

LAWRENCEVILLE ELEMENTARY SCHOOL



2023-2024 STUDENT HANDBOOK

LAWRENCE TOWNSHIP BOARD OF EDUCATION

2023-2024

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LAWRENCEVILLE ELEMENTARY SCHOOL

Melissa N. Lockett, Principal

40 Craven Lane

Lawrenceville, NJ 08648

Phone 609-671-5570

Fax 609-671-3471

E-mail mlockett@ltps.org

School Office Hours

8:00 a.m. to 4:30 p.m.

School Hours		
	K-3	Preschool
Full Day	8:40 – 3:20	8:30 – 2:20
2 Hour Delay	10:40 – 3:20	10:30 – 2:20
Early Dismissal	8:40 – 1:40	8:30 – 12:40

Equal Educational Opportunity

The Lawrence Township Board of Education affirms its responsibility to ensure all students in the public schools of Lawrence Township equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status.

INTRODUCTION

Welcome

We are pleased to welcome you to Lawrenceville Elementary School. Our facility and programs are designed to meet the needs of preschool through third grade students. Our staff has been selected to guide the academic as well as personal growth of your child. We are all committed to helping students have a meaningful learning and social experience. We encourage parents to participate in all aspects of our school life. Please feel free to contact our guidance counselor, teachers, and principal to assist you in meeting the individual needs of your child. With your cooperation and support, we will be able to provide the very best educational opportunity for your child.

Board of Education Policies and Regulations

The information provided in parts of our handbook is based on the Board of Education's policies and regulations. Policies and Regulations may be viewed in their entirety on the Lawrence Township Public School's website, www.ltps.org under Board of Ed tab/Board Policies. Board policies will be referenced throughout the handbook.

Electronic Surveillance Equipment

The Lawrence Board of Education has installed an electronic surveillance system in all of our schools to ensure school safety for our students. At Lawrenceville Elementary School, we will be using this electronic surveillance equipment to monitor the security of our building, school community, and school grounds.

Lawrenceville Elementary School Mission Statement

Our mission at Lawrenceville Elementary School is to provide extraordinary learning experiences that enable all students to develop their skills, knowledge, and ethical values within a safe, positive, and nurturing environment. Through the partnership of teachers, parents, and the community, our students will be challenged to develop a lifelong commitment to learning, productive living, and responsible behavior.



THE INSTRUCTIONAL PROGRAM

Lawrenceville Elementary School's program is designed to provide students with a sound foundation for future learning. The program focuses on the child as an active learner with the curriculum designed and implemented to emphasize the processes of learning. The ultimate objective of the instructional program is to prepare students for a responsible, productive existence in a rapidly-changing world through an emphasis on basic skills and concepts, learning processes, responsible behavior, and effective interpersonal relationships.

The objectives for kindergarten through third grade are identified for all areas of the curriculum.

Every elementary school is expected to provide a planned and balanced instructional program that meets the Common Core Standards, commensurate with the abilities and educational needs of students in the following areas:

- | | | |
|-----------------|---------------------|----------|
| *language arts | *mathematics | *science |
| *social studies | *computer literacy | *art |
| *health | *physical education | *music |

Critical and creative thinking skills are emphasized in all disciplines.

The primary purpose of the instructional program at Lawrenceville Elementary School is to provide students with a learning environment that is enriched, supportive, and responsive to their academic and social needs.

PROTECTING INSTRUCTIONAL TIME

The instructional program is our first priority. Valuable instructional time is protected when interruptions are kept to a minimum. Parents, school volunteers, and non-school personnel entering the school for any reason must come to the office before going to the classroom instructional area. Please be prepared to state the reason for your visit. If it is necessary for parents to visit a classroom we will gladly schedule a visit in advance as a courtesy to our teaching staff.

MOVING

Please inform the school office well in advance if you anticipate a move to another school. This will ensure that the proper transfer forms and report card will be ready on the day the student leaves.

WE WILL MISS YOU



ENROLLMENT

To be enrolled in a Lawrence Township Public School a child must be residing in Lawrence Township with a parent or legal guardian. (Court documents must be sworn to school officials.) Tuition will be charged to non-residents. In order to enter kindergarten a child must be five on or before October 1. To enroll a student, the following is required: birth certificate, immunization records, proof of residency (deed, lease, or agreement of sale), and report card from the previous school. To register your child for school, please call the registrar's office, at (609) 671-5453.

CODE OF STUDENT CONDUCT

The Lawrence Township Board of Education has adopted a Code of Student Conduct prescribing the rules and regulations for the control, discipline, suspension, and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school, which is conducive to learning as well as ensure the protection of the rights of students. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the Code. Students have the right to avail themselves of a free public education. However, students have a responsibility not to interfere with the education of other students. An electronic copy of the discipline code is available on the district website @ www.ltps.org. A hard copy is available in our library.

HARASSMENT, INTIMIDATION OR BULLYING

Students are expected to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to earn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment (LTBOE Pupils Policy 5512).

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that: Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage disruption in, or substantial interference with, the orderly operation of the school. Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g. intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Procedures and guidelines for reporting acts of harassment, intimidation or bullying are available on the district's website @ www.ltps.org.

PROCEDURES

VISITORS/SECURITY

For the safety of our children, all visitors must report directly to the office when entering the building. Visitors are required to wear a visitor's badge while on school property. All building doors will be locked during the school day for safety purposes.

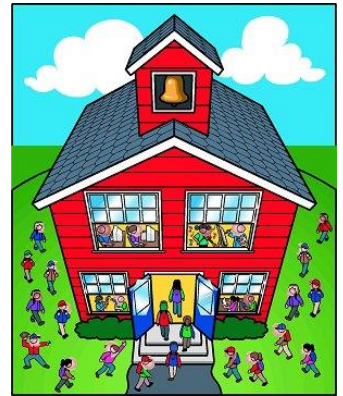
Parents are asked not to enter the building at the beginning or end of the school day. If you need to enter the building, for any reason, you must report to the office and sign in.

EARLY ARRIVAL

Classes begin promptly at 8:45 a.m.

The bell for school entrance is at 8:40 a.m.

We expect children to arrive at school between 8:15 a.m. and 8:40 a.m. Children are not to arrive before 8:15 a.m. as there is no supervision.



TARDINESS AND ABSENCES

Students are tardy if they arrive at school after **8:45 a.m.** Students arriving late must be signed in at the office by a parent or responsible adult before going to their classroom. Students who are habitually late will receive a letter with a record of their tardiness.

LTPS Attendance Regulations for Grade K-8 (LTBOE Pupils Policy 5200/5200R)

Refer to www.ltps.org for viewing all Lawrence Township Public Schools Policies

- Please be reminded that school starts at 8:45 a.m. If your child arrives after 8:45 am, they are tardy.
- After 8:45 am, parents must accompany their child into the building to sign them in and have them receive a tardy slip before going to class.
- **Three tardies will equal an unexcused absence.**
- If you have a doctor's note, please provide the main office with a copy.
- A written note of explanation, from the parent or guardian, is required for each student absence. This note is required even though you called Tele-Safe. The student should bring the note to his/her teacher, who will forward it to the school nurse.
- Students who accumulate unexcused absences totaling or exceeding 10% of the school year (18 days) could jeopardize the opportunity of being promoted or advancing to the next grade level.

TELE-SAFE

For your child's safety we request that if your child will be late or not attending school for any reason, that you call our Tele-Safe number, **609-671-5467**, even if you have previously notified the classroom teacher.

Parents should call Tele-Safe, **609-671-5467**, before 9:00 a.m. to report a student absent or tardy. The student's name, teacher, reason for absence, and length of absence should be given. This number may be called at any time.

EARLY DISMISSAL/RELEASE OF STUDENTS

Students who need to be dismissed before the end of the school day are to submit a note from a parent/guardian to the child's classroom teacher which will be forwarded to the office. Parents are encouraged to schedule medical appointments, etc, after school. Parents are required to meet their children and sign them out at the main office.

We **WILL NOT** release a pupil to anyone except the parent unless there is a note of permission signed by the parent. Students may be released to either parent/guardian provided there is no custody order from a court forbidding custody by a named parent/guardian. Warn children **NEVER** to ride home after school with any stranger who may claim he/she was sent by the parent.

If you wish to arrange for another person to take care of your child in the **event** an illness occurs when you are not at home, please make a note on the emergency care form.

DISMISSAL SAFETY

If a child is detained after dismissal for any reason the parents/guardian will be notified by the teacher.

Please have children come directly home each day before going elsewhere except when the teacher has a note from the parent to the contrary. If your child is to go to another student's house after school, we must have a note from both families. These notes are to be presented in the school office on the morning of the day that permission is requested (LTBOE Operations Policy 8601). **Pupils may not ride a bus, other than their assigned bus, for the purpose of visiting friends. Parents must call to make special arrangements with the transportation office (609-671-5445) if a child must ride a bus for child care purposes.**



Please note that the Lawrence Township Public Schools have established a policy that unauthorized personnel may not have access to the schools after hours. Therefore, no one will be allowed to return to school or enter classrooms after school to retrieve forgotten books or papers. Also, all outside doors, except the main office, will be locked.

BICYCLE REGULATIONS

Students are permitted to ride their bicycles to school, with written permission from their parents. A note should be turned in at the school office prior to a bicycle being ridden to school by a pupil. **Do not ride bicycles on school property.** They must be parked and locked in the provided area. The school is not responsible for theft or damage to any bicycle. Every child must wear a bicycle helmet when riding a bicycle to school. **Students who are provided bus transportation are not to ride their bicycles to school.**

DISMISSAL PROCEDURES FOR WALKERS

A **walker** is a student who will be met at the door, rain or shine by a parent who has parked his/her car in the lower lots or on the top part of Craven Lane (not directly adjacent to the school.) If your child is a walker he/she will be waiting for you in the foyer at the main entrance. Your child will not be released until you enter the main entrance of the building and are seen by a staff member.

All dismissal changes must be made in writing. A note must be sent to the teacher and office when you are changing your child's normal dismissal routine. **We ask that you not change afternoon plans unless it is an emergency.**

Students are not permitted to ride buses if they are not normally provided bus transportation. Bus riders are not permitted to switch bus stops.

Parents are asked not to enter the building at dismissal. If you need to enter the building for any reason you must report to the office and sign in.

PLEASE DO NOT CALL THE MAIN OFFICE AT DISMISSAL

TRANSPORTATION BY CAR

It is **CRITICAL** that parents are considerate of the drop-off/pick-up procedures. Traffic guidelines are set for our children's safety. When you choose to pass a car in the drop-off lane you jeopardize children.

AM DROP-OFF...use Craven Lane only. Parents will enter Craven Lane and move along through the upper parking lot (main office lot) dropping the students off in the drop-off zone (yellow ballards). Children will walk on the sidewalks to the silver doors. Parents will exit turning **RIGHT** onto Craven Lane (through the loop).

PM PICK-UP...A Car Rider is a student who will be picked up by a parent driving a car, moving through the parking lot drop-off zone. The car rider pick-up will be the same as the AM drop-off. Car riders will be lined up in the hallway and not released until you arrive.

BUS RIDERS

Bus transportation is provided for those children who live more than one mile from the school or when an unsafe situation exists. School bus riders are required to observe the rules of safety and good citizenship while riding on a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations. To maintain safe and secure conditions for all students, buses may be equipped with devices to monitor bus behavior (LTBOE

Operations Policy 8690). Students who commit serious infractions may be excluded from the bus, also children who commit repeated infractions.

For additional information on bus transportation please call 609-671-5445. Students may not ride a bus other than the one they are assigned to ride.

EMERGENCY CLOSING OF SCHOOLS

Decisions on late openings, early closing, or cancellation of school due to heavy snow or other emergency conditions are made by the Superintendent and will be announced on our website www.ltps.org, or by subscribing to *QuickNews* to receive an email giving the status of schools. Please do not telephone the school for this information. Our phone lines need to be kept open in order to receive instructions from school officials. **PLEASE PLAN WITH YOUR CHILD WHAT TO DO SHOULD HE/SHE ARRIVE HOME EARLY AND YOU ARE NOT THERE.**

FAMILY VACATIONS

Student absence for family vacations interrupts the educational process and is discouraged. Days absent due to vacations or family trips shall be counted as unexcused absences. When a student is absent due to a family vacation, the student and parent or guardian will assume responsibility for arranging to complete missed assignments and/or tests. Teachers are not required to provide homework and/or class work to take on extended vacations. If a vacation extends for 10 or more days, we request that you temporarily withdrawal your child from school and re-enroll them upon your return. The school secretary will provide you with the appropriate withdrawal paperwork.

HOMEWORK

Homework is defined as additional reinforcement in a given subject area. Such assignments are valid only if they provide essential practice in needed skills and/or enrich, enhance, or extend school experiences. Homework encourages growth in responsibility, gives practice in developing good work habits, and affords opportunities for increasing self-direction and learning how to budget time wisely. Homework is assigned according to the student's age and ability.

HOMEWORK REQUEST POLICY

Homework is a reinforcement of daily instruction. Therefore, if a student is absent due to illness for one day they will be expected to make-up the work when they return to school. If a student is absent for **more than one day** a parent/guardian may call the school and request homework for each consecutive day of absence. Please call the school in the morning so that the teacher can prepare work to be sent home.



STUDENT DRESS

The Lawrenceville Elementary School faculty, staff, and administration believe that dress codes should:

- Ensure the health, safety, and security of all school community members.
- Reinforce the career-readiness concept that the appropriateness of different clothing styles varies by context (e.g., work, school, social, worship, etc.)
- Allow students to wear comfortable clothing that allows for self-expression
- Disallow clothing that disrupts the educational process (e.g., promotes violence, pornography, profanity, gang activity, drugs/alcohol, or otherwise creates a hostile or intimidating environment based on any protected class as defined by the NJ Law Against Discrimination)

Everyone connected with the school should help to create and maintain the best possible atmosphere for learning. Being mindful in the choice of clothing and grooming contributes to this atmosphere. Pupils, together with their parents, should select clothing that meets these goals. Clothing choices should match the varying temperatures throughout the school year. Fitted shoes and sneakers that have a secure backing and can be used for physical activity should be worn. Students should wear clothing that fully covers undergarments. Students should wear comfortable clothing that allows for self-expression, while not disrupting the educational process (e.g., promotes violence, pornography, profanity, gang activity, drugs/alcohol, or otherwise creates a hostile or intimidating environment based on any protected class as defined by the NJ Law Against Discrimination). All decisions made with regard to dress code violations are at the discretion of the school administration and enforced by all staff in a manner that does not reinforce or increase marginalization or oppression of any group.

INSURANCE

Accident and dental insurance is available to all school children through an independent company. Kindly call the main office for details. The cost requires the insurance company to put certain restrictions on these policies. Premiums for both dental and accident insurance are to be sent directly to the company.

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, but is not responsible for it.

FLAG SALUTE



Each morning teachers will conduct a salute to the flag, as required by New Jersey state law. Students with beliefs, (conscientious scruples) prohibiting such patriotic exercises, are not required to salute the flag; however, they must be respectful to those who are participating in the ceremony.

PARENT VOLUNTEERS

Many enriching and worthwhile experiences are afforded our children through the volunteer help from parents. Parents interested in volunteering time and services are requested to contact the PTO Coordinator of Volunteers.

MAIL FOR STUDENTS

Occasionally, mail addressed to individual students is sent using the school address. Sometimes this mail comes from unsolicited sources, and sometimes this mail is inappropriate for children. Therefore, it is the practice for all Lawrence Township Public Schools to open and screen suspect mail prior to giving it to students. Mail deemed inappropriate will be discarded. Mail that has illegal content will be turned over to the police. Parents who do not want their child's mail opened should notify the principal in writing. Any mail received for that student will be returned to the postal service.

CLASSROOM PARTIES

Parents/guardians may wish to send a small treat to recognize their child's birthday. Parents **must** contact the child's teacher for any class allergens, before sending in pre-packaged food/refreshment. Non-food items are encouraged and preferred. Parent organized birthday parties are not permitted during the school day. **Invitations to private parties are not permitted to be passed out at school unless the whole class will be receiving one.**

Due to safety concerns and insurance liability and, young siblings are not permitted to accompany parents in the classroom.

Please note: Teachers cannot allow students to distribute treats outside their own classroom.

NUTRITION POLICY

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn (LTBOE Operations Policy 8505.)

The following items may not be served, sold or given out on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.

CLASS TRIPS

Class trips enrich and extend educational programs. Students will only be permitted to participate in class trips with the written permission of a parent/guardian. Permission slips must be returned on the dates specified by teachers. Class trips are part of the curriculum. When students go on trips they represent our school. If a parent chooses to exclude their child from the trip, they will be marked absent. Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior.

PARENT CHAPERONES

Parents/guardians who are selected to serve as chaperones on class trips have the responsibility of the children assigned to their care. The chaperones are determined by a suggested student/adult ratio.



Due to safety concerns and insurance liability, young siblings are not permitted to accompany parent chaperones on school trips.

ITEMS NOT PERMITTED IN SCHOOL

Students are not permitted to bring the following items to school unless given specific permission by the teacher for special occasions:

- Electronic devices (i.e. Ipods, Game Boy, cell phone, watches that are phones, pager, etc.)
- Gum
- Candy
- Trading cards, Pokeman cards
- Yo-Yos
- Toys

See the Lawrence Township Public Schools Policy and Regulations of the BOE Student Conduct and Discipline Handbook (LTBOE Pupils Policy 5516).

Large sums of money and articles of real or sentimental value should not be brought to school. The school cannot be responsible for any item of value that may be stolen or broken as a result of having been brought to school.

LIBRARY PROCEDURES

Book Selection: Children are encouraged to borrow books from our school library. Students in grades K-1 will select one book of their choice, unless teacher directed. Students in grades 2-3 may select two books of their choice, usually one selection is teacher directed.



Library Rules: To teach students to accept responsibility, to care for and return the books they select, the following rules will be observed:

1. Books must be returned before others can be borrowed from the library. Damaged or lost books must be paid for (student will be charged **full** price) before any other books are issued.
2. If a book is not returned on the due date, the student must wait until the next library class time to borrow books. This rule does not apply if a student is ill. Upon returning to school the student may come into the library between 8:15 a.m. and 8:30 a.m., to exchange books. Books may be renewed two times (unless a teacher or parent requests an extension).
3. When books are overdue, students will receive an overdue notice as a reminder.
4. If a student is consistently late in returning books, he/she may be asked to keep the book(s) in school but not be permitted to take them home.*

* Each case will be reviewed with the teacher to determine the reason for the problem.

LOST BOOKS

Lost and/or damaged books shall be paid for by the student. Students are required to return the same text books they were issued by their teachers. It is the responsibility of each student to keep books covered and in good condition.

LOST AND FOUND

Unidentified articles found in the school are turned in to the office or placed in the Lost and Found box by the cafeteria. It would be helpful if coats, boots, mittens, etc. (clothing items that will be removed during the day) are labeled. It has been our experience in the past that items of this nature tend to be forgotten or mislaid and we would like to be able to identify the apparel for a particular child.

PETS

Children are not permitted to bring pets to school without permission and a specific reason.

Pets are not permitted on school grounds, this includes before and after school. In addition, pets are not to be walked on school grounds for obvious health reasons. Safety precautions require that the Animal Control Officer be called to pick up stray animals on school grounds.

FIRE/SECURITY DRILL PROCEDURES

New Jersey School Law requires that each school have at least one fire drill and one school security drill conducted each month within school hours, including any summer months which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually (LTBOE Operations Policy 8420). The following guidelines will govern all fire drills.

Everyone must leave the building through the nearest exit.

- ◆ Before leaving the room, all doors and windows must be closed by the teacher or a responsible student, and the lights turned off.
- ◆ The evacuation plan showing the designated exit for that room will be posted near the door of the room.
- ◆ Students should leave the building quickly, in single file, and proceed to their designated areas silently.
- ◆ Students should wait quietly in the assigned area.
- ◆ Upon signal, students will quietly return to the building escorted by their teacher.
- ◆ It is imperative that silence be maintained throughout fire drills.

SCHOOL BREAKFAST/LUNCH

Our cafeteria operates under the National School Lunch Program. The Type A lunch is balanced to meet one third of the daily food requirements of the child.



A monthly menu will be given to each child in order to help parents plan different foods for dinner. The price of breakfast is \$2.50; lunch (*including milk*), is \$3.65. Milk is available for students bringing lunch from home. The price for white or chocolate milk is 75¢.

The district participates in a computerized Point of Sale (POS) system which increases the level of service in the cafeteria. Every student at LES has been entered into the Pa Schools Central Point of Sale (POS) system. Payschoolscentral.com is a secure, family friendly system for online meal prepayments and nutrition education. Payschoolscentral.com (online payments) allows parents to deposit money on their children's school meal account via credit/debit card or PayPal account. Prepayments can also be made to a student's account via cash or personal check made payable to Lawrence Township Cafeteria Fund and brought to the LES main office.

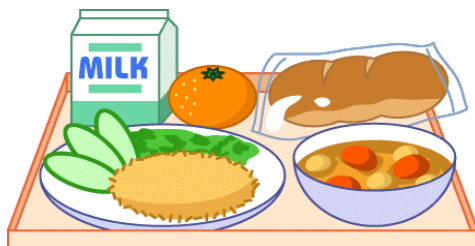
Student account balances and purchase history can also be viewed online at www.payschoolscentral.com.

Student accounts will be accessed by their student ID number. If your child has qualified for free or reduced meal prices, this information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students.

If you have any questions about these services please contact the district's food service manager at 609-671-5594, PaySchools Central Customer Service at 877-393-6628, or on the LTPS.org website <https://www.ltps.org/diningservices>.

FREE AND REDUCED PRICE BREAKFAST AND LUNCH

Food service is offered in all the public schools in Lawrence Township. In order to be sure that the school system is meeting the nutritional needs of all school-age children, it is the policy to provide free/reduced priced meals to children in need of assistance. Applications for this service are available on the Genesis Parental Portal. Paper copies are available in the school main office. It is important that every child return this form. For those families who are not interested, please check the appropriate box on the form and return. If you wish to apply, please complete the form in full.



LIBRARY PROGRAM

Lawrenceville's library is an integral part of the total educational program. The library program focuses on the coordination of study and research skills at each level with an emphasis on integrating library activities with classroom instructional objectives.



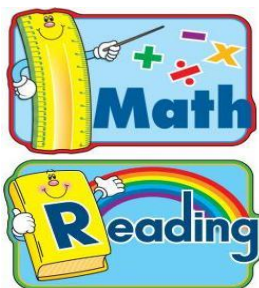
Library collections are developed and maintained to support the instructional program. The library contains tapes, videos, dvds, magazines, resource files, and more, as well as a large collection of books for pleasure reading and research.

ELEMENTARY COUNSELING AND GUIDANCE PROGRAM

The elementary counseling and guidance program, as an integral part of the total school program, provides direct assistance to students, parents, and educational staff to promote a positive school environment. This is accomplished through strategies which primarily influence the social, emotional, and developmental needs of students. You may contact our guidance counselor at 609-671-5570 ext. 4205.

READING AND MATH ACADEMIC SUPPORT PROGRAMS

The purpose of these programs is to provide a vehicle to continually improve the reading and math instructional programs. The reading and math teachers are active consultants and participators with classroom teachers in diagnosing and evaluating the reading and math needs of all students and implementing appropriate programs for them. Classroom teachers refer students who are experiencing difficulties learning to read for special testing and instruction when appropriate. The reading and math teachers also develop enrichment materials and programs for students who need more challenge. Support is provided in class or small group setting.



CHILD STUDY TEAM

A Child Study Team is composed of a learning consultant, social worker, and psychologist who work cooperatively to evaluate students and develop educational programs. They receive referrals from teachers, principals, and parents, who have identified students needing additional educational services. Their major task is to diagnose the problem, meet with teachers and parents to develop an Individual Educational Plan (IEP), and implement and monitor the recommended program. In addition, they provide counseling for parents and students, crisis intervention, program development, and in-service.

INTERVENTION AND REFERRAL COMMITTEE

The Intervention and Referral Committee (I&RS) is a committee to help teachers serve diverse learners in a regular education classroom. The committee is comprised of teachers, administrators, and a Child Study Team member. Their purpose is to provide assistance and to develop strategies to utilize with a student who is experiencing difficulties within the classroom.

HOMEBOUND TEACHER

Homebound instruction may be available for students who are unable to attend school over a long period of time.



HEALTH OFFICE

EMERGENCY CARE FORM

The main purpose of the emergency care form is to help us to locate the parent in the event of illness or emergency involving your child. Hospitals and private doctors will not give emergency medication or treatment or perform any kind of surgery except when the parent or guardian is present. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day.

SCHOOL NURSE

A full-time nurse is assigned to each of our schools. Students requiring first aid or medication will be handled by the nurse. No medication can be taken by a child without having been dispensed by the nurse. Children should stay home if they are sick.



In addition to providing medical care, the nurse provides screenings as required by NJAC 6A:16 which may include hearing, vision, height, and weight, blood pressure and scoliosis. The school nurse would be happy to talk to you concerning any specific medical or physical problems experienced by your child.

EXCLUSIONS FROM SCHOOL

Below is a list of most commonly seen illnesses and the exclusion time from school. These exclusions are an effort to control the spread of communicable disease in the classroom. It is understood that balancing work responsibilities with the care of an ill child can be difficult. May children return to school sick because they are anxious to return or fear missing a special event. It is important to remember that children sent back to school, before they are recovered from an illness for whatever reason, may still be contagious and able to infect others. Children who are not feeling well have difficulty performing well in school.

Not sharing germs by staying home when you are sick is the best way to prevent the spread of illness.

If your child exhibits the following illnesses please adhere to the below procedures for remaining home:

FEVER

Any child with a temperature of **100 degrees** or more is excluded from school. Children must be fever-free (*temperature below 100 degrees*) **for a full 24 hours without the use of fever-reducing medicine**, BEFORE returning to school. Children's temperatures do not remain constant throughout the day. It is important to check your child's temperature a few times throughout the day. Not just in the morning or at night, to be certain they have completely recovered from their illness.

VOMITING AND/OR DIARRHEA

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by virus, something they ate or some other reason; therefore, any child who vomits or has diarrhea is excluded from school. Children who vomit or have diarrhea must remain home until they **have not vomited or had diarrhea for a full 24 hours**. Children should be **tolerating regular meals** without discomfort.

COUGH

Children who are **coughing continuously** should remain home if; the cough is such that it interferes with their ability **OR** the ability of others to concentrate on school work, **even if they are fever-free**. **Written permission from the parent/guardian** is required in order for children to have COUGH DROPS in school. Because of the potential for choking, students are required to come to the Health Office to have their cough drops.

STREP THROAT

Children diagnosed with **strep throat** must be on **antibiotic therapy for a full 24 hours** before returning to school. They must also be **fever-free for a full 24 hours** before returning to school.

PINK EYE

Children diagnosed with **bacterial conjunctivitis** must be on **antibiotic therapy for a full 24 hours and have no purulent discharge** from the eye(s) before returning to school.

INFLUENZA-LIKE ILLNESS (ILI)

Children with a fever, cough, and/or sore throat are considered to have **ILI**. Children with ILI should stay home and not go into the community (except to seek medical care) for **AT LEAST 24 HOURS after being fever free without the use of fever-reducing medicine**.

COVID

If your child tests positive for COVID, please contact Nurse Lalli @ (609) 671-5573 or alalli@ltps.org. If your child tests positive for COVID, he/she must complete an isolation period of 5 days, show symptom improvement, and be fever-free for 24 hours (without taking fever-reducing medicine), then he/she will be cleared to return to school masked for days 6-10.

CHICKEN POX

Children diagnosed with Chicken Pox may return to school when exposed scabs are dry.

INFECTIOUS SKIN CONDITIONS

Student must be on prescribed medical treatment for 24 hours prior to returning to school. For open and/or draining lesions, exposed areas of skin must remain covered while in school.

DIABETES

Diabetes is a serious chronic disease and must be managed 24 hours a day. Students with diabetes will work with the school nurse to develop a health plan. For more information see Board Policy 5338

ALLERGIES IN SCHOOL

Students with severe allergies may be at risk for anaphylaxis, a sudden and severe reaction that can involve various areas of the body. Please see Policy 5331, which has been developed in accordance with the guidelines for the management of life-threatening allergies in schools developed by the NJ Department of Education. The roles and responsibilities for managing allergies are outlined in Regulation 5331 D. Parents should inform their school nurse of any concerns they have about severe allergies and the management of the allergy in school.

EXCLUSIONS FROM SCHOOL FOR NON-ILLNESS

LICE

Pediculosis capitis is an infestation of the hair on the scalp. The gold standard for diagnosing head lice is finding a live louse on the head. Students will be sent home if the school nurse determines that the student has lice. Students would be allowed to return to school after proper treatment with an anti-pediculosis shampoo and rechecked by the school nurse. If the child continues to show evidence of live lice infestation, he/she will be excluded until the signs dissipate. If the nurse determines no live lice upon return to school s/he may return to class. If a student returns to school with nits only s/he will return to class. Please contact your school nurse for more information.

MEDICATIONS

Medications During School Hours:

Whenever possible, the parent/guardian should arrange with their physician for medication to be given outside of school hours. If, however, their physician deems it necessary for the student to take medication during school hours, there are specific procedures to follow. **These procedures are to be followed for all medications, including over-the-counter or short-term medications such as antibiotics or cough medicine.** (Medication forms are online-at our district website). New doctors' orders are required at the start of each school year.

1. The physician must complete and sign one of the three District forms:
 - a. Asthma Action Plan- Students who have asthma and use an inhaler or nebulizer.
 - b. Allergic Reaction Action Plan- Students who have food or other allergies and require emergency medication.
 - c. Request for Administration of Medication- Any other medication required during school hours.
2. The parent/guardian must sign the medication form and return it to the nurse.
3. **Children in Pre-Kindergarten through sixth grade are not allowed to carry or self-administer medication.**
4. Asthma Inhalers and Epi-Pens ONLY – Permission to Self- Administer Medication (Grade 7-12)
 - a. The physician and parent must sign that the student is capable of self-administering their medication.
 - b. The student must demonstrate to the school nurse that they have proper knowledge and use of their medication.
 - c. Please call your school nurse to review the District's policy regarding under what circumstances students are permitted to self-administer medication during school sponsored events.
5. For the safety of all students, medications must be hand delivered to the school nurse by the parent/guardian in the original pharmacy labeled container.
 - a. When getting the prescription filled, ask the pharmacist to provide an extra labeled container for school.
6. **Asthma Medication via NEBULIZERS:**
 - a. In addition to the medication, the parent needs to also provide a mask, chamber & tubing that will remain in the Health Office.
7. **The prescribing physician must provide written orders if there is a change in the original order. New orders are required in September even if a change order was received during the school year. New orders are needed every September.**

Medications On Field Trips:

School law forbids teachers from administering medication in school and also on school sponsored trips. This can create problems due to the shortage of qualified substitute nurses available to accompany students on a field trip in order to administer medication. We are committed to meeting the health needs of each student, but we must also consider the health and safety needs of all the students remaining in the school building. Consequently, we would appreciate your cooperation. If your child will require medication on a field trip, please review the following option regarding field trips:

- Parent/Guardian may accompany the student and give the needed medication.
- Adjust the time for daily medication to be given, i.e., before the trip, after the trip as the student's doctor requires. (Not Asthma medication or Epi-Pens)
- If the student has asthma and cannot self-administer his/her own medication, a parent/guardian or nurse will need to accompany the student.
- If the student has a life-threatening allergy that requires emergency medication, a parent/guardian, nurse or District employee trained as a designee must accompany the student.

Please call the school nurse several weeks before a scheduled trip if you need to make special arrangements for your child.

**PARENT-TEACHER ORGANIZATION (PTO)
2023-2024 OFFICERS**

President	Lauren Thomas
Vice-President	Simon Fairey
Treasurer	Ed Marin
Secretary/Social Media	Christine Ostermann
Communications	Elizabeth Nocera
Club Coordinator	Steve Hovdestad
Event Coordinator	Abbey Brown
Teacher Liaisons	Lindsay Karlson Michelle Kotch Lauren Prihoda

The Parent-Teacher Organization (PTO) is an essential element of our school family. Membership is open to all parents/guardians and teachers. Participation is encouraged to enhance and enrich our children's school life.

Throughout the school year, special programs and activities are planned for the children and their success is dependent on your involvement.

PTO meetings are held in the library. Everyone is invited.

The Lawrenceville Elementary School PTO is a very supportive group of parents. They plan various fundraisers so that our school will have funds for special events and needs. The PTO sponsors assembly programs, class field trips, family socials, and many other activities.

The Lawrenceville Elementary School PTO helps the Lawrenceville staff to provide an enriching school experience for all students.



Please join and participate in the PTO
www.LawrencevillePTO.com

LAWRENCEVILLE ELEMENTARY SCHOOL PK-3 SCHOOL TIMES

Full Day Schedule		
Morning Meeting	8:45-9:15	30 minutes
Period 1	9:15-10:00	45 minutes
Period 2	10:00-10:45	45 minutes
Period 3	10:45-11:30	45 minutes
Period 4	11:30-12:00 PK Lunch	40 minutes
Period 5	12:15-12:55 K-1 Lunch	40 minutes
Period 6	1:00-1:40 2-3 Lunch	40 minutes
Period 7	1:45 - 2:30	45 minutes
Period 8	2:30 - 3:15	45 minutes
Closing Circle	3:15 - 3:20	Closing Circle
Dismissal	3:20	Dismissal
Delay Opening Schedule - 2-hour delay 10:30 am		
Morning Meeting	10:45-11:00	15 minutes
Period 1	11:00-11:30	30 minutes
Period 2	11:30-12:00	30 minutes
Period 3	12:00-12:30	30 minutes
Period 4	12:30-1:00 PK Lunch	30 minutes
Period 5	1:00-1:30 K-1 Lunch	30 minutes
Period 6	1:30-2:00 2-3 Lunch	30 minutes
Period 7	2:00-2:30	30 minutes
Period 8	2:30-3:00	30 minutes
Closing Circle	3:00-3:20	Closing Circle
Dismissal	3:20	
Early Dismissal Schedule 1:15 pm		
Morning Meeting	8:45-9:00	15 minutes
Period 1	9:00-9:30	30 minutes
Period 2	9:30-10:00	30 minutes
Period 3	10:00-10:30	30 minutes
Period 4	10:30-11:00 PK Lunch	30 minutes
Period 5	11:00-11:30 K-1 Lunch	30 minutes
Period 6	11:30-12:00 2-3 Lunch	30 minutes
Period 7	12:00-12:30	30 minutes
Period 8	12:30-1:00	30 minutes
Dismissal	1:00	Dismissal
LES PRE-K SCHOOL TIMES		
Full Day - 8:30 - 2:20	2-Hour Delay - 10:30 - 2:20	Early Dismissal - 8:30 - 12:40