

The Laurel School of Princeton

**STUDENT &
PARENT/GUARDIAN
HANDBOOK**

2018-2019

Designed for the Dyslexic Mind

MISSION

The Laurel School provides research-based educational services for bright children in grades one through eight who are dyslexic or who have closely-related learning disabilities. We do not provide services to children who have other primary disabilities. Our mission is to empower our students to confidently move forward in their education so they may ultimately become vital members of society. We will do so in a private, independent school environment.

In fulfillment of its mission, the Laurel School has established the following goals:

- To empower students to overcome their learning disability and reach their academic potential.
- To empower the families of our students to become partners in an educational process characterized by highly professional remediation and a supportive and caring learning environment.

HISTORY

The Laurel School was founded in 2012 under the leadership of Gordon Sherman, Ph.D. He was, previously, Director of the Dyslexia Research Laboratory at Beth Israel Deaconess Medical Center, Boston, Massachusetts, and Assistant Professor of Neurology (Neurosciences) at Harvard Medical School. Dr. Sherman is a former President of the International Dyslexia Association. He is the recipient of their Samuel T. Orton Award, which is presented annually to a person who has made a dramatic impact in the field of dyslexia. Dr. Sherman received his Ph.D. in Developmental Psychobiology from the University of Connecticut (Storrs, Connecticut) in 1980 and has over 25 years of research experience related to the development of the brain and the understanding of developmental dyslexia. A prolific writer, he is the author and editor of over 80 scientific articles, reviews, and books. For over 40 years, Dr. Sherman has lectured nationally and internationally to parents/guardians, teachers, and scientists about cerebrodiversity, learning differences, brain development, and the enlightened classroom. He oversaw the Newgrange organization from 2001 through 2018.

In 2018, Mr. Tim Viands assumed the role of Executive Director, overseeing Newgrange School, Laurel School and the Ann Robinowitz Center. Tim earned his B.S. from Towson University and his M.A. from Wesleyan University. Most recently, he served as the headmaster at Grand River Academy—an all-boys boarding school in Ohio for young men who have amazing potential, but learn differently. He's served on the board at the Ohio Association of Independent Schools and Big Sisters of NE Ohio. He has led accreditation visits for the Independent Schools Association

of the Central States (ISACS) and believes professional development is integral to a forward-thinking school.

Dee Rosenberg, the Head of School at Laurel School of Princeton, co-founded the Laurel School with Dr. Sherman in 2012. Dee Rosenberg, taught elementary and high school special education students for over twenty years before starting Laurel School of Princeton and joining Newgrange and the Ann Robinowitz Education Center in 2001 as the director of Education. Dee is responsible for ensuring instructional quality and effectiveness. She is a certified Learning Disabilities Teacher Consultant. She is also a Wilson Reading Teacher and Teacher Trainer. She has extensive experience as a practitioner and trainer with Project Read, Language Essentials for Teachers of Reading and Spelling, and Developing Metacognitive Skills. Dee is a past President of the New Jersey Branch of the International Dyslexia Association (2012-2016). She also co-authored the New Jersey Dyslexia Handbook. Dee speaks nationally and internationally to teachers and parents about strategies to encourage achievement and strengths of dyslexic students.

Newgrange was founded in Princeton in 1977 with four teachers and six young dyslexic students. Over time, the school grew to serve students from ages 7 to 21 from public school districts throughout Central New Jersey. It moved ultimately to its present location on the grounds of St. Anthony's Church in Hamilton, New Jersey. As it grew and as the needs of its clients grew the focus of The Newgrange School expanded from just dyslexia to now multiple learning disabilities, including nonverbal learning disabilities and autism spectrum disorders. Newgrange takes its name from Ireland. Under the hills of the Irish Newgrange lies a prehistoric site of remarkable artistic and historical significance. Just as there is little indication of the hidden treasure within those hills, people with learning disabilities often give no outward indication of their extraordinary intelligence and talents.

The Laurel School of Princeton brings us back to our roots of serving children who have dyslexia. The Laurel School takes its name from the laurel wreath, an ancient symbol of achievement and challenges overcome. This name was selected to highlight its distinct mission, as separate from that of the more broadly focused Newgrange School.

The Ann Robinowitz Education Center, formerly the Newgrange Education Center, was founded in 1991 and is located together with The Laurel School at 75 Mapleton Road, Princeton, New Jersey. The Center provides outreach services to the broader community concerned about dyslexia and other related learning issues, including tutoring, consulting, public speaking, advocacy, educational evaluations and countless opportunities for professional development.

The Laurel School, The Newgrange School and The Ann Robinowitz Education Center are all parts of The Newgrange School of Princeton, Inc., a 501(c)(3) non-profit organization registered in the state of New Jersey.

SCHOOL STAFF

| | |
|--------------------|--------------------------|
| Tim Viands | Executive Director |
| Deardra Rosenberg | Head of School |
| Dr. Lorraine McKay | Assistant Head of School |
| Nicole Webb | Business Manager |
| Alison Greenberg | Executive Assistant |

Teaching Staff:

Kathleen Halliday-Teacher

Sharon Anderson - Teacher

Nancy Hamill-Teacher

Corin Rosenberg- Teacher

Andrew Piccolo-Teacher

Dr. Lorraine McKay – Science

Hope Osborn – Music/ Theatre

Eleanor Evans-Art

Logan Rogers-Health/ Physical Education

Alicia Wagner- Speech Pathologist

CONTACT INFORMATION

Main Phone:

609-566-6000

Administrative Assistant:

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Ms. Eleanor Evans, ext.
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2018-2019 CALENDAR
THE LAUREL SCHOOL OF PRINCETON
Essential Dates, Holidays and School Closings

School Hours: 8:15 am – 3:00 pm **Half Days:** 8:15 am – 12:15 pm
Delayed Opening: 9:45 AM (90 Minutes)

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|--------------------------|--|
| Sept 4 & 5 | Teachers return |
| Sept 6 | First day of school – full day |
| September 10 | SCHOOL CLOSED- Rosh Hashanah |
| September 19 | SCHOOL CLOSED- Yom Kippur |
| September 27 | Back to School Night |
| October 8 | SCHOOL CLOSED -Professional development for teachers |
| October 24 | Early Dismissal- Teacher professional development at IDA |
| October 25 and 26 | SCHOOL CLOSED – Teacher professional development at IDA |
| November 2 | 1 st Trimester ends |
| November 12 | Report Cards |
| November 15 & 16 | Early Dismissal – Parent conferences |
| November 20 | Early Dismissal – Thanksgiving Feast |
| November 21, 22, and 23 | SCHOOL CLOSED - Thanksgiving |
| December 20 | Early Dismissal for Winter Break – Holiday Celebration |
| December– 21 – January 2 | Winter Break |
| January 3 | School resumes |

| | |
|-----------------|---|
| January 18 | SCHOOL CLOSED – Professional development for teachers |
| January 21 | SCHOOL CLOSED- Martin Luther King, Jr. Day |
| February 15 | SCHOOL CLOSED _ Professional development for teachers |
| February 18 | SCHOOL CLOSED – President’s Day |
| March 1 | 2 nd Trimester ends |
| March 11 | Report cards |
| March 13 and 14 | Early Dismissal - Parent conferences |
| March 15 | SCHOOL CLOSED - Professional development for teachers |
| April 19-26 | CLOSED – Spring Recess |
| April 29 | School resumes |
| May 3 | Early Dismissal - Science/Engineering Expo |
| May 24 | SCHOOL CLOSED – Professional development for teachers |
| May 27 | SCHOOL CLOSED – Memorial Day |
| May 31 | Field Day (Rain date June 7) |
| May 31 | 3 rd Trimester ends |
| June 7 | Field Day rain date |
| June 12 | Early Dismissal - Last day of school – Report cards |
| June 13-14 | Additional make-up snow days, if more than 3 days have been taken |

ARRIVAL and DISMISSAL

Students learn best when they are prepared for their days in a calm and thoughtful routine. To ensure this, Laurel students need to be dropped off promptly in front of the Main Entrance of Building 1, between 8:05 AM and 8:15 AM. At this time, they will drop off their lunches in the café and assemble for Morning Meeting.

PARENTS MUST ENTER THROUGH THE MAPLETON ROAD ENTRANCE. BE MINDFUL AND DRIVE SLOWLY, STAYING TO THE RIGHT TO ALLOW PASSAGE OF CARS. IF YOU NEED TO DISCUSS ANYTHING WITH STAFF OR OTHER PARENTS, PLEASE PARK YOUR CAR IN LOT BEHIND THE GYM, AND ENTER THE BUILDING TO DO SO.

Morning Meeting is an integral part of the Laurel School experience. It provides an opportunity for our entire student body to socialize and become inspired for the day ahead. This time is critical to build community spirit and school identity. It is also a time to recognize student leadership, scholarship and other instances in which students excel. Students will be expected to be dressed appropriately in Laurel School uniform and ready to participate at 8:15 AM.

Students will be dismissed between 3:00 and 3:10 PM. If parents are late, students will be dismissed to the After Care Program at 3:15 PM. Parents will be charged at the After Care rate should this occur. If there are extenuating circumstances, please call the Main Office (Alison Greenberg Ext. 290) to let Administration know ahead of time.

ATTENDANCE POLICY

Students achieve best when they attend school regularly. For students to achieve their maximum potential for learning, it is imperative that they attend school on a consistent basis. Each student is required to satisfy the Laurel School attendance policy.

Student Absences

Parents/guardians are required to contact the school by 7:30 AM to leave a message by phone or email for Alison Greenberg, at Ext. 290 to report an absence. If a call is NOT received, parents will receive a call from school to confirm the student's absence.

If you wish to request school work from your child's teacher, please contact the teacher as early as possible to allow time to prepare materials prior to parent pick up.

Prolonged Absences

When you know that your child will be **absent for 3 or more consecutive** days, please notify Alison Greenberg. In an extended absence, you may need to provide homebound instruction to your child.

Excused Absences

Student absences are recorded as "excused" under the following conditions:

1. Illness/injury with a doctor's/hospital note where applicable.
2. Doctor's appointments that cannot be scheduled after school.
3. Death in the immediate family.
4. When a student is sent home, and/or required to stay home, by the school nurse.
5. A religious holiday as recognized by the State of New Jersey.
6. Emergency Inclement Weather Closings.

Students may not exceed 18 cumulative days of absence, both excused and unexcused. If a student's cumulative absences exceed 18 days, the student may lose class/graduation credit.

Late Arrival

Students arriving late to school are to report to the Main Office in Building 1 to be signed in by a parent. If this occurs, please park behind the gym to walk your child into school. Students **MAY NOT** be dropped off to enter school without a parent after 8:10. Security is of utmost importance to all of us, and this will enable us to keep a safe campus.

Early Arrival

Please do not bring your child to school before 8:05 AM. Teaching staff will not be available to supervise your child prior to 8:05 AM. Students are permitted to enter the building at 8:05 AM. If an early drop-off is unavoidable, the student will be sent to Before Care, and parents will be charged accordingly.

Early Dismissal

Any time parents/guardians need to have their children dismissed early, they are to report to the Main Office. The Administrative Staff will arrange for children to be brought to the Office, in preparation for early dismissal. **Parents/guardians are asked NOT to pick their child up directly from any classroom.**

Please call or email Alison Greenberg in the morning if children will be leaving early. Parents/guardians are required to notify their bus company/district transportation office of any changes in busing due to a pick-up. Please let us know if we can assist in this process.

Leaving School Grounds Without Permission

Once students arrive at school, they are not permitted to leave without administrative or parental permission. Should this occur, there will be serious consequences, which may include suspension from school.

STUDENT SECURITY

For the protection of all children, we may require identification prior to the release of your child. Please have such identification ready when you arrive at the Main Office. Dismissal of a student to anyone other than the parent/guardian requires prior written permission from the parent/guardian. The person picking up your child will need to show proper identification or the child will not be released.

STUDENT INFORMATION

Emergency Information

Emergency information will be provided to each parent/guardian well before school begins, through the TADS program (TADS.com) and this should be uploaded prior to your child attending school. This information is extremely important in order to contact you in an emergency. Parents/Guardians should also include the name of a relative or friend who could be contacted in such an emergency, if we are unable to reach you. We realize that very often, during the year such information may change. In that case, please update the information in TADS and also notify the Main Office to ensure that our Administrative Staff will update the information in Laurel files.

Child Custody

Should there be custody restrictions for certain family members, The Laurel School requires that you notify our Administrative Staff of such changes. Necessary documentation to include in the student's file. If duplicate mailings are requested, please make certain that we have current addresses and phone numbers for each parent.

Reporting Abuse and Neglect

All school staff are required by law to report suspicion of child abuse and neglect. If you suspect abuse or neglect, please call the NJ Division of Children & Families HOTLINE: 1-877-NJ ABUSE or 1-877-652-2873.

STUDENT HEALTH

Nursing Services

A School Nurse is available several hours per week, to provide screenings and other health services for us. She is also available, on call for other situations. She can be contacted through our Main Office.

Required Health Documents

The Laurel School requires a physical examination of all students. A report from your private physician regarding a recent examination will be accepted. Health forms need to be uploaded in the TADS system.

First Aid, Illness or Emergency

Students requiring first aid or who become ill while in school will be cared for in the most appropriate manner, including calling 911 if necessary. Every effort will be made to immediately contact parents / guardians.

Medical Concerns

Parents/guardians are asked to notify our Nurse regarding **any and all** medical concerns that pertain to their child. She must be notified of **any** medical procedures that will take place or have taken place. If there are any restrictions that would impact the regular school day, please note that in the TADS system and alert our Nurse about them.

Immunizations

New Jersey State Law requires your child to have specific immunizations before being enrolled. Please contact your physician. Your child's vaccination record must be provided upon enrollment.

Authorization for the Administration of Medication

Before any medication can be dispensed, a signed Medication Administration Form must be returned to the school.

NJ Kid Care Insurance Information

The following information are excerpts downloaded from the website for New Jersey Family Care (www.njfamilycare.org). If you require more information, please use the toll-free telephone number shown on these pages.

What is it?

NJ FamilyCare is a federal and state funded health insurance program created to help New Jersey's uninsured families, single adults, and couples without dependent children have affordable health coverage. It is not a welfare program. NJ FamilyCare is for hard working families and single adults who cannot afford to privately pay the high cost of health insurance. Eligibility is based on family size and monthly income, assets are not considered when determining eligibility.

If you are interested in NJ FamilyCare please look at the "Who is covered?" section to see if NJ FamilyCare could be for you. The entire application process can be completed through the mail. All enrollment packets contain postage free envelopes. You have nothing to lose and everything to gain! So, what are you waiting for?

How to Qualify can be viewed in any of the 7 Languages below.

Spanish | Polish | French | Portuguese | Korean | Arabic | Chinese

NJ FamilyCare

Affordable health coverage. Quality Care.

1-800-701-0710

Multi-lingual operators available

TTY 1-800-701-0720

(For hearing impaired individuals)

We will be happy to assist you on Mondays & Thursdays between 8:00a.m. & 8:00p.m. & between 8:00a.m. & 5:00p.m. on Tuesdays , Wednesdays, & Fridays.

Question and Answers

Below is a general list of frequently asked questions. If you don't see your questions listed below, PLEASE call NJ FamilyCare at 1-800-701-0710 and speak to a Health Benefits Coordinator. It is suggested that at anytime a family member contacts a Health Benefits Coordinator that they keep a record of the day and time and the name of the person who assisted them.

How do I know if my family will qualify for NJ FamilyCare?

NJ FamilyCare is affordable health insurance for families. The primary qualifications are simple: 1) you don't have health insurance and 2) your family monthly income falls within the guidelines listed in the "Who is covered" section of this website.

If I am a single adult can I still qualify for the NJ FamilyCare program?

Yes, if you are a single adult or a couple without dependent children you may qualify for the NJ FamilyCare program. To be eligible you must fall within the monthly income guidelines listed in the "Who is covered" section of this website.

I don't speak English very well and I am afraid to call.

NJ FamilyCare's 800 number is linked with a translation service. Whatever your native language is, we will arrange to have a third person on the line who can speak your language. They will be there to interpret for you and the Health Benefits Coordinator. Don't be afraid! Call!

How do I apply?

All you need to do is call **1-800-701-0710** and ask for an application. The application will be sent to your home in the mail. Complete the application; return all of the required information in the self addressed stamped envelope. That's all there is to it! You can also call to request an application for a friend, brother, or sister. If you would like to personally pick up an application, click on where to enroll and choose from the list of enrollment sites within your county.

Can I call for an application for a friend?

Sure! You can call and request an application for a friend, brother, or sister. If you would like to personally pick up an application, ask the Health Benefits Coordinator where the closest Enrollment Site is near your home.

Application forms are also available at the County Boards of Social Services, or you can download and print the application from this site.

Is it true that my family will have to be without health insurance for 6 months before we can be eligible?

Yes, this is true. However, there are exceptions to this rule, such as if your place of work goes out of business or your company has a reduction in its work force. If you are privately paying for your family's health insurance with a policy outside of your employers, you may be able to drop it. We strongly urge you call **1-800-701-0710** and speak with a Health Benefits Coordinator to find out if any exceptions apply to you.

I really need help completing the application. Where can I get some?

You can call **1-800-701-0710** and ask for assistance over the telephone. If you would rather have face to face assistance, click on the "Need help enrolling" section of this website and a list of enrollment sites in your county will come up. Choose a site that offers personal assistance and they will be able to help you fill out the application.

Do you think I should make a copy of all this paperwork before I send it?

YES! you should keep a copy of all the documents being sent, as well as the completed application.

I cannot make up my mind as to which HMO to select. What should I do?

First, you should contact your family doctor to see if he or she is participating in one of the NJ FamilyCare HMO's. You need to ask your doctor specifically if he or she is participating in the NJ FamilyCare program. If they are not, we recommend that you call our 800 number to have one of our Health Benefits Coordinators assist you. Make a selection even if you are not sure. Not choosing an HMO and failing to complete the HMO selection form will SLOW DOWN your application. Once you or your family is enrolled into NJ FamilyCare, you will have an opportunity to change your HMO at a later date, if you are not satisfied.

If I have to pay a monthly premium, how important is it to send in my check once I receive notice?

It is very important that you send in your check as soon as you know your monthly premium. You will receive notice of your premium by mail. Your family cannot be enrolled until the check has been received, so the sooner you get it in, the quicker you can have peace of mind knowing that your family is insured.

Can I keep the same doctor I have now?

Yes, if your doctor is a participant of one of the 6 HMO's providing services for NJ FamilyCare. Call your doctor and ask if he or she is providing services for NJ FamilyCare and if so under which HMO. Then choose that HMO as your health care provider.

I sent in my application four weeks ago and have not heard anything. What should I do?

If you have not heard from NJ FamilyCare in four weeks please call 1-800-701-0710 and ask a Health Benefits Coordinator about the status of your application.

I have a job out of state. The health insurance I receive is not accessible. Will my family qualify for NJ FamilyCare in spite of the fact that I have insurance?

Yes. If health insurance is not accessible to you or your children, you may be eligible to apply for NJ FamilyCare.

Most of my income is made in 3 months of the year while the rest of the year it is low. If I submit the 3 highest months, I will be over the income guidelines. What should I do?

For purposes of determining eligibility, NJ FamilyCare does not annualize income. We determine the best estimate of monthly income, which is based on the average of the household's total income for the full-two month period preceding the date of application. However, since we are looking at prospective budgeting, adjustments to the estimated income will be made to reflect any changes in income that have occurred or that will occur that would affect the household's total monthly income. Emphasis should be on "best estimate" for monthly income. Earnings payable under the terms of a renewable contract, such as those of school teachers, are to be prorated over the stated term of the contract.

My family came to the United States in December, 1998. Will my children be eligible for NJ FamilyCare?

Yes, NJ FamilyCare no longer requires that legal residents must reside in the United States for five (5) years before they could be eligible for the NJ FamilyCare program. Legal immigrants who are lawfully admitted for permanent residence, including parents, their children, and single adults can apply for NJ FamilyCare, even if they have lived in this country less than five years.

What does it mean that I have to renew my insurance every 12 months?

Renewal is simply a way of checking to see if anything has changed in your family's situation. You will be sent a preprinted form to confirm your income status. It is very important that you immediately respond to any written request so that your insurance coverage will not be interrupted.

REPORTING PROGRESS

Reporting Periods

The Laurel School follows a trimester schedule. Teachers gather data about student progress in several ways, including standardized, as well as non-standardized and informal assessments. While report cards are sent home on a trimester basis, teachers collect data regularly and will be able to discuss student progress by appointment at any time of the school year. Reporting includes performance data and teacher observations about the students. Report cards are provided three times per year. Parent conferences are scheduled two times per year.

Parent Conferences

Parent conferences are scheduled to take place during early dismissal days in the Fall and in the Spring. We remind parents/guardians that students are not permitted in conferences; please make sure that child care is in place. **SHOULD YOU REQUIRE CHILD CARE DURING CONFERENCES, PLEASE LET US KNOW AHEAD OF TIME, SO THAT WE CAN SECURE SUPERVISION FOR YOUR CHILD.**

HOMEWORK POLICIES

Homework is a valuable tool in helping students make the most of their experiences at the Laurel School. Homework reinforces what has been taught in class, prepares students for upcoming lessons, helps students develop executive function skills and responsibility.

The Laurel School expects students to follow these guidelines:

- All assignments will be completed by the student in a timely manner.
- Missed assignments must be completed as per teacher expectations
- Homework will be completed neatly, reflecting pride in one's work.

If your child has difficulty completing homework assignments independently, please discuss this with his/her teacher. Homework should never be a source of student or family stress.

We feel confident that children will develop independent homework abilities as they grow more confident and secure in their learning.

Parents/Guardians are key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, providing necessary supplies and a quiet homework environment.

Homework Tips for Parents/Guardians

- 1. It is a parent's responsibility to check a student's homework/assignment sheet or planner, or Google Classroom assignment daily.**
2. Provide a clean, well-lit area for homework and studying.
3. Designate a time for study time. It could be right after dinner, but definitely before television viewing.
4. Do not allow your child to make or receive phone calls during study time. Take a message; he/she can call back. Remove your child's cell phone from the study area.
5. Motivate your child to work independently. Try to make yourself available for help, but remember it is not your homework.
6. Show interest in your child's schoolwork. Praise good work or improvement, and it is likely to continue.
7. Ask every night what the homework assignments are. If you continually get the answer, "I have none," something is wrong. Call the Teacher to discuss it.
8. Set up a long-term schedule for major projects or reports. Don't let them go until the last minute.

SCHOOL RULES and PROCEDURES

Student Records

The Laurel School of Princeton shares responsibility for the compilation, maintenance, access to and security of student records (hard copies and computer records). Our copies of student records are available for review to the parent/guardian and student (when appropriate). If you would like to review the contents of your child's file, please set up an appointment with a school administrator.

Dress Code

There is a direct correlation between the way students dress and how they behave and achieve in school. School is a place for learning as well as for the development of positive social interactions and physical fitness. A student should be dressed appropriately for the varied activities offered in the educational environment. The Laurel School has adopted the following policy: All primary clothing for school should be purchased from or be comparable with that available from the Land's End School Catalog. (The Laurel School receives no commission; this is just the source we've selected to ensure a clothing standard.) It is expected that students will wear appropriate outwear for the weather, as outdoor recess will take place daily. Boots, gloves and hats are expected when the weather is cold.

Dress should not distract others or be unsafe for the student. Sneakers are mandatory for physical education classes. If clothing is considered inappropriate, parents/guardians will be called to bring a change of clothing for their child.

Examples of Prohibited Clothing and Articles:

1. Bare feet, flip flops, slippers, or any other potentially dangerous footwear. Sandals are permitted only when straps secure the shoe to the back of the foot.
2. T-shirts or other articles of clothing that display messages or images inappropriate for a school environment, as determined by School Administration.

Cell Phone Policy

The Laurel School Administration recognizes that students may have a need for a cell phone. However, students may **not** use the cell phones on school property or during school hours without administrative permission. During school hours the office phones are available should a student need to call home on an emergency basis. If a student is found using a cell phone on school property, during school hours, the phone may be confiscated.

Electronic Equipment Policy

Laurel School recognizes that many of our students may travel great distances to and from school each day. We also recognize that students may want to use electronic equipment to listen to music or books or play games. All electronics must be turned off before a student enters school and should remain off throughout the day. Please consider leaving valuable items at home, as Laurel School will not be responsible for lost possessions.

Lunch

Lunch will take place in the lower level of Building 1, in our Café. Please be sure to send lunches that will provide good nutrition and energy to allow your child to continue learning throughout the day. Also, most students have a snack at mid-morning, so plan accordingly. At this time, Laurel School does not have a lunch delivery service. Should your child have any food allergies, please notify Administration to ensure his/her safety. There will be no time for children to microwave lunch, so please send foods that do not require this.

Outdoor/Recess

It is important for children to move around and exercise during the day. Students will have daily recess prior to lunch and other opportunities for supervised play and exercise. Recess will occur outdoors whenever the weather permits, even in the snow. Please send appropriate clothing and shoes to allow your child to participate.

CODE of CONDUCT

Schools are expected to do a great many things. One of the most important goals is to teach students the knowledge and skills they will need to be successful, contributing members of their community. Although the primary focus of an education program is academics, schools are also expected to reinforce the social skills and behaviors valued by our society. Our student Code of Conduct is designed to protect the learning environment, to promote respect for self and others, and to create a safe place for students and staff. Classroom expectations are set by teachers and reflect Laurel School values.

Any student behavior that interferes with the maintenance of a safe learning environment will result in a disciplinary action. Such action may include one or more of the following consequences:

- Warning
- Sent to office
- Phone call to parent/parent conference
- Lunch/recess detention
- Loss of privileges
- In-school suspension: part day or full day
- Out-of-school suspension

Ultimately, meetings with the Laurel School Administration to review appropriateness of placement at the Laurel School of Princeton may be warranted

The following behaviors will result in disciplinary action:

Behaviors that hurt others:

- Bullying, harassing, sexual harassment, teasing in any form
- Provoking or instigating a fight
- Fighting/aggressive/violent behavior
- Assault on student or staff
- Assault on staff*
- Threatening to harm others
- Showing disrespect
- Throwing things
- Stealing/extortion
- Lying
- Gang related behaviors
- Vandalism/property damage (school or personal property)
- Disrespectful behavior towards staff or students
 - Pushing
 - Hitting
 - Other dangerous behaviors

Behaviors that disrupt class/school/learning

- Attention-seeking
- Talking out/making noises
- Not following directions/defiance
- Inappropriate language/gestures (not intended to hurt anyone)
- Excessive activity level
- Late to class
- Leaving class without permission
- Refusing to do class work assignment
- Unprepared for class
- Sleeping in class
- Plagiarism/cheating
- Cutting Class
- Leaving school grounds without permission
- Arguing

Behaviors that violate school policies

- Cell phone violation

- Electronic games/Music players violation
- Dress code violation
- Inappropriate use of internet/computers/other technology

Special cases – as described in state regulations

- Bringing a firearm to school*
- Assault with a weapon other than a firearm*
- Violation of substance abuse policy
 - Being under the influence
 - Being in possession*
 - Use of substances interfering with learning and school appropriate behavior

In addition to school disciplinary measures, these problems behaviors must be reported to the police

PROHIBITION of HARASSMENT, INTIMIDATION and BULLYING

To provide our students with a safe, orderly and civil learning environment, The Laurel School prohibits all acts of harassment, intimidation and bullying conducted by students or staff. These behaviors disrupt students’ ability to learn and the school’s ability to educate. Treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying are the behaviors that will be promoted and commended.

Definition of Harassment, Intimidation and Bullying

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c. (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication transmitted by means of an electronic device, including but not limited to: a telephone, cellular phone, computer, or pager.

Pupil Expectations and Core Values

Taking into consideration the developmental level, maturity, capabilities and special needs of our students, The Laurel School expects students and staff to behave in a manner that shows proper regard for the rights and welfare of others and the educational purpose of all school activities. Standards for behavior have been set with input from staff, administration, parents, students and board members. a One purpose of these standards is to help create a learning environment that supports the development of self-discipline, respect for self and for others.

When reinforced, these values will help prevent incidents of direct and active harassment, intimidation and bullying, as well as bystander and other passive support for these harmful behaviors. Staff members will take advantage of every opportunity to reinforce these values. They will also use violations of these values as an opportunity to help students learn to assume and accept responsibility for, and consequences of, their behavior.

The Laurel School prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Attempt in a positive, nonviolent and nonaggressive manner to stop acts of harassment, intimidation, or bullying;
2. Walk away from acts of harassment, intimidation, or bullying when they see them; rather than participating in or supporting such acts;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

Consequences and Remedial Action

All acts of harassment, intimidation or bullying by students or staff shall result in appropriate remedial actions and/or consequences. The appropriateness of any remedial plan or consequence shall be based on the severity of the offense, the developmental ages of the student offenders, student offender's behavioral history, the special needs of the students involved. Personal and environmental factors (such as disability, school climate, classroom management considerations, interpersonal relationships and skills, etc) shall be taken into account when developing remedial plans and consequences.

Remedial plans may involve but are not limited to:

- § In-school short-term counseling
- § Creating a Behavioral Intervention Plan
- § Parent conference
- § Referral for non-school based therapy
- § Restitution for damaged property
- § Remedial plans may involve but are not limited to the following:

Personal

- § Warning
- § Sent to office
- § Detention
- § Parent notification
- § In-school suspension
- § Out of school suspension
- § Meeting with parents
- § Reports to law enforcement
- § Termination

COMPUTER and INTERNET ACCEPTABLE USE POLICY and PROVISIONS

A. Policy and Purpose Statement

The Laurel School believes that the use of computers and the Internet are, if used appropriately, an integral part of the educational program. It has been decided to make Internet access available to the students/staff, only for the express purpose of supporting the educational program. It is made available to enable students/staff to conduct research and to communicate with others, also in furtherance of educational objectives, which relate to student/staff curriculum.

This policy is intended to comply with the Children's Internet Protection Act/Neighborhood Children's Internet Protection Act. The Technology Coordinator shall be responsible for ensuring that the blocking software is installed and functioning.

Although the Internet offers vast opportunities to access resources, an environment that promotes both responsible and ethical conduct in all student/staff computer activities must be maintained. With access to the Internet also comes the possibility, even with the use of blocking software, that students/staff may access materials that is either of no educational value, or violates applicable State or Federal law. This is so because, with the current state of the technology, it is impossible to control access to all materials, which are obscene or profane, or advocate illegal acts, violence or unlawful discrimination.

It is our belief that the educational value of the access to information and the interaction enabled by Internet access far outweighs the disadvantage that users may procure materials that are not consistent with the educational goals. The operation of the computer network relies, in part, on the proper conduct of its student users. Therefore, it is necessary for students/staff to follow the guidelines, which are set forth within this policy. If any user violates this policy, his/her privileges to use school computers may be limited or suspended. In addition, the student/staff may be subject to other applicable disciplinary measures.

B. Terms and Conditions of Use

1. Acceptable Use. The purpose of providing access to Internet is expressly to support research and education. It is to provide access to various resources and opportunities for collaborative work. The use of the Internet must be solely to support education and research which furthers the educational objectives and curriculum established by The Laurel School. Transmission and accessing of any material in violation of any Federal law (including either the Children's Internet Protection Act or the Neighborhood Children's Internet Protection Act), state law, or regulation/or Board Policy is prohibited. Prohibited activities include, but are not limited to the following:

- a) Users will not transmit or access material, which is profane, obscene, harmful to minors (as that term is defined in the Children's Internet Protection Act), or advocates illegal acts, violence or unlawful discrimination.
- b) Any use of the network for commercial or for profit purposes is prohibited.
- c) Use of the network for personal and private business, limited to non-instructional time.
- d) Mass emails, not related to school business are prohibited.
- e) Any use of the network for advertising or political purposes is prohibited.
- f) Users of the network shall not disrupt or interfere with the use of the network by others, including trespassing into other's folders, work, or files.
- g) Computers, network, hardware or software shall not be altered, mishandled or abused in any way, whether physically or through the use of viruses, hacking, phishing, reformatting or deleting programs.
- h) Users of The Laurel School computer system will not download any software, music, video or other forms without express permission from the Technology coordinator.
- i) The school computer system shall not be used to harass others.
- j) Hate mail, discriminatory remarks and other antisocial behaviors are prohibited.
- k) The unauthorized installation of copyrighted software for use on the school computer system is prohibited.
- l) Using other students or staff's passwords.
- m) Giving personal information without permission from administration AND parent.
- n) Accessing social networking sites online.

2. Privileges. The use of The Laurel School computer system, including access to the Internet is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline, as outlined in the Student Code of Conduct, which is incorporated by reference herein, and even possible prosecution for illegal activity. Each student, in order to obtain access to the school computer system, will be required to accept and comply with The Laurel School Technology Acceptable Use Agreement. The Technology Coordinator will have the authority to, at least temporarily, suspend use of the system at any time.

3. Network Etiquette. Users of the school computer system are expected to:

- a) Only use appropriate language.
- b) Never reveal personally identifiable information such as name, address, telephone number or those of other students.
- c) Understand that use of The Laurel School computer system is for the exclusive purpose of furthering educational objectives and that there is no expectation of privacy for any access or use thereof.
- d) Comply with all intellectual property laws, such as copyrights.

C. Miscellaneous

1. Security of the system is a high priority. If you have reason to believe that you can identify a security problem in the computer system, you must notify an Administrator

2. Vandalism will result in the automatic suspension of use and will be subject to disciplinary consequences, or possible legal action, which could result in criminal prosecution. Vandalism is defined as any attempt to harm or destroy data, software or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated data.

3. The Laurel School of Princeton makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the school 's own negligence or the user's errors or omissions. The school cannot accept responsibility for the accuracy or quality of information obtained through its services.

ADDITIONAL PROCEDURES AND POLICIES

Emergency Evacuation Drills

The Department of Education requires all schools to conduct one fire drill and one emergency drill per month, even during the summer program. Emergency drills include the following: bomb threats, lockdowns, non-fire evacuations, active shooter lockdowns / evacuations, reverse evacuations, and shelter-in-place. During all drills, students must remain quiet and follow staff direction without question. During drills and actual emergencies, there will be designated staff responsible for students' well being, so their needs can be met as quickly as possible under these conditions. In the event of an actual emergency, staff will contact parents/guardians with information about the emergency, their child's well being, and any directions about coming to school for a pick-up. In the event of a true emergency, school staff will take direction from the Emergency Services personnel (fire and police), and everyone must give these personnel their full cooperation.

Smoke Free Environment

The Laurel School of Princeton maintains a policy of no smoking on school grounds during school hours or at any school function. This policy applies to all students, employees, visitors, and any service providers. The use of smokeless tobacco products is also strictly prohibited. Any student found in violation of this policy will face serious disciplinary action.

Care of School Materials

It is our goal to help instill a sense of pride and responsibility in our students. Please help us to encourage your children to respect the school and materials within the school. All students are expected to maintain school materials and property with proper care. Students who damage property, including books, will be required to pay the appropriate cost. All fines must be paid before the final report cards are issued.

INFORMATION AND SUPPORT FOR PARENTS AND GUARDIANS

Administration

If you have concerns that you must address, please don't hesitate to call and speak to:

Executive Director: Tim Viands, (Ext. 217)

Head of School: Dee Rosenberg, (Ext. 218)

Assistant Head of School: Lorraine McKay (Ext. 286)

Administrative Assistant: Alison Greenberg, (extension 290)

Permission Slips

Throughout the course of the year, we schedule field trips for our students to enhance their educational experiences. These trips coordinate with the goals and objectives of our curriculum, and provide an opportunity for students to extend their academic and social learning. Parents are expected to sign a general permission slip in TADS that will apply to all of the sponsored field trips.

We will send a notification to you when a trip has been scheduled that will providing specific details about the event. If a student elects to stay home, it will be considered an unexcused absence.

Visitors

Throughout the school year we plan many special and unique activities. Often, parents and guardians are invited to attend. You will be notified about such opportunities through school communication channels such as Notes from Dee, email and flyers, or phone calls.

However, we ask that you first SIGN IN AT THE MAIN OFFICE, where you will receive a VISITOR'S PASS. SUCH A PROCEDURE HELPS TO IMPROVE THE SECURITY OF OUR BUILDING FOR OUR CHILDREN.

Visits for other purposes, such as to a classroom in session, require advance permission from the Administration, in accord with The Laurel School Policy.

Emergency Communication

In the event of an emergency closing, delayed opening, or unscheduled early dismissal, parents will be notified by our Honeywell Emergency Alert System. This system will notify you by any combination of text, phone, or email as per your direction when you register in the system. Forms for registering in the system will be sent home in the first week of school. Further questions about registration should be directed to Alison Greenberg (ext. 210). Emergency closing announcements will also be posted on the Laurel School of Princeton website.

Students' Possessions

Please label all of your child's possessions for easy identification. A *LOST AND FOUND* box is located in Ms. Greenberg's office.

We hope this handbook provides you and your child with the necessary information for a successful school year. As updates are made, we will provide an updated electronic copy of the Handbook, and will post the most recent version of the HAndbook on the Laurel School of Princeton Website. We know such success can only be achieved through the collaborative efforts of school and home...**TEAM** work!

Together Everyone Achieves More!

The Administration and Staff of the Laurel School of Princeton, a unique learning environment designed for the dyslexic mind, looks forward to an exciting school year ahead.

Parent Acknowledgement

As the parent/guardian of

(Student Name)_____

I have received, read and understood this handbook and school policies manual.

Parent/Parents Signature _____

Date:_____

Please return this signed page to the Administrative Office.

