

## WELCOME

Dear Primary Families,

A warm welcome to the 2011-2012 school year. Your girls can look forward to an enriching year of excellent academics and opportunities that truly challenge them to dream, dare and do!

The purpose of this resource is to facilitate a smooth beginning to the school year. We use this booklet to inform our families about the behavioral expectations and guidelines for girls in K-4. Your awareness and understanding of these expectations and the parameters of the school will ensure common ground and a successful year at Laurel. Many of the items in this handbook focus on issues that help us to maintain a positive, respectful and caring environment for our students.

Although this handbook provides you with a great deal of information, no resource like this can anticipate every question or circumstance that may arise. I encourage you to contact your child's homeroom teacher, the Primary School Office or myself, should you need help or guidance. We will be more than happy to assist you.

Sincerely,  
Rebekah Klar  
Director of the Primary School

## **Introduction**

The general format of this handbook is meant to maintain consistent information across the school. Details specific to a division are the unique features of each division's handbook. The purpose of the Laurel handbook is to provide a clear and central source of information about common aspects of life at Laurel. We hope that the entire family will take the time to review this book, as it provides answers to almost any general Laurel question you may have. Please keep a copy handy so that you can refer to it whenever the need arises.

The mission of Laurel School is

*"To inspire each girl to fulfill her promise and to better the world."*

Laurel School - Where girls dream...dare...do!

## **Statement of Inclusion**

As an evolving community of learners, we strive to build bridges and make connections that embrace equity and justice not only within Laurel School, but also in our local, national, and global communities. Doing so allows us to embrace our mission “To inspire each girl to fulfill her promise and to better the world.”

To this end, we work to honor individuals and to respect multiple customs, traditions, values, and perspectives. We understand that social identifiers – such as gender, race, religion, socioeconomic status, family configuration, sexual orientation, ethnicity, ability, and age – play a crucial role in our individual experiences even as they have shaped society as a whole. We expect members of our community to be guided by courage, empathy, and compassion because we believe these values foster inclusion and that their practice teaches us to better understand a complex and dynamic world.

## **GENERAL INFORMATION**

### **Class Composition**

Class composition and placement are determined by faculty and division heads at the end of each year. Personality, friendships, learning styles, group dynamics and unique strengths are all considered. Parental requests for placement with a specific teacher or friend are not accepted. All placement decisions rest with the school.

## **Attendance**

A successful Laurel education depends on the student's involvement and participation in each class, and the student who is absent often misses out on the valuable experiences that lead to success.

Students are expected to attend school each day unless sickness or special family circumstances interfere. Whenever possible, we ask that you arrange medical and dental appointments at times that don't interfere with school commitments. Family travel and vacation plans should be made only during school vacations, and students are expected to attend school on the days before and after vacation breaks. If there is an extraordinary reason for a student's absence from school, please contact the Director of Primary School to discuss the issue before making final plans. While teachers make every effort to plan assignments in advance, they are not obliged to provide future assignments or to give extra help to girls returning from travel or another unexcused absence

## **Absences**

Phone calls are *required* if a student cannot be in school. Parents must call the Primary School Office (216.455.3006) before 9:00 a.m. to notify the school of an absence. Voice mail messages can be left before the switchboard opens in the morning, or even the night before, at 216.455.3006. If no call is received, the school will attempt to reach the parents to determine the cause of the absence. However, this causes a serious delay in identifying the whereabouts of children. If your daughter arrives after 8:05 a.m., she must stop by the Primary School Office to inform the Primary School secretary.

Primary students may miss a great deal while they are out of school. It is important for parents to confer with teachers to determine how best to handle what has been missed. If it is absolutely necessary to miss school for a professional appointment, a written excuse, signed by a parent or guardian, should be sent to the Primary School *at least one day prior to the appointment date.*

## **Arrival**

Students are welcome in the building beginning at 7:00 a.m. Those children who arrive between 7:00–7:30 a.m. should enter the school by the front door and **be escorted by a parent/caregiver** to the Dining Room where there will be supervision. At 7:30 a.m. Primary students should go directly to the Lake Library or to the small gym where they will be supervised until school begins. No child should arrive prior to 7:00 a.m., as there is no supervision available until that time.

The beginning of the academic school day is very important for children. It is a time for the girls to settle in, to hear about the day's learning experiences, and to prepare for participation. Because of this, it is critical to have a starting time that is respected by everyone. ***We ask that all Primary students be in their classrooms and ready to begin at 8:00 a.m.*** Chronic tardiness will be addressed by the Director of the Primary School. The beginning of the day is also a critical time for teachers to be available to students. If parents need to talk with teachers, they should set up an appointment during teacher preparation periods or after-school hours.

Primary students who arrive by car should enter through the doors at the Primary circle. Students riding buses enter through the main entrance in the middle of the building. Girls with younger or older sisters may enter through the most convenient door.

## **Dismissal**

While dismissal times may vary by division, the buildings close at 6:00 p.m. Primary students leave their classrooms at 3:18 p.m. and go to the Primary School circle (non-bus students) or to the main circle (bus students). Adult supervision is provided at both circles. In order to keep dismissal safe, please note that the parent/caregiver is responsible for buckling the student's seatbelt as she enters the car. We also ask that cell phones not be used while

parents/caregivers are in the circles. Parents/caregivers of non-bus students should pick up their children no later than 3:45 p.m. If a student's ride has not arrived by 3:45 p.m., she will be taken to the After School at Laurel Supervised Play Program, and parents automatically will be assessed a fee of \$25.00. The Director of the Primary School will handle any chronic late pick-up issues.

***Teachers may not allow girls to leave with anyone other than those persons listed on their transportation form without written permission from a parent/guardian.*** This is a serious safety and liability issue, and this rule will be strictly enforced. We request that written notes be as specific as possible.

Any change in transportation plans needs to be shared with the school. If there is a last minute emergency change, a call to the Primary School Office is needed with as much advance notice as possible. Calls after 2:00 p.m. may not be delivered in time to the teacher or students. If you use e-mail to communicate a change, you should expect an acknowledgement of receipt. If you do not receive the acknowledgement, please call the Primary School Office. Except for emergency situations, students should not make last-minute plans during the school day for after-school social visits. The division offices are very busy. Please do not call with messages for your child unless it is very important.

## **Daily Schedule**

Classes in each division operate on a ten day rotating schedule. Each week is assigned “Dream” week or “Dare” week throughout the year. These designations are published on the school calendar.

- 7:00 a.m. Arriving students go directly to the Dining Room  
(a parent/caregiver must escort them to the Dining Room)
- 7:30 a.m. Arriving students go to the Lake Library or small gym for  
“Wake Up Call”
- 8:00 a.m. Homeroom begins
- 11:02 a.m. Lunch
- 3:18 p.m. Dismissal

## **Visitors**

The doors at the Primary circle are locked from 9:00 a.m. until 3:00 p.m. Parents and other visitors during that time must use the main entrance, sign in at the Front Desk and obtain a visitor’s badge.

## **Playgrounds**

During the school day, the playgrounds may be used by Laurel School students only. Children who have been dismissed for the day may remain on the playground until the After School at Laurel Program children come outside. At these times, we ask that all children who are not a part of the After School Program leave to avoid confusion for both children and faculty. Neighbors and Laurel families are welcome to use the playground after 6:00 p.m. or on weekends.

## **MEDICAL AND SAFETY INFORMATION**

Although it is impossible to plan for every emergency, medical or safety situation, Laurel has a basic emergency response plan designed to allow us to respond quickly and thoughtfully to any critical incident. A critical incident is a traumatic event that is an out-of-the-ordinary experience. It has the potential of disrupting the school equilibrium and having a negative impact on the school population, both staff and students. A team of administrators, known as the Level One team, meets to assess any critical incident and to plan the response.

### **Health Services**

Laurel School is fortunate to have the services of a full-time registered nurse, Susan Kramer R.N., B.S.N. The Nurse's Office is off the hallway overlooking the small gym. Parents need to inform Nurse Kramer of any health issues concerning their daughter, e.g., medication, asthma, allergies or communicable illnesses. The nurse can be reached at 216.455.3060. The school also contracts with a physician as a consultant for any medical questions.

### **Nurse's Office Hours**

The Nurse's Office is open from 7:45 a.m. - 4:15 p.m. At 7:45 a.m., the office is open only for students bringing medication or P.E. excuses. After 8:00 a.m., Primary students may go to the Nurse's Office with teacher permission only.

### **Emergency Information**

Emergency Medical Authorization form must be on file in the Nurse's Office on the first day of school. These forms give the school specific instructions about whom to call and what action to take when we are unable to reach either parent in the event of a medical emergency.

## **Medicines**

Students must bring medicine (prescription or non-prescription, and/or vitamins) to the Nurse's Office the first thing in the morning so that it can be safely stored and administered by the school nurse. Please send medicine in its original container accompanied by a completed prescription form indicating the time it is to be administered, permission to dispense the medicine, and the diagnosis.

## **Absence Due to Illness**

**In order to maintain a safe and healthy environment for all adults and children,** there are times when it is necessary for a child to be absent from school. Children who are not feeling well should stay home *if*:

- She has a temperature of 99.9 degrees Fahrenheit or above during the day or evening
- There is vomiting or diarrhea during the evening or night
- you suspect your child has strep throat or is being taken to be tested for strep throat

Please note: a child ***may not*** return to school until the test results are confirmed by the physician's office. (Overnight testing is preferred.) If the test is positive for strep, she ***must*** stay home for 24 hours after the start of the medication.

- There is a prolonged or severe headache
- She has a contagious disease

If your child has any of these symptoms, please do not send her to school ***for at least a 24-hour period after*** symptoms have been absent -- even if your child says she would like to return to school. Students must also remain at home 24 hours after being given an injection or starting oral medication. Children with the above symptoms will be sent home.

## **Illness During School Hours**

The Nurse's Office has regular office hours during the school day. At other times, the Nurse's Office is not open except in the case of emergencies, such as allergic reaction, vomiting, fever, injuries to the eye, head or lacerations or abrasions, sprains, strains or fractures, or prolonged or severe headaches.

A student must have permission from the teacher to visit the nurse. The Nurse's Office also processes any parental communications regarding health and P.E. classes. If a parent feels that a child should not take P.E. for health reasons, a written note (by the parent or guardian) needs to be taken to the Nurse's Office. The nurse will evaluate the request and issue a pink slip that the student will take to the P.E. teacher during the appointed class period.

When the nurse is not on duty, during such times as after-school activities and weekend events, the adult in charge of the activity will handle medical emergencies if they arise.

## **Safety and Emergency Information**

We have specific procedures for a variety of evacuation and safety scenarios. Throughout the year, the entire school community participates in practice drills for each of these procedures. If you would like further information about the types of emergency events for which we prepare, please contact your Division Director.

## **ACADEMICS**

Curriculum is understood to be all that takes place in the life of a student during the school day. In a college-preparatory school such as Laurel, the academic curriculum is of the highest priority. Through a variety of means, including cross-divisional discussions, the academic life of the students reflects a well-planned, sequential curriculum from PS-12. Students are challenged to become

collaborative learners as well as independent thinkers and risk-takers, confident in themselves and their abilities. Each division has determined appropriate measures for keeping students and families apprised of academic guidelines and each student's progress.

### **Communication of Student Progress**

At Laurel School, we believe that regular communication about student progress is central to healthy parent-school partnership and fundamental to best educational practice. In the Primary School we communicate in the following ways:

#### **Grading**

Because Primary children vary tremendously in terms of their development, there is a naturally wide range of abilities and achievement in each grade. Therefore, comparison of a student with classmates is not appropriate. We do not give letter grades in the Primary School.

#### **Homerooms**

In the Primary School, the homeroom teacher acts as the major liaison with each girl's family regarding both academic and non-academic topics. The homeroom teacher, therefore, is the first person to consult regarding any questions, suggestions or concerns for your child.

#### **Reporting to Parents**

For young children, reporting to parents is best done in an interactive setting; i.e. conferences and other face-to-face meetings. The first opportunity for communication is in August. This is an opportunity at the very beginning of the year for parents and girls to drop by to meet teachers in an informal way.

Official conferences will take place in mid-October and mid-February. Families will also have the option of scheduling a meeting in June to close the year. Students will be expected to attend each of these conferences with their parent(s). Girls will be encouraged to reflect on their successes and challenges. This facilitates our commitment to involving girls in setting goals, receiving feedback, and in becoming independent learners.

Written reports with extensive checklists and narratives will be sent in mid-November, mid-March and at the end of the school year. Parents are invited to set up individual meetings if they wish to discuss any aspect of the reports directly with teachers.

For both of the conference days above, we recognize that homeroom teachers may not be able to accommodate all parent schedules. Therefore, conferences will be scheduled for the entire week surrounding the conference dates.

Although the formal system has several pre-set reporting times, you will find that we talk together much more frequently. Communication is a two-way street, and we encourage parents to call or to set an appointment as questions or issues arise. Please be considerate of teachers when they are on duty with their classes. We appreciate your scheduling conversations at a time convenient for all. You also are welcome to use e-mail to communicate with your daughter's teacher. E-mail addresses are the first letter of the teacher's first name followed by the full last name @laurelschool.org. For example, the e-mail address of the Director of the Primary School is rklar@laurelschool.org.

## **Homework**

For young children, much of the schoolwork to be done at home is related to the reinforcement of skills learned and extensions of the curriculum. Reading, journal writing, math games, and home-based science experiments are examples of homework considered

appropriate in the Primary School. As the girls move into the later Primary grades, the range and scope of assignments grow. For all grades, homeroom teachers will communicate their expectations and guidelines to families through newsletters, parent conferences and at Primary Parent Night.

### **Computers and the Internet Acceptable Use Policy**

Computers in the labs, classrooms and hallways of Laurel School are provided for the educational use of students. Use of computer resources is a privilege governed by the principles of the Laurel School Mission Statement, Division Handbooks and policies of Laurel School.

Users of computer resources are expected to conduct themselves as they do elsewhere in the Laurel community, with integrity and respect. Failure to do so will result in privileges being revoked. Additional disciplinary and/or legal action may follow as determined to be appropriate. By the act of logging in to network or Internet services at Laurel, users of computers and Internet connections at Laurel School agree to the following Acceptable Use Policies:

- 1. Personal Responsibility:** I accept the responsibility to use the computer system properly and to report any misuse of computers or computer resources to a faculty member. Misuse may consist of any action or failure to act that is inconsistent with Laurel's guiding principles of respect, responsibility and integrity. Misuse would include (but is not limited to) unauthorized access to other people's files or passwords, theft of data or passwords, vandalism, or spreading of viruses.

- 2. Acceptable Use:** My assigned account(s) will be used in support of my education at Laurel School. I will not use the school's computer resources for purposes not related to my education,

transmission of any material prohibited by law, or advertisement of any commercial product. I will not access or transmit any information or material that is inappropriate for use at Laurel School, threatening, obscene, or in violation of copyright laws.

3. **Privacy/Security:** I will not provide confidential information to anyone. This includes passwords and personal information such as addresses and telephone numbers. In the event I believe someone else knows this information, I will report it to a faculty member immediately. Similarly, I will not ask anyone for this information.

4. **Conservation of Resources:** I will practice common courtesy and respect in using computers and computer resources at Laurel School. I will not waste or abuse computer, network or printer materials provided. I will be responsible for using equipment properly and reporting any problems to a member of the faculty. At no time will I attempt to repair or exchange hardware components, including keyboards and mice.

### **Library Policies**

All Laurel students and families are encouraged to use the Laurel School libraries for their research and reading needs. Numerous resources are available on-line ([www.laurelschool.org](http://www.laurelschool.org)).

The Lake Library is brimming with books and audiovisual materials for the use and enjoyment of the Laurel community. All Laurel students and families are encouraged to borrow materials. If a book has not been returned when it is due, a reminder note is sent home. Items that are needed for a longer period of time may be renewed as many times as necessary unless someone else is waiting to borrow them. Students are encouraged to use the library often. Help from parents in encouraging responsibility for the return of books is critical. If an overdue book is not returned by the end of the school year, parents will be notified and families will be billed for lost books.

## **Standardized Testing**

Laurel School recognizes the value of the information to be gained from standardized testing, the prevalence of the use of tests within our American educational system, and the importance of our students being properly prepared to take tests. Test results help teachers and administrators better respond to individual learning needs as well as to assess the school's curriculum for both content and pacing. In the Primary School, the Fourth Grade girls take the ERBs (Educational Records Bureau). The test is used by many of the nation's independent schools.

## **BEHAVIORAL EXPECTATIONS AND GUIDELINES**

Our commitment to the principles of **Integrity, Respect and Responsibility** forms the basis of Laurel School's guidelines for student behavior. Principles governing behavior weave throughout the school's curriculum, in the classrooms, on the playing fields, in co-curricular activities and in ways that students represent the school in the larger community. Discrimination or harassment of any kind will not be tolerated.

Rules and expectations are designed to benefit all members of the community by providing a positive, safe and fair environment. If a student finds herself in a situation at school in which she feels uncomfortable or threatened, she should speak immediately to her homeroom teacher or the Division Director.

All students at Laurel School are expected to be familiar with the rules and to abide by them. Each division of the school has its own, age-appropriate response to those students who break school rules.

The definition of discipline includes guiding and teaching appropriate ways of behaving. We believe it is most appropriate for

classroom teachers to deal with minor issues by discussing them with students, and when necessary, with parents.

- To create and maintain a trusting environment, we ask all students to respect property.

Because vandalism, theft or abuse of property threatens trust, student lockers, cubbies, book bags and teachers' desks should be considered out-of-bounds to others.

Dishonesty, including lying or covering the truth, is unacceptable in all circumstances. We ask all girls to be truthful.

- To instill in girls a sense of belonging to a long line of Laurel students, all students need to be in Laurel uniform except for designated "civvies days" or teacher-approved field trips.
- In order to maintain a climate of respect between all members of the Laurel community, we ask students to use appropriate language and behavior. (Vulgar and improper language has no place at school, nor does physical or verbal abuse.)

We expect girls to use good manners and to be courteous at all times.

### **Disciplinary Action**

Occasionally, behaviors may be considered more serious and are referred to the Director of the Primary School, and parents are contacted. Every effort will be made to clarify facts and to give due process to the student. The goal of discipline is to help a student take responsibility for a behavior and find more appropriate options in the future. The Director will consult with other members of the administration or faculty to inform the intervention. In all cases, students who take responsibility for their behavior will be dealt with

more leniently than students who do not. Any student or parent who wishes to appeal a disciplinary decision should first contact the Director of the Primary School. If concerns remain, the Head of School may be contacted.

## **COMMUNICATION**

Each member of the Laurel community is an integral part in the over-all communication network. Parents are encouraged to discuss any student issues with the appropriate Laurel faculty or staff. Teachers and administrators provide a variety of ways of communicating with them: conferences, phone calls, voice mail or e-mail. It is our practice to try to respond to anyone within twenty-four hours.

### **Messages**

We recognize that occasionally you will need to get a message to your child. Important messages should be called or e-mailed to the Primary School Office *before 2:00 p.m.* We cannot guarantee messages will be delivered if they are received after that time. All e-mails will be acknowledged. Please call if no acknowledgement to your e-mail message is received. Transportation plans need to be settled with students *before they arrive at school*. It can be very upsetting for a child to be unaware of how she will be getting home. Please see the notation under Dismissal.

### **School Closing**

In the event that school is closed unexpectedly, families will be informed via computerized phone message system and news media.

### **Telephone and Office Use**

Because of the confidentiality of materials, as well as functioning effectively, *the Primary School Office is open to faculty and staff only*. Students may use the phone in the Primary School Office for

emergency use only when Marianne Hoegler, the Primary School secretary, is present.

## **STUDENT LIFE**

Laurel offers many co-curricular activities for its students. These range from our full offering of athletic teams to active student government groups and many clubs. The underlying principle of these activities is to encourage initiative, appropriate risk taking, leadership and a willingness to cooperate with others. Student activities vary a good deal from division to division, as each seeks age-appropriate ways of pursuing these important goals.

### **After School Programs**

Primary students can stay after dismissal time and participate in the After School at Laurel programs. The After School at Laurel Program has a variety of classes available by registration, e.g. drama, science, and chess. Girls may also stay after school until 6:00 p.m. as part of the After School at Laurel Supervised Play program. All details are included in our After School at Laurel brochure; or contact Melissa Curtis, the Program Director, at 216.455.0154.

### **Birthdays**

Birthdays are very special occasions for children. We do recognize this day in several ways. It has become a tradition to sing “Happy Birthday” at lunchtime for all girls who have had birthdays that week. Most parents choose to send a simple treat for the whole class (muffins, fruit, etc.) We request that parents refrain from any other form of celebration during the school day (e.g., decorations, sending clowns). The LSPA has established party/school celebration guidelines that minimize the focus on materialism. If you have any questions, please contact Amy Hatem, the Primary Room Parent Coordinator. ***ALL invitations to individual parties that take place outside of Laurel must be mailed. We will not hand out invitations at school.***

Some families enjoy selecting a Birthday Book to donate to the Lake Library. The cost is \$15.00. A photo of the donor with her book goes on display in the library, and she receives a personalized bookmark as a thank you.

### **Bus Students**

Most of the public school systems that provide buses for our students have informed us that they will not transport friends of their regular bus riders. Therefore, if a child wishes to go home with another child, the public school buses are not to be used for this purpose. *Bus drivers will not honor notes from parents.*

### **Chapel and Assembly Programs**

Despite its religious roots and name, Chapel has no religious function at Laurel. Primary Chapel occurs every month and brings the Primary School together to consider common ideals, to hear a variety of speakers, and to share experiences. It is also a time for each Primary class to share classroom and learning experiences with peers. Families are invited and encouraged to attend any of the programs. Families are notified in advance when Chapel programs include their child's class.

### **Community Council**

Most schools have some type of school government. In the Primary School, we call our representative group of students the Community Council. The name was chosen to reflect an important value at Laurel: the concept of community. Two representatives from each class meet regularly to discuss community questions, projects and issues. Suggestions are made to the faculty and administration and input into the division is realized. We try to involve numerous students in the Primary by rotating class representatives during the year.

## **Dining Room**

In the Primary School, girls enjoy eating lunch with one another in a relaxed setting. When an adult is not present, Fourth Graders take a leadership role at each table. However, there are times when parents and students enjoy making Laurel “lunch dates” with each other in the Alcove of the Dining Room. Because the Dining Room can only accommodate a certain amount of lunches per day, we ask that you contact the Primary School Office (216.455.3006) to make arrangements.

Parents who come for lunch must sign in at the Front Desk and obtain a visitor’s badge.

All dietary restrictions or issues should be discussed with the school nurse.

## **Dining Room Manners**

- All students are encouraged to select a nutritious well-balanced lunch.
- Students must sit at assigned tables.
- We encourage conversations with tablemates at lunch. We discourage talking from one table to another.
- Students stay at a table until they are dismissed.
- Students clear their own tables.
- Students are expected to use good behavior and appropriate table manners throughout the lunch period.
- Students who visit the bathroom during lunch need to wash their hands before returning.
- Kindergarten and First Grade girls are not permitted to go through the full salad bar. However, teachers and visiting adults can take food from the bar to give to those students if they would like to try something. Please note that a special, smaller scale salad bar is set up for all Kindergarten and First Grade girls on a daily basis.

## **Field Trips**

Experiential learning is a critical part of the educational process; therefore a variety of field trips are taken in the Primary School. These experiences are an integral part of each teacher's curriculum. All parents have signed a general permission trip form for the year. However, you will be notified before each field trip.

## **Holidays**

Laurel is a nonsectarian school that respects the diversity of its families. Students and their families are encouraged to share their religious traditions, special events and holidays with their class and the division. Students may be absent for their respective religious holidays.

## **Snacks**

The Primary girls eat lunch fairly early (11:02 a.m.) With the day ending at 3:18 p.m., many students need to have a nutrition break by mid-afternoon. Students may bring nutritious snacks of moderate size (no candy). To avoid competition, we ask that only single, small servings be sent to school and we (uncharacteristically!) discourage sharing. Each classroom teacher will determine the timing and guidelines for snacks in her room. We request that students *do not bring* any drinks (e.g., juice, soda). Water is available at all times.

## **Volunteers**

Parents are an integral part of Laurel. Your presence and help reminds your child that her education and her school are important to you. At the same time, we recognize that work schedules and parent availability differ. Therefore, parent interaction at school varies greatly. Your child's teachers will communicate with you about options for interaction with her class. In addition, the LSPA actively seeks volunteers for a variety of positions in the school. If

you are interested, please contact Mary Feldman, the President of LSPA.

Each class has several volunteer room parents. This group is chosen by the LSPA. Room parents are coordinators for class activities and as liaisons for communication between the parents and the school. The room parent coordinator for the Primary School is Amy Hatem.

### **DRESS CODE**

The uniform is an important dimension of student life at Laurel School. The uniform is something every girl shares, no matter her background. As with the uniform our athletic teams wear, Laurel's school uniform implies pride in the group. By wearing the school's uniform, Laurel students symbolically embrace their membership in the school. While children in the Pre-Primary School do not wear a uniform, the Primary, Middle and Upper Schools have their own variations of the uniform, but all share a common look. This look identifies each girl as a part of the entire school community, while the subtle differences identify her as a member of one of our three divisions.

Laurel is committed to uniforms for students beginning in Kindergarten. Uniforms limit competition and concerns about fashion. They also help ensure that children view others not in terms of what they wear, but in terms of what kind of human beings they are. In addition, wearing uniforms helps remind students that the main focus at Laurel is education. We expect every girl in Kindergarten to Grade 4 to be in uniform each day. Laurel's Primary uniform is as follows:

**Jumper:** Navy and green plaid, available from Schoolbelles only. (Jumpers may be removed and girls may wear P.E. shorts and polo shirts when the temperature is 80 degrees or above.) It is permissible for the girls to wear gym shorts under jumpers on a daily basis if the shorts do not hang below the hem.

**Shirt/Top:** The Laurel **white (only)** short-sleeve and optional long-sleeve polo shirt with Laurel insignia (purchased from Lands' End; reference our school code 9000-8603-4) under their jumpers or with their slacks. They may also wear plain white, navy blue or forest green long-sleeved turtlenecks.

**Slacks:**

Pleated or flat front chinos in khaki, stone, forest green or navy  
Pleated or flat front corduroy pants in khaki, stone, forest green  
or navy

Knit pants with elastic waists

Plaid slacks (identical to jumpers) purchased from Schoolbelles

**Socks/Tights:** Solid color knee socks, short socks and tights in plain white, navy blue or forest green.

**Shoes:** The uniform shoes *must be* plain brown or black leather (with non-marking soles), low-heeled, loafer or laced, or plain white tennis shoes/sneakers with non-marking soles (no high tops, “lights” or other fads.) Open sandals or shoes without backs are not permitted. Platform shoes are not permitted.

**Sweaters/Sweatshirts:** Size-appropriate sweaters or Laurel sweatshirts (including fleece) in white, navy blue, or forest green may be worn with the uniform during the school day. Sweaters without a Laurel insignia must be plain white, navy blue or forest green in a cardigan or crew neck style. Sweatshirts without a Laurel insignia on them are not part of the uniform. *Please Note:* Laurel sweatpants are to be worn for outside play only, not under jumpers during the day.

**P.E. Uniform:** The P.E. uniform for K - Grade 4 consists of:

- Green shorts with Laurel insignia (purchased from P.E. Dept.)

- White polo shirt with Laurel insignia (purchased from Lands' End)
- White socks
- Leotard for gymnastics/dance – black, navy or dark green (may be purchased at Target, etc.) Leotards may be worn under the uniform but should not be visible. (Black dance pants to be worn over the leotard are also optional).

“Civvies days” are designated days for students to wear “regular” clothes. The Director of the Primary School will designate civvies days on an average of once per month. We encourage families to help us keep civvies days from becoming competitive in terms of the clothing worn. Excessive jewelry or attention-getting clothing and hats should not be worn to school. For safety reasons, if earrings are worn, we suggest studs or simple hoop earrings. ***It is very important that all clothing items are marked with the student's name.***

## **VEHICLES AND VEHICLE USE ON CAMPUS**

### **Parking**

Laurel School remains limited in the number of available parking places and spaces. The entire Laurel community is encouraged to abide by the parking plan and to respect that our neighbors also have parking needs. Please note the posted signs and hours on all circles, both school and city, and remember that a school zone is a 20 MPH zone. Parents may park in the Pre-Primary School circle or designated streets as space is available and as signs permit.

The Primary School circle is designated for faculty parking only. ***There is NO parking in this lane!*** It is important that the outer lane

of all circles be kept open for moving traffic. The safety of all students and families is of utmost importance. Please drive in such a way as to respect the safety of each person in the Laurel community. Please **do not** use cell phones while in the circles.

For student safety, please drop off your daughter at the Primary School door, not on Lyman Circle. Most days an adult is at the Primary door to assist your daughter.