



LAURENCE SCHOOL

Student & Parent Handbook

2021-2022

In addition to the policies and procedures contained herein, parents and students are also expected to abide by all policies and procedures in *Laurence School's Back to School Plan 2021-2022*, covering health, safety, hygiene and risk mitigation related to COVID-19.

(The plan can be accessed through this link):

[Back-to-School Plan 2021-22](#)



Dear Parents,

The 2021-2022 school year is off to an exciting and productive start! We are hopeful that this student and parent handbook will be a helpful source of information for you. Parents and students are expected to be familiar with and to abide by the policies and procedures set forth in this Handbook.

Laurence is an exceptional school with ambitious goals. Whether distance learning or in-person instruction we are committed to your child's academic, social, and emotional growth and provide these important learning experiences in a value-based setting oriented to produce fine human beings.

On behalf of the faculty and staff, we look forward to sharing an outstanding, challenging, fulfilling, and happy school year with you!

Together, let's represent the "L"!

Sincerely,

Laurie Wolke
Head of School

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MISSION STATEMENT

Laurence endeavors to develop the unique abilities and potential of each of its students in a diverse, inclusive, and supportive learning community, where rich traditions and an innovative curriculum foster educational excellence and joy in learning, pride in oneself, integrity, mutual respect, and a commitment to the
“Total Child.”

ACCREDITATION

California Association of Independent Schools (CAIS) Western Association
of Schools & Colleges (WASC)

MEMBERSHIPS & ORGANIZATIONS

Association for Childhood Education International

Private School Village

The Independent School Alliance for Minority Affairs

SocalPOCIS

Association for Supervision & Curriculum Development
California Association of Independent Schools

Independent School Management (ism)

California Science Teacher Association

Educational Records Bureau

National Business Officers Association (NBOA)

National Council for Teachers of Mathematics

Western Association of Schools & Colleges

Non-Discrimination Statement

Laurence School does not discriminate based upon race, color, disability, religion, sex, sexual orientation, gender identity or expression, or national or ethnic origin in the educational instruction, administration of its educational policies, admissions policies, financial aid or scholarships, athletic or other school-administered programs, and any other activities generally accorded or made available to students at the School.

School Song

LAURENCE - OH, LAURENCE

Laurence, oh Laurence, the school we adore,
With excellent students and staff, and much more.

We study and work, but it's still lots of fun,

LAURENCE, OH LAURENCE, YOU'RE NUMBER 1.

Now we have the best school, and there is no doubt,
That our teachers show us what learning's about.

We study and work, but it's still lots of fun,

LAURENCE, OH LAURENCE, YOU'RE NUMBER 1.

ADDITIONAL POLICIES AND PROCEDURES RELATED TO COVID-19

In addition to the policies and procedures contained herein, parents and students are also expected to abide by all policies and procedures in Laurence School's Back to School Plan: 2020-21 (which can be accessed at this link: <https://www.laurenceschool.com/about-laurence/coronavirus-response-resources/back-to-school-plan-2021-2022>), covering health, safety, hygiene and risk mitigation related to COVID-19.

PARENT–SCHOOL RELATIONSHIP AND CONDUCT EXPECTATIONS

Laurence believes that a positive and constructive partnership between the School and a student's parents or guardian (parents and legal guardians hereinafter referred to as “parents” or “parent”) is essential to the fulfillment of the School's mission. An essential part of Laurence’s philosophy is the emphasis on working in close relationships with the families of students and recognizing the importance of having parents and school authorities see each other as allies and partners.

The faculty and administration rely on the full support of parents in the education of their children and believe that students generally perform better when their teachers and parents are in communication and agreement.

Parent involvement is a key component in the success of a school. Throughout the school year, we invite, welcome, and encourage you to support the variety of events, activities, and programs that parents, and students are invited to attend and participate in together. Many of these activities contribute to the sense of community while others, such as parent conferences and parent education programs, are academically focused.

In summary, to be a Laurence parent is to:

Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of the individual student.
- To become familiar with, and support, the School's policies, and procedures.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the School.
- Involve yourself in the life of the School, through volunteering and other means, to promote the best interests of your child.
- Share with the School any information that the School may need to know to best serve your child and the school community.
- Resolve problems and secure information through appropriate channels (first through the teacher, and then an Administrator).
- Treat everyone with respect and maintain a cordial, rather than adversarial tone, in the face of inevitable conflicts and challenges.

As is set forth in our Student Enrollment Contracts, a positive and constructive relationship between Laurence School and parents is essential to the School’s educational objectives, mission, and operations. The School reserves the right not to

extend the privilege of enrollment or re-enrollment to a student, or to dismiss an enrolled student, if the Head of School or her designee concludes, in each case in her sole discretion, that the actions of parents sufficiently impair a positive and constructive relationship (including a failure to respond promptly to important communications from the School.) The School's expectations about the behavior and actions of its parents include both on and off-campus behavior and actions, and behavior and actions during School-related events and functions.

HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION POLICY

Laurence School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community. Violations of this Policy will not be tolerated and will result in corrective action, up to and including separation from the School.

A. Harassment

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law ("Protected Classifications"), as applicable. This Policy prohibits both harassment by students and parents towards others in the community, including other students, parents, and employees, and harassment by others in the community towards students and parents. Harassment violates this Policy and will not be tolerated. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students and/or parents by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in Laurence's Employee Handbook.

Examples include, but are not limited to:

Examples of Harassment

Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion, or other Protected Classifications identified below in this Policy.
- Physical harassment includes intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking, or blocking or impeding a person's movement.

Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written conduct, including by notes, letters, emails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests to keep academic standing or to avoid other loss and offers of benefits in return for sexual favors.

B. Complaint Procedure

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

C. Interim Measures

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

D. Investigation Process

Upon receipt of a report of alleged harassment and any related initial inquiries, the School will make a preliminary determination as to whether the report pertains to behavior that may be in violation of this Policy, and, if so, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

E. Confidentiality

Reports of harassment will be kept confidential, except as needed to investigate, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

F. Discrimination

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students and parents who believe they have experienced, witnessed or have relevant information about discrimination should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination. Discrimination by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School.

G. No Retaliation

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

H. Remedial and Disciplinary Action

Laurence School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

REASONABLE ACCOMMODATION OF DISABILITIES

Laurence School adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits unlawful discrimination against individuals with disabilities in public accommodations. As part of this policy, applicants and students with disabilities, or their parents, may request reasonable accommodations that would permit the applicant or student full and equal access to the goods, services, and operations of the School. This policy prohibits unlawful harassment, discrimination, and retaliation because of an applicant or student's own disability, or because of association with a person who has a known disability.

Request for Accommodation

Applicants, students, or their parents, must provide recent documentation from a medical provider, at their expense, documenting a disability. The medical provider may not identify the disability, but only indicate that: (1) the applicant or student has a disability that substantially limits one or more major life activities; and (2) the manner in which the disability limits major life activities relevant to an applicant's or student's participation in the school's education program (i.e. what are the functional limitations of the student with regard to his or her participation in the School's educational program).

Documentation of a disability will be kept confidential and will be shared only with school personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or emergency health services. Since insufficient information may jeopardize the accommodations process, the School reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The School also reserves the right to request an independent evaluation by a professional of its choosing.

Interactive Process

Applicants, students, or their parents, may speak to the School at any time about reasonable accommodations. However, after the School receives the required documentation, it will schedule a meeting to discuss potential reasonable accommodations. Parents may bring a representative to communicate the needs of their child. The purpose of the discussion is to work in good faith to discuss potential reasonable accommodations.

Case-by-Case Determination

The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. In exercising its discretion, the School will consider input and information the applicants, students, parents and/or representatives may provide regarding potential reasonable accommodations. The School will not provide accommodation(s) that would pose an undue burden upon the School or that would endanger the health or safety of the applicant or student or others at the school. The School also will not agree to accommodations that would fundamentally alter the nature of the school or its goods, services, or operations. Accommodations must also permit the school to meet its legal obligations. The School will inform the applicant, student, or parents of its decision as to reasonable accommodation(s) in writing.

LAURENCE PARENT ASSOCIATION

The Laurence Parent Association (PA) includes all Laurence parents. It is an active and vital organization that provides voluntary support to the school and, along with the administration and staff, fosters the warmth, creativity, and close-knit community that Laurence embraces.

The Parent Association's Executive Board consists of a president, multiple vice-presidents, a treasurer, and historian. In addition, there are approximately twenty-two PA committees that support Laurence Students, Teachers, Staff, and our Parent Community. All Laurence parents are encouraged to participate and volunteer their time, interests, and expertise. The focus of our PA can be divided into four primary areas: fundraising activities, sponsorship of programs which directly affect the children, sponsorship of programs which directly/indirectly improve the school environment, and sponsorship of community outreach.

The Parent Association meets multiple times throughout the year, almost once a month. These meetings are open to all parents, and all committee chairs and room parents are required to attend. The meetings are designed to plan Parent Association-sponsored programs, update parents on school-related issues, and discuss and address other issues on an as-needed basis. In addition, the Parent Association sponsors a parent education series, featuring guest speakers with expertise on a wide variety of relevant and interesting topics.

This year the Parent Association will be reinventing multiple committees and activities due to the pandemic. The Parent Association will not be actively volunteering for on campus committees, but we are focusing on off campus, outside of campus and other virtual connectivity events. We are diligently reworking Volunteer Committees so that they may continue to make an impact on our Laurence Children's daily school lives and Laurence!

ATTENDANCE POLICIES

Laurence School believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, Laurence equates attendance with academic and social success and establishes policies and procedures designed to maintain the integrity and continuity of the learning process.

Student Absence

- Student absences should be reported in SchoolPass and not by calling the office.
- Excused absences are limited to illness, religious holidays, or bereavement.
- Parents should avoid scheduling appointments or travel plans that take place before the end of the school day or before School closure periods begin.
 - Laurence has a defined policy on “absences of convenience.” Typically, these are extended vacations, taken before or after holidays and School closures.
 - While students may benefit from an educational or cultural trip, these “breaks” can be highly disruptive, causing students to lose academic ground and break the routine of organized learning.
 - The value of daily instruction during regular class time cannot be replaced by work that is assigned to be done at home or while travelling. Therefore, daily attendance is important unless a student is ill or observing a religious holiday or bereavement.
 - We ask that Parents discuss with the Head of School when there is any other reason, they feel that it is necessary for their child to be absent from School.
 - Administrative approval is also required so that a child may be excused from class to be employed by the entertainment industry.

Rainy Day Policy/Unexpected School Closure

On very rare occasions, the School is closed due to rain, hazardous driving conditions, etc.

- The decision to close the School due to inclement weather is made after consultation with area transportation personnel.
 - Laurence’s Emergency Notification System (Blackboard Connect 5) will notify you via home, work, and cell phone if the School will be closed or that our start time will be postponed.
 - You may also receive an email informing you that school will be closed.
 - If you are in a carpool, be certain that all parents involved are contacted.
 - You will be notified of other unexpected closures through the same Blackboard Connect 5 Notification Services

HEALTH SERVICE

Our best work with the children depends on their health and well-being. To that end, they should be sufficiently rested, get plenty of exercise, eat nutritious meals, and be well groomed. We encourage you to make sure that your child gets an adequate night's rest, followed by an ample breakfast each morning.

Health Forms and Annual Physical Exams

All new and existing students are required to have an annual physical examination by a licensed physician.

The Health Report/Physician form should be taken to the doctor at the time of the student's physical. It will be completed and signed by the doctor and mailed or faxed to the Front Office by August 15th.

Students who do not have the forms completed and on file will not be allowed to start school until the forms are received. There will be no exceptions.

Immunization Records

Each student at Laurence School must have an up-to-date immunization record or waiver on file on or before the first day of school. Please be sure that this information is kept current in case of an emergency.

The School immunization guidelines are designed to guard against the spread of illness and preventable diseases in our community. Unless a student's parent or legal guardian provides the School with an acceptable signed waiver (see Exemptions section, below), a student must be immunized against certain communicable diseases, as provided in Health and Safety Code, section 120335. A student is prohibited from attending school unless, prior to admission to the school, the student has been fully immunized or provides the school with an acceptable signed waiver. Immunization documentation is required for our entire student body. Parents must show their child's immunization record as proof of immunization.

Exemptions

The School will **no longer accept** personal belief exemptions, unless otherwise required by law, for new students. A student with a personal belief affidavit filed prior to January 1, 2016 will be allowed to enroll in or remain in School without being fully immunized as set forth in Health and Safety Code § 120335(g).

The School will continue to accept medical exemptions under the following conditions:

(1) a parent or guardian files a written statement by a licensed physician that the student's physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and (2) the physician's statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met the student will be exempted from vaccination to the extent recommended by the physician.

Temporary Exclusion

The School may temporarily exclude a student from school if the School reasonably believes that he or she has been exposed to a disease listed in subdivision (b) of Health and Safety Code Section 120335 and his or her documentary proof of immunization status does not show proof of immunization against that disease, that student

may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code, § 120370(b).)

Medical Care During In-Person Learning

All Laurence School employees are first-aid and CPR trained.

Parents will be called if a student displays any signs of COVID, needs medical care or is ill or too uncomfortable to remain in school.

If a student has a temperature of 100.4 degrees or higher, vomiting and/or other clinical symptoms, the parent/guardian/emergency contact will be notified to take the child home. **Students must be picked up within one hour.** Per California law, children must be fever free for 24 hours **without the use of fever reducing medication** before they may return to school.

If you are keeping your child home because of illness, please report the absence on SchoolPass. Please report any contagious diseases immediately to the Front Office, including strep, flu, and head lice. Please refer to the current 2021-2022 policy.

If the student is under the medical care of a physician (psychiatric or physical), please notify the School. Children who have special medical needs must comply with the specific restrictions that the School sets forth.

Communicable/Infectious Disease Policy During In-Person Learning

A student shall not be permitted to attend classes or other school-sponsored activities if the student is afflicted with or liable to transmit any contagious or infectious disease unless the administration or its designee has determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit disease.
2. The student is afflicted with a chronic infectious disease, which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school and may be grounds for termination of a family's relationship with the school.

Accidents at School

Students are required to have medical insurance coverage.

If a student has an accident at the School and needs hospital treatment, a staff member will accompany the student to the hospital if a parent cannot be reached.

If the student requires emergency treatment upon reaching the hospital, an authorized medical release form is needed. Medical release forms must be on file in the Front Office before school begins in August.

The School must be notified of any changes in emergency information. It is imperative that the School have current home, work, and cell phone numbers for both parents listed under emergency information.

Medication Administration at School

We realize that it is sometimes necessary to give a child medication during school hours. The following procedures must be adhered to before the School can administer medications to children:

- Students that require medication to be administered at School must have signed authorizations on file permitting the School to administer medications. This includes non-prescription medicine such as Tylenol, Ibuprofen and Benadryl, which can be signed for on the medical release form. For the School to administer any prescription medications to students, an authorization form must be completed and signed by the student's medical provider. This is true for both long-term and short-term prescriptions.
- All medications (prescription or non-prescription) must be delivered to the Health Office by a parent in their original labeled container and with the proper paperwork.
- All medications are required to be stored in the Health Office. Children are not allowed to have medication in their possession at school. Exceptions may be made if a medical need exists for the student to carry or self-administer medication in connection with a serious health condition or illness that cannot be reasonably accommodated by keeping the medication in the Health Office.
- When medications are to be given for prolonged periods of time, it is the parent's responsibility to maintain an adequate supply of medication and to inform the School of changes in dosage or frequency, as well as when it should be discontinued.
- At the end of the school year, please plan for an adult to pick up all medication stored in the Health Office. The Health Office is unable to store these medications over the summer. Unclaimed medications will be disposed of at the end of the second week of June.

Food Allergy Procedures

Laurence School is committed to providing a safe and nurturing environment for all its students. In any community setting, there may be individuals with life threatening and/or severe allergies. No School can be completely allergen-free, but cooperative efforts between and among students, parents, teachers, staff, and administration can help reduce risks. Education, awareness, communication, prevention, and emergency response all play a role in allergy management at Laurence School

The following provisions pertain to the specific responsibilities of different team members in management of food allergies in the School.

Responsibility of Parent or Guardian of Student with Allergen

1. **Notify the School.** Notify the School of the child's allergies, particularly in the case of life-threatening allergies. Planning for students with severe allergies should commence as soon as the School is notified by the parent that the child has a potential life-threatening allergy.
2. **Complete and Submit All Medical Forms.** The School requires the completion and submission of all emergency/health information forms before students can attend School. If any of the emergency/health information forms have not been received, the child will not be permitted to attend School until the stated forms have been turned in to the Front Office. Parents whose children have severe food or environmental allergies that can cause extreme health problems must disclose this information to the School on the Medical Emergency Form each year and update the information as needed.
3. **Submit Information from a Licensed Healthcare Provider.** Provide written medical documentation and instructions by the child's licensed healthcare provider.
4. **Develop an Individual Care Plan and Emergency Care Plan, if needed.** Work with the School to develop an individual care plan and emergency care plan, if needed, which addresses the child's specific needs throughout the School day.
5. **Provide Medications.** Provide the properly labeled medication and replace medications after use or expiration. If an epi-pen is needed in the event of emergency, the School requires 3 epi-pens provided by the parents, to be kept on campus.
6. **Provide Emergency Contact Information.** Provide emergency contact information to be held on file with the School.
7. **Monitor the Child's Food.** Parent(s) or guardian(s) must review food labels when packing daily snacks and lunches, and omit foods containing allergens.
8. **Educate the Child.** Parents must educate the child in the self-management of their food allergy, including: safe and unsafe foods, strategies to avoid exposure to unsafe foods (e.g., do not share food with others), symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem.
9. **Assist with Special Events.** To further reduce the risk of the child ingesting the allergen, the child's parent(s) are encouraged to assist the teacher and staff with special events, classroom parties, and chaperoning field trips.
10. **Provide Safe/Alternative Snack Supply.** Parent(s) or guardian(s) are encouraged to provide alternate snacks for their children on days when snacks are provided to classes by other parent(s) or guardian(s) (e.g., for special occasions).
11. **Work Collaboratively with the School on Policy Compliance.** The School's ability to effectively administer this Policy and support the safety of students is dependent upon the cooperation of parents and guardians. Parents and guardians should direct any questions or concerns about the Allergy Policy to the administration so issues can be resolved in a supportive collaborative manner. Parents should not be monitoring or enforcing the compliance of other parents or students but should work with the School on those matters. Regular contact with the classroom teacher is strongly suggested to determine what food and related activities are scheduled, so that measures are taken to ensure their child's safety and well-being insofar as food and related activities are concerned.

Student Responsibilities

1. No trading food with others.
2. No eating foods with known allergens. Do not intentionally eat anything you know to contain any allergens or with unknown ingredients.
3. Notify an adult. Students should notify an adult immediately if they have any symptoms or eat something they believe may contain the food to which they are allergic.

The School will follow applicable federal and state laws, including the Americans with Disabilities Act, and will take reasonable steps to ensure that a student with a food allergy is provided with an interactive process to determine whether reasonable accommodations can provide the student with the opportunity to participate in and benefit from the educational program as provided to other students. The School will not exclude a student from a program, class or activity, such as a field trip, in which he or she would be exposed to allergens without first determining whether it can provide a reasonable accommodation to the student.

Lice Policy

LAURENCE HAS A NO NIT POLICY! No eggs, no lice. It is the exclusive responsibility of the parent(s)/guardian(s) to check students for lice periodically and to inform the School immediately if a student is being treated for lice. If a student is detected with lice at school, he/she will be sent home immediately. Prior to returning to class, a student must be checked by school personnel to ensure that he/she is free from lice/nits. The parent/guardian must accompany the student to the Front Office for this check.

It is the exclusive responsibility of the student's parent(s)/guardian(s) to notify all parties who have had recent contact with the student, i.e., carpool members, friends, and classmates, that the student is being treated for lice.

All students will be checked for lice periodically at the discretion of the Administration. When a case of lice is discovered in a grade level, the School will send notice that a grade level lice check has been conducted. All families must check their children's heads carefully for lice and treat them if lice are discovered.

If a student has lice or nits, he/she will be sent to the Front Office and will remain there until he/she is picked up by a parent or a person listed on the student's Emergency Card.

Successful treatment for lice requires determination, patience, and perseverance on the part of parents. When lice are first discovered, plan on spending one full day at home for initial treatment. Thereafter, expect to spend at least one hour daily for several weeks checking your child's hair for lice. Laurence personnel cannot remove the nits from your child's hair.

If your child contracts lice, please reassure him/her that, at one time or another, virtually every child gets lice. You should remind your child that having lice is not a sign of poor hygiene and in no way reflects poorly on your child's value as a unique and special person. Remember that it is only when we work together that the spread of this tenacious and most unwelcome creature can be successfully contained.

ACADEMIC PROGRAM

The policies and procedures in this section are subject to any state and county restrictions and guidelines related to the COVID-19 pandemic.

Overview

Laurence School provides a strong academic program that remains on the cutting edge of education and encourages children to enhance and broaden their critical and creative thinking on their developmental level. Our enriched, well-balanced curriculum motivates students to understand important concepts, refine higher level thinking skills, explore their special interests and talents, engage in real-world discovery, and connect learning to their everyday environment at the students' appropriate developmental levels. In this spirit, Laurence has a long-standing commitment to providing children with the foundation and inspiration to become life-long learners.

Please see the school curriculum guide on the school's website for specific academic information.

Interscholastic Sports

- Laurence's interscholastic sports teams, for students in grades four through six, have had participation rates as high as 97 percent and have been distinguished for good sportsmanship and their high level of performance in the San Fernando Valley Private School League.
- Participation in interscholastic sports teams is completely voluntary.

Every student on a sports team must submit a consent to participate and a waiver and release form signed by both the student and his/her parents before participating in practices and games. All forms are valid for one school year and must be renewed each year. Students must maintain the School's behavior and academic expectations to be eligible and to continue participation in interscholastic athletics.

Birthday Books

- Parents are strongly urged to support the library by choosing from an assortment of books, pre-selected by the librarian, that are available for donation in honor of a student's birthday or a special occasion in the family. This program offers families (parents, grandparents, godparents, relatives) a special opportunity to honor a student's birthday, nurture a student's interest, encourage reading as a valuable activity, and support the library's growth.
- A bookplate with the student's name goes on the book after a donation is made. The book is shared during the child's library time by the library specialist and then placed on display in the library and available to all students.

School-Wide Themes

Global Perspectives in Education

- Global Education is an important school-wide learning program which fosters a deeper appreciation and understanding of people, countries, and cultures from around the world. This program provides opportunities for students to observe and interpret experiences through multiple global perspectives.
- Each grade level has a sister country, and, within that country, a sister school partnership is established. Children have the opportunity for meaningful cultural exchanges as they correspond with students in these sister schools.
- Students study diverse groups of people to develop an appreciation of world cultures and take part in Winterfest performances that focus on the unity and interconnectedness of all people.
- Each year the School introduces students to different cultures with theater, dance troupes, and musical groups from around the globe. Global Education culminates each year with an interactive Global Faire held during the Spring Open House.

Diversity, Equity, and Inclusion

- Through our Diversity, Equity, and Inclusion (DEI) program, students develop an awareness, appreciation, and understanding of people with different perspectives and backgrounds. This program allows children to feel safe, respected, and understood, and to develop an appreciation of the similarities and differences in people.
- This is an integrated program that recognizes diversity, cultural richness, and inclusion, and highlights the unique traditions, customs, and holidays of a wide variety of cultural groups.
- Students are engaged in lessons that provide them with the knowledge and skills to navigate the diverse and multicultural world they live in. They delve into their own identities to reflect on how their identities shape their experiences and are given different avenues to express and understand their own identities.
- The curriculum and classroom libraries include an anti-racist lens, which ensures equitable and accurate representation of all cultures, providing students opportunities to experience “windows, mirrors, and doors.” Students can see themselves and their own experiences reflected, see, and learn about other people who are different from themselves, and understand the multicultural world they live in.

Environmental Education

- Students develop an appreciation for and understanding of the natural world around them.
- Students learn what they can do to preserve our natural treasures.
- Highlights of this program include a school-wide gardening program, a student-centered Farmers’ Market, recycling, composting, zero-waste lunch, outdoor educational field trips, and environmentally centered community service projects.

Students in the fifth and sixth grades participate in an environmentally themed overnight experience, helping each student experience in a real-life, hands-on manner, his/her role in helping to preserve the environment.

Character Education/Represent the “L”

Character Education is an integral part of Laurence School’s philosophy to grow our students’ empathy level and concern for others. The program is integrated throughout the curriculum and stresses the importance of being a positive member of the community and acting to help others. Through teaching and modeling generosity, responsibility, and kindness, we shape good students into good citizens, who represent the “L” by acting as leaders and ambassadors for the School.

- Through meaningful social activities, Laurence children practice making a difference through our Buddy program, where older students mentor younger ones.
- Students build their compassion through Service Learning, where they spearhead projects at each grade-level to give back to the community.
- Students practice respecting others in our weekly, song-filled Red, White, Blue, and Green Assemblies. In addition, it is an opportunity for community-building, birthday celebrations, and publicly recognizing students who have helped those in need.
- Students learn acceptance and tolerance through Class and Morning Meetings, where they acknowledge one another by name and discuss their feelings in a safe environment.

Social-Emotional Supports and Services

Overview

Laurence School is committed to their “Total Child” mission and providing quality education to its students. In the school’s effort to support each student in reaching this goal, parents/legal guardians or school staff may refer students, or students may self-refer, for counseling-related services. The focus of school-based counseling services is to help students improve their functioning in the school environment by enhancing the tools in their well-being and coping skills toolbox.

Laurence School’s licensed and credentialed psychologist is Dr. Rachel Kavanaugh (“Dr. K.”) has a Doctorate Degree in Combined School & Clinical Psychology, with a concentration in children and adolescents.

Counseling-Related Supports and Services

To further enhance the “Total Child” values and mission of Laurence School, social-emotional, mental health, and wellness support is incorporated in a multitude of areas at Laurence, including lessons and curriculum, as well as counseling services. Such supports are intended to foster a student’s academic functioning (e.g., learning, engagement, and achievement).

As provided by Laurence’s staff counselor and/or school psychologist (i.e., Dr. K.), counseling supports and services provided to students may include, but are not limited to:

- Teacher and/or parent consultations
- Once-monthly classroom skill building activities
- Group or individual counseling meetings
- Interventions related to understanding, processing, and responding to culture and diversity
- Crisis support and intervention
- Recommendations and/or referrals for additional supports and services outside the school setting

By signing the parent-student handbook, you, as the legal guardian and parent of your Laurence student, acknowledge understanding that school counseling services are aimed to further support a student's well-being and engagement in the classroom as well as with peers and in the school community. In addition, by signing the parent-student handbook, you, as the legal guardian and parent of your Laurence student, acknowledge that these services are not intended as a substitute for psychological counseling/psychotherapy, diagnosis, or medication, which are not the responsibility of the school. By signing the parent-student handbook, you, as the legal guardian and parent of your Laurence student, acknowledge that it is your responsibility to determine whether additional or different services are necessary and whether to seek them for your child.

Counseling is intended to improve your child's ability to relate with others, develop a clearer understanding of oneself, and utilize skills and strategies to manage challenges, difficulties, and/or stressors that may arise. Counseling may elicit unanticipated changes and growth, which might have an unexpected impact on my child and their relationships.

Confidentiality

The school counselor may share information with parents/guardians, your child's teachers, and/or administrators or school personnel who work with your child on a need-to-know basis, so that we, staff and faculty of Laurence School, may better assist your child as a team. The school counselor is required by law to share information with parents/guardians or others in certain circumstances:

- Presenting a serious danger to self or another person
- Suspicion, evidence, or disclosure of abuse (physically or sexually) or neglect, past or present
- Threats to school security
- Criminal or delinquency proceedings are pending

If you would like the school counselor to share information with a third party, such as a community therapist, psychiatrist, or pediatrician, you will need to sign a release of information form.

By signing the parent student handbook, you acknowledge understanding the information, services, and supports provided above in this addendum. Should you have any questions or would like to speak with someone further about these particular supports and services, please contact Rachel Kavanaugh, Eric Hogenson, Liz Silverman, and/or Laurie Wolke.

Class and Student Groupings

- Laurence students benefit from our flexible, ability-based academic learning groups in math and reading.
- Classroom groups are formed with teacher recommendations, assessment, and observations by the Administrative Team.
- Every effort is made to take into consideration the needs of students, while identifying those who would benefit by being together according to personal traits, academic performance, and other considerations.
- The Administrative Team does not take specific requests from parents for placement of their children in a classroom.
- Making changes after groups have been carefully designed for a maximum learning situation causes difficulties, and the careful work of trying to assess each child's needs cannot be undone. **Once class lists are established and sent home, there can be no changes.**
- **Any class alteration is at the sole discretion of the Head of School and under extreme circumstances only.**

Testing and Assessment

ERB/CTP V

- Upper grade students participate in ERB/CTP V, a standardized achievement test, which is administered once a year for the purpose of diagnosing and assessing students' continuing progress in both language arts (verbal reasoning, vocabulary, reading comprehension, and writing) and math (quantitative reasoning and math).

Other

- Criterion-referenced tests are given on a consistent basis or upon completion of a unit of study in basic skill subjects and evaluated by the teacher and/or Administration. Tests, authentic assessments, and continuous teacher feedback help students maintain an awareness of their academic and social development.

Homework

- In order to help students develop study habits and responsibility basic to good learning, homework will be assigned in all grades every day except for Fridays.
- The assignments will be appropriate in quantity and content for the grade level and are age and developmentally appropriate.
- Some homework is designed for the reinforcement of previously learned skills.
- At times, there will be enrichment assignments, which will include book reports, compositions, science or social studies reports, and other independent work.
- We encourage parents to help their children develop good study habits. This does not come naturally to most people. It takes work and time to develop. Because good study habits are keys to success in school, they are worth the effort on the part of students and parents.
- It is important to discuss with your child the best time for homework, i.e., before dinner (4-5 p.m.) or after dinner (7-8 p.m.)
 - The time selected should be that which is most convenient from the family's point of view, as well as most beneficial to the student.
 - Only in rare cases should any change be permitted.
 - The television schedule should not be the deciding factor. In most cases, television, if permitted during the school week, should be delayed until homework is completed.
 - There should be no unnecessary interruptions or distractions. This means no television, telephone calls, emailing, text messaging, tweeting/twittering, internet use, or casual coming and going of parents, siblings, and/or friends.
 - It may be helpful for the student to have his/her own room and/or desk. Paper, pencils, a computer, and all necessary materials should be available.

Homework Time Allotment per Grade Level

Kindergarten	5-10 minutes (homework begins after Back-to-School Night)
First Grade	15 minutes (homework begins after Back-to-School Night)
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes
Sixth Grade	60-90 minutes

- If assignments are completed before the above-specified time, the remaining time should be spent with pleasure reading.
- Book reports may also be required, so students should be continually involved in reading: independently, to parents, and together with parents.
- Parents should refrain from teaching the student new concepts. While they may look over the work, point out errors, help the student make corrections, and show a genuine interest in the learning process, parents should not do the homework for the student. The student should be encouraged to discuss with the teacher any concept that is not understood. A note may be written on a student's homework paper alerting the teacher of an issue that needs attention.

Completion of Homework

- Completion of homework is important and contributes to the development of responsibility, independence, and a healthy self-concept.
- If assignments are unfinished because of lack of understanding, the teacher will give necessary help at school.
- Rarely should there be excuses for not bringing in homework assignments.
- In the event a student in grades three through six does not turn in satisfactory homework and class work assignments as required; parents will be contacted. Parents are asked to sign the assignment and provide time for the completion of the work over the weekend.
- Parent and teacher cooperation are essential if the homework program is to function properly.

With the younger children, parents may need to remind the student to take her/his notebook to school in the morning. Having it ready with the lunch and/or backpack simplifies the procedure.

- Remember that learning is not always easy. Praise your child for a job well done and/or for good effort.

LAURENCE SCHOOL TECHNOLOGY RESPONSIBLE USE POLICIES

Student Electronic Communications Resource and Technology Use Policy

This policy governs all school Electronic Communications Resources provided or sponsored by Laurence School, including but not limited to, the Internet, email (including Google school sponsored email), voicemail, cellular telephones, pagers, personal digital assistants, smart phones, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, and documentation that supports electronic communications services.

Technology and the Internet provide valuable resources, both for learning today and preparing our students for the future. The use of these resources is a privilege, and not a right. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including expulsion.

At School, we use a state-of-the-art firewall to prevent select content from being accessed on our computers. We actively supervise students when they are online and provide ongoing education to our students about **Internet Safety and Digital Citizenship**.

The following terms and conditions are meant to provide students and School families with examples of prohibited conduct but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct through the school's electronic communications that violates the School's conduct and discipline policies, or is detrimental to the School and its mission, and/or harmful to other students.

Proper Usage

Technology resources are provided to promote educational excellence. During class time, regardless of whether school is taking place virtually or on campus, computers and other Electronic Communications Resources are to be used for academic purposes only. Students agree to report any misuse of the School's Electronic Communications Resources to an appropriate staff member.

Students agree to:

- Use the Internet during school hours for school-related activities only.
- Only use the Internet with permission from a teacher and parent(s) or guardian(s).
- Keep their passwords private and never attempt to discover or use the login information of another student.
- Treat technology equipment with respect and contact a teacher if they discover broken equipment.
- Obtain teacher permission before copying, downloading, or installing any software or programs to or from school computers.
- Obtain teacher permission before using flash drives or downloading anything to Laurence devices from sources outside of the school.
- Respect Laurence School security measures on School or remote computers or networks. It is never acceptable to circumvent security configurations.
- Only visit websites and share appropriate content. It is never acceptable to knowingly access any sites, or follow any links, that would be offensive to any student, teacher, or parent because of pornographic content, nudity, or

obscurity; racial, ethnic, or minority slurs; or violent or illegal content. If a student finds an inappropriate website, he/she will leave it immediately and will not show it to another student. Students will seek guidance from a teacher if they encounter any site or material that is inappropriate, or if they are unsure how to proceed.

- Represent the Laurence School appropriately, both at home and school. It is never acceptable to write, send, download, or display inappropriate, obscene, threatening, or otherwise harmful messages, pictures, video or music to anyone in the Laurence community from home or school via online communication such as emails, text messaging, social media, etc. If a student becomes aware of inappropriate online behavior, he/she should report this to a teacher immediately.
- Only access, delete, move, or change files or folders that belong to them.
- Keep their personal address, phone number, or any other personal contact information private. They will not share personal information about others, including peers and teachers over the internet.
- Keep the School settings on any computer or iPad on campus. They will not change the desktop, icons, or other system settings.
- Only check personal email during school hours when instructed to do so.
- Practice good digital citizenship when researching or producing schoolwork. Students will not plagiarize works found on the Internet; students are responsible for producing their own work in completing school assignments.
- Responsibly use communication tools. It is never acceptable to post chain letters or engage in “spamming.” Spamming is sending an annoying, or unnecessary message to many people.

Please also review the [K-2 Virtual/Hybrid Responsible Use Policy](#) as well as the [3-6 Responsible Use Policy](#) for the school year.

Communication is Not Private

Each student’s online communication reflects our school. Email to and from our school is not private and may be monitored by the School as needed. The School has a right to monitor and review use of all its Electronic Communications Resources of any kind. Students have no right to privacy in their use of Electronic Communications Resources in any way, including computer, mobile devices, internet connections, email system, or other resources.

Parental Use and Conduct

If parents or legal guardians have occasion to use the School’s Electronic Communications Resources, they are considered bound by this Policy as well.

Parents are expected to:

- Carefully review and understand the [K-2 Virtual/Hybrid Responsible Use Policy](#) as well as the [3-6 Responsible Use Policy](#) for the school year.
- Support the school’s policy that student access to the internet during school hours is intended for educational purposes only and that any violation of the Student Responsible Use Policy is considered a serious offense.

Use of Personal Electronic Devices/Cell Phones at School

Laurence School maintains the position that students should not require personal technology brought from home such as computers, cell phones, tablets, smart watches, or other electronic devices, during their school day as they have the potential to be used in harmful or negative ways and are a potential distraction to the learning process. At Laurence, faculty and staff have access to a phone in case of an emergency. If personal, non-school issued devices are seen during school hours or at school events, including after-school interscholastic games and athletic events, whether on campus or off campus, even when a parent is present, **the device will be taken away by a school faculty/staff member and turned into the school office. Parents can retrieve the device from the office after scheduling and attending a meeting with the Head of School or Division Directors to discuss the school's policy.** Repeated offenses can result in loss of technology privileges or more serious consequences deemed appropriate by the Head of School, including suspension or expulsion.

Use of Personal Electronic Resources

To the extent that students engage in any use of the Internet, social media, or electronic communications that creates a substantial disruption at School or materially interferes with School activities, that reasonably leads the School to foresee such disruption or interference, or which interferes with the rights of students, employees, or School families, the School may take disciplinary action against students, regardless of whether that use is through devices and resources of the School or any personal devices or resources. Moreover, students are required to follow all School rules in their use of Internet, social media, or electronic communications, including adherence to the School's Policy Against Bullying, and its Harassment, Discrimination, and Retaliation Prevention Policy.

The following rules apply to all students' use of Internet, social media, or electronic communications, regardless of whether that use is through devices and resources of the School or any personal devices or resources:

No Unlawful or Prohibited Harassment or Threats: Students cannot post statements, photographs, video, or audio that reasonably could be viewed as unlawful harassment or discrimination or otherwise violating the law such as unlawful threatening conduct. Examples of such conduct include offensive posts that could contribute to a hostile work environment at the School on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any other status protected by law. Examples of unlawful threatening conduct include posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

No Bullying of Fellow Students: Students are prohibited from engaging in conduct that violates the School's Policy Against Bullying.

No Inaccurate or Defamatory Statements: Students must never communicate any information or rumors that they know to be false about fellow students, faculty, or employees of the School, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to sources of information. If students make a mistake, they should correct the information, or retract it promptly.

Do Not Infringe Others' Rights or Privacy: Students must not disclose information that may violate student, School family, or employee rights. For example, students must not disclose another individual's social security number, medical information or financial information in a manner that violates that person's privacy rights. Students should not photograph or video record each other and share the image/video without explicit permission to do so.

If sharing music, be sure the lyrics are appropriate. Students should refrain from sharing profane, suggestive, or provocative music publicly.

When students wear the Laurence Uniform, they are representing Laurence. Be mindful that images and videos of students in uniform impact both the student and the school's reputation. Violations of the above-mentioned regulations while in Laurence uniform will be treated with the utmost seriousness regardless of whether the incident(s) occurred during or outside of school hours.

As a recommendation, if a student would like to keep his or her personal life separate from school life, the use of **privacy settings** should be used to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social network, as those individuals will have access to their profile, photographs, etc. Even if a student has private settings, those whom the student invites into his or her network can easily print, save, cut, paste, modify, or publish anything the student posts. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life. Material can be archived on the Internet even after you remove it, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in student's on-line posting and activity.

Use of Social Networking/Media in School Communications

Laurence School has established a safe and private website which allows faculty, staff, parents, and students to interact with one another via the curriculum, homework, etc.

- To protect and safeguard the privacy of all, Laurence faculty and staff should not "friend" or communicate with current Laurence students and/or parents via public social networking sites (i.e. Facebook, Instagram, Twitter, etc.).
- In this spirit, Laurence faculty and staff are not permitted to invite parents or students to become friends on Facebook or other social networking sites and may not accept invitations from parents or students to become friends on Facebook or other social networking sites.

SCHOOL COMMUNICATIONS

Parent/Teacher conferences, progress reports, narratives, newsletters, web pages, emails, telephone calls, and in-person meetings, are the modes of communication used at Laurence to keep parents fully informed of their child's progress.

School-to-Parent Communications

- The school-to-parent communication program keeps parents informed about a variety of areas in your child's education and school life.
- Our communication program focuses on three levels: general information on all school matters, general information at the grade and classroom level, and specific information on an individual child's achievement and progress in school.
- The communication program includes many vehicles for passing along this information.

Important among them are:

- This Handbook
- The Backpack News
- School Newsletters
- The Annual Report
- Parent Association Letters
- Back-to-School Night/Morning
- Monthly Teacher Newsletters
- Weekly Teacher Email Blasts
- Classroom Websites
- Report cards, two conferences (Fall and Spring), notes from teachers on schoolwork returned to parents, telephone, emails, and access to the school website.

Backpack News

The Backpack News is emailed home every Thursday to help conserve natural resources. It highlights current, timely information about which parents need to be aware. Letters from the Head of School and/or the Parent Association are designed to inform and highlight prominent events in the calendar and update parents on issues and programs as they evolve during the year.

Back-to-School Night and Back-to-School Mornings

Back-to-School Night and Back-to-School Mornings are important vehicles for disseminating information dealing with the grade level or classroom. It is also an opportunity to spend an hour with your child's main classroom teacher and meet the specialists in art, drama, science, music, Spanish, computer, and P.E. Issues such as developmental expectations of the grade level, curriculum, textbooks, grading procedures, and ways of communication will be discussed. The meeting is for parents only.

Report Cards

Academic achievement, work habits, and socialization skills are reported to parents three times during the school year—November, March (no narratives), and June. Written narrative comments are included. Sixth grade students receive progress reports four times during the school year.

Parent/Teacher/Student Conferences – (Fall and Spring)

The School formally schedules conferences for each child twice during the school year, once in November and once in March. These conferences provide an opportunity for an exchange of information between the School and home.

- Parents will be able to learn about their child’s progress, and the teacher hopes to learn as much as possible from the parent about the student’s needs, interests, strengths, and habits.
- Students should attend the end of each conference, as it can be a very important and meaningful experience in growing, giving them recognition for positive achievement, behaviors, and accomplished goals, as well as indicating specific areas of recommended growth.
- Additional conferences may be scheduled at any time during the school year if the teacher, parent, or administrators consider it necessary.
- The School welcomes communication with parents. Parents are encouraged to contact the Administration or teachers concerning any questions they may have.
 - Parents wishing to speak to the classroom teacher should call during school hours and leave a message on their voicemail or email them at their school email address (first initial last name@laurenceschool.com).
 - The teacher will typically return the call or email within a day.
 - In an emergency, a message may be left with the Front Office.
 - It is the School’s policy not to give out staff phone numbers, and parents should not call the teachers at their home.

Rosters/Directories

- The School prepares a complete roster of the students, which is distributed at the beginning of every school year.
 - It contains the addresses and phone numbers of all students and is available **strictly for the private use of school families.**
 - **It is not to be used for any other purpose, including business solicitations or referrals.**
 - **All parents and children are asked to respect our families’ privacy and the information contained therein.**
 - **If you change your address or phone number during the school year, please notify the school Business Office immediately, so there will be no disruption in communication with you.**

Child Custody Arrangements

The School presumes that both parents/guardians have equal rights regarding their child, including, but not limited to, picking the student up after school or otherwise removing the student from school, accessing student records, participating in school activities, or visiting the school.

When a court order restricts a parent’s access to the child or to his/her student information, a parent/guardian shall provide a copy of the certified court order to the Head of School upon enrollment and at the beginning of each school year.

For those families who have court-ordered child custody arrangements, the School requires a certified copy of the court order. The School will not be held responsible for failing to honor arrangements that have not been made known. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the most current court order. Furthermore, in the absence of a court order to the contrary, the

School will provide the non-custodial parent with access to the academic records and to other school-related information regarding his/her child, including upon request.

Parents' Requests for Statements Regarding Custody or Divorce Proceedings

The School is committed to working collaboratively with parents. Consistent with the School's philosophy, an appropriate learning environment is only possible when the School and parents act in partnership with one another. Open, candid communications between parents, faculty, and staff are simply essential.

As a result, the School will not become entangled in disputes between parents. Parents are not permitted to ask School employees for statements (such as a letter, declaration, or affidavit) in support, or in opposition to, divorce or custody proceedings, and School employees are not permitted to provide such statements.

Access to Pupil Records

Parents of currently enrolled or former students may review all pupil records related to their children that are maintained by the School. If parents are divorced or legally separated, both parents have the right to access pupil records unless the School is provided with a court order that specifies otherwise.

A. Procedure for Requesting Student Records

All requests to review pupil records must be directed to the Head of School. Pupil records will be made available for parent review during school hours and the review will take place on the School's campus. A School employee will be present to assist and to oversee the inspection of records. Parents may also request assistance from School staff in interpreting records. To the extent that a student's pupil records are not located at the School, the parent will be notified of where all official pupil records of the student are located.

B. Copying of Student Records

The School may charge 10 cents a copy if photocopies of pupil records are requested.

C. Disclosure of Student Records to Third Parties

Parents of students under 18, and students 18 and over, may provide written consent to third parties to access pupil records as follows:

- The written consent must specify the records to be released, the purpose(s) of record release, and the party to whom the records may be released.
- Information contained in pupil records may be released to officials and employees of private schools or school systems where the pupil is enrolled or intends to enroll.

Written consent is not required to disclose pupil records in the following circumstances:

- School officials and employees may access pupil records when there is a legitimate educational interest or as necessary as part of their job duties.
- Information contained in pupil records may be released to state and local officials or agencies to the extent that the information is required to be reported pursuant to state law.
- Information contained in pupil records may be released to appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons.
- Pupil Records may be released to those authorized in compliance with a court order or lawfully issued subpoena or as otherwise required by law.

DRESS, GROOMING, AND APPEARANCE

Laurence has many traditions of excellence; one of which is our uniform policy. Appropriate, clean, and tatter-free clothing sets the tone for the important work to be done at school and allows our students to be both physically active and focused on their studies, as opposed to on the latest trends. To support learning, we follow the “simpler is better” philosophy. Help us to Represent the “L” both here and out in the community by ensuring that your child is following our dress code.

School Uniform Policy

MASKS: Students must comply with the mask policy as the school updates based on CDC and LACDPH. Properly and consistently wearing masks is critical to keeping everyone as safe and healthy as possible. We will work with students to ensure that their masks **cover their mouth and nose throughout the day.**

Types of Masks:

- Students must wear either a cloth face covering or disposable surgical grade mask. For your convenience, each student will be provided a cloth mask at the beginning of the year. Students are not required to wear this mask if they prefer to wear one of their own that complies with this policy.
- If using a cloth face covering, it should be washed after each day’s use.
- If using a disposable mask, please replace it daily.
- All masks must be clearly labeled with the student's name.
- We highly recommend sending additional "back-up" masks in a plastic bag in your child's backpack.

Prohibited Types of Masks

- Gaiters or similar types of masks are not permitted, as recent studies have shown that they can increase transmission for the wearer.
- Masks with air vents that allow air out are also not permitted because this type of mask does not fully protect the wearer from droplets invading the mask and does not prevent air droplets from escaping.

Accommodations for Face Shields

Students who have been instructed by their medical provider that they should not wear a face covering or mask, should wear a face shield with a drape on the bottom edge, to be in compliance with state directives, as long as their condition permits it.

TOPS: Include polo style shirts, oxfords, polo style dresses, and jumpers. These can be worn in any solid color and **must have an embroidered Laurence logo.** No logos that indicate a brand are acceptable (i.e. moose, alligators, horses, etc.)

LAURENCE FRIDAY T-SHIRTS: Will be distributed at school in the fall and may **only** be worn on Fridays.

BOTTOMS: Solid-colored, structured pants or shorts (no cut-offs) are acceptable in **navy, khaki, or beige** as are the same colored skorts and skirts. **Black is not an acceptable color choice for uniform bottoms.** Glitter and bling are distracting and bring the focus back to the clothing, which is not in keeping with our uniform philosophy. All bottoms must come to at least the **mid-thigh** — your child’s fingertips must be as long as the article of clothing.

- **NO:** exercise-style pants, including yoga pants or sweats
- **NO:** leggings/jeggings worn as pants
- **NO:** black, olive, brown, or grey bottoms

- **NO: DENIM** of any color

OUTERWEAR: Sweaters, cardigans, vests, blazers, polartec jackets, fleece jackets, etc. must be logoed with the Laurence logo. No logos that indicate a brand are acceptable (i.e. moose, alligators, horses, etc.)

- **LAURENCE SWEATSHIRTS:** (must have Laurence logo)
- **LANDS' END - landsend.com/school (Laurence Preferred School Number: 90024951). (Lands' End has the most color and style options available with our logo already embroidered).**
- Fifth and sixth graders may wear outdoor camp sweatshirts, and sixth graders may wear their special sixth-grade sweatshirt/jacket.

SHOES: Must be safe for P.E. with appropriate traction and rubber soles.

- **NO** boots, Uggs, calf-high Converse, Toms, dress shoes, or sandals.

LEGGINGS/TIGHTS: Are to be worn **under** shorts, skirts, dresses, or jumpers only. They **may not** be worn as pants and **must be a solid color**. Solid color socks are preferred.

WINTER COATS AND RAINWEAR: Are not restricted on cold and rainy days. These do not require a Laurence logo, as they are intended for outside-wear only. Rain boots and Uggs may **only** be worn on rainy days.

HATS: May not be worn at school.

JEWELRY: Must be simple, and not distractible to yourself or others. It may not pose a threat during recess and/or P.E.

MAKE-UP AND/OR UNNATURALLY DYED HAIR: Are not school-appropriate. Colored hair extensions are not allowed at school.

Consequences for Being Out of Uniform

Grades K-1

- **1st reminder:** note home to parents (that must be signed and returned).
- **2nd reminder:** second notice to parents and phone call home.
- **3rd reminder:** parents will be asked to bring a change of clothes to school, and child will lose the next free dress privilege.

Grades 2-6

- **1st reminder:** verbal discussion with student explaining the uniform policy.
- **2nd reminder:** follow-up discussion with student and note home to parents (note must be signed and returned).
- **3rd reminder:** phone call to parents, explaining our uniform philosophy and the next consequence.
- **4th reminder:** parents will be asked to bring a change of clothes to school; child will lose the next free dress privilege.

Uniform Supplier

LANDS' END (www.landsend.com/school)

- Laurence's preferred school number is **900024951**
- Phone: 800-469-2222 • Fax: 800-332-0103
- Lands' End products carry a 100% guarantee. To ensure a proper fit, Lands' End suggests using their size chart.

***Please note that Lands' End is Laurence School's main uniform supplier.**

They have the most color and style options available with our logo already embroidered.

OTHER

You may buy plain, logo-free attire and have **YES! Embroidery** put the Laurence logo on at a cost of **\$12.00 per shirt:**

YES! Embroidery
11600 Ventura Blvd.
Studio City, CA 91604
818-928-3801
yesembroidery.com

STUDENT DISCIPLINE/CONDUCT RULES

Student Behavior Standards/Community Rules

Violations of School policies as well as the following behavior listed below, which is a non-exhaustive list, may result in student discipline, including and up to suspension and/or expulsion:

- Bringing or using weapons of any kind, including toy guns, knives, or water pistols, to school.
- Destroying, defacing, or stealing school property or the property of others (Parents will be billed for any damage to school property).
- Bringing iPods, personal iPads, or any other electronic device to school (see Personal Electronic Device Policy).
- Use of cell phones on campus at any time, including in class, in all lunch and play areas, and on school grounds.
- Leaving the school grounds without permission.
- Violating dress code standards.
- Using profanity.
- Misuse of the School's technical resources, including violation of the Technology Use policy.
- Bullying in any form (e.g., face-to-face, via an electronic device or the Internet) toward another student, School employee, or parent whether on or off campus, in violation of the School policy against bullying.
- Fighting or threat of physical violence towards another student, School employee, or parent whether on or off campus.
- Racial, religious, ethnic, or sexual/sexual orientation slurs made on or off campus towards another student, School employee, or parent, or any other violation of the School's anti-harassment policy.
- Throwing anything on campus that could cause injury or damage.
- Use or possession of tobacco, alcohol, illegal substances, drug paraphernalia, or prescription drugs not specifically prescribed for the student on campus or at any school function.
- Disrespectful behavior or language.
 - Forgery, plagiarism, or cheating of any kind.
 - Entering portions of the campus that are either locked or out of bounds to students without express permission of school authorities including entering the school grounds during non-operational hours without permission.
 - Insubordination or disobedience.
 - Repeated violation of rules or policies of the school; and
 - Behavior which brings disrepute to the School whether on or off campus.

Students are expected to conform to the rules of the School and any Athletic program rules at venues that include but are not limited to the Sports Court, Athletic Fields, the gym, at sport events off campus, on all field trips, on the bus, and other school events. The School reserves the right in its sole discretion at any time to suspend, dismiss, or expel any student or family whose conduct is not compatible with the standards of the School community.

Disciplinary Policies and Procedures

As set forth above, the School reserves the right at any time to suspend or expel any student whose conduct is not compatible with the standards of the School community. The School is also not required to follow progressive discipline

before deciding to suspend or to expel a student. Notwithstanding, the School does employ the following disciplinary measures when it determines such measures are appropriate:

- Students may be given a time-out to reflect and recoup if, after discussions and reminders, their behavior continues to interfere with the positive well-being of their peers.
- Students may be prohibited from participating in certain field trips, school events, or athletic programs/activities
- Students may be placed on suspension at the sole discretion of the Head of School and Administrative Team.

The School reserves the right to require an evaluation by a qualified professional to better understand and more effectively deal with the behavior of the student and/or for the continuation of the student at school.

Final judgment on the continuation of students in the School's program is at the sole discretion of the Head of School.

Policy Against Bullying

The Laurence School believes that all students should have a safe and inclusive school environment. Bullying is wholly inconsistent with the values and principles of the School and is not tolerated.

A. Scope

This policy covers conduct that occurs both on and off the School campus and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

B. Prohibited Conduct

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student or those student's person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social exclusion.
- Threats and intimidation.
- Stalking.
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury.
- Theft.
- Public humiliation.
- Destruction of property.

- Verbal assaults, such as teasing or name-calling.
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

C. Staff Responsibilities

The Laurence School expects all faculty and staff to immediately report incidents of bullying that are reported or observed, to the Head of School or designee. Faculty and staff members are expected to immediately intervene when they see a bullying incident occur.

D. Student Reporting Investigation

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed to themselves or others, to the School counselor, to the Head of School, or to any teacher or administrator.

E. Investigation

After the School receives an oral report or written complaint, and any clarification requested, or the School otherwise learns of an alleged potential violation of this Policy, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to investigate and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

F. Interim Measures

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures, in its sole discretion.

G. Remedial and Disciplinary Action

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the School's policy against Harassment, Discrimination, and Retaliation on pages 5 through 8 of this Handbook.

Academic Integrity

Honesty and trust are cornerstones of academic integrity and Laurence students are expected to uphold these ideals. This includes doing their own work, citing sources, and giving proper acknowledgement when work is not their own. Cheating is the failure to do one's own work fairly and honestly and includes aiding others in cheating. Cheating on any schoolwork, quiz or test is considered a serious breach of student conduct.

Academic dishonesty can take many forms. Any of the following, without full acknowledgement of the debt to the original source, counts as plagiarism:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc.
- Duplication in any manner of another's work during an exam.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.
- Submitting one's own work which has already been submitted for assessment purposes in another subject.
- Producing assignments in conjunction with other people (e.g. another student, a tutor) that should be the student's own independent work.

School Property and Privacy

Lockers, cubbies, desks, and other resources are all the property of the School and subject to search at any time. Students should not have any expectation of privacy in the use or storage of belongings in these items and locations. The School reserves the right to inspect any lockers, cubbies or desks or other School property at any time.

EMERGENCY/DISASTERS

Introduction

In the event of a school-wide emergency, such as an earthquake, fire, or other natural disaster, Laurence has prepared a series of response plans to help protect the safety of our students and employees. The plans have, as their foundation, two critical elements: First, the School will be prepared to respond to an emergency for up to 72 hours. Second, the School community will act in an organized manner and follow the appropriate response steps as summarized below.

While we hope that a disaster does not take place, please keep in mind that employees and students regularly rehearse safety and evacuation drills and will be well-prepared to address such a situation.

Preparation for In-Person Learning

- All faculty, staff, and administrators receive training in CPR and first aid, and repeated review of the various emergency procedures during each school year.

The following must be completed for each student at the start of every school year:

- Submit a current Emergency Information Form to the School.
 - This alerts us to any medical problems, authorizes emergency treatment if you cannot be contacted, and gives us names for emergency contacts (make sure that at least one contact is out of state).
 - In the event of an emergency, your child will be released only to those people specified on the form.
 - It is vital that parents keep this information current throughout the school year.
- Students need to bring the following “Emergency Comfort Kit” in a gallon size plastic freezer/comfort bags:

Bag 1 – All Students

- 3 six-ounce juice cans – easy open.
- 3 small cans of fruit (or alternative) – easy open.
- 3 cereal bars.
- 1 family picture.
- 1 comfort note.
- Any special medication that the child might need for 72 hours. Please label the medication carefully and legibly.
- The school maintains a supply of freeze-dried meals and snacks for every child in the event of an extended stay due to an emergency.

Bag 2 – For Kindergarten & First Grade Students Only

- Complete change of clothes:
 - Please label the plastic bag and clothing with your child’s name.

During an Emergency

If an emergency occurs:

- DO NOT CALL THE SCHOOL for information or updates. It is important that the phone lines be kept open for emergency calls.

- Information will be communicated to you via the School’s emergency notification system. This communication will automatically call all parents’ home, work, and cell phones in the system.
- If possible, an email update may be forwarded to the Laurence community.
- You may also receive news updates via the radio for damage reports or the safest route to the School.

After an Emergency/Picking Up Your Child

Once the School has determined that the danger of an emergency has passed, and it is safe for the children to be picked up, you will be contacted by the School’s Emergency Notification System.

- It is important that you take your own precautions to travel safely to the School. For example, plan for after-shocks during an earthquake and avoid overpasses and bridges.

Depending on the nature of the emergency, children will be picked up in one of two locations:

In the Event of a Fire

- **PICK UP AT KITTRIDGE STREET SCHOOL:** Kittridge School is our primary evacuation location. It is one block north of Laurence School and one block east of Woodman Avenue on Kittridge Street.
- **ALTERNATIVE PICK UP AT ERWIN STREET SCHOOL:** In the event that we are unable to evacuate to Kittridge School, we also have the opportunity to take our students to Erwin Street School, located at 13400 Erwin Street, Valley Glen, CA (one block west of Fulton, between Victory and Oxnard).

In the Event of an Earthquake

- **PICK-UP AT REUNION GATE (when notified to do so by the School’s Administration)**
 - To access the Reunion Gate, park on Woodman Avenue and walk into the PAC gate entrance.
 - The regular carpool entrance gates and front door to the Administration Building on Victory Blvd. will be closed.
- Should it become necessary to deviate from these evacuation locations, the School will, if possible, communicate the new location via the School’s Emergency Notification System.
- Please keep in mind that under no circumstance will a child be released to someone not listed on the Emergency Information Form.

In the Event of a Lockdown

- In the event of the need for a lockdown, the School has a detailed “Safe Room” procedure to place students in a locked room with faculty supervision during this time.
- The School’s Administrative Team will remain in close communication with the police to monitor the situation carefully and have students, faculty, and staff remain in a secure “Safe Room” until it is safe to leave.
- The Administrative Team will initiate the School’s Emergency Notification System to update parents of the circumstances, including pick-up procedures once the emergency has passed.

Disruption of School Operations

Although Laurence School expects to operate its facilities during the entire school year, the school reserves the right, at its sole discretion, to modify its programs, services, methods of operations, or extend or shorten the school year, in of the event of unforeseen circumstances and/or events beyond its control, including, but not limited to, any fire, earthquake, act of God, war, governmental action, act of terrorism, epidemic, pandemic, or any other similar event. The School will not refund any fees or tuition in such an event.

FUNDRAISING

The policies and procedures in this section are subject to any state and county restrictions and guidelines related to the COVID19 pandemic.

Annual Fundraising Activities

Laurence Fund Campaign

The Laurence Fund is the mainstay of Laurence's fundraising program.

- Donations provide support for educational programs, enrichment, updated technology, added security, and overall operations of the school. This affords us the opportunity to continue to provide personalized education and learning experiences to Laurence students, helping prepare them to successfully meet the expectations and demands in an increasingly complex society.
- These unrestricted, tax-deductible gifts and pledges are solicited in October of each year (and are due and payable by June of the following year) and help to facilitate the School's ability to apply financial resources to the areas of greatest need.
- The funds received greatly enhance the School's operating budget, allowing us to in turn enrich the lives of our Laurence students and faculty by:
 - Ensuring competitive salaries and excellent benefits for faculty and staff.
 - Maintaining smaller class sizes and low teacher to student ratio.
 - Encouraging innovative curriculum development.
 - Enhanced campus security.
 - Providing professional development conferences for faculty and staff.
 - Supplementing our financial aid budget.
 - Upgrading and maintaining our beautiful campus.
- Enhancing our technology program, i.e. iPads and laptops as well as other hands-on learning tools to support all curricular areas.
- All parents are asked to participate in all fundraising activities at a level commensurate with their ability to give.
- Many employers have Matching Gift programs for their employees. We encourage parents to explore this option in their place of employment.
- In addition to the Laurence community supplementing the School's operating budget, various other avenues, including grant money, are sought out. However, grant criteria can be quite specific, and foundations tend to **weigh heavily in favor of educational institutions with 100% community participation in their Annual Giving campaigns.**

Holiday Boutique

- The Parent Association, in their ongoing fundraising efforts to augment Laurence's educational and enrichment programs, sponsors an annual Holiday Gift Boutique each year in November.
- This school and community favorite features a wide variety of vendors, who sell a wonderful selection of unique gifts.
- A percentage of the proceeds (from each item sold), are returned to Laurence.

Annual Spring Event/Auction

The magnitude of parent dedication and involvement at Laurence continues to be a source of inspiration to our school community. The Parent Association's Annual Spring Auction/Event is an important annual fundraiser that generates both community spirit and tremendous generosity.

Proceeds from the event, including those with a live and/or silent auction, supplement the Annual Giving Fund, and further enhance our ability to maintain a culture of sustained excellence for all Laurence students.

Party Book

This fantastic fundraiser supports Laurence School and brings families together at the same time! Incredibly creative parties are planned and organized, ready to be bid on by all. From movie nights, to cooking classes, beer/wine tastings, to fishing trips - families host fun-filled events, which translate into great memories and wonderful donations to Laurence.

Jacobson Legacy Scholarship Fund

- This fund was created to make a difference in the lives of deserving families and their children whose potential might never have been realized, and who cannot afford the gift of a Laurence School education without financial assistance.
- Donations from generous parents, grandparents, alumni, friends, and foundations offer opportunities for children to grow and learn at Laurence, with the hope for a bright and successful future.

Capital Campaigns

Capital campaigns raise funds for long-term projects such as new buildings, adding onto and improving upon our already beautiful campus, and ensuring its vitality for generations to come. These campaigns are separate from the Laurence Fund, which raises funds on a yearly basis to support the school's day-to-day operating budget.

Lead the Way, the School's most recent capital campaign raised \$3 million dollars thanks to the incredible generosity of our parents, grandparents, and friends. The funds raised during this campaign supported a campus expansion, which created additional on-campus parking, improved traffic flow, beautiful campus frontage, and an enhanced perimeter. This campaign took Laurence School into the future, as possibilities for further development on this property include space for program enhancements, additional classrooms, and creative labs.

OTHER USEFUL INFORMATION

The policies and procedures in this section are subject to any state and county restrictions and guidelines related to the COVID-19 pandemic.

Laurence School – Sibling and Legacy Policy

Laurence is a family school and we recognize the advantages of having children from the same family attend the same school at the same time. Laurence will consider sibling relationships in the admissions process; however, sibling relationships are not a guarantee of admission. All factors will be considered for admission of siblings and legacy families, including but not limited to, admission qualifications, family involvement and school support.

Lost and Found During In-Person Learning

- The Lost and Found is currently located in the closet at the end of the hallway by the Sport Court.
- The Lost and Found closet is regularly cleaned out and lost items that are labeled are returned to students. After a month, unclaimed clothing will be donated to charity.
- Please label all personal property, including clothing and other items brought to campus, with student name to ensure return if lost.

Parties

Parties take place before winter break and the last day of school. They are arranged by the teacher and the room parents are held in the classroom.

Birthday Celebrations at School

- Kindergarten – Parents are asked to please pre-arrange your child’s birthday celebration with his/her teacher.
- 1st – 6th Grade – Classroom birthday celebrations will be held once a month.
- After School/Off-Site Birthday Parties - When birthday parties take place after school at an offsite location, private buses may not pick up students directly outside the school. A separate location must be chosen, and arrangements made to bring the students to the bus.
- If your child will be leaving campus with another parent, it must be recorded in SchoolPass prior to the student being released.