Parent-Student Handbook 2026-2027

Laurel Hall School

11919 Oxnard Street,

North Hollywood, CA 91606-3394

www.laurelhall.org

Laurel Hall School Federal Tax ID: 95-1684066

"Embracing knowledge, community, and kindness in a culture of caring and spirituality."

Mission

At Laurel Hall School, our mission is to develop life-long learners who are competent, confident, and caring. Nurtured in an inclusive faith setting, they are prepared to contribute to their communities and succeed in an ever-changing world.

Vision

At Laurel Hall School, the vision is to provide an academically challenging and inspiring program that prepares our diverse students for future learning and school success; enrichment opportunities in technology, art, music, drama, and athletics that build their interests, skills, and confidence; and a supportive and inclusive faith community that promotes kindness, caring, and service.

EMMANUEL LUTHERAN CHURCH

Laurel Hall School, a mission of Emmanuel Lutheran Church, provides an education that teaches the whole child. Together, the school and church work to support our students on many levels. Through this partnership, we strive to provide an environment where students are encouraged to grow academically, spiritually, socially, and personally. Chapel time on Mondays is a time for our students to experience the Love and Grace of God through Jesus in song, message, and sharing. Please feel free to join us at 9:50 am.

We happily invite all Laurel Hall families to join us for worship and fellowship at Emmanuel Lutheran Church on Sundays at 10:00 a.m. There will be a children's sermon, then children are released to Sunday School (with parents' permission) and return for the end of worship. Following worship, we have a time of fellowship where we gather around coffee, food, laughter, and conversation. We look forward to growing together as a community of faith, learning, and support.

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School Hours

Grades K-3: 8:30 am to 3:00pm M-Th; 8:30 am to 2:00 pm Friday
Grades 4-8: 8:00 am to 3:00 pm M-Th; 8:00 am to 2:00 pm Friday

Weekly Chapel – Monday, 9:50 a.m.
Parker Anderson Program Hours
(ACE)
3:00-5:30 pm

School Office Hours
7:30 am - 3:30 pm M-F

This handbook is part of the parent assigned contract with Laurel Hall School, and it is understood that parents/guardians and students will comply with all policies as stated.

Administrative Staff

Laurel Hall School (818) 763-5434

Marti McCloud, Principal..... .....x105

Barbara Hitchcock, Assistant Principal..... x104

Kimberly Hinton, Office Coordinator..... x101

Mike Richter, Director of Athletics..... x146

Jonelle Harvey, Instructional Support; IEP Coordinator..... x125

Stephanie Humble, Admissions & Social Media Coordinator.... x110

Emmanuel Lutheran Church (818) 761-6124

Pastor Rick Hall..... .. x424

Ancel Sitton, Church Office Manager..... .....x413

Business Office (818) 763-5434

Arcelia Clementson, Controller.....x123

Sheri Dillon, Head of Operations..... x124

About Laurel Hall School

Laurel Hall School is a private Christian school, fully accredited by the Western Association of Schools and Colleges. All Laurel Hall faculty members hold and/or are working towards state teacher certification. We provide a rigorous academic core curriculum accompanied by a rich hands-on and technology-infused teaching and learning approach with enrichment opportunities in performing arts, fine arts, athletics, art, and a weekly chapel emphasizing the virtues of kindness, community, and responsibility.

We encourage lifelong learners to value themselves as competent and confident individuals, contribute to their community, and succeed in a changing world. To accomplish our mission, we guide our students to EMBRACE learning.

Laurel Hall students are:

Effective Communicators
Masters of Skills & Concepts
Builders Utilizing a Creative Process
Responsible Citizens
Actively Engaged in Learning
Critical Thinkers
Emergent People of God

Additionally, Laurel Hall students are explicitly taught the Formative Five (The Formative Five - Thomas R. Hoerr, Ph.D.) success skills, which includes, empathy, self-control, integrity, embracing diversity, and grit.

Laurel Hall families are invited to attend Sunday worship at Emmanuel Lutheran Church which is held at 10:00 am. A full Sunday morning of adult and children's Bible study is available. Mid-week programs and seasonal worship services occur throughout the year. A children's choral program is also part of the ministry at Emmanuel. In addition, there are age-appropriate youth activity groups for students in 4th grade and up. Please contact Ancel Sutton, in the church office, for more information. We welcome all families to join us for worship at any time. If you currently do not have a church home, we invite you to consider joining the family of faith here at Emmanuel. Good things happen here.

ACADEMIC EXPECTATIONS

As a condition of admission and continued enrollment at Laurel Hall School, all Laurel Hall families and students agree to engage in respectful behavior, always. Also, as a condition of admission and continued enrollment at Laurel Hall School, all Laurel Hall families and students agree to act in a manner that exemplifies our mission of kindness, grace, compassion, and empathy.

Laurel Hall School shall implement policy, procedure and practice that is consistent with Social Emotional Learning, Restorative Practice, and Culturally Responsive Teaching and Learning.

Laurel Hall School strives to meet the individual needs of our students. From time to time, experience has shown us that some students need academic or social interventions beyond the scope of our program. When such circumstances occur, Laurel Hall cannot provide formal diagnostic testing and may recommend formal diagnostic evaluation outside of school. The results of such an evaluation may include recommendations for services such as an educational therapist, a psychologist, or another school setting which can provide more specific instructional assistance for the student than LHS can provide. Laurel Hall is neither licensed nor credentialed to work with students with behavioral or learning problems, which cannot be mitigated in the regular classroom.

Academic Integrity

Academic cheating or plagiarism is considered a very serious offense and will result in disciplinary consequences. Students involved in academic dishonesty will receive a zero and/or "F" for the test or assignment, and their parents will be contacted to discuss possible additional consequences.

Academic Progress Reporting

Official report cards are issued three times a year according to each teacher's grading policy. It is important to note that grades are posted "live" to the portal. It is essential that parents check their child's progress regularly.

Assessments

Students in grades 2-8 may participate in the Measures of Academic Progress (MAP) assessment program during the school year. MAP assessments are computerized tests that are adaptive and offered in reading and mathematics at Laurel Hall. The way the results of the assessments are used is the most significant reason for standardized testing. At Laurel Hall School, an emphasis is placed on the use of assessment data to inform teaching and learning. This assessment cycle includes baseline, formative, and summative assessment data, or "evidence of learning" to determine the growth along the learning continuum.

Grading - Kindergarten

Grades for Kindergarten are reported in a separate format from the rest of the school to encourage beginning learners and accommodate developmental differences.

P – Proficient
D – Developing
NP – Not Proficient

Grading - 1st – 3rd

Letter grades of E, G+, G, G-, S+, S, S-, N, or U are given for all subjects. (Excellent, Good, Satisfactory, Needs Improvement, Unsatisfactory).

Grading - 4th – 5th

The following grade scale is used for all classes:

89.50 - 100	=	A
79.50 - 89.49	=	B
69.50 - 79.49	=	C
59.50 - 69.49	=	D
00.00 - 59.49	=	F

The 4th and 5th grade scale used for Cooperation and Work Habits (E, G+, G, G-, S+, S, S-, N, or U - Excellent, Good, Satisfactory, Needs Improvement, Unsatisfactory).

Grading - 6th – 8th

A+ 96.5-100
A 92.5-96.4
A-89.5-92.4
B+ 86.5-89.4
B 82.5-86.4
B- 79.5-82.4
C+ 76.5-79.4
C 72.5-76.4
C-69.5-72.4
D 59.5-69.4
F below 59.5

Middle School work habits and cooperation are evaluated as follows:

E = Excellent
G = Good
S = Satisfactory
NI = Needs Improvement
U = Unsatisfactory

GPA - 6th – 8th

The grade point average (GPA) is determined by the grades in English, math, history, science, (other classes are not included in the GPA).

Grade Point Average

A	=	4.00
B	=	3.00
C	=	2.00
D	=	1.00
F	=	0.00

Middle School Honor Roll

Laurel Hall School recognizes students with outstanding academic achievement in middle school. Students earning between a 3.5-3.749 Grade Point Average will qualify for the Green Honor Roll, and students achieving a 3.75 and above will qualify for the Gold Honor Roll. Students may qualify for honor roll each trimester, and it will be indicated on their report card. At the end of the school, if they qualify for Honor Roll all three trimesters, they will receive a special certificate.

Students receiving cooperation and/or work habits grades of "NI" or "U" will not be eligible for the honor roll.

Valedictorian

A valedictorian is a student who achieves a GPA of 4.0. And the highest GPA in the class. The valedictorian is given a chance to speak during the graduation ceremony.

Salutatorian

A salutatorian is a student who achieves the second highest GPA in the class.

Valedictorian and Salutatorian Recognition Policy

At Laurel Hall School, the honors of Valedictorian and Salutatorian are intended to recognize students who demonstrate exceptional academic achievement while also reflecting the character, integrity, and leadership values of the Laurel Hall community. These honors represent not only scholarship, but also the qualities embodied in the Formative Five: empathy, integrity, self-control, embracing diversity, and grit.

Eligibility Requirements

To be eligible for Valedictorian or Salutatorian recognition, students must:

- Be enrolled at Laurel Hall School for 7th and 8th grade

- Meet GPA requirements
- Demonstrate consistent effort and responsible citizenship
- Be in good disciplinary standing during the school year
- Uphold the school's expectations regarding academic honesty and integrity

Academic Criteria
Valedictorian and Salutatorian honors are determined primarily by cumulative academic performance during middle school coursework, with special consideration given to 8th grade achievement.
- The student with the highest cumulative GPA will typically be named Valedictorian.
- The student with the second-highest cumulative GPA will typically be named Salutatorian.

The administration reserves the right to review academic records, course rigor, and final grades when determining honors.

Character and Conduct Expectations
Because these honors reflect leadership within the Laurel Hall community, students selected Valedictorian and Salutatorian must also demonstrate conduct consistent with Laurel Hall values.

Serious or repeated violations involving:
- Academic dishonesty
- Cheating or plagiarism
- Bullying or harassment
- Significant disciplinary concerns
- Conduct inconsistent with school expectations

may result in disqualification from consideration, regardless of GPA ranking.

The administration may review individual situations on a case-by-case basis, considering:
- Severity of the incident
- Intent and honesty
- Accountability and growth
- Prior disciplinary history
- Alignment with the values and mission of Laurel Hall School

Final Determination
Final decisions regarding Valedictorian and Salutatorian recognition are made by school administration in consultation with faculty. Laurel Hall School reserves the

right to withhold these honors in situations where no candidate fully reflects the academic excellence, integrity, and character expected of these distinctions.

Disqualification from Honors

Any student misbehavior considered serious by the administration may disqualify a student from being on the academic honors list, being in the honors class, or from receiving graduation awards.

Graduation

Laurel Hall's course of study conforms with and exceeds state and local requirements. Class credits are transferable to any school, public, or private. Students must be in good standing both academically and behaviorally to participate in graduation activities. Special services, personal conduct, and general attitude are considered when graduation honors are conferred. Every family must be in good financial standing in order to participate in graduation.

Class Placement

At the end of each school year, teachers work together to create class lists for the new school year. After careful consideration of each child's individual needs and interests, a placement is made based on the most appropriate classrooms to suit the best interest of the child. These placements will not change due to parental requests.

Promotion and Retention

All students are expected to achieve at least grade level proficiency to be promoted to the next grade. Should it be necessary, teachers will inform the administration about possible retention, and a meeting will be convened to discuss potential scenarios. Any student failing two or more major academic subjects may be at risk for retention or dismissal. Further academic intervention may be required for future enrollment. Laurel Hall School does not have Special Education classes.

Student Remediation

Laurel Hall School provides academic resources in Language Arts support for grades K-5. Students are recommended for this program by their teachers. Parents will be

notified by the administration/teachers if their child would benefit from participating in this program.

Homework

Homework is to be performed outside of the classroom and may include practice of skills learned in class, assigned reading, studying, projects, or the completion of class work. Homework includes activities or assignments that can be independently completed by the students within a reasonable time of allotment, with minimal adult help. Homework is connected to grade level subject matter or curriculum and is connected to classroom instruction. LHS teachers value the quality of homework verses the quantity. Students are responsible for all homework when it is due. Those who are absent can find their assignments on the student portal, and are given appropriate time to complete assignments

Student Records

According to the Federal Education Rights and Privacy Act (FERPA), parents have the legal right to access all records of their child for review. Parents may dispute records through appeal to the administration.

According to FERPA, Laurel Hall School may disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, to outside organizations without a parent's prior written consent. See Third Party Reporting and School Use of Student Recordings & Student Work for further details.

Cumulative records are legal documents that are treated with care by school personnel. Access to a student's record is available only to parents or guardians, the administration, and teachers. All cumulative records at Laurel Hall are maintained in electronic form.

The School Office will send transcripts as requested from other schools with parent authorization. We also request that transcripts be sent to Laurel Hall School for all new students.

Requests for school records and work permit approval require a minimum of 2 school days for processing and completion.

SCHOOLWIDE EXPECTATIONS, NORMS & PRACTICE

Laurel Hall builds a culture of lifelong learning and inquiry through a rigorous and innovative curriculum. Developing and maintaining a sense of community is integral to the Laurel Hall experience. The faculty, students, and parents work together to create an atmosphere of trust. Good citizenship and positive social interaction are expected among all members of the school community. Just as we strive to help each student achieve his or her full potential academically, learning the value of community, trust, and citizenship is equally vital.

Attending Laurel Hall is a privilege. Students are expected to behave in a way that reflects the values and morals of the school's philosophy. Laurel Hall recognizes that students are responsible for their actions and behavior and are therefore accountable for the resulting natural consequences of inappropriate actions or behavior. Laurel Hall believes that all students in the Laurel Hall School family must treat all people equally and respectfully, and refrain from the willful or negligent use of slurs against any person based on race, language spoken, color, gender, religion, disability, national origin, immigration status, age, sexual orientation or political belief. Students are also expected to actively support and assist the school in maintaining a campus free of drugs, alcohol, weapons, and gang activity.

At Laurel Hall School, there are expectations of students to be honorable in the areas of conduct, integrity, responsibility, and respect for staff, other students, and property.

An honorable Laurel Hall student is one who:

- Exhibits an understanding of the Formative Five success skills
- Exhibits honesty in their dealings with others
- Exhibits courtesy, kindness and respect toward others always
- Exhibits academic integrity and excellence
- Respects one's own and others' property
- Respects the laws of God, the community, and country
- Abides by the rules and regulations of the school as outlined in the Parent-Student Handbook.

Schoolwide Expectations, Norms & Practice

- As a condition of admission and continued enrollment at Laurel Hall School, all Laurel Hall families and students agree to engage in respectful and safe behavior, always
- As a condition of admission and continued enrollment at Laurel Hall School, all Laurel Hall families and students agree to act in a manner that exemplifies our mission of kindness, grace, compassion, and empathy
- Laurel Hall School shall implement policy, procedure and practice that is consistent with Social Emotional Learning, Restorative Practice, and Culturally Responsive Teaching and Learning
- Students are expected to respect the personal space of others any time they are on the Laurel Hall campus or Emmanuel Lutheran Church property
- Students are expected to respect the property of Emmanuel Lutheran Church, Laurel Hall Schools, and the personal property of others
- Students are expected to be prepared and to be on time to every class
- Students in grades 4-8 are expected to be in class by 8:00 a.m. with all required class materials
- Students in grades K-3 are expected to arrive at school by 8:25 a.m.
- Middle school students, whose parents need them to walk home after school, may leave campus at 3:00 p.m. through the front office only if there is a written permission form signed by a parent or guardian on file
- No student may ever *leave campus during the school day* without permission and to do so would lead to serious consequences including the possibility of expulsion
- Laurel Hall School shall employ a Student Support Team to address and assist with a variety of student-related issues
- Laurel Hall School shall employ a reflection centered approach to address and assist with a variety of student-related issues
- Laurel Hall School shall employ a Progressive Discipline approach that will be used when behavioral infractions occur
- In middle school, Laurel Hall School shall implement a tiered system of progressive discipline in conjunction with Restorative Practice, written reflections and teacher administration conversations.
- At all times, students are expected to respect school property and the property of others
- Students who leave class during the school day are expected to be in possession of a ''bathroom pass'' or ''hall pass''

- As a condition of admission and continued enrollment at Laurel Hall School, all Laurel Hall families and students agree to not intentionally hurt their peers

- The only electronic device sanctioned for use during the school day is a school issued Chromebook and must be used for academic purposes
- No student may use their own technology (cell phones, Smartphone, tablet, laptop, etc.) during school hours and will be kept in the office where it must be picked up by the parent. Using a device during school hours leaves the device subject to being banned from campus
- Students may not use earbuds/ headphones during school hours
- Students must abide by the Laurel Hall Dress Code
- Students may wear "spirit-wear" or spirit colors with free choice of appropriate pants, shorts or skirt on Friday
- Pajamas are not allowed at Laurel Hall
- Students shall not engage in unacceptable language, which includes, but is not limited to hurtful words, profanity, ethnic/racial/gender slurs, and gossip about one another
- Harassment toward others shall not be tolerated at Laurel Hall School
- No student shall verbally, physically, or emotionally harm another student or staff member
- Hate speech shall not be tolerated at Laurel Hall School
- Neither cheating, nor plagiarism shall be tolerated at Laurel Hall School
- Backpacks, bags, and lunchboxes are not allowed in any middle school classroom
- Middle school students shall keep backpacks and bags in lockers until the end of the school day
- LHS sports equipment shall be stored in a student locker (middle school)
- Non-school related sports equipment (outside sports teams) shall not be brought to school
- Laurel Hall will not accept any lunch deliveries such as Uber Eats, Postmates, etc.
- Gum chewing is not allowed on the Laurel Hall campus
- During lunch/nutrition students shall not litter; they are responsible for cleaning-up their area
- Abandoned property except technology and instruments shall be stored in the LHS Lost-and-Found and will be donated or discarded after long durations of time unclaimed- families will be notified before Lost and Found is cleared out
- Abandoned technology shall be stored in the technology office
- All abandoned instruments shall be brought to the instrument room

Co-curricular Participation

Laurel Hall educates the whole child through mind, body and spirit by providing the foundation to move into the world as a smarter, stronger, and more caring citizen. While it is difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

Co-curricular activities are those in which students appear, perform, and/or compete as representatives of Laurel Hall. Examples of these include, but are not limited to, athletics, cheerleading, drama, and National Junior Honor Society (NJHS). Co-curricular activities provide the opportunity for all students to develop their talents to the highest level possible. Laurel Hall is committed to offering a wide variety of activities. Students participating in co-curricular activities officially represent Laurel Hall and the Emmanuel Lutheran Church and are expected to be model students who display exemplary conduct and academic achievement. Any student who falls below a satisfactory grade in academic achievement or behavior will be suspended from participation in all co-curricular activities.

Co-curricular Eligibility

Academic Eligibility - All students who participate in co-curricular activities must be in good academic standing. To participate, a student must maintain a "C" average in every class. A student is ineligible for co-curricular participation when he/she earns a "D" or below in any class. Ineligible students will be suspended from participating in games, competitions, or performances, and practice during that period of ineligibility. Students will remain ineligible until he/she achieves a "C" or above in all classes.

Behavioral Eligibility – All students who participate in co-curricular activities must also be in good standing with respect to work habits and cooperation both inside and outside the classroom. To participate, a student must maintain an "S" or better in both work habits and cooperation in every class. Ineligible students will be suspended from participating in games, competitions, or performances, and *practice* during that period of ineligibility. Students will remain ineligible until he/she achieves at least an "S" in all classes. In all matters of unsatisfactory performance, the parent has the right to appeal to the principal.

General Discipline Guidelines

Laurel Hall School provides quality education in a faith-based atmosphere. Discipline is more than a list of orders, rules, and punishments; it is an opportunity to teach, train, and guide students so that they may mature and develop moral character within definite guidelines. Discipline is intelligent self-control. And the use of skills such as empathy, integrity, and embracing the diversity of peers at LHS. The staff at Laurel Hall School believe that the home and school share responsibility for this training.

Expectations Outside Class

Students are expected to follow all behavioral standards whether in or out of the classroom. This applies to all school sponsored activities including activities before or after school and during lunch, recess, assemblies, chapel services, etc. Respect for people and property are to be always demonstrated**.**

- During lunch and nutrition, students are expected to practice proper table etiquette during the lunch period
- When packing your child's lunches, please keep in mind he/she will have approximately 20 minutes to eat
- Canned or bottled soft drinks are not permitted
- Please provide lunches that do not require additional preparation (refrigeration, microwave, etc.)
- The health office must be notified of all dietary needs and/or food allergies
- For health and safety purposes, students must not share any food with one another
- Students must adhere to school rules during all break times
- Students are responsible for cleaning up after themselves when they have finished eating

Restorative And Responsive Practice

Children are encouraged to work out their conflicts. We implement both Restorative Practice and conflict resolution strategies.

When students fail to meet behavioral expectations after proactive measures and intervention have been attempted, a model of progressive discipline ensues. The Laurel Hall staff strives for wisdom and fairness and attempt to deal with each student as an individual.

Minor discipline problems are typically handled by the classroom teacher and/or staff person. More serious or continued violations of school rules are brought to the attention of the administration. In all cases, parents are expected to be active partners in the problem-solving process.

Decisions regarding discipline will be based on several factors:

- The severity of the offense
- The student's previous conduct record
- The student's attitude during the disciplinary conference with a staff member
- Consequences include, but are not limited to, removal from class, reflection, restorative conversation, restitution, lunch/ recess detention, nutrition detention, in-house suspension, out-of-school suspension, and dismissal from Laurel Hall School.

Restorative practice must be an integral part of any disciplinary action. The goal of disciplinary action is to change behavior toward the positive. Restorative Practice and conflict resolution strategies allow students to prevent harm from occurring, repair harm that is done, engage the student in the process, and provide an avenue for transformation, allowing fundamental changes in students and their relationships with others.

Suspension/Expulsion

Suspension/Expulsion from school is not an ordinary disciplinary measure. It is used when other corrective measures have failed or when a serious offense is committed. When a student is suspended, the parent/guardian will be notified of the suspension and the reason for the disciplinary measure. Suspension is handled in a confidential manner.

Students may not be permitted on class trips if behavior or attendance is a chronic concern.

Behavioral Infractions – Definitions

Cheating

- Copying another person's work (tests, quizzes, homework, etc.) or allowing someone to copy your work.
- Asking for or giving questions and/or answers to tests or quizzes.
- Students working together on homework, or other types of assignments, may do so only with specific teacher instruction.
- Talking during tests or quizzes without teacher permission.

- Looking at and getting information from someone's work in class or allowing someone to look at your paper.
- Getting information from books, notes, cell phones, or elsewhere during a test or quiz.
- Turning in another person's work as your own.
- Plagiarism of any kind (copying from any published source, including the Internet, without properly citing the sources constitutes plagiarism).

Lying

- Telling an untruth.
- Not telling the whole truth (lying by omission).
- Denying responsibility for actions for which you are responsible.
- Forging a parent's signature and/or any signature that is not yours, and offering that forgery as legitimate.

Stealing

- Taking or using another person's or the school's possessions (i.e. library books, sports equipment, textbooks, personal items) without permission.
- Not turning in "found" items to a teacher, administrator, or the front office.

Theft

- Unauthorized taking of property from another with the intent to deprive that person of the property.

Vandalism

- Deliberate or willful damage, destruction or defacement of another person's property.

Bullying (See below)

Laurel Hall Bullying and Harassment Policy

Non-Harassment Campus

Laurel Hall School is committed to providing a learning environment that is free from harassment or bullying. The school will treat allegations of harassment or bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

An individual that engages in cyber harassment at school or school-related activities and events will be subject to disciplinary action. Individuals engaging in cyber harassment occurring off campus, which substantially disrupts the instructional environment, will be subject to disciplinary action. Students may not name teachers or fellow classmates in a hurtful manner in social media posts. All LHS students may not name the school or wear school uniforms in any posts.

The California Department of Education defines bullying as "a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation)."

A charge of harassment or bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment can occur at any time during school or during school-related activities. It includes, but is not limited to, any or all the following:

- Verbal/Cyber Harassment: Derogatory comments and jokes and/or threatening words spoken to another person either face-to-face or via electronic communications (e.g. texts, emails, blogs, postings).
- Physical Harassment: Unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, including postings on social media platforms.
- Sexual Harassment: Laurel Hall School reaffirms the principle that its students, faculty, and staff have a right to be free from sex discriminations in the form of sexual harassment by any member of the school community
- Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship; or to subject a person to unwanted sexual attention; or to

punish a refusal to comply; or to create a sexually intimidating, hostile, or offensive working, living, or educational environment. This definition will be interpreted and applied in a manner consistent with accepted standards of mature behavior, academic freedom, and the mission of Laurel Hall School.

Complaints about sexual harassment will be responded to promptly. The right to confidentiality of all members of the school community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all the following occur:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Laurel Hall School to:

- Implement this policy through regular meetings with all Administrators, including the pastor, ensuring that they understand the policy and its importance
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.

- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the administration
- If an individual is informed that it has been reported that he or she is perceived to be engaging in discriminatory, intimidating harassing or unwelcome conduct, the individual must discontinue the conduct immediately.

Complaint Procedure

The following procedures must be followed for filing and investigating a harassment claim:

- The student alleging harassment will be asked to complete a written complaint. The claim will be investigated thoroughly, involving all necessary parties. Every effort will be made to maintain confidentiality for all parties involved.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations. If appropriate, the alleged harasser will be removed from campus during the investigation.
- Once the facts of the case have been gathered, the principal will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal or termination.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem, including contacting and reporting to appropriate authorities.
- Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

ATTENDANCE, ABSENCES & TARDINESS

Parents and students must realize the importance of consistent attendance and punctuality at school. Students who are absent or tardy are held responsible for any work they may have missed. The teacher will coordinate a schedule with the student to complete missed work. Students in grades 4-8 arriving after 8:00 a.m. may not enter class without first going to the main office for a tardy slip.

Students who are consistently absent or tardy to school or class create a disruption to the school day and their classroom when they arrive late. Excessive absences or tardies may result in a reduction in grades because the student was not present at school during a lesson or part of a lesson. Parents of students with excessive absences and/or tardies will receive a warning email from the office. If the absences and tardies continue after receiving the warning, the parent and student will be required to meet with an administrator.

If a child is absent from school, parents must notify the main office by e-mail (khinton@laurelhall.com) or phone before 8:00 am. The school accepts no liability for a student's absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day.

If a child has been diagnosed with a contagious disease (e.g. chicken pox, strep infection) please notify the health office, so that precautions can be taken and notifications sent home to other families. If a child is not well prior to the beginning of the school day, parents are requested to keep the child at home.

If the student has an elevated temperature, he or she must remain at home. A student may return after being free from temperature for 24 hours. After 5 consecutive days of absence due to illness, a student must have a doctor's note to return to school and should take the doctor's note to the health office prior to returning to class.

At no time during the school day are students allowed to leave the school grounds. This includes the Aftercare and Enrichment Program (ACE). If arrangements have been made and the child is to be picked up during the school day, the parent or legal guardian must come to the main office health office before the child is released. The child is then signed out and released.

If someone other than the parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian before the child is released.

A child who re-enters school the same day must return through the school office and receive an admittance slip from the main office to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. **To participate in extracurricular activities, the student must be in school the full day of the activity unless otherwise approved by an administrator.**

Students who know in advance that they will be absent for a reason other than illness must complete a Planned Absence Form. While missing school for travel is not optimum for student academic success, the completion of classwork and/or homework needs to be coordinated with the student's teacher(s) on a case-by-case basis. If a student is attending another school on the day of absence, it will not count as an absence on their school records. If a student is not in a school setting, the absence will be recorded on the school records. This form should be submitted to the main office no later than one week prior to the absence.

Students who do not attend or participate in a class trip or any field trip and are not present at school will be marked absent for the school day(s).

It is the school's policy to discourage long-term, non-medical absences. Students who are absent or tardy are held responsible for any work they may have missed, including all assignments, tests, etc.

A student absent only on the day of a scheduled test should be prepared to make up for that test the following day. In the case of absences lasting more than one day, tests will be made up by special arrangement with the teacher. **No student who is absent on the day of a co-curricular activity (sporting event, mock trial, musical, etc.) regardless of whether it is practice, rehearsal, or competition, may participate in the activity.**

Student Dismissal for Appointments

Frequent absences are detrimental to the students' class work and should be kept to a minimum. Excused absence is granted in medical and dental appointments, and other emergency situations. If it is necessary to leave during school hours, the parents must sign the student out of the main office.

School Psychologist

Laurel Hall School has retained a psychologist specializing in child and adolescent counseling. Laurel Hall reserves the right to refer any student to the school psychologist. Parents will be contacted appropriately.

ADMISSIONS AND ENROLLMENT

Laurel Hall admits students of every race, color, national and ethnic origin to all the rights, privileges, and programs of the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational or admission policies, scholarship programs, athletic programs and other school-administered programs.

All applicants are required to complete an online application and entrance screening. Results, as well as previous school records, will be considered before registration is approved. All forms must be completed, and all fees and scheduled tuition paid before a student is admitted to class.

For all students entering, the first six (6) weeks will be a probationary period. A parent-teacher conference may be held at the end of the six (6) week period.

All prospective students are evaluated based on their potential to meet Laurel Hall academic and behavior standards. Parents and guardians must fully commit to a partnership that includes continued positive contributions to our learning community.

To be considered for kindergarten admission, the following criteria must be met:

1. The applicant student must be five years of age by September 1 of the academic year for which they are seeking admission, and
2. The applicant's student must demonstrate readiness as determined by data compiled from readiness screening.

A child who is six years of age by September 1 of the academic year and who is developmentally ready as determined by data compiled because of readiness screening may be admitted to first grade.

Enrollment Requirements

Each student is enrolled for a period of one year. Re-enrollment is dependent upon the successful completion of academic and behavioral requirements and fulfillment of all financial obligations.

New or returning students must comply with scholastic standards, rules and regulations, and the requirements of courtesy and good citizenship. It is our hope that all students will continue at Laurel Hall in good standing. However, unsatisfactory conduct or poor work habits may result in a student's dismissal.

- ALL students are required to submit the following documents before the child is enrolled:
    - Student Information Form
    - Liability Release Form
    - Immunization Record
- Health examination and/or other relevant health information.
- ALL students who enter kindergarten or new first graders are required by law to present a copy of their birth certificate to the admissions department.
- ALL students who enter kindergarten and new first graders are required by law to have a health examination, and present proof of the health examination to the school.
- ALL parents are required to update the Student Information Form by completing a change form **on the school portal. All parents are required to update the health and immunization records** by sending any new information to the health office.

Immunization Requirements

Children will not be enrolled unless an immunization record is presented, and immunizations are current. A medical exemption may be reviewed and could be considered if the child has a medical condition that precludes getting any or all immunizations. Effective January 1, 2016, Governor Brown signed into law 58277, which states that religious or personal belief waivers are no longer accepted. More information can be found at Shotsforschools.org.

If a student is enrolled prior to obtaining the immunization record, parents will be given 10 school days to provide the immunization record. If they still do not provide the record, the student will be excluded until that record is provided. If

the record is not provided, the student will not be allowed to attend Laurel Hall School.

Tuition And Fees:

Registration and Re-Enrollment Fees

The annual registration/re-enrollment fee for the 2026-2027 school year is $600 per child in grades K-8th.

Tuition Policy

Tuition is at a yearly rate. In the event of early withdrawal or termination of enrollment, families are contractually obligated to pay the balance of their tuition.

Tuition payments are due on the 10th of the month whether a statement is received. Tuition payments may be paid through Blackbaud Tuition Management portal, mailed or delivered to the school or Business Office.

Automated payments by checking/savings (ACH) or by credit card are made through the Blackbaud tuition management portal. Other ACH payments (e-checks) can be made online using the payment link found at laurelhall.org under "current families" dropdown menu (payments).

No student may begin school in September unless all tuition and service fees from the previous year have been paid. To receive the multiple child discount at Laurel Hall School, the children must have at least one parent or legal guardian in common or be part of a blended family.

Art Camp and Enrichment Program (ACE)

Regular ACE fees are a school year rate. Contact the Business Office for further details about the ACE Program.

Registration Policy

No family will be allowed to re-register or be considered re-registered if any tuition or fees are unpaid and/or delinquent. Delinquent accounts may, at the discretion of the business office, forwarded to a collection agency or pursued through court. No eighth grader will be allowed to participate in the Washington,

D.C. trip, year-end activities, or graduation activities if tuition and fees are not fully paid.

Additional Fees

Selected programs may include additional fees such as, but not limited to, Mock Trial, spring musical, sports teams, NJHS and overnight trips.
Note: Students in afterschool sports or other staff/ adult supervised activities must report to that activity at the designated place and time.

School And Aftercare Hours

7:45 AM	Campus opens for student arrival
8:00 AM	Classes begin -grades 4-8
8:30 AM	Classes begin - grades K- 3
3:00 PM	Dismissal (M-TH)
2:00 PM	Dismissal (Friday)
3:00-5:30 PM (2:05-5:30 PM Fri)	ACE Program available

Parker Anderson After Care Enrichment (ACE)

- Failure to adhere to the Laurel Hall behavioral standards expectations will result in loss of enrollment in this program in cases involving a serious violation of school rules or persistent and willful violation of rules set out by the program staff.
- The parent or guardian who picks up the child in the afternoon must legally sign the child out at the location of pickup. The child may not sign him/ herself out, nor may a Laurel Hall student sibling sign the student out.
- When a child is not picked up and signed out by 5:30 pm, a $15.00 fee will be charged every 15 minutes or any portion thereof. Any overtime charges will be on the next tuition billing.
- For children who are enrolled in regular ACE, there is no reduction in the rate for attending extra activities such as dance, karate, or scouts. ACE is a monthly, not hourly rate.
- There is no partial day rate, nor partial week rate for ACE.
- ACE “Occasional Use” fee is $50.00 per day. The “drop in fee”.

Student Drop Off and Pick Up:

Drop off begins at 7:45 am; pick-up ends at 3:25 pm Monday-Thursday (Pick-up ends at 2:30 pm Fridays).
Drop off and pick up for all students located in the Laurel Hall School parking lot only. For the safety of all concerned, it is imperative that you follow the directions of the Laurel Hall staff during the car line.

HEALTH, SAFETY AND EMERGENCY PROCEDURES

The Student Information Form, the Immunization Record with TB test results, and the Health Examination Report are on file in the health office. Please keep us informed of any health changes, and/or new medications the student is on so that we can be aware of any potential side effects. Please provide a medical immunization record of any new immunizations the student has received. Updates to this information can be made online through our online forms system.

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must complete the change form on the portal when there is a change to any of the contact information.

If a student is ill and needs to go home, the student must be cleared by the health office first. A student may not directly call home to be picked up due to an illness or injury. The student needs to be evaluated by the health office for an infectious condition or to evaluate the injury treatment and to fill out an accident report.

Requests for immunization records for extracurricular or camp activities should be obtained from your own records or your child's pediatrician.

Health records are confidential, and only the health office or other designated Laurel Hall personnel have access to these records.

Medications

All medications to be administered at school must be accompanied by a medical authorization form (available on the portal).

Prescription Medications

Parents are requested, whenever possible, to schedule medications to be given at home only. Those medications specifically prescribed to be given during school hours will be given at school.

Procedure

- Medications must be brought to school in a container appropriately labeled by the pharmacy or physician (name, dose, route, frequency, and length of time).
- Parents must complete an authorization for staff to administer medication. form. Forms are available from the health office, the school office, or on the portal.
- The health office will monitor the administration of all prescription medications and will be responsible for designating and training a staff member to give the medication in his/her absence.
- A log shall be kept of all medications administered at school. It shall include the students' name, the date and time the medication is given, and the signature or initials of the staff member giving the medication.
- Students that require rescue medications such as inhalers or Epi-pens may carry them on their person if they have a doctor's order to do so on file with the health office.
-

Non-Prescription Medications

- Medications must be supplied by the parent. A permission slip must be signed by the parent for each current illness. A physician's order with indication and anticipated length of time must be obtained.
- Parents must be called each time a non-prescription medication is given to ascertain that none has been given within the last 4 hours and to notify the parent of the time the medication is currently being given.
- Appropriate topical non-prescription medication considered necessary by school personnel for routine first aid measures will be administered unless written objection by the parent/ guardian is on file at the school.
- ***Note:*** All medications must be picked up by the parent, or it will be disposed of by the school personnel at the end of the prescribed administration period or by the end of the school year, whichever comes first.
- Any special health consideration for any child must be in writing from the child's physician and must be presented to the administration, to the child's teacher and the health office.
- An excuse in writing from the parent or guardian must be given to the health office to be forwarded to the coach for any child to be excused for the day of P.E.

class. Any P.E. excuse for an extended period must come from the child's physician. If a student has a doctor's note excusing him/her from P. E., he/she will also be required to sit out during recess or free play times.

Field Trips and Medications

We have found that many more medications are given on overnight trips because of the typical scheduling of routine medications outside school hours. Because of this, we request that you do not burden the staff with vitamins or other non-life sustaining medications. Prescription medications are accepted if they are in the prescription container. No changes to the Rx label will be made without a doctor's order. Please bring the medications to the health office 2 days prior to the morning of departure so that the medication schedule can be made in a timely manner. Over the counter medications such as Tylenol, Advil, etc., will be given, if necessary, provided there is an authorization on file.

If we find you have given your child medications in a baggie, or other unauthorized medication is sent along with the child, that student risks being sent home at the parent's expense. It is for the safety of the child that we know what medications your child is using. If there is an adverse reaction, drug interaction, or some sort of medical emergency, it is clearly in the best interest of your child to have medical personnel aware of any medications the student is taking.

Head lice checks are conducted when a student is scratching his/her head, or when we suspect a head lice outbreak. Students will be excluded from school if head lice (pediculosis), or nits (eggs) are found, and until the condition is corrected.

Communicable Diseases

Laurel Hall requests parents to report all communicable diseases.

EMERGENCY PROCEDURES

- Students are instructed in emergency procedures, including earthquakes, fire, and lockdown procedures according to state regulations.
- The school will coordinate its safety program with city officials and law enforcement as necessary. In case of an emergency, students could be kept at the

school for up to 72 hours, until picked up by a parent, guardian, or other authorized person.

- Bottled water, food bars and emergency kits (with such items as flashlights, crowbar, bandages, and emergency blankets) are stored strategically on campus.
- In the event of a disaster, which would mandate the students to be evacuated to the field, parents are instructed to come to the Reunification Center and sign their students out. No student will be permitted to leave the campus with anyone, but those authorized to pick him/her up. Authorization notes signed by parents will be accepted at the gate if someone other than an authorized person is sent to pick up a child. We ask parents to remain calm when they come to pick up their children. LHS must account for each child and must follow a very precise procedure for check-out which could take some time. Parents are asked to remember this when arriving at the Reunification Center.

Emergency Communication

LHS uses Ruvna, a real-time emergency communication platform, as part of our commitment to student and staff safety.

Ruvna is designed specifically for schools to support effective, immediate communication during crises, ensuring:

- Streamlined communication during emergencies
- Real-time updates to parents and guardians
- Enhanced coordination between the school and families
- A strong, proactive approach to safety across our school community

By using Ruvna, we help keep everyone informed, connected, and prepared.

To ensure you receive important updates, please follow these steps:

- Log into your **parent portal via www.laurelhall.org**.
- Click on your (Parent) name in the top right-hand corner.
- Click the drop-down arrow and select Profile.
- Verify that your **phone number and email address** are up to date.

Suspected Abuse Procedure

In accordance with California law, school staff members are obligated to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The school will not contact parents in advance for making a report to legal authorities.

Accident Insurance

Students are insured for the school year. In case of an accident, the insurance form will be filled out by the school, signed by the administration, and sent home to the families involved. The school insurance coverage is supplemental in design and will support family primary coverage.

Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at Laurel Hall and monitored by Emmanuel Lutheran Church. Following an initial inspection, non-friable asbestos are assumed to be present in certain portions of the church plant. An in-place management program approved by the church has been followed in the years since the original inspection occurred. The management program will control fiber releases to ensure that the day-today management of the buildings is carried out in such a fashion as to prevent injury to students, staff, and others.

Campus Visits

- Any visitor on campus between 7:40 am and 3:00 pm must enter through the Laurel Hall School main office, and all visitors must register and wear a visitor badge while on campus.
- Campus and classroom visits must be arranged through the school office. No unscheduled visits may be made to a classroom while school is in session. Former students may only visit campus after school day ends. Conferences with a teacher must be scheduled with individual teachers.
- **Door Dash and other food delivery services will not be accepted without prior approval between parents and administration. No child may order a lunch delivery service (e.g. Uber Eats) while at school.**

Third Party Reporting

Laurel Hall School may provide personally identifiable information to third parties who provide services to the school, such as information processing, email services,

assessment services and administrative services. The information may be provided via paper or electronically. This information may include child demographic information, grades, homework assignments, contact information, age, birthdate, etc. If Laurel Hall discloses collected information to such third parties, the third party will have agreed to maintain the confidentiality and security of that information according to generally accepted security standards. An example of a third party is the student information system, Blackbaud.

PARENT PARTNERSHIP

Laurel Hall endeavors to act in partnership with parents for the benefit of students. Laurel Hall believes the academic, moral, and spiritual growth of children is a ministry that begins at home; therefore, parents are the primary educators of their children. Through the continuing active role of parents, children develop their Christian identity and become responsible to witness to the world a life of love and service.

It is assumed that when a parent places a child in Laurel Hall that the parent will support his/her child's education by working with the teacher, administrators, and the school.

To have a good working relationship between parents and the school, it is important to have a clear process through which parents can communicate concerns. If the concern is regarding a classroom matter or teacher, the concern should be addressed to the teacher. Financial matters such as tuition, billing, or statements should be addressed to the Business Office. All other concerns should be addressed to the administration.

We expect that parents and students follow the appropriate chain of communication when there is a communication problem or issue with the school. Posting inappropriate comments about the school, school personnel, or students on the Internet, including via emails, instant messaging, or social networking sites, does not constitute following the appropriate chain of communication.

The school reserves the right not to continue enrollment or not to re-enroll a student if the school concludes that the actions of a parent or guardian make a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purposes.

Communication

- Communication between Laurel Hall and our community is important. Laurel Hall strives to provide as much information as possible to families about what is happening at school. As part of our sustainability program, most of our communication is done electronically. The three main sources of communication are Blackbaud, The Buzz, and direct email.
- The Laurel Hall website consists of a public area and a secure private portal for the families of students enrolled in the school. The private portal is hosted by Blackbaud.
- New families will receive their Blackbaud activation codes in August. Students in grades 3-8 will have their own accounts, which will be activated or updated in the first week of school.

Parent-Teacher Organization (PTO)

Laurel Hall's parents, legal guardians, and faculty/staff are all members of our Parent-Teacher Organization (PTO). The PTO's mission is to contribute to the success of the school by fostering an active and inclusive community through fundraising and community events.

Family Service Hours

Service hours provide an opportunity for parents to have a direct impact on their children's school experience but also serve to build a strong community and partnership between LHS parents and school faculty/staff.
This policy statement outlines the terms and conditions related to Service Hours for the current school year.

- **Each school family is required to fulfill 25 hours of approved service per year.**
- Calculation of hours will begin as of July 1 and conclude by June 30.
- A final notice of hours will be sent with the last school year's tuition invoice in Spring, but hours can still be accrued up until the end of the school year.
- Service hours will be maintained at SignUp.com.
- One hour of volunteer time equals one hour.
- $25.00 of goods/products equals one service hour
    - All donations of goods/products for service hour credit must be pre-approved by the PTO volunteer coordinators.
    - Receipts must be provided for donations of goods/products; email receipts to PTOvolunteer@laurelhall.com.

    - Please include your name and the event to ensure accurate logging of service hours.
- Sign-in sheets will be available at all events; please remember to sign in and out when volunteering, so that your hours are recorded correctly.
- All volunteers who participate during regular school hours must sign in at the office and obtain a visitor's badge.
- Parents must actively confirm hours are recorded correctly throughout the year on SignUp.com and contact the PTO Volunteer Coordinators as soon as possible to resolve any discrepancies.
- Any hour more than the minimum requirement will not be credited to any other school year.
- Families who do not meet the number of required service hours are billed $25.00 for each hour short of the 25-hour minimum.

Many Service Hour opportunities will be announced throughout the year via the school's weekly newsletter, *The Buzz*, and posted on SignUp.com. Available Committee and Event Chair Positions will be posted at the beginning of the school year. If you are interested in serving on a committee, feel free to reach out to the PTO Volunteer Coordinators or the Committee Chair(s) directly to find out more about volunteer opportunities.

TECHNOLOGY

Laurel Hall provides students with computer resources for learning technology and as a tool during the learning process. To ensure safe internet access on all computers, Laurel Hall utilizes a web-filtering appliance that complies with the Children's Internet Protection Act (CIPA).
Internet access from outside the school is the domain of parents or guardians. For our children's safety, we expect parents to be equal stakeholders in the implementation of our technology policies by monitoring their child's internet access and device usage at home in a manner supportive of the school's policies. Students may be subject to disciplinary action for inappropriate electronic communications among students outside of school, which has a negative impact on the educational environment.
To protect the students, the equipment, and the information stored on the equipment, every student is expected to adhere to the following guidelines:

- Each student is responsible for the proper care of their assigned device and will promptly report any problems encountered to their teacher.

- Students mishandling the equipment will be subject to disciplinary procedures and may be held financially responsible for any repairs that are needed.
- Food and drink are not allowed near any electronic equipment.
- Attempting to change any system settings or attributes (e.g., changing desktop backgrounds, screensavers, toolbar locations, network settings, etc.) without approval is not allowed, and may result in disciplinary procedures.
- The use of a computer to record and/or distribute profane, derogatory, demeaning, or inflammatory material is strictly forbidden and will be subject to disciplinary procedures.
- Intentional loading of viruses, Trojans, worms, or other harmful software (malware) is vandalism and subject to disciplinary procedures.
- Students will use the computers and applications only as directed.
- Students may not print without the consent of the supervising teacher.
- Email, Teams' chats, and all other school communication tools are not private; if any inappropriate use is suspected, the student will report it to the teacher immediately.
- Attempts to "break" security or bypass filtering (including attempting to guess passwords) on any device will be subject to disciplinary procedures.
- All school devices, all information stored on them, and all work performed on them are subject to school supervision and must conform to school policies.
- The school may engage in routine maintenance and monitoring of its technology systems at any time.
- Posting inappropriate comments about the school, its personnel, or students may be construed as harassment and subject to disciplinary procedures.
- Students involved in posting, searching, or sending inappropriate messages or images while on campus or involved in a school-related activity will be subject to disciplinary action.
- Laurel Hall maintains a high standard of security on our networks with safeguards including internet content filters, spam filters, and real-time anti-virus protection. However, no system can always guarantee 100% protection, so students should exercise care and good judgement when browsing the internet.

Student Online Accounts

• All students in grades 3-8 will be given their own student portal and email account through Microsoft365. It is each student's responsibility to use these resources according to school policy and their teacher's instruction. The Microsoft365 account also allows the students to download and install the Microsoft Office suite of

applications (Word, Excel, PowerPoint, etc.) on their home computers for use while they are students at Laurel Hall.
• Students in grades 3-8 should always log in to the student portal with their own account, not their parents' account.

• If a student is experiencing computer problems at home, they should contact their teacher as soon as possible to arrange completion of the assignment.
• School accounts are not intended for personal use.
• Students should make a habit of checking their email and student portal accounts regularly.
• Students in grades 3-8 will have a Microsoft365 account that includes access to email, the Microsoft Office suite, online storage, and other collaboration tools.
• Please note that the Google suite of products (Gmail, Google Drive, Docs, Sheets) are not used at Laurel Hall.
• Students may, as directed by their teacher, set up accounts on other educational sites using their school email address.
• Students are not allowed to play games or perform other non-school related tasks or functions.

Acceptable Student Use of Personally Owned Devices

The use of personal mobile devices such as smartphones and smartwatches can often be a detriment to the learning atmosphere, and we encourage individuals to remain "un-plugged" from the environment around them. For this reason, it is recommended that students leave personal mobile devices at home. If mobile phones are brought to school, students in middle school are required to turn them off and give them to their homeroom teachers at the beginning of the day. It is that teacher's decision to determine when it is appropriate for a student to use devices during the school day. Anytime device usage interrupts the learning process, it will be confiscated and must be picked up by the parent or guardian at the school office. Elementary students who bring phones must have them turned off and out of site during the school day.

Other personally owned laptops/tablets/mobile devices are not allowed to be used in place of school issued laptops except in special cases approved by the teacher and/or technology department. All devices will be used for educational purposes only and at the discretion of the teacher in full accordance with Laurel Hall's Acceptable Use of Technology Policy. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of

responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.

Laurel Hall School shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school. Students should not share their device with other students.

Students may never access the internet either through the school network or through their own device without LHS staff permission. Students are not to call, text message, email, or communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Students are expected to comply with individual teacher/classroom guidelines in terms of technological devices, i.e., collection of student cell phones at the beginning of a class period, etc.

Acceptable Student Use of School Owned Devices

To improve students' learning, Laurel Hall School assigns students in 3rd through 8th grade a chrome laptop for their use at school. This device will be assigned to the students for use throughout their time with us, though it will remain property of Laurel Hall School until graduation, at which point it will be gifted to the student.

Any inappropriate use of the equipment may result in confiscation of the device, and it will be returned only after an in-person meeting between the student, parent, and teacher/administration has taken place.

Students are expected to treat their devices with care and report any issues to their technology teacher as soon as possible. The student will be held financially responsible for any damage to (or loss of) the equipment, chargers, or peripherals assigned.

School Use of Student Recordings and Student Work

Emmanuel Lutheran Church and Laurel Hall School reserve the right to reproduce through printed, audio/visual, or electronic means, activities in which your child has participated in their education program. In addition, we may use specially prepared materials to (1) train teachers, (2) promote the school and/or (3) increase public awareness and promote continuation and improvement of education programs

using mass media, displays, brochures, or websites. No home addresses, email addresses, or telephone numbers will appear with any photograph or published work. For public use, students will not be identified by name. For the Laurel Hall and Emmanuel Lutheran Church community, students may be identified by their first name and last initial, except for the yearbook, event programs and video credits, in which first and last names are included. Emmanuel Lutheran Church, Laurel Hall School, and their authorized representatives have the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of all students on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.

The use of such Recordings will be without any compensation to the student or the student's parent or guardian.

Emmanuel Lutheran Church, Laurel Hall School, and/or their authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings. Emmanuel Lutheran Church, Laurel Hall School, and/or their authorized representatives have the unlimited right to use the Recordings for any purpose stated or related to the above.

UNIFORM POLICY

We believe that a uniform policy at Laurel Hall is important to provide quality education to our students. A uniform policy reduces many of the stresses that distract students from learning. Students are expected to dress in school uniforms daily beginning with the first day of school except for announced "spirit day (Friday)" or "special dress" days. Parents will be notified of dress code violations and will be expected to bring appropriate clothing to school. **Our official uniform vendor for the 2025/2026 school year is Skobels: Skobel's School Uniforms**

General Uniform Requirements

- Uniforms must be clean and in good repair; no rips, holes, or tears in clothing are acceptable.
- The Laurel Hall logo should be legible and visible.
- All clothing must be the correct size for the student.
- Pant legs may be cuffed or uncuffed but must be hemmed.
- Pant bottoms cannot be frayed, split, or baggy around the ankle.

- Pants should not be excessively tight.
- Colored shirts worn under the uniform must be solid white, grey, dark green, or black (no lace).
- Shirts with graphics or writing other than the Laurel Hall logo may not be worn under uniform shirts.

All items must be purchased from the approved uniform vendor of Laurel Hall School. The Laurel Hall uniform consists of:

Shirts

- With the exception being Laurel Hall Spirit Wear or any LH branded shirts, all students must wear white, navy, or dark green, long, or short sleeve polo shirts containing the Laurel Hall logo.
- Girls in grades K-5 may wear white Taylor or Peter Pan blouses.
- Girls in grades 6-8 may wear Taylor blouses.

Pants (may be purchased from other stores, but must meet the following criteria)

- Solid khaki, navy.
- Uniform Style (example: Docker, Dickie, Gap).
- Cotton, cotton blend, twill only.
- In all grades, no yoga pants, leggings/jeggings, Pilates pants, tights or any type of tight-fitting bottoms may be worn in place of pants/shorts.

Shorts/ Shifts/ Skirts/Skorts

- All students must wear khaki, or navy twill.
- Girls in grades K- 5 may wear uniform jumper or khaki or navy skirts or skorts.
- Girls in grades 6-8 may wear Black watch plaid or khaki skorts.
- Shorts, shifts, skirts, and skorts must be hemmed so that the length is no more than 4 inches above the knee. Shorts should be worn under skirts.

Outerwear (may be purchased from other stores, but must meet the following criteria)

- Solid white, grey, dark green, black, navy.

- Any style.
- Any material.
- No logos larger than a half dollar coin.
- Official school trip sweatshirts.

Shoes, Socks, and Leg Coverings

- Athletic shoes are always highly recommended; slippers, moccasins, sandals, high heels, platform shoes and boots of ANY kind are not permitted.
- Socks/shoes can be any color/pattern.
- Leggings/tights must be worn under skirts, skorts, or shorts and must be solid white, grey, dark green, or black in color and not be trimmed in lace or any other decorative items.

Head Coverings

- Hats, caps, beanies, and sweatshirt hoods may only be worn on the playground during recess or lunch recess.
- Hats and caps are to be worn as protection from the sun, with the bill in front.

Rainy Days

- Rain boots may only be worn on rainy days.
- Tennis shoes must be brought to school to change when rain boots are no longer needed.
- Out-of-uniform rain jackets/slickers may be used only on rainy days.
- All outwear on rainy days, other than rain jackets/slickers, must be uniformly compliant.

Physical Education

- Athletic shoes and socks must be worn for all grades.
- Shorts and shirts must be labeled in appropriate places with the student's last name.

Grooming

- Hair must be clean and well groomed. Hairstyles must be simple, easy to maintain, and not detract from the learning environment.

- Make up, if worn, should be in natural colors and conservative in appearance and should never detract from the learning experience.
- No long earrings or long necklaces should be worn at school.
- It is advisable that jewelry be removed during PE.
- No body piercings, other than earrings, should be visible.

General Dress Code Requirements

- All dress/clothing must be clean and in good repair: no rips, holes, or tears in clothing are acceptable.
- Students may not wear clothes or footwear that will detract from the learning environment or create a safety hazard.
- Skorts, shorts, skirts, and dresses must be hemmed so that the length is no shorter than 4 inches above the knee.
- Boots, sandals, slippers, high heels, platform shoes, or moccasins of any kind are not permitted.
- In all grades, yoga pants, leggings, jeggings, or any type of tight-fitting bottoms are not to be worn in place of pants/shorts.
- If a child arrives in uniform on a spirit dress day, the child shall remain in uniform.
- All gang-wear type clothing is prohibited.
- Undergarments shall not be visible under tank tops, and midriff shall not be visible.
- For students who are not in compliance with free dress guidelines, parents will be notified and are expected to bring appropriate clothing to school.
- The school regards spirit wear (Fridays) as a privilege and therefore expects that students will dress appropriately.
- Students must be in LHS uniforms during field trips unless teacher/administration has authorized spirit wear.