



STUDENT AND PARENT/GUARDIAN HANDBOOK

2019-2020

The Laurel School of Princeton

STUDENT & PARENT/GUARDIAN HANDBOOK

2019-2020

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 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
Alison Greenberg	Executive Assistant

Teaching Staff:

Rebecca Horner-Teacher

Sharon Anderson - Teacher

Nancy Hamill-Teacher

Jennifer Walsh- Teacher

Andrew Piccolo-Teacher

Dr. Lorraine McKay – Science/ NoticeAbility

Sheryl Streger- Brown- Science/ Math

Hope Osborn – Music/ Theatre

Eleanor Evans-Art

Logan Rogers-Health/ Physical Education/Tech

Alicia Wagner- Speech Pathologist

Lauren Jaffe of Fun Sense- Occupational Therapist

CONTACT INFORMATION

Main Phone:	609-566-6000
Administrative Assistant:	Alison Greenberg, ext. 290 agreenberg@laurelschoolprinceton.org
Executive Director:	Tim Viands, ext 217 tviands@laurelschoolprinceton.org
Head of School:	Dee Rosenberg, ext. 218 drosenberg@laurelschoolprinceton.org
Assistant Head of School	Dr. Lorraine McKay, ext. 286 lmckay@laurelschoolprinceton.org

Teachers:

Ms. Sharon Anderson ext. 288
sanderson@laurelschoolprinceton.org

Ms. Nancy Hammill ext. 285
nhammill@laurelschoolprinceton.org

Ms. Rebecca Horner ext.287
rhonrer@laureschoolprinceton.org

Ms. Jen Walsh ext. 233
jwalsh@laurelschoolprinceton.org

Ms. Sheryl Streger Brown ext.286
sbrown@laurelschoolprinceton.org

Ms. Andrew Piccolo ext. 305
apiccolo@laurelschoolprinceton.org

Ms. Alicia Wagner ext.270
awagner@laurelschoolprinceton.org

Mr. Logan Rogers, ext. 287
lrogers@laurelschoolprinceton.org

Ms. Hope Osborn, ext.301
hosborn@laurelschoolprinceton.org

Ms. Eleanor Evans, ext.302
eevans@laurelschoolprinceton.org

Laurel School School Calendar 2019-2020

Please check the website for calendar updates

Sept 3	Staff Day
Sept 4	First Day of School - Full Day
Sept 18	Professional Development - Early Dismissal
Sept 30	SCHOOL CLOSED - Rosh Hashanah
Oct 9	SCHOOL CLOSED - Yom Kippur
Oct 16	Professional Development - Early Dismissal
Nov 13	Professional Development - Early Dismissal
Nov 20	Parent Teacher Conferences - Early Dismissal
Nov 21	Parent Teacher Conferences - Early Dismissal
Nov 22	End of 1st Trimester
Nov 26	Thanksgiving Assembly - Early Dismissal
Nov 27, 28, 29	SCHOOL CLOSED - Thanksgiving
Dec 6	Report Cards
Dec 20	Holiday Celebration - Early Dismissal
Dec 23-Jan 3	SCHOOL CLOSED - Winter Break
Jan 6	School Resumes
Jan 15	Professional Development - Early Dismissal
Jan 20	SCHOOL CLOSED - MLK Day
Feb 12	Professional Development - Early Dismissal
Feb 14	Early Dismissal
Feb 17	SCHOOL CLOSED - Presidents' Day

Feb 28	End of 2nd Trimester
Mar 6	Report Cards
Mar 11	Parent Teacher Conferences - Early Dismissal
Mar 12	Parent Teacher Conferences - Early Dismissal
Mar 13	Early Dismissal
Mar 16	SCHOOL CLOSED
Mar 25	Professional Development - Early Dismissal
Apr 3	Early Dismissal
Apr 6 - 10	SCHOOL CLOSED - Spring Break
Apr 13	School Resumes
May 1	Science Expo - Early Dismissal
May 13	Professional Development - Early Dismissal
May 22	Early Dismissal
May 25	SCHOOL CLOSED - Memorial Day
May 28	Field Day
May 29	End of 3rd Trimester
June 2	Field Day - Rain Date
June 5	Last Day for Students - Closing Ceremony- Report Cards
June 8- 9	Make up snow days if more than 3
June 8 - 12	Professional Development - Wrap Up

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 at the far side 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 Laurel Lounge and assemble for Morning Meeting.

PARENTS MUST ENTER THROUGH THE 75 MAPLETON ROAD ENTRANCE AND BEAR LEFT TO DROP OFF. BE MINDFUL AND DRIVE SLOWLY. PLEASE STAY TO THE RIGHT OF THE ROAD WHEN WAITING FOR YOUR TURN TO DROP OFF TO ALLOW PASSAGE OF CARS.

***DO NOT BLOCK THE INTERSECTION IF YOU ARE WAITING IN LINE TO DROP OFF OR PICK UP YOUR CHILD.**

***IF YOU NEED TO DISCUSS ANYTHING WITH FACULTY OR OTHER PARENTS, PLEASE PARK YOUR CAR IN THE 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, to become inspired, and to become mindful for a positive 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 areas in which students excel. Students are expected to be dressed appropriately in Laurel School dress code and ready to participate by 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 School Program (ASP) at 3:15 PM. Parents will be charged a daily drop in fee should this occur. If there are extenuating circumstances, please call and email the Main Office (Alison Greenberg, Ext 290 or agreenberg@laurelschoolprinceton.org) to let us know ahead of time.

Early Dismissal

Any time parents/guardians need their children to be 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 an early dismissal. **Parents/guardians are asked NOT to pick their child up directly from any classroom.**

Please call and email Alison Greenberg by 8:30am if children will be leaving early. Please note that parents/guardians are required to notify their bus company/district transportation office of any changes in busing due to a pick-up.

Laurel School Attendance Policy

Laurel School prides itself on individualized and evidence-based programming for our students. Instructional groupings are intentional, small, and specialized, therefore requiring regular attendance in order for all students to take full advantage of instruction and to see progress. Student success and classroom routines suffer when students are not attending school regularly.

The following is a list of excused absences:

- Student illness
- Religious observance
- Emergency/Death in the family
- Parental permission approved by the school
- Absence due to disciplinary action

Please note that three or more consecutive absences due to illness require a doctor's note be provided upon the student's return to school.

Laurel School reserves the right to respond, formulate corrective plans, and evaluate appropriate placement as a result of a student's excessive absences within the academic year. This policy is in place to ensure that both students and parents understand the effects and importance of good attendance.

Procedures:

Parents/Guardians should contact Alison Greenberg in the Main Office (agreenberg@laurelschoolprinceton.org or call 609-566-6000, ext. 210) by 8:00am to let her know that a child will be absent, late, or picked up early. Alison will ensure that all teachers are notified. Please do not only contact your child's teacher directly (by text or email) about absences. We need to be sure that information about student attendance is shared efficiently with every faculty member who needs to know the information. By contacting Alison, you can be sure the information will be properly shared. Thank you for your help with this important detail.

For more information about the importance of good attendance, we encourage you to read the following articles:

[For Elementary Students](#)

[For Middle/High School Students](#)

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.

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 INFORMATION

Emergency Information

Emergency information will be provided to each parent/guardian well before school begins, through the TADS online database (myTADS.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 has the most up to date information..

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 at 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

For information about information New Jersey Family Care, which 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, please call the number below or visit www.njfamilycare.org.

NJ FamilyCare

Affordable health coverage. Quality Care.

1-800-701-0710

Multi-lingual operators available

TTY 1-800-701-0720

REPORTING PROGRESS

Reporting Periods

The Laurel School follows a trimester schedule. Teachers gather data about student progress in several ways, including standardized, 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 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/guardian'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

The Laurel School promotes unity and school pride in all areas. In addition, our aim is to create an environment that promotes learning and is appropriate for an educational setting. All students must take responsibility and be accountable for dressing and grooming in a manner that demonstrates respect for themselves and others and is conducive to a safe and healthy environment. Parents are expected to support the school and their children in taking this responsibility seriously.

With this in mind, the dress code below has been adopted for students. Items are available in the Lands' End School Catalog on the Laurel School approved [School Dress Code Page](#). (Laurel's Preferred School Number: 900184243). All approved checklist items can be found [here](#). Items do not need to be purchased at Lands' End, but the items serve as a guide for what students may wear to school.

1. PANTS/SLACKS/CAPRIS/LEGGINGS: Solid colors. No blue jeans/blue denim or jeggings. Leggings must be worn under a dress/jumper/skirt or if worn alone with a top that comes to the top of the leg.

2. SKIRTS/SHORTS/SKORTS/JUMPERS: Solid colors or hunter green plaid. No blue jeans/blue denim. Must be a least fingertip length. No short shorts or “daisy duke” shorts. Jumpers must be worn with an appropriate blouse or shirt.

3. SHIRTS: Solid colors only. Shirts and blouses must have a collar and must be a solid color. Acceptable styles include: Golf/polo-style shirts in short or long sleeve, oxford-style button down collared shirt, cotton blouse with a peter-pan collar; turtlenecks and mock turtlenecks. Midriffs should be covered. No tank tops or halter-tops.

4. SWEATERS/SWEATSHIRTS/CARDIGANS: Solid colors only. Must be worn with a collared shirt and should be plain with no logos (or very small logos). The Laurel logo is allowed.

5. Headwear of any type may not be worn – male and female. This includes hoods on sweatshirts. (Note: The exception to this rule is documented religious or medical reasons)

6. Outerwear is not permitted while in the building.

7. All shirts must cover shoulders, cleavage, stomach and back.

8. Footwear must be worn at all times. (Flip flops, athletic slides, or bedroom slippers are not permitted)

9. Clothing must be clean and in good repair. It should be worn and fit as intended:

- Pants must be worn properly and are to be pulled up and secured at the waist.
- Leggings must be worn under a dress/jumper/skirt or if worn alone with a top that comes to the top of the leg.
- Undergarments are not to be visible.
- Pajamas are not permitted.
- Excessively oversized garments (including sweatshirts) are not permitted.

10. Apparel and jewelry that advertises, glorifies, or symbolizes any illegal substances or any substances illegal to minors, containing derogatory phrases, profanity, or glorifies violence or criminal behavior are not permitted to be worn.

On Fridays, when noted, students may wear approved Laurel Spirit Wear in a neat and appropriate way. Spirit Wear apparel and accessories can be purchased at our new online [School Store](#).

Those students who come to school out of dress code will be given items of appropriate clothing to wear for the day. Multiple violations of the dress code will result in consequences as listed in the Parent/Student Handbook.

Parents with specific concerns about this dress code should contact the Head of School.

Electronic Equipment Policy

As a technology forward school, Laurel wants to promote responsible digital citizenship which includes helping students learn both the benefits and the challenges of cell phones, social media and other online activity. Our intent is to support academic success with limited distraction and to promote face to face interaction and personal connection.

In keeping with this philosophy:

Lower School students are expected to leave phones at home. If a student wishes to have a phone for their rides to and from school, they are expected to turn them in to the main office during the school day.

Upper School (grades 7-9) students are expected to leave cell phones in their backpacks and turned off during the school day unless students are using these under the direction and supervision of a faculty member. Upper School students may earn the privilege of using cell phones during lunch/recess or other times designated by their teacher.

Students are prohibited from recording anything on school property or at school sponsored events, unless they are given permission by a faculty member. Students are prohibited from posting anything online without the permission of those in the recording.

Students are expected to sign a digital citizenship contract at the beginning of the year, which will outline all expectations of this important responsibility. Violations of Laurel policy may result in confiscation of the device and follow up with a parent before the device may be returned.

Lunch

Lunch will take place in the lower level of Building 1, in the Laurel Lounge. 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 do not send foods that 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 educational program is academics, schools also reinforce the social skills and behaviors valued by our society. Our student Code of Conduct is designed to protect our learning environment, promote respect for self and others, and 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 disciplinary action that includes helping students understand the impact of their behavior and why it was inappropriate. Consequences will be age appropriate and parents/guardians will be notified of any disciplinary action taken that results in a student being removed from the classroom. At the discretion of the administration, negative behaviors will result in one or more of the consequences below:

- An initial warning by the classroom teacher
- Phone call home to discuss behavior and consequences
- In person parent conference to discuss behavior and consequences
- Loss of recess time
- Loss of other privileges
- In-school suspension: part or full day, during which students will be given an assignment designed to help the student better understand the impact and consequences of their behavior
- Out-of-school suspension

The following behaviors will result in disciplinary action:

- Any behaviors that hurt self or others
- Showing disrespect
- Lying
- Teasing, bullying, harassing, or violent behavior
- Throwing things or other dangerous behavior
- Threatening to, provoking, or instigating a fight
- Stealing
- Vandalism/property damage (school or personal property)
- Smoking/ vaping
- Sexual assault

Behaviors that disrupt class/school/learning and may result in disciplinary action:

- Talking out of turn/making noises

- Not following directions/defiance/arguing
- Inappropriate language/gestures (not intended to hurt anyone)
- Excessive activity level
- Being late to class
- Leaving class or school grounds without permission
- Refusing to do class work assignment
- Being unprepared for class
- Sleeping in class
- Plagiarism/cheating
- Cutting class

Behaviors that violate school policies that will result in disciplinary action:

- Electronics/cell phone violation
- Dress code violation
- Inappropriate use of internet/computers/other technology

Extreme cases that will result in immediate dismissal from the school until further consequences are determined:

- 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 or use of illegal substances, or devices*

In cases where negative behavior continues, parent/ guardian meetings with the administration to review the appropriateness of a student's placement at Laurel School may be deemed necessary.

*In addition to school disciplinary measures, these 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, Laurel School expects students and faculty 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. 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:

- 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:

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 interaction enabled by the 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 the 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 others' 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. Digital Citizenship

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.

4. 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 directions 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 correlate 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 provide 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 special 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. THIS PROCEDURE IMPROVES 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 **E**veryone **A**chieves **M**ore! 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 (student name) _____,

I have received, read, and understand this handbook and school policies manual. I have also reviewed the handbook and policies with my Laurel student.

Parent/Guardian 1 Signature _____

Parent/Guardian 2 Signature _____

Date: _____

Please return this signed page to the Administrative Office by September 12, 2019