

WELCOME

FROM THE DIRECTORS OF THE UPPER SCHOOL

Welcome to the 2011 - 2012 school year! We are excited for the year to come and thrilled to be working side by side with you to make this a productive, fun, and rewarding school year. This handbook is meant to help you understand how the Upper School at Laurel works. There are reminders about rules that help us create a wonderful learning community; there are answers to the most frequently asked questions; and there is a list of people to whom you can go to have your questions answered, your concerns heard, and to help you access the rich resources available to you in the Upper School. We are eager hear your suggestions about how we can continue to support the learning of every member of the Upper School at Laurel.

Please feel free to come talk with us, ask us questions, and/or share your concerns. We are thrilled to be on this journey with you and hope to be of help along the way.

Elizabeth Harrison and Kathryn Purcell
Directors of the Upper School

FROM THE SCHOOL GOVERNMENT PRESIDENT

Welcome to a new year at Laurel! I hope you all had a fantastic summer break and are now looking forward to starting the school year. Please don't be afraid to share your summer experiences with your classmates, because we can all learn from each other. Whether you went to Tanzania, worked as an intern, volunteered for community service, attended camps or classes, or had a summer job, your experience is definitely worth sharing. The adventures you had over the summer can inspire the Laurel community, so don't be shy! I know it can be hard to make the transition from the end of summer break to the start of the school year, but I hope your excitement to be back in the Laurel community will make it easier for you. I myself am thrilled to be back at school with all of you!

In all of the excitement of the being back at Laurel, it is important to remember the standards and expectations of the Laurel community. Please remember that as a member of the Laurel community, you are expected to be respectful of the both the people around you and the school's values. I hope that you all keep our mission statement in your mind throughout the entire school year. I know all of you are capable of being great representatives for our school, no matter where you are!

I also know all of you are capable of making Laurel an even better place this year. Your voices are essential for making changes in our community. If you ever have an idea about a fundraiser, spirit event, or school event (no matter how crazy they may seem) please come forward! You have the power to make a mark on Laurel by making your ideas into new traditions. Never hesitate to make a proposal for change. Last year our alumnae were so proud of all the changes we made, so let's make them even prouder this year. I can't wait to hear all your ideas and suggestions, because I know they will be great. I wish you all the best of luck in the upcoming school year!

Anna Orlando
President of School Government

LAUREL SCHOOL 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 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 and 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.

LAUREL SCHOOL MISSION

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

UPPER SCHOOL HONOR CODE

In a community of learners, Laurel girls are courageous, ethical, and compassionate. These values are fundamental to our mission; all expectations and guidelines grow from them.

As a member of the Laurel Upper School community, I will:

- embrace the community values and strive to be courageous, ethical, and compassionate in my words and in my action
- be honest in my academic work
- be honest with my peers and the adults in the community
- not possess, use, sell, or provide tobacco, alcohol, or drugs on campus at any time or at any Laurel or CCIS sponsored event or field trip
- employ self-discipline in my behavior and in my language
- conduct myself in a courteous, mature, and honorable manner
- represent myself and my school honorably on the internet
- be conscientious in meeting my school and community obligations
- respect property and the privacy of others
- adhere to the guidelines and expectations presented in the Upper School student handbook
- abide by the spirit as well as the letter of the rules of the community—whether at Laurel, away from Laurel, or on the internet—as I serve as an ambassador of Laurel School

INTRODUCTION

The purpose of the Laurel handbook is to provide a clear and central source of information about common aspects of life at Laurel. Details specific to a division are the unique features of each division's handbook. We expect that students and their families 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 you can refer to it whenever the need arises.

GENERAL INFORMATION

ATTENDANCE

Students are expected to attend school each day unless sickness or special family circumstances interfere. 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. We ask that you arrange medical and dental appointments at times that do not interfere with school commitments whenever possible. 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.

ABSENCES

A student will be considered absent from class any time she misses more than 30 minutes of that class. Any student who is absent from the same class ten times or more in one semester (for any reason) will be asked to come in with her parents and meet with the Upper School Director(s) and her teachers in order to discuss the impact of the absences on her studies. If a student is absent from class without a valid reason she will be considered to have "cut" the class.

A student will be considered absent from school on any day when she misses more than two periods (*regardless of whether or not the student has a class during either of those periods*). Of course, if a student misses multiple classes due to a competing Laurel obligation (i.e., regional athletic competition), she will not be considered absent from school.

Absences from school will be recorded in our database and indicated directly on each student's grade report.

Finally, please note that if a student is in school *for any portion of a day*, she is responsible for all the work that was due that day (unless the classroom teacher indicates otherwise.) For example, if a student misses her first period class (she had an unavoidable doctor's appointment, her car broke down, she felt ill, etc.), she is obligated to find the teacher and pick up any material that was given out in class that day; she also is obligated to take on *that day* any quiz, test, etc., that was given in the class she missed; she is also obligated to hand in any work that was due in that class on that day.

As important as good attendance is, the health of individual students is of primary concern to the school, and any student who is too ill to come to school should stay home to get well. When a student is ill and cannot come to school, parents are asked to call the school as early as possible. Voice mail messages may be left easily at the school number (216-464-1441) when the switchboard is closed. Students who are too ill to come to school in the morning or who become ill during the day and must go home should concentrate solely on getting better. For this reason, such students are *neither expected nor permitted* to attend any classes or co-curricular activities until they are better and never before the next day. ***Co-curricular activities include all of the following: athletic practices and contests, performing arts rehearsals and performances, clubs and committee meetings and school dances.***

ARRIVAL

Students are welcome in the building beginning at 7:00 a.m. All students are expected to arrive at school by 8 a.m. Any student who arrives after 8 a.m. is late. The only exceptions to this policy occur when (for valid reasons only) a late arrival is pre-arranged or when a late arrival is due to unforeseen and unavoidable circumstances. If, however, a student accumulates 5 tardies in one semester, she will receive a written warning. If the student continues the pattern of tardiness and reaches 8 tardies in one semester, she will speak to the Upper School Director(s) and a consequence will be enacted. A continuation of this pattern will result in further action. Students also are expected to arrive at each of their classes and appointments on time. Failure to do so may result in a disciplinary consequence.

PRE-ARRANGED ABSENCES OF ANY KIND

Students who need to arrange for a planned absence must make a formal request, in writing, to the Upper School Director(s). If the Directors agree to the planned absence, the student is given a form that each of her teachers must sign. Students who have pre-arranged absences are responsible for

making up whatever work they miss and are strongly encouraged to do so prior to the absence.

Please Note: Illness, family emergencies, or occasional doctor’s appointments are valid reasons to miss school. Among the reasons that are not valid are staying home to complete assignments or running errands. Because absences can significantly affect the learning process, we encourage careful planning and clear communication with the Upper School office about any anticipated absences.

LEAVING CAMPUS

Any student who has valid permission to leave the school grounds during the academic day (between 8 a.m. and 3:18 p.m.) must **always** sign out at the Upper School office. If a student who has signed out returns to the campus during the academic day, she must sign back in. ***Students may not ever sign other students out or back in.***

DISMISSAL

While dismissal times vary by division, the building closes at 6 p.m. The school building is open regularly from 7:00 a.m. until 6 p.m.; although most faculty and students leave by 4 p.m. Students who stay after 4 p.m. should either stay in the Upper School Commons, the library, or in the Upper School computer lab. ***Whenever a student is in the building after 6 p.m. she must be supervised by an adult (teacher or coach).***

DAILY SCHEDULE

Classes in each division operate on a ten day rotating schedule designated as DREAM week and DARE week (these weeks are published on the school calendar). The Upper School daily schedule is as follows:

8:00 – 8:22 a.m.	Attendance and Announcements in the Chapel (Homerooms on Thursday)
8:26 a.m. – 9:14 a.m.	Period 1
9:18 a.m. – 10:06 a.m.	Period 2
10:10 a.m. – 10:58 a.m.	Period 3
11:02 a.m. – 11:50 a.m.	Period 4
11:54 a.m. – 12:42 p.m.	Period 5
12:46 p.m. – 1:34 p.m.	Period 6
1:38 p.m. – 2:26 p.m.	Period 7
2:30 p.m. – 3:18 p.m.	Period 8
3:18 p.m.	Dismissal - Monday through Friday (Lunch is scheduled during Periods 4, 5, 6)

VISITORS

If a student wishes to have a visitor during the school day, she must get approval at least a day in advance from the Upper School Director(s). All guests who arrive without prior notice will be greeted at the front entrance by an administrator. If there is not an official and approved reason for them being there, they will be asked to leave the building. All visitors to the school must register in the main reception office and wear a visitor's badge.

MEDICAL INFORMATION

EMERGENCY PLAN

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 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. Her office, open from 7:45 am until 4:15 pm, is located off the hallway overlooking the small gym. All medications or P.E. excuses should be brought to the nurse prior to the start of school. Students are not to stop in the Health Office between classes, except when dealing with an emergency. The school also contracts with a physician and a psychologist who act as consultants for health-related questions.

EMERGENCY INFORMATION

Emergency medical forms must be on file in the Health Office by 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 a parent or guardian in the event of a medical emergency.

MEDICINES

Students must bring medicine (prescription or non-prescription, and/or vitamins) to the Health Office the first thing in the morning so that it can be stored safely and administered by the school nurse. Please send medicine in its original container accompanied by a completed prescription form and/or over-the-counter medication instructions from your physician

indicating the time it is to be administered, permission to dispense the medicine, and the diagnosis.

ABSENCE DUE TO ILLNESS

Parents/ guardians are asked to keep their daughter at home if:

- Her temperature is 99.9 degrees or above
- There is any vomiting or diarrhea
- She tests positively for strep throat: In this case, students must stay home 24 hours after being given an injection or started on oral medicine.
- 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 the** symptoms have been absent -- even if your child says she would like to return to school. Students must also remain 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 Health Office has regular office hours during the day. At all other times, the Health Office is not open except in the case of emergencies. *A student must have permission from a teacher to visit the nurse and must return with a note.*

EVACUATION DRILLS - FIRE AND TORNADO SAFETY

During all fire and tornado drills, students must remain silent and walk to designated areas. During a fire drill, there shall be no talking from the time the fire alarm sounds to the time when everyone is back in the school building. The last person to leave a room should close the door before following the group to the outdoor assembly area. When the fire evacuation drill is over, students resume their regular schedule.

During tornado drills, Upper School students will be escorted to areas of safety when warned by the tornado alarm. Students who are in classes held in the North Wing will move immediately to the first floor of the North Wing and take shelter in the hall away from glass areas. Students attending classes or activities in the Main Building will move immediately to the Main Building basement. After the “all clear” is given, students will return to the classes they were in when the alarm sounded, no matter the time.

LOCKDOWN DRILLS

Once per year, students will participate in a lockdown drill. They should move quickly and quietly to the area in the classroom designated by the teacher. They must maintain absolute silence until the “all clear” is sounded. Students in hallways and bathrooms when the drill begins should move to the nearest classroom. When the lockdown drill is over, students resume their regular schedule.

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 highest priority. Through a variety of means, including cross-divisional discussions, the academic life of the students reflects a well-planned, sequential curriculum. Students are challenged to become collaborative learners as well as independent thinkers and risk takers, confident in themselves and their abilities.

Most information on Upper School academic matters which is not included here can be found in the Upper School Course Description Book published each year. Copies of the book are available in the Upper School office.

ADVISORY

Each girl is assigned a faculty advisor who oversees the progress of approximately 6-12 girls. Advisory groups meet regularly throughout the school year. The advisor acts as a liaison between school and home, maintaining communication with parents by phone and through parent-advisor conferences.

COMMUNICATION OF STUDENT PROGRESS

At Laurel School, we believe that regular communication about student progress is central to a healthy parent-school partnership and fundamental to best educational practice. In the Upper School, we communicate informally through advisor-parent and/or teacher - parent phone or email contacts and formally through grade reports and written narrative comments. All students receive grades and narrative comments halfway through the semester, and grade reports at the end of each semester. This feedback about academic progress may be augmented by Progress reports written at any time for any student whose academic performance has changed significantly.

GRADING POLICY

Laurel uses a letter grading system. Teachers who grade tests using numerical grades use the following correlation when producing letter grades:

A+= 97-100	A= 93-96	A-= 90-92
B+= 87-89	B= 83-86	B-= 80-82
C+= 77-79	C= 73-76	C-= 70-72
D+= 67-69	D= 63-66	D-= 60-62
F= below 60		

GRADE POINT AVERAGE

Laurel does not rank its students, but it does produce grade point averages (GPAs) based on the following values:

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67

In computing a student's GPA, all her grades (except grades of pass/fail) are counted. Honors, Advanced Placement and KAP grades receive an additional .33 of a grade point when calculated. Cumulative GPAs are printed on the end of year grade reports for grades 10 through 12.

INCOMPLETE WORK

Work that is not completed by the end of the semester in which it was due will normally receive a grade of F. In special circumstances, such as extended illness, a teacher may give a student a grade of "Incomplete." Except when the most unusual circumstances have warranted a special dispensation by the teacher, the department head and the Upper School Director(s), "Incomplete" work must be made up within two weeks of the end of the semester. After that, such work automatically receives a zero.

MAKING UP WORK

When a student misses work due to an absence of any kind, it is her responsibility to make it up. Her teachers stand ready to help her do so, and her advisor is a good resource to help her lay out a plan for doing so at a reasonable pace.

When a student is absent on the day of an announced in-class assessment (tests, quizzes, etc.) she will have two school days to make-up that assessment. She will receive an additional day for each day she was absent *prior to* the day of the assessment. Likewise, students will have no more than two school days to make up missing work from days when they are out ill: students receive an additional day for each day of illness *prior to* the date on

which the work is due. **However, students who are ill on the day before work is due or an announced in-class assessment takes place, but recover in time to be present on the day when work is due, or the assessment takes place, are responsible to produce the work or take the assessment on time.**

ACADEMIC WARNING

A student who has one grade of D+ or D for the grading period is on academic warning for the next grading period. Students on academic warning receive a letter from the Upper School Director(s) and they may be assigned to supervised study halls for all but one free period per day. Conferences with parents are recommended.

ACADEMIC PROBATION

A student who has one grade of F or two grades of D+ or below is placed on academic probation for the next grading period. Students on academic probation are put in supervised study halls for the ensuing grading period. In addition, they may have jeopardized their eligibility to participate in interscholastic sports or in major co-curricular activities (e.g. plays).

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 the policies of Laurel School. Students in grades 6-12 are provided school-based e-mail accounts for academic purposes.

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. All members of the Laurel community who use computers and internet connections agree to the following Acceptable Use Policies:

1. **Personal Responsibility:** I accept the responsibility to use the computer system properly and to report any misuses 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 behavioral expectations and guidelines. 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. I will not access social networking sites (such as MySpace, Facebook, etc.) while at school, whether on a personal laptop or school computer.

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 POLICY

All Laurel students are encouraged to use the Laurel School libraries for their research and reading needs. Numerous resources are also available on line (www.laurelschool.org). Students may checkout up to ten items in the Circulating Collection for a period of two weeks: these may be renewed two times unless someone else is waiting to borrow them. (Reference and Reserve materials have shorter checkout periods.) We ask that students be considerate and responsible in their use of library materials.

Each week, a notice is put in a student's mailbox if items are overdue. If an item is one month overdue, a bill will be mailed to the parent(s)/guardian(s). If the item is not returned, the bill will be forwarded to the Business Office and the cost of the item will be added to the school billing.

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 and thus better able to demonstrate their accomplishments. Test results help teachers and administrators better respond to individual learning needs as well as assess the school's curriculum for both content and pacing.

All students are required to take and pass the Ohio Graduation Tests. Students take these during their sophomore year and are registered to do so by the school. The bulk of the standardized testing within the Upper School has a different focus than in either the Middle School or the Lower School. The tests students take in Grades 9-12 are those required for college admission and advanced placement credit: PSAT, SAT I, SAT II, ACT and AP tests. All of these tests, except the PSAT, require individual registration.

LEARNING ENHANCEMENT AND ACCOMODATIONS

If a student has a current, documented physical, psychological, and/or learning disability that has been professionally diagnosed, she may be granted an accommodation plan at Laurel. (Please note that for the diagnosis of Attention-Deficit/Hyperactivity Disorder, a letter from a physician alone will be insufficient to qualify students for accommodations.)

Extended time on tests is one possible accommodation. When extended time is granted at Laurel School, 50% additional time is the maximum allowed. Standardized testing such as the OGT, ACT, and SAT may offer similar accommodations, but application must be made to each testing body in order for a student to receive accommodations. The Laurel School plan does not apply to these standardized tests.

Information about disabilities and accomodations is available from our Upper School Learning Specialist.

BEHAVIORAL EXPECTATIONS AND GUIDELINES

In a community of learners, Laurel girls are courageous, ethical, and compassionate. These values are fundamental to our mission; all expectations and guidelines grow from them.

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. 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.

No listing of rules can be completely comprehensive, but the most important standards of behavior are described in this handbook. Violations of these standards can be of differing degrees. In all cases, the goal of Laurel's disciplinary system is to correct the behavior and to help the student learn.

COMMUNITY STANDARDS AND EXPECTATIONS

As a member of the Laurel community:

- Each student should embrace the community values- Laurel girls are courageous, ethical, and compassionate.
- Each student is to be honest in her academic work as well as with her peers and the adults in the community.
 - Dishonesty with one's peers or with an adult is a major violation of community standards and will be dealt with as such.
 - Cheating, including both using and supplying unauthorized notes or other aids on any assignment, is viewed as a violation of the community standards and will not be tolerated. ***A special kind of cheating is plagiarism,*** which can take the following forms:
 - including in one's paper a passage taken directly from a book, website or any other source without using the proper and accepted methods of bibliographic citation.
 - paraphrasing a passage from another person's work without using proper and accepted methods of bibliographic citation.
 - submitting one's own previously graded work or the work of a current or past student; whether at Laurel or another school, without using the proper and accepted methods of bibliographic citation.
- Students may not possess or use tobacco, alcohol, or drugs on campus at any time or at any school-sponsored event or field trip. The possession, use, sale or provision to other students of any controlled substance (including tobacco and alcohol) at Laurel, Laurel functions (wherever they take place), or CCIS events may result in suspension or expulsion.

- Each student is expected to employ self-discipline. Petty, inappropriate behavior will not be tolerated. Vulgar and improper language has no place at school.
- Each student is to conduct herself in a courteous, mature and honorable manner.
 - Discrimination/harassment/abuse of any kind will not be tolerated. If a student finds herself in a situation at school in which she feels uncomfortable or threatened, she should speak immediately to her advisor, teacher, class dean, or the Division Director(s).
 - Students are to show respect to all members of the faculty, staff, and administration.
 - Students are to show respect to their peers.
- Each student is to be conscientious in meeting her obligations. Students are expected to attend all academic classes, class meetings, assemblies, and service assignments and to arrive to each of these on time. Students are expected to be absent only with authorization from a parent or guardian.
- All students are expected to respect property. Vandalism, theft, or abuse will not be tolerated. Students should never be in faculty or school offices without explicit adult permission. They should never open desks, files, student lockers, bookbags and/or purses that are not their own.
- Each student is expected:
 - to follow classroom procedures
 - to be in uniform
 - to sign-in and sign-out in the Upper School office whenever they arrive after 8:00 A.M. and leave before 3:18 P.M.
 - to follow the proper computer use guidelines
 - to park correctly and legally in the senior lot and /or on the streets around Laurel
 - to use a Discman/digital music player (or any similar device) only in approved areas (Commons/homerooms)
 - to not use cell phones or pagers during the school day unless given permission in the Upper School office
 - to eat and drink in appropriate areas (dining room, Commons, homerooms)
 - to not chew gum during the school day
- Each student is to abide by the spirit as well as the letter of the rules of the community – whether at Laurel or at any CCIS school.

- All participants at Laurel School dances must abide by Laurel School rules. All Laurel School students attending the dance must have a signed Honor Code on file and must submit completed guest passes for their guests. In addition to the community standards outlined above, the following are rules for Laurel School dances:
 - Except in special cases approved by the Upper School Director(s), all tickets must be purchased before the evening of the dance.
 - All tickets must be numbered, and an advance list of ticket numbers, student names, and student schools must be completed and turned in before the end of the last school day before the dance.
 - Students and guests must enter and leave through the door at which the tickets are taken.
 - Students must register themselves and their guests. Non-Laurel students will need to show a student ID or a pictured ID of some type. Arrival times will be noted for public record.
 - Students and their guests will not be admitted to the dance after 9:00 pm unless special arrangements have been made in advance.
 - Laurel students are encouraged to introduce their guests to the chaperones.
 - No one who leaves the building may return to the dance.
 - Students and guests may not smoke anywhere in the school building or on school grounds.
 - No alcoholic beverages, drugs, or any other controlled substances may be brought to the dance or consumed during the dance, and no one may be under the influence of such substances at any time during the evening. (No beverages, of any kind, are allowed to be brought in.)
 - Any student or guest exhibiting behavior which causes any of the police or chaperones to be concerned can expect to be interviewed by the police with an Upper School administrator present. If the Upper School administrator or police feel a student or guest is intoxicated, the student or guest's family will be called and asked to pick up their daughter or son. The school will take further disciplinary action, for any Laurel student, at a later date.
 - Students and their guests must remain on the 2nd floor when the dance is held in the Chapel. Students and their guests must remain in the gym and Galleria when the dance is held in the gym. Phones will be made available for use, as necessary, by an Upper School administrator.
 - A chaperoned coat room will be provided. Students will only be let in if necessary and one at a time.
 - Dance Guidelines for all CCIS Schools – No Grinding

RESPONSE TO VIOLATIONS OF COMMUNITY STANDARDS

The school's response to the violations follows the following protocol:

- 1) Initial conversation with faculty, staff, or administrator
- 2) Documented conversation with administrator
- 3) Loss of student privilege (e.g. loss of free time, loss of civvies, mandated study halls, mandated formal uniform, etc.)
- 4) After-school study halls (no rescheduling; students will miss outside activities)
- 5) Community Honor Council
 - academic and/or social probation – which includes a penalty of some type
 - in-school suspension*
 - out-of-school suspension*
 - expulsion*

*suspensions and expulsions will be reported as part of the school report to colleges

Level 3 Violations

The response to Level 3 violations will be determined by the Community Honor Council (see #5 in *Response to Violations*).

Level 2 Violations

The school's response to Level 2 violations will begin with an immediate penalty (see #3 in *Response to Violations*) and may be referred to Community Honor Council for repeated offenses.

Level 1 Violations

- 1) initial conversation with faculty, staff, or administrator
- 2) documented conversation with administrator
- 3) loss of student privilege (e.g. loss of free time, loss of civvies, mandated study halls, mandated formal uniform, etc.)
- 4) after-school study halls (no rescheduling; students will miss outside activities)

LEVEL 1 VIOLATIONS OF COMMUNITY STANDARDS

- being out of uniform
- being tardy to class
- displaying petty, inappropriate behavior in common areas
- using a Discman/digital music player (or any similar device) in an unauthorized area
- using a cellular phone or pager during school hours (messages should be left with the Upper School office)
- parking illegally
- having food or beverages in unauthorized areas
- failing to sign in
- chewing gum

LEVEL 2 VIOLATIONS OF COMMUNITY STANDARDS

- repeated failure to conduct oneself within the bounds of appropriate behavior, as described above; repeated minor violations
- disrespect to faculty, staff, administration; disrespect to peers
- insubordination
- bullying and/or purposeful cruelty to others
- cutting class, Chapels, assemblies, class meetings
- not meeting service obligations
- not following classroom procedures
- cell phone use in class

LEVEL 3 VIOLATIONS OF COMMUNITY STANDARDS

- repeated failure to conduct oneself within the bounds of appropriate behavior, as described above
- dishonesty
- harassment or abuse
- discrimination of any kind
- violation of the privacy of other persons or their property, including stealing or vandalism
- the possession, use, sale or provision to other students of any controlled substance (including tobacco and alcohol) at Laurel, Laurel functions (wherever they take place), or CCIS events
- cheating, including both using and supplying unauthorized notes or other aids on any assignment. ***A special kind of cheating is plagiarism***, which can take the following forms:

- including in one’s paper a passage taken directly from a book, website or any other source without using the proper and accepted methods of bibliographic citation.
- paraphrasing a passage from another person’s work without using proper and accepted methods of bibliographic citation.
- submitting one’s own previously graded work or the work of a current or past student whether at Laurel or another school, without using the proper and accepted methods of bibliographic citation.
- unauthorized absence from school
- failing to sign out properly
- violating the Computers and the Internet Acceptable Use Policy

COMMUNITY HONOR COUNCIL

The Community Honor Council is a group of faculty and students who meet to respond to significant breaches of community standards (see “Level 3 Violations of Community Standards”). When the Upper School Director(s) has determined that a major violation of community standards has occurred, the Community Honor Council meets to consider what the school’s response should be. If it is impractical for the Community Honor Council to meet, the Upper School Director(s) and/or the Head of School decide how the school will respond.

The procedures followed by the Community Honor Council are as follows:

- Accusation of major violation of Community Standards.
- Accuser is interviewed by Upper School Director(s)
- Accused is asked to see Upper School Director(s) with her advisor present.
- Offense is discussed.
- Upper School Director(s) decide if a Community Honor Council meeting should be held. If so:
 - Upper School Director(s) calls parent
 - Student talks to parent
 - Student is advised to think about how she could make restitution with the community – she will be asked for her input at the CHC meeting.
- Upper School Director(s) schedules meeting and notifies advisor.
- Upper School Director(s) discusses situation with Council before the student and the advisor arrive.

- Council decides how hearing will proceed:
 - Who needs to be interviewed
 - How the President will begin discussion
 - Where the student and the advisor will sit
 - Vice President takes notes
 - Council hears case and then determines the consequences
- President of Council tells Upper School Director(s) the Council's recommendation
- Upper School Administration accepts or rejects the recommendation
- Student sees Upper School Director(s). The decision is discussed along with consequences.
- Parent is notified of recommendation.
- Upper School Director(s) writes a letter to the parents.
- A copy of the letter is given to the advisor, student file, Head of School, and President of Council.
- President files letters for reference.
- President gives monthly report to student body.

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. When in doubt as to whom to contact—or even whether or not something is worth contacting anyone about—remember that your daughter’s advisor is an excellent choice. 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. The following is a list designed to give you some overview and beginning sources of information.

WHOM TO SEE WHEN IN DOUBT

Absences	Ms. D’Addio Baehr
Tardies	Ms. D’Addio Baehr
Academic Schedule	Mrs. Marria
Appointments	Ms. D’Addio Baehr
Admissions	Mrs. Geppert
Athletics	Mr. Kushkin, Mr. Meyer
Assembly Programs	Mrs. Purcell
Calendar	Mrs. Purcell
<i>Class Deans</i>	
9th Grade	Mr. Mulac, Ms. Harpring
10th Grade	Mr. Connell, Ms. Morris
11th Grade	Ms. Lauria, Ms. Berger
12th Grade	Ms. Hardy, Ms. Stephens
Clubs	Mrs. Purcell
College Information	Ms. Pfeffer, Ms. Rose
Community Service	Mrs. Hardy
Fund-raising	Mrs. Purcell
Learning Enhancement	Ms. Harpring
Lost and Found	Ms. D’Addio Baehr, Mrs. Purcell, Senora Harrison
Medication	Nurse Kramer
Parking	Ms. D’Addio Baehr
Psychologist	Dr. Damour, Dr. White
School Government	Mr. Connell, Mrs. Purcell
Senior Projects	Mrs. Purcell
Student Activities	Mrs. Purcell
Visitors	Mrs. Purcell, Senora Harrison

SCHOOL CLOSING

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

TELEPHONE USE

Students are not permitted to use cell phones or pagers on campus during the school day. Students may use cell phones within the walls of the Upper School office with permission from the Upper School administration.

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 all 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.

ATHLETICS (See Mr. Kushkin or Mr. Meyer)

The Upper School interscholastic athletic program is open for students in Ninth – Twelfth Grade who meet the eligibility requirements and who commit to team goals and guidelines. Practices are each weekday after school for approximately two hours. Each season begins with specific team and parent meetings where further information regarding expectations is provided. All sports will require students to purchase some personal equipment; usual items include, but are not limited to: mouthguards, shinguards, appropriate shoes, racquets, sticks, swimsuits and caps.

The following sports are offered:

- Fall: Cross Country, Field Hockey, Golf, Soccer, Tennis, Volleyball
- Winter: Basketball, Swimming
- Spring: Lacrosse, Fast-pitch Softball, Track and Field

Athletic eligibility is determined by the following requirements. The athlete must:

1. Submit annually an updated Laurel Emergency Medical Authorization form
2. Submit annually an OHSAA physical card signed by a doctor
3. Submit annually a signed OHSAA eligibility pamphlet
4. Must receive five passing credits the term before.

5. Each student must be younger than age 19 as of August 1, 2011
6. If a student requires a prescription inhaler or epi-pen, the item must be turned in to her coach for keeping in the team med-kit

ASSEMBLY PROGRAMS

Upper School Chapel is a regular program which brings the Upper School together to consider common ideals, to hear a variety of speakers (including all Seniors) and to share experiences. Students are expected to show respect and consideration for speakers and guests. Parents are welcome to attend any Chapel program.

DINING ROOM MANNERS

Students may take as much food as they feel they can eat without waste. All students are encouraged to select a nutritious and well-balanced lunch. Students are to clear their own dishes/trays, push in their chairs and check the floor for paper. Students are expected to use good behavior and good manners throughout the lunch period.

HOLIDAYS

Laurel is a non-sectarian school that respects the diversity of all its families. The school provides Chapel programs to increase student understanding of the various cultural and religious beliefs represented in our student body. Parents are invited to help with such programs and should speak with the Chapel program coordinator or Division Director(s) if they have suggestions or comments.

LOCKERS

Lockers are assigned to students for their possessions. All coats and supplies need to be kept in lockers. No food should be stored in lockers since this has given rise to a serious invasion of ants and mice in the past. We ask that students keep their lockers clean and in good order. Students may hang pictures inside their lockers as long as the pictures are in good taste and can be removed at the end of the year with no remaining marks or damage to the lockers.

ACTIVITIES AND ORGANIZATIONS

Laurel encourages student involvement in co-curricular organizations and has many clubs and groups for that purpose. Any student or group interested in establishing a new club does so through the Upper School administration and School Government. Here is a sampling of some of the activities and organizations that currently exist in the Upper School.

THE ANIMATED FILM CLUB brings together students interested in film culture and international animated film.

ATHLETIC ASSOCIATION includes captains of all varsity teams who serve their teammates and the school by advising the Athletic Director on the policy and practice of the athletic department.

BIG/LITTLE SISTERS pairs older with younger students. Big Sisters offer friendship, help, and advice to their Little Sisters and get together at special events such as the Big/Little Sister Breakfast and Halloween party. School Government is in charge of the Big/Little Sister programs.

THE BOOK CLUB exists to encourage students to enjoy reading and to read beyond the scope of the required reading for classes. Students pick books to read and then discuss them on a monthly basis.

CHAPEL THEATRE is Laurel's dramatic society. The members support all theatrical productions, including all aspects of play productions.

THE COMMUNITY HONOR COUNCIL is a group of elected faculty and students who meet to respond to significant breaches of community standards.

THE SERVICE LEARNING BOARD encourages service to the community by making students aware of community needs and by helping student volunteers find appropriate placements.

CUM LAUDE is a national honor society based on GPA. The top 20% of the Senior class is eligible for membership; half that group may be inducted in their Junior year. Eligible students must also have a record of good citizenship.

THE ENVIRONMENTAL CLUB develops educational projects and conducts fund-raisers to improve and to protect the environment of Laurel School, the community and the world.

THE FEMINIST ORGANIZATION exists to explore topics that relate to women and the support of women in society. The group engages speakers, watches film, debates and engages in conversations about the issues that affect women in society today.

FRENCH CLUB brings together students interested in learning outside the classroom about and experiencing aspects of French culture.

GALLIMAUFREY is Laurel's literary and art magazine. *Gallimaufrey* is a fitting title for this magazine since it means "potpourri" and the magazine contains short stories, poems, essays, photographs, drawing and prints created by the students.

THE GAY/STRAIGHT ALLIANCE is club dedicated to educating those interested in understanding the broad field of sexual orientation through various school and community activities.

GREEN KEY is an organization of Juniors and Seniors who are responsible for greeting prospective students and their families in the Admission Office, for guiding tours of the school and for appearing at prospective student gatherings.

GREEN AND WHITE TEAMS promote school spirit. The Dean of Students is in overall charge of Green and White activities.

LAUREL LEAVES, the school yearbook, is written, financed, photographed and designed by a staff of students working under an advisor.

PEER TUTORS help to build the confidence of students struggling with course material. Tutors offer a friendly environment in which they can aid their fellow students and build new friendships.

SCHOOL GOVERNMENT is the organization that represents all members of the Upper School community: students, faculty and administration. Members are elected by their peers and all have an equal vote in matters that come before government. It is the responsibility of Government to oversee the majority of student activities that take place during the school year. Government provides a forum for the exchange of student and faculty opinions and makes recommendations and suggestions to the faculty on a wide range of issues. The Charter of School Government is available in the Upper School Office and on the school's website.

SPANISH CLUB brings together students interested in learning outside the classroom about and experiencing aspects of Spanish culture.

SPEECH AND DEBATE (Forensics) is the study and practice of public speech. Members of the Laurel Speech and Debate (Forensics) team compete in weekly tournaments throughout the school year sponsored by the Ohio High School Speech League and the National Forensic League. Students may participate in any of nine speech categories or four debate categories. Team meetings and practices are held during activity periods and after school.

SPIRIT CLUB brings together students interested in promoting school spirit in a variety of settings. The Green and White teams are an integral focus of the Spirit Club.

UNITED CULTURAL SOCIETY (UCS) celebrates the ethnic, national and religious diversity of the Laurel community through special assemblies and student activities.

THE VOICE is the Laurel School newspaper written for and published by Upper School students. All Upper School students are eligible to serve on *The Voice*.

YOUNG DEMOCRATS AND YOUNG REPUBLICANS are the school's chapters of the National Young Democrats and Young Republicans of America.

SERVICE ASSIGNMENTS

At Laurel, everyone shares the responsibility of taking care of the school and helping to make it a comfortable environment. All Upper School students have service assignments that may include working in division offices, assisting with Primary lunches, straightening homerooms at the end of the day, or aiding the librarians.

SALES AND SOLICITATIONS: FUND-RAISING

No fund-raising of any kind is permitted without the permission of the Upper School Director(s). A written proposal must be submitted to the Division Director(s), who will bring the proposal to the All-School Fundraising Committee.

SENIOR PRIVILEGES

As leaders within the school community, Seniors enjoy the following privileges, although all privileges depend on maintaining good academic standing and abiding by correct procedures:

- use of the stereo (on low volume) in the Senior homeroom
- permission to sign out after 2:26 p.m. *if they have no scheduled activity thereafter*
- permission to run off-campus errands for up to two free periods. Students who use this privilege may not sign out early.
- the right to wear navy, forest green or white college sweatshirts with the uniform skirt or pants
- the right to wear civvies after spring break
- first access to the (student) parking lot

A Senior will not be permitted to leave campus on the day after she was absent from school. Similarly, a student will not be permitted to leave campus if she is marked tardy on that day. Students on Academic Probation or Social Probation will not be allowed to leave campus during the day.

WALKING AROUND LYMAN CIRCLE

Students in good standing, and having parental permission to do so, may leave campus to walk around Lyman Circle without having to get special permission, provided that they have no other obligations. They must always sign out and sign back in at the Upper School Office.

DRESS CODE

Laurel's uniform (K-12) is one of its most important features. 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 Early Childhood do not wear a uniform, the Primary Division, 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 students 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 student to be in uniform each day (unless it is a civvies day).

The suppliers of all uniform items are SchoolBelles and Lands' End. All skirts must come from SchoolBelles; polo shirts, turtlenecks, and the formal oxford shirt must come from Lands' End. Students may purchase other items from any source so long as the color of the item matches the three specified uniform colors (navy blue, forest green and white.)

Required Daily Uniform:

Skirt: Campbell Plaid Kilt

Green Pinfeather Kilt

Forest Green Tri-Blend Kilt (Formal uniform)

Boxer shorts may be worn under the uniform skirt as long as they do not show beneath the skirt. Skirt hem must be **no higher than 3 inches above the knee cap**. Pants/ leggings may not be worn under the skirt.

Tops: navy, white or forest green **solid** Laurel logo collared polo shirt (long or short sleeve, mesh or interlock, regular or feminine fit) or turtleneck in forest green, navy or white available **only** from Lands' End. The preferred school number at Lands' End is **9000-8603-4**, logo number **0329609K**. Formal uniform oxford shirts may be worn as part of the daily uniform. Shirts worn underneath the uniform shirt must be navy, white or forest green and free of writing or graphics. Undershirts must not extend beyond the waist of the top layer shirt. T-Shirts may not be worn over the polo shirts or turtlenecks.

Socks: navy, white or forest green solid colored socks or tights. Leg warmers are not permitted.

Shoes: brown or black leather or synthetic leather, two inch or lower heel, loafer, laced or buckle style; open heeled clog-style shoes are also permitted. **White, brown or black** indoor athletic shoes may also be worn. Boots and fleece-lined shoes are not permitted with the uniform. If a student needs to wear non-uniform shoes due to an injury, she must see the nurse for a shoe dispensation.

Sweaters, Vests, and Sweatshirts: The following items are all within the uniform guidelines: **solid** navy, white or forest green pullover sweaters, cardigan sweaters, sweater vests, or sweatshirts. Hoods are permissible but may not be worn during the school day.

Pants: solid navy or tan, twill or corduroy with a pleated or plain front. Zippers or pockets on the legs are not permitted. Students are not allowed to wear cargo pants. Pants may be worn on any day except formal uniform days.

Laurel gear: Laurel sweatshirts in navy, forest green or white may be worn as part of the uniform. Laurel green fleece vests and pullover jackets may be worn. Sweatshirts and fleece can be purchased from the Gator Shop. Each athletic team may wear their official jersey (or approved item of clothing, if there is no jersey) on contest days. If the jersey is a tank top or is sleeveless, a solid colored (navy, forest green, or white) t-shirt or uniform shirt must be worn underneath it. Any additional Laurel gear that is specific to a team or to an activity must be approved by the Upper School Director(s) before it may be worn as part of the uniform.

Miscellaneous:

No hats may be worn during the school day.

Sunglasses are not permitted inside the school.

Coats, jackets, and gloves may not be worn during the school day, unless approved by the Upper School Director(s).

Required Formal Uniform:

Forest green wool serge pleated skirt; short sleeved, white Laurel logo shirt (Lands' End) for warm weather; long sleeved, white Laurel logo oxford shirt (Lands' End) for cold weather (must be tucked in to the skirt); white ankle socks; brown or black uniform shoes (as described above) with two inch or lower heels.

Sources:

All skirts can be purchased at Schoolbelles (216-898-5500 or www.schoolbelles.com; the Upper School code is: **S1123**) or at the Laurel School Parent's Association (LSPA) Used Uniform Sale. Tops can **only** be purchased at Lands' End (800-469-2222). The Logo Number at Lands' End is 0329609K and the Preferred School Number is 9000-8603-4.

Guidelines for Civvies Days:

At approximately two-week intervals, and at the discretion of the Upper School Administration, students will be permitted to wear neat and appropriate non-uniform clothing (including jeans and shorts). There are rules that must be followed:

- Skirt and short length should be appropriate. As a general guideline, the skirt/short must fall below your fingertips when your arms are

- extended straight down at your side.
- Shirt length should be appropriate. Shirts must fall below the waist of your skirt or pants.
 - Shirts must have at least two inches of fabric on the shoulder; no cleavage may show.
 - Daytime attire **does not** include pajamas.
 - Clothes may not have holes or be torn.
 - Garments may not have any discriminatory remarks, symbols, or pictures on them.
 - Garments may not have inappropriate language, pictures, or references on them, including those related to alcohol, tobacco, drugs, or sex.
 - No hats may be worn during the school day; hoods on sweatshirts may not be worn **covering** the head.

VEHICLES AND VEHICLE USE ON CAMPUS

Laurel School, while having grown in our student population, remains limited in the number of available parking places and spaces. The entire Laurel community is encouraged to abide by the parking plan and 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. As the safety of all community members is of utmost importance, cell phone usage is not permitted while driving on campus and drivers are expected to drive in a safe and respectful manner at all times.

If you drive to school, your automobile(s) should be registered with the Upper School Office. You will receive a Laurel School sticker to display in the rear window identifying it as your automobile. It is important that we be able to identify an automobile in case of an emergency.