.m. If the cell phone rings during school hours or if the student uses the cell phone in any way, it will be given to an administrator and parents will have to pick up the cell phone during a 2<sup>nd</sup> violation.

### TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean, handled carefully, and be covered if possible. Students should put their name, grade, and school on the book label in case the book is misplaced. Payment is required for lost or damaged textbooks. **State statute permits restriction of extracurricular activities if textbooks are not**

accounted for prior to the activities. These activities will include sports, dances, clubs, Renaissance celebrations, etc. At the end of the school year, yearbooks will be held until all books are returned.

### VISITORS/MESSAGES

**All visitors – parents, school volunteers and non-school personnel -- entering the school FOR ANY REASON must first report to the School Office and produce a Driver's License or other approved form of photo identification to obtain a Visitor's Pass.**

**District policy requires all visitors to present photo identification.** Student visitors from other schools and friends or relatives of Laurel Nokomis students are not permitted to attend classes during the regular instructional day. Important messages and materials for pupils and teachers are brought to the School Office. The School Office staff will see that they are delivered at an appropriate time. PLEASE DO NOT TAKE THEM TO THE CLASSROOM UNLESS DIRECTED BY OFFICE PERSONNEL. Visitors may not have direct contact with students unless a parent has signed permission, and the visitor has been screened through the volunteer process. If visitors see students behaving inappropriately, they are asked to contact the nearest staff member. Visitors should not attempt to handle the situation themselves. Parents should help their children develop a routine of placing things which must be brought to school in a designated place in order that money, books, and homework will not be left at home. You will help your child develop responsibility if you make him/her responsible for materials and homework which have been left at home. INSTRUCTIONAL TIME IS PROTECTED WHEN INTERRUPTIONS ARE KEPT TO A MINIMUM.

### WALKING ROUTES

The following are walking routes suggested by the Transportation Department:

1. By way of Mission Valley Boulevard, east on Laurel Road to an adult crossing guard at Albee Farm Road and Laurel Road, Laurel Road to school area.
2. Macintosh Road to Vermeer Drive, Wyeth Drive, Sorrento Woods Boulevard, Laurel Road to an adult crossing guard at Albee Farm Road and Laurel Road, Laurel Road to school area.
3. Olive Avenue, Venetia, Curry Avenue, Orange Grove Road, Kilpatrick, enter pathway north of Kilpatrick to school area.
4. Edmonson, Irene, Kilpatrick, enter pathway north of Kilpatrick to school area.
5. Riverview Street, Florence Street, Padua Court, River Boulevard, Lucille, Dona Way to an adult crossing

guard, Albee Farm Road, Pine Street, enter pathway to school area.

6. Sunset Avenue, Lakeview, Mt. Pleasant, Collins Road, Laurel Road to an adult crossing guard at Albee Farm Road and Laurel Road, Laurel Road to school area.

**Crossing Guards for Laurel Nokomis School:**

1. Albee Farm Road and Laurel Road
2. Albee Farm Road and Dona Way
3. Old Albee Farm Road and Laurel Road

**SCHOOL CODE OF CONDUCT**

The administration and staff emphasize maintaining appropriate **DISCIPLINE AND STUDENT BEHAVIOR** school-wide. As parents and teachers, we must cooperate to maintain effective classroom discipline. Student responsibility will be taught throughout the school and students will be held accountable to exercise consideration and respect for others. They will be expected and required to follow rules made in each classroom for the purpose of permitting a desirable learning atmosphere in the school.

**IT IS THE BELIEF OF THE SCHOOL BOARD THAT IT IS THE PARENTS' RESPONSIBILITY TO SEND CHILDREN TO SCHOOL "READY TO LEARN." NO STUDENT WILL BE PERMITTED TO CONTINUE ANY BEHAVIOR WHICH DISRUPTS THE INSTRUCTIONAL PROGRAM OR CREATES AN UNSAFE SITUATION.**

When a student fails to cooperate in following the rules, s/he will be disciplined in accordance with the Laurel Nokomis School Discipline Plan. If improvement is not noted, the parents will be notified. It is very important that the school and home work together to help improve the student's behavior. Usually, cooperation of the parents in the initial stages of a behavior problem will prevent the necessity of more drastic disciplinary measures. As educators, we have an obligation to assist and guide students who exhibit less-than-desirable behavior. The school will make all reasonable efforts to keep parents informed regarding the inappropriate behavior and disrespectful attitude expressed by their children. In turn, we expect that parents follow up our reports and support our efforts to promote a desirable learning atmosphere. We need the cooperation of the parents to exercise control in the school.

At all times, the student's behavior should be respectful and courteous. An indication of the cultural level of the school is the conduct of the student body at an **ASSEMBLY or on FIELD TRIPS**. Whether guests are present or not, each student is personally responsible for the impression made by the school. Unacceptable

conduct would include whistling, yelling, uncalled-for clapping, boisterousness, and talking during a program. Students showing inappropriate assembly behavior will be removed and may lose future assembly privileges.

**SCHOOL RULES OF CONDUCT**

**Living the Lightning Way....**

➤ **Lightning Students are DEDICATED**

Try your best every day to improve yourself and others.

➤ **Lightning Students are PREPARED**

Bring all required materials to class (pen, pencil, paper, homework, etc.)

➤ **Lightning Students are RESPECTFUL**

Follow all adult direction right away and all the way. Value others and their property.

➤ **Lightning Students are APPROPRIATE**

Follow dress code, keep hands and feet, objects, and personal comments to yourself.

➤ **Lightning Students are PROMPT**

Arrive to school and seated in class before the bell.

**PROCEDURE FOR GENERAL CLASSROOM MISCONDUCT**

1. Teacher will counsel and warn.
2. Teacher will restrict privileges.
3. Teacher will notify parent.
4. Teacher will have a parent conference – Guidance intervention may occur prior to parent conference.

**PROCEDURE FOR REFERRING A STUDENT TO THE OFFICE FOR SEVERE MISBEHAVIOR**

1. A completed "Student Discipline Record" will accompany the student.
2. The principal or designee will make a parent contact either by phone or a letter regarding the referral and consequences.

**STUDENTS WILL BE IMMEDIATELY REFERRED TO THE OFFICE FOR THE FOLLOWING SEVERE MISBEHAVIOR:**

1. Threatening or causing injury to others
2. Stealing
3. Fighting
4. Insubordination – severe disobedience or disruption
5. Possession of weapons or prohibited items.
6. Possession of or use of a controlled substance

**CONSEQUENCES FOR STUDENT MISBEHAVIOR**

The classroom teacher may be notified by any staff member of misbehavior on campus either verbally or by written message – please refer to Discipline Matrix.

**Consequences may include:**

1. Principal or designee may counsel and warn a child.
2. Principal, student, teacher may have a conference with parent.
3. Restriction of privileges
4. Suspension of bus privileges
5. Administrative Intervention Class (AIC)
6. Before/After School Detention
7. Out-of-School Suspension
8. Expulsion

Violation of any of the following offenses shall be considered a **“SERIOUS BREACH OF STUDENT CONDUCT”** for the purposes of Section 232.26(1)(c), Florida Statutes:

- a) Threatening a member of the school staff or another student
- b) Possession, sale or use of alcohol or a controlled substance or any substance that is held out to be or represented to be any illegal or controlled substance on school property or at a school activity.
- c) Possession of weapons or other prohibited articles on school property or at a school activity
- d) Assault and/or battery on another student or any employee of the school system
- e) Insubordination to a teacher, teacher aide, bus driver or other member of the school staff
- f) Stealing
- g) Fighting

No student, while on school property or in attendance at a school-sponsored function, shall be in the **POSSESSION OF ANY ARTICLE PROHIBITED BY LAW** or rules of the school or any article which could reasonably be considered as a weapon.

**Prohibited articles shall be defined as:**

- **iPods, MP3 players, portable speakers, cameras and electronic gaming devices:** Students are not to bring these items on the bus or to school.
- **Cell Phones:** Students carrying a cell phone must keep the cell phone in a backpack upon **arrival** and keep the cell phone turned off until dismissal 3:15 p.m. If the cell phone rings during school hours or if the student uses it in any way, it will be given to an administrator and parents will have to pick up the cell phone.
- **Chains:** any chain not being used for the purpose for which it was normally intended, capable of harming an individual
- **Firearms:** any kind of gun – whether operable or inoperable, loaded or unloaded – including but not

limited to hand/zip pistol, rifle, shotgun, bb gun, starter gun, air gun, facsimile gun, antique gun, explosive propellant or destructive device

- **Knives:** any kind of knife, including but not limited to pen, switchblade or hunting knife.
- **Pipes, razor blades, pointed instruments** or any object or material deliberately used to inflict harm on another person or used to intimidate or harass any person
- **Shock Pens, Fidget Spinners**
- **Skateboards, scooters, rollerblades and skate shoes.**

We are proud of Laurel Nokomis School. It is a facility that provides up-to-date equipment and materials to assist the staff in providing a quality education for the students. Students are encouraged to take pride in their school with the appropriate use and care of the facilities, equipment, and materials. Students who destroy or **VANDALIZE** school property will be required to pay for losses or damages. If students willfully destroy school property, suspension or possible legal action may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

Our students, teachers, and staff have the right to learn and to work in an environment free of inappropriate stresses, such as teasing, bullying, **CYBER-BULLYING, CYBER-STALKING** and **SEXUAL HARASSMENT**.

Cyber bullying and stalking are defined as use of electronic communication or technological devices to include but not be limited to e-mail messages, instant messaging, text messaging, cellular telephone communication, internet blogs, social websites, internet chat rooms, internet postings, digital pictures or images and defamatory websites to engage in acts of bullying and harassment.

Sexual harassment is defined as an unwelcome behavior that a reasonable person would find offensive – including verbal and physical conduct of a sexual nature or that which requests or advances sexual activity. This is especially true of the conduct which interferes with a person’s ability to learn and to work. Infringement of the right to learn and work due to sexual harassment is to be reported to an administrator immediately, regardless of the circumstances. It is the responsibility of LNS administration to investigate all allegations and to remind with the appropriate consequences – see the Student Discipline Matrix.

**STUDENTS MAY ONLY RIDE THE BUS FOR WHICH THEY ARE REGISTERED.**



Parents are responsible for reviewing the **BUS RULES** with their children and ensuring that children follow the rules. These

regulations are in the interest of pupil safety and comply with Florida Law and School Board Policy. It is the School Board's Policy to provide a safe physical place for the students to board the bus. While the students are riding the bus, they are the responsibility of the bus driver. However, while waiting for the bus and after exiting the bus, they are the parents' responsibility. The State of Florida is a "No Fault" state and injuries sustained by your child while on a school bus are covered under your Personal Injury Protection (PIP) coverage by your personal automobile policy. Please make sure you contact your automobile insurance carrier to report all injury claims.

All transported students must:

1. Observe school rules always at the bus stop and on the bus.
2. Obey all directions given by the bus driver.
3. Refrain from moving around while bus is in motion.
4. Enter/exit the bus only at the front door after the bus has come to a complete stop.
5. Keep all parts of the body inside the bus windows always.
6. Observe absolute silence at all railroad crossings.
7. Refrain from throwing objects inside or outside the bus.
8. Follow the school rules forbidding eating, drinking, smoking, and chewing gum on the bus.
9. Do not exit through the "Emergency Door" unless instructed by the driver to do so.
10. Talk quietly.
11. Keep hands and feet to themselves.
12. Refrain from verbal altercations or fights with other students.
13. Occupy the seat assigned by the driver. Feet and belongings should not be in the aisle.
14. Use appropriate school language and body language on the bus.

15. Radios, tape players or electronic equipment are not allowed on the bus.
16. Animals, glass containers, sharp objects, balls, bats, cutting instruments, fireworks, and any other related items are not allowed on the bus.

The following is a list of **PLAYGROUND RULES** which are to be enforced by all teachers when students use the playground. Your support and cooperation is necessary. These rules have been reviewed with your students during Physical Education class time.

1. Use good common sense.
2. Always watch out for the safety of others.
3. Use equipment for intended use. Balls, ropes, etc., are not to be used on swings or monkey bars or other children. Only one person slides down the slide at a time. Jumping off equipment is not allowed.
4. Keep your hands to yourself, especially when using the monkey bars, swings, and slide. Students are to climb up the ladder end of the slide only.
5. The County Director of Physical Education has recommended that direct contact games not be played on the school grounds for they result in too many broken bones. Tackle football and Red Rover fall into this category. Touch or flag football is permissible.
6. Shoes are to be on feet always.
7. Students are NOT TO BE LEFT ALONE at any time. Teacher supervision is a must for any group on the playground.
8. No recess periods should be given less than one hour prior to physical education class. These recess periods should be restricted to 15 minutes.
9. Tumbling or similar gymnastics are not allowed.
10. When a child is not allowed to participate in physical education class, the child cannot play on the playground during recess.



LAUREL NOKOMIS SCHOOL ▼ DISCIPLINE MATRIX GRADES K-3

INCIDENT	DEFINITION	CONSEQUENCE
Abusive Language/Actions	Using curse words – written or verbal Using suggestive vulgar words – written or verbal – or vulgar actions.  <b>Any abusive language directed at teacher or staff member</b>  Using “put down” words/phrases or racial slurs  Threatening to hurt someone.  Spitting on someone	Guidance, AIC/OSS, Progressive  <b>AIC/OSS</b>  Guidance, AIC/OSS  Guidance, AIC/OSS  AIC/OSS
Assault/Battery	Starting fights through intimidation, written or verbal. Throwing rocks or other objects at someone.	Team or Office Time Out, Parent Notification, Guidance, AIC/OSS
Bus Misconduct	Choosing not to observe school bus rules.	Progressive: Warning, then 3-5-10 day bus suspension
Defiance	Refusal with words and/or actions to do what the adult in charge told him/her to do.  Ran away from the adult in charge as he/she was talking with the student.  Using inappropriate gestures/actions while the adult in charge was talking with the student – pouting, hands on hips, shrugging, fist balled up and/or muttering under the breath while the adult is talking.  Walked out of the classroom without permission.  Left the assigned area without permission.	AIC/OSS, Team Time Out, Parent Notified, Progressive  AIC/OSS, Progressive  AIC/OSS, Progressive  AIC/OSS, Progressive  AIC/OSS, Progressive
Fighting/Bullying/Teasing	Hitting, slapping, and/or kicking  Hurting something because of “playful” teasing/rough behavior.	Team or Office Time Out, Parent Notified  Guidance, AIC/OSS, Progressive
Illegal Acts	Possession of a weapon, drug, alcohol, tobacco, or other prohibited items	6-10 days OSS, pending EXPULSION, Law Enforcement
Lighters/Matches	Possession or use on school bus or property	1 - 10 days OSS, Progressive

**LAUREL NOKOMIS SCHOOL ▼ DISCIPLINE MATRIX GRADES K-3**

<b>INCIDENT</b>	<b>DEFINITION</b>	<b>CONSEQUENCE</b>
Petty Theft	The unlawful taking, carrying, leading or riding away of another person's or school property under \$40 value without use of threat, violence or bodily harm.	OSS, AIC, Law Enforcement
Sexual Harassment	Unwanted, repeated, verbal or physical sexual behavior, offensive and objectionable to recipient which causes discomfort and humiliation and interferes with school performance.	Guidance, 3-10 days OSS, Progressive
Vandalism with Cost to Repair	The willful and/or malicious destruction, damage or defacement of public or private property, real or person, without the consent of the owner or the person having custody or control of it; with cost to repair	AIC/OSS, Progressive, Law Enforcement, possible legal action with financial restitution
Vandalism without cost	The willful and/or malicious destruction, damage or defacement of public or private property, real or person, without the consent of the owner or the person having custody or control of it; without cost to repair	AIC - OSS, Progressive: Teen Court, Law Enforcement, possible legal action

**AIC** - Administrative Intervention Class  
**OSS** - Out-of-School Suspension

**PLEASE NOTE:** Students re-assigned to alternative schools or currently on OSS may not be on school property without an appointment and parent escort.

**LAUREL NOKOMIS SCHOOL ▼ DISCIPLINE MATRIX GRADES 4-8**

<b>INCIDENT</b>	<b>DEFINITION</b>	<b>CONSEQUENCE</b>
Alcohol/Drugs Illegal Prescription	Violation of laws or ordinances prohibiting the manufacturing, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages, and any controlled drug or narcotic substance.	10 days OSS, pending EXPULSION, Law Enforcement
Arson	To intentionally damage or attempt to damage any real or personal property by fire or incendiary device.	10 days OSS pending EXPULSION for minimum 365 days, Law Enforcement
Battery	Intentional striking or contact of another person against his/her will or intentionally causing harm to an individual.	10 days OSS, Law Enforcement
Breaking and Entering	The unlawful entry into a building or other structure with the intent to commit a crime therein.	1-10 days OSS, Progressive, Law Enforcement, possible legal action
Bullying/Teasing	Continued, unwanted physical/verbal harassment	Warning with Referral to Guidance 3 days minimum AIC, Teen Court
Bus Misconduct	Choosing not to observe school bus rules.	Progressive: Warning, then 3-5-10 day bus suspension
Disobedient/ Insubordinate	Choosing not to follow directions of staff, failure to observe rules, openly challenging authority.	AIC – OSS Progressive, Restriction of privileges
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which poses a threat to the health, safety, and/or welfare of students, staff or others.	OSS Restriction of privileges
Disruption	Behavior which causes interruption of a school function	AIC – OSS Progressive, Restriction of privileges
Fighting	Mutual participation in a fight involving physical violence, not including verbal or minor confrontations.	10 days OSS, Law Enforcement, Progressive
Inappropriate Language	Use of words or gestures which demean, insult or are otherwise inappropriate in the school environment	Team Consequence – AIC – OSS Progressive
Larceny/Theft	As noted in “Petty Theft” for value of over \$40.	OSS, Law Enforcement
Lighters/Matches	Possession or use on school bus or property	1 – 10 days OSS, Progressive
Minor Violation	Violation of school policy: dress code (see DRESS CDE), chewing gum, candy, spitting, public display of affection, etc.	Any three violations; Lunch Detention, AIC, After school detention per admin approval
Petty Theft	The unlawful taking, carrying, leading or riding away of another person’s or school property under \$40 value without use of threat, violence or bodily harm.	OSS, AIC, Verbal Reprimand, Law Enforcement
Possession of non- controlled drugs or chemicals (aspirin, cough syrup, Ritalin,	The unauthorized possession, distribution, sale or use of a non-controlled drug or chemical for a purpose other than that for which it is intended.	OSS Progressive

etc.		
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**LAUREL NOKOMIS SCHOOL ▼ DISCIPLINE MATRIX GRADE 4-8**

<b>INCIDENT</b>	<b>DEFINITION</b>	<b>CONSEQUENCE</b>
Possession of a paging device	Florida State Statutes forbid students from bringing or possessing this item on the bus or at school	Progressive Warning to OSS
Profanity	Swearing or cursing, directed or not directed at some or the use of profane gestures.	AIC – OSS, Progressive
Sexual Battery	Forcible sex offenses and acts, including those attempted, directed against another person’s will; or not forcibly or against the person’s will, where the victim is not capable of giving consent due to youth or temporary or permanent mental incapacity.	10 days OSS, pending EXPULSION, Law Enforcement
Sexual Harassment	Unwanted, repeated, verbal or physical sexual behavior, offensive and objectionable to recipient, which causes discomfort and humiliation, and interferes with school performance.	1-10 days OSS, pending Expulsion
Sexual Offense	Lewd behavior, indecent exposure, sexual contact or intercourse or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent.	1-10 days OSS, pending EXPULSION, Law Enforcement
Tardiness	Late for school or class	Team Consequence, Detention, AIC
Tobacco	As noted under “Alcohol/Drugs” for tobacco and tobacco products	10 days OSS, Law Enforcement
Threat and Intimidation	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to a physical attack.	3 – 10 days OSS, AIC, Progressive
Trespassing	Entering school grounds without permission (as with OSS)	OSS and possible legal action
Vandalism with cost to repair	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it; with cost to repair.	OSS, Progressive: Teen Court, Law Enforcement, possible legal action with financial restitution
Vandalism without cost	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it; without cost to repair	AIC – OSS, Progressive: Teen Court, Law Enforcement, possible legal action
Weapon Possession	Possession of any instrument or object capable of inflicting harm on another person or to intimidate any person	10 days OSS, pending EXPULSION, Law Enforcement

**AIC** - Administrative Intervention Class

**OSS** - Out-of-School Suspension



**PLEASE NOTE:** Students re-assigned to alternative schools or currently on OSS may not be on school property without an appointment and parent escort.