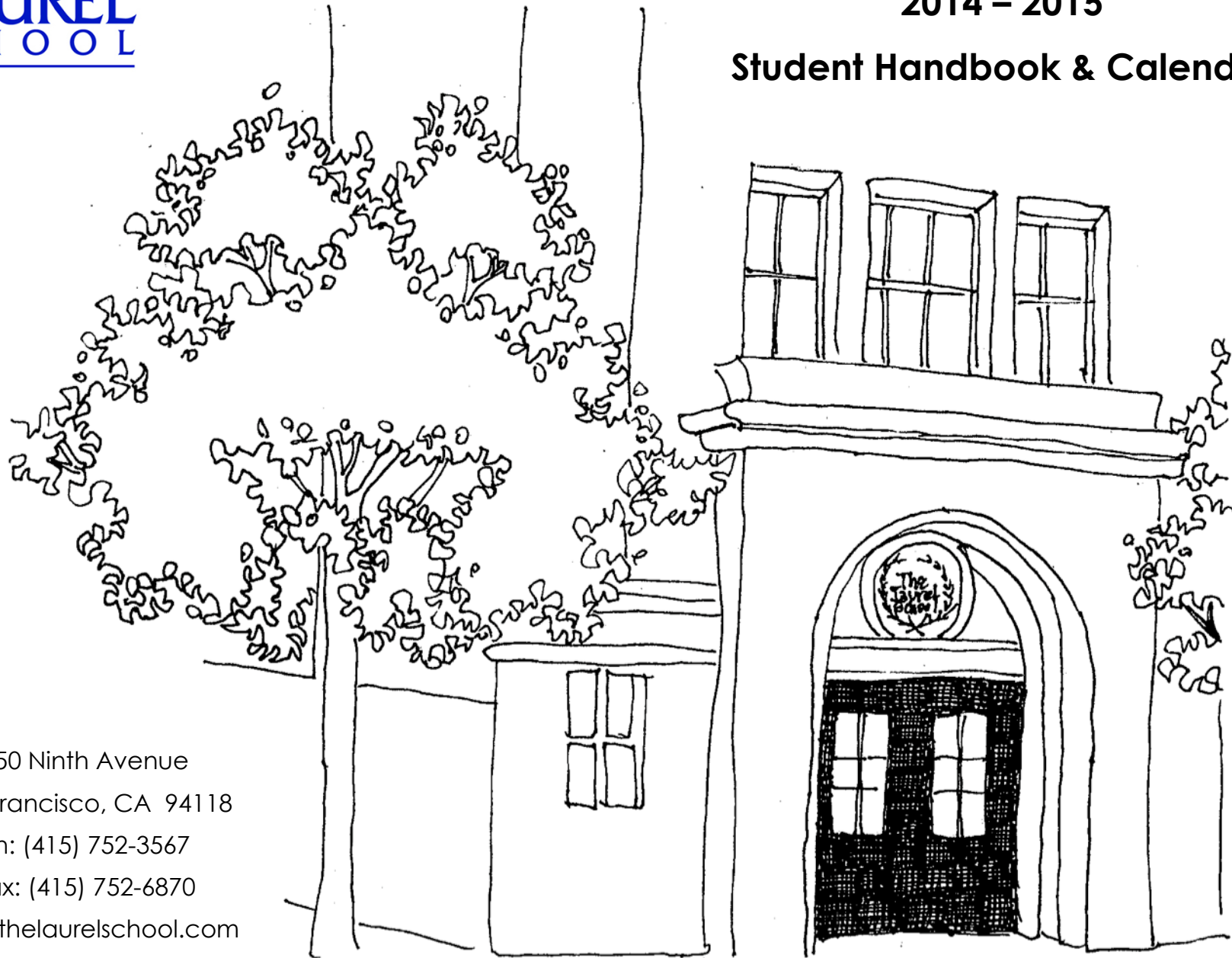




The Laurel School

2014 – 2015

Student Handbook & Calendar




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San Francisco, CA 94118

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The Laurel School serves students with learning differences and students who benefit from a small class size. In a community that nurtures mutual respect and compassion, we cultivate the academic potential of each child through multimodal, differentiated instruction.

By teaching learning strategies, self advocacy skills, and social competence, The Laurel School prepares students for the next level of education.

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∞ REGISTRATION PACKET ∞

Inside this Handbook & Calendar, you will find all the basic information you will need to know about our policies and expectation for your student and family in the upcoming school year. All Laurel Families are required to read this handbook with your student(s) thoroughly. The following is a list of forms mailed to you at the end of June. Please return these completed forms to the office as soon as possible.

Emergency Card - Parents will be notified by the Front Office if a student becomes ill during the school day. If the parents cannot be reached in the case of an emergency, the school requires alternate contact information of a trusted relative or family friend. All information must be completed.

Acknowledgment of School Calendar & Handbook – (included) After reviewing thoroughly with your child the Laurel School Calendar & Handbook, all parents & guardians and the student must sign and date this page. Return this along with the rest of the Registration Packet.

Authorization for After School Pickup - Each family must fill out this form specifying what you would like your child to do after dismissal and return it, complete with parent and student signatures.

Photography/Video/Website Release Form - Please check one option on the form, sign and return with your Registration Packet.

Authorization for Dispensing Medication - Please inform the school of any medical, physical, or emotional conditions that could affect your child's school performance, *as well as any medication being taken*. If your student takes any medication during school hours, this form must be completed.

Field Trip Driving Form - If you plan on volunteering, at any point in the school year, to drive on a Field Trip, you must complete this form in its entirety. Please submit a copy of your automobile insurance policy and driver license to be kept in the school's files.

School Uniform Information/Order information – This packet contains the location, hours and costs of Classic Designs, our designated uniform retailer. Please check the **Dress Code Chart** to ensure you are purchasing the required items.

Cumulative Records & Immunization Request Form - For new families of transferring students only, please complete this form and return it with your Registration Packet. We will contact your student's previous school to have their records sent to Laurel.

∞ BOARD OF TRUSTEES ∞

The Board of Trustees is responsible for establishing policies for the operation of the School and for seeing that those policies are executed properly; for monitoring and supporting the Head of School; for approving and monitoring the school's annual budget, which includes setting tuition; and for maintaining the long-term health of the institution. The Board is comprised of current parents, former parents, administration, and members of the larger community who believe in The Laurel School's mission. Standing committees of the Board are Building, Program, Development, Marketing, Finance, Audit, and the Committee on Trustees. Board committees, in most cases, include broad participation: trustees, parents, faculty, administration, and other community members.

Maureen Harrington, President †
Simone Haas, Vice President †
Elizabeth W. Walton, Treasurer †
September Jarrett, Secretary †
Marcia A. Spitz, Founder ‡
Hal Hensler, Head of School
Caitlin Storhaug
Susan Giles †
Betsy Trigonis ‡
Elizabeth White †
Trevor Wright †
Anglia Yancey †

† Parent of current Laurel student
‡ Parent of former Laurel student

∞ ADMINISTRATION ∞

Hal Hensler, Head of School

The Head of School is responsible for the implementation of policies established by the board of trustees, day-to-day operation of the school, hiring faculty, and overseeing curriculum and admissions. The Division Head Teachers assist the Head of School with these responsibilities.

Division Head Teachers:

Lynne Shepherd, Lower School, Betty Milburn & Joanne Walsh, Middle School.

The lower and middle school head teachers supervise and support student and faculty in the lower school (1-5) and middle school (6-8). Among their responsibilities are curriculum development and implementation, scheduling, and communication with parents.

Russell Tefft, Business Manager

The business office manages the school's business affairs and directs the maintenance of the campus.

∞ Daily Schedule ∞

School Begins:

- 8:00: School is open for early arrivals: Indoors in the multipurpose room
- 8:30: School Begins: Outdoor line up (inside during cold or rainy weather)

School Ends:

Wednesday:

All School - Early Dismissal at 1:30 PM (Faculty meetings)

Monday, Tuesday, Thursday, Friday:

All School – 1st – 8th Grades: 3:10 PM

Lower School After Care begins at:

- 1:30 PM for 1st – 5th Grades: Wednesday
- 3:10 PM for 1st – 5th Grades: Monday, Tuesday, Thursday & Friday

Middle School Teen Club begins at:

- 1:30 PM for 6th – 8th Grades: Wednesday
- 3:10 PM for 6th – 8th Grades: Monday, Tuesday, Thursday & Friday

No Teen Club on Friday

After Care/Teen Club ends at 6:00 PM

∞ COUNSELING SERVICES ∞

The Laurel School offers the services of a School Counselor, Sarah Dowdle, who works with students in their classes and on an individual basis. Ms. Dowdle works with each class for 30 minutes once a week teaching social thinking skills as well as other concepts such as awareness of self and others, responsible decision making, communication skills, and friendship skills. She may also work with a student individually or in small groups if it is determined that he or she could benefit from some extra support. At times, Ms. Dowdle may videotape students to provide them with accurate feedback and to facilitate the learning process. The tapes are used exclusively for learning and are not made public in any way. If you have any questions about Ms. Dowdle's work and would like to discuss them with her she can be reached at (415) 752-3567 x 310 or sdowdle@thelaurelschool.com. Please call or email if you would prefer that your child not work with Ms. Dowdle individually and/or be videotaped.

∞ PARENT INFORMATION ∞

PRINCIPLES OF PARTNERSHIP FOR LAUREL PARENTS - It is expected that all Laurel School parents/guardians will: Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

Seek to resolve problems and secure information through appropriate channels (i.e., Teacher, Division Head Teacher, Head of School-in that order).

Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of their individual student.

Familiarize themselves with and support Laurel's policies and procedures.

Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.

Involve themselves in the life of the school, through volunteerism and other means, to promote the best interests of their student.

Share with the school any religious, cultural, medical, or personal information that the school may need to best serve their child and the school community.

Treat everyone with respect and maintain an educational, rather than adversarial tone, in the face of the inevitable conflicts and challenges.

Utilize the support of the Parent Guidance Association when appropriate. Acknowledge that their payment of tuition is not an investment of ownership in the school, with related controls, but rather an investment in the educational process of their child.

The school believes that a positive and constructive partnership between the Laurel School and a student's parents or guardian is essential to the fulfillment of the School's mission. Thus, Laurel reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise seriously interfere with Laurel's accomplishment of its educational purposes.

COMMUNICATION - The partnership between parents and the School maintains its vitality through active communication. When questions or concerns arise, parents are urged to seek information directly from the appropriate person at school.

If the matter concerns your child's daily life at school, you may send a note or leave a message for the classroom teacher or the division heads. Although the teachers are fully committed during the day, they will make every effort to return your call during their preparation period or after dismissal. If a prolonged discussion is necessary, please ask the teacher to schedule a time for you to meet, or you may call the Front Office to arrange a convenient time for both parties. If the matter is a general school issue, beyond the classroom, please get in touch with the appropriate division heads. The division heads will then bring matters to the attention of the Head of School. We encourage parents to attend monthly PGA meetings.

VISITOR POLICY - In order to avoid disrupting classroom activities, all visitors must report to the Front Office to sign in. This policy applies to all visits and visitors, whether to pick up for appointments, deliver forgotten items, or for any other reason. Visitors who will be visiting the campus for an extended period of time must wear a name badge.

PARENT VISITS - In order to maintain a normal flow of the school day and to ensure that the educational process is not interrupted, the School requests that parents do not make unexpected visits to classrooms. Observing your child's classroom can be disruptive and distracting, and is not allowed. The best way to learn about your child's classroom is to volunteer. Your child's teacher or the classroom parent can provide information on the volunteer opportunities available to parents. Parents who wish to visit classrooms outside of the many opportunities provided may do so with the approval of the division head.

PARENT/TEACHER CONFERENCES - Parent-Teacher conferences strengthen the partnership between home and school. We welcome these conversations as opportunities for families and teachers to grow in an understanding of each student. In the best interest of each child, all parents, whether married, separated or divorced, are expected to attend scheduled conferences together to better facilitate communication and to maximize effective use of teachers' time.

Conferences are scheduled twice a year, once in the fall and once in the spring. Parents of lower school students meet with their child's classroom teacher. Parents of upper school students meet with the team of middle school teachers who works with their child. Should you wish to meet with your child's teacher(s) outside of the scheduled conferences, please contact the teacher to arrange a meeting.

TEAM MEETINGS - The Laurel School is committed to collaborating with outside specialists and professionals who support our students. If at any time you would like to arrange a team meeting (including parents, your child's outside specialists, and Laurel School teachers and staff), please contact your child's teacher.

REPORT CARDS - All students receive narrative progress reports at the end of the first and second semester. In addition, students will receive progress reports from our Curriculum Based Measurement system and Schools Attuned at the close of the first and third quarters. 1st through 5th Grade Progress Reports are distributed via the first or second Wednesday Envelope after the semester ends. Grades 6th through 8th have their Progress Reports mailed to their parents shortly after the end of the semester.

MIDDLE SCHOOL COMMUNITY SERVICE - Students in sixth through eighth grade are encouraged to participate in community service events of their choice outside of the school day. The middle school will collectively participate in community service activities throughout the year and parents will be notified when these occur. To develop the student's awareness in participation with connecting and contributing to a service organization, we will work through our curriculum to promote "Service Learning". Students will work with service agencies linking to a curriculum project instead of "work hours" with the agency. An example is best remembered from the "worm bin" project where students learned to contribute to the Kiva organization and choose who to "lend" their profit money to for third world business startups. Teachers will provide opportunities for service learning periodically throughout the school year.

WEDNESDAY ENVELOPES - An envelope containing the week's pertinent news and announcements is sent home with students each Wednesday. The contents are to be removed and reviewed by the parent/guardian(s) and student(s) Wednesday evening. The envelope, including any field trip permission slips and other correspondence between home and school, should be signed and returned to school the following morning. It is important that parent/guardian(s) and student(s) read the materials sent home so that they may keep abreast of school activities and upcoming events. Lost envelopes have a \$10.00 replacement fee.

LAUREL LEAFLET - The Laurel Leaflet is the school's weekly e-newsletter and is posted on the school's website each week. The link to the webpage is emailed to all families on Wednesday afternoon. The Leaflet contains important information about school and community events, activities, student work, and classroom updates. Reading the weekly Leaflet is an excellent way to keep informed of all that is happening in the school community.

LOST AND FOUND

Families are strongly encouraged to mark every item of outerwear and lunch boxes with the student's name. We will attempt to return all marked items to the student. Remaining items will be contained in the lost and found basket for 30 days. Any unclaimed items left longer than 30 days will be donated.

PARTY INVITATIONS- In order to exemplify kindness and respect for all students, the School's policy regarding outside celebrations is as follows: If your child is having a party outside of school, **invitations may not be distributed at school unless all members of the class are invited.**

DROP-OFF/PICK-UP PROCEDURE - Morning drop-off (no sooner than 8:00am) and afternoon pick-up (3:10 pm or 1:30 pm on Wednesday), is done at our 8th Avenue entrance. Do not drop your child off at the 9th Avenue entrance. **Never drive into the school Parking Lot before 4:30pm.** You may use the white Loading Zone on 8th Avenue to drop-off and pick-up your child. Please respect our neighbors, do not park in or block driveways at anytime. Anyone stopping in front of the garages on 8th Avenue must not leave their vehicles. There is no blocking the Star of the Sea Priests' access to their garages.

PARKING POLICY - **The Parking Lot is reserved for the faculty and staff of Star of the Sea and Laurel School.** We appreciate all of our parent volunteers, but do not have space for them to park in our lot. There are metered parking lots next to the school on 9th Avenue and across from the school on 8th Avenue (see map on back of calendar). It is our belief that the metered parking lot on 8th Ave. does not charge until 9:00 am. Please check. Change for meters is gladly exchanged for you in the Front Office. Long-term parking (without meters or time limits) can be found south of Geary Blvd. in the residential areas. Please inform any specialists that may visit your child during the school year of our Parking Policy.

∞ BEHAVIOR ∞

The Laurel School educates and nurtures children according to the highest standards of responsible behavior. We strive to help each child develop a strong sense of self esteem balanced by respect and appreciation for others. Children are expected to participate in creating a kind and supportive community. To ensure our school is a safe place where children can play and learn, all members of our community are expected to demonstrate:

Student Rights and Responsibilities

Laurel School believes that by accepting and fulfilling appropriate responsibilities, individuals will come to value rights and privileges.

Responsibility is inherent in the exercise of every student right, and it must be emphasized that encouraging students to fulfill these responsibilities with positive reinforcement is always the preferred approach at The Laurel School. Even so, there are circumstances where negative consequences may be the quickest way to stop potentially harmful behavior, especially where safety is concerned. These more difficult event will not deter us, however, from ultimately creating an environment of positive reinforcement and managing it in such a manner as the best way to change and shape behavior.

The following rights and responsibilities have been designed by The Laurel School to ensure the safety and respect for all individuals at the school. Please review these with your child to help them understand that the surest way to protect his or her individual rights, and those of the school community, is to actively practice associated responsibilities.

Right # 1: To have a positive and productive learning environment

Responsibilities: Engage in behaviors that allow self and others to learn

- Ask for help when needed – self advocate
- Accept and respect others' differences
- Become an active learner
- Cooperate with teachers, teacher aides, recess supervisors and peers
- Follow all school policies and procedures and accept the consequences
- Follow the spirit and guidelines of the Dress Code
- Follow all classroom procedures and work cooperatively with others
- Bring all necessary books and supplies to class
- Arrive at school on time
- Attend classes on time
- Complete all assigned work to the best of ability
- Complete all work missed during absences
- Submit all assignments on time
- Accept feedback from the teacher
- Refrain from bringing and reading or listening to unsanctioned and inappropriate material

Right #2: To have a safe, clean and orderly facility for all students

Responsibilities: Follow rules and directions at all times

- Always have safe hands, feet and mouth

Playing any type of fighting is not allowed
Be courteous to others
Refrain from any physical contact with other students
Communicate using positive and appropriate language
Accept and Respect others' differences
Eat in appropriate places and at appropriate times
Refrain from name-calling, teasing and bullying
Refrain from overt or secretive attempts to physically or verbally intimidate others
Work cooperatively with others to keep the school clean, including classrooms, hallways, lunch and recess areas and restrooms
Report any activities that threaten the health and safety of the school community
Refrain from chewing gum outside of the classroom
Refrain from damaging school property; respect technology
Follow recycling procedures

Right #3: To be treated with respect, dignity and integrity

Responsibilities: Accept and respect other student's differences
Communicate using positive, polite, respectful language
Refrain from name-calling and bullying
Refrain from overt or secretive attempts to physically or verbally intimidate others
Refrain from harassing and intimidating others – verbally, physically and sexually
Refrain from public displays of affection

Right #4: To have property and materials treated with respect

Responsibilities: Take individual responsibility for personal property
Refrain from bringing unnecessary electronic equipment or valuables to school
Refrain from bringing large amounts of money to school
Personal property should contribute positively to the learning environment
Ask permission before using others' property
Return property to the rightful owner
Report any damage or loss immediately

Right #5: To participate fully in intervention and discipline procedures

Responsibilities: Be honest and complete when communicating information that pertains to the specific incident.
Cooperate with others.
Be prepared to be placed on probation if you jeopardize the safety of others. There is zero toleration for unsafe behavior (Hitting, fighting, biting, throwing objects, threatening others with dangerous objects will cause immediate intervention leading to probation).

If your child has difficulty with any of the responsibilities mentioned above, the parents and faculty will work together to resolve any situation that might occur. Again, Please review these rights and responsibilities with your child and discuss any misinterpretations they may have. A range of consequences exists for students who have engaged in inappropriate actions and to help students fulfill their responsibilities.

Behavior Intervention Policy and Procedures

Discipline at The Laurel School is based on the belief that a structured and caring environment contributes most effectively to the growth of all students. The Behavior Intervention and discipline process is established on the expectations that, regardless of learning styles, and strengths and weaknesses, every student will assume full responsibility for the basic code of conduct established at Laurel. A demonstrated lack of responsibility means the possible weakening of rights and temporary or permanent loss of privileges.

Behavior interventions are intended to bring an end to unhelpful patterns of behavior and to establish productive and helpful behaviors that will make students available for learning. Because the discipline procedure is individualized, the people who are involved in the intervention process are selected based on their specific involvement in the student's case and the level of severity of that case. In all cases, after information has been gathered from the participants, a plan to establish new and different behaviors will be developed.

Actions that are inconsistent with the ideals of the school community will be addressed through the discipline process. The Laurel School reserves the right to impose disciplinary sanctions for violation of school policies or for any action that it deems harmful to that student or the school community at large. The understanding and support of parents during these interventions is crucial and necessary for the success of the students throughout this learning process.

When a student engages in inappropriate behavior or that which is counterproductive to the above stated goals, the following factors are considered when determining a course of disciplinary action:

- 1) Is the student intentionally and maliciously violating the rights of others or Laurel property? Does the student understand that he or she has been involved in an action that violates stated behavioral standards?
- 2) Is the student exhibiting this behavior chronically? Has the student been disciplined for this behavior before?

The interests of all students are best served when the school administration can act thoughtfully and deliberately when considering the facts and context of the above factors. This means that there may be a period of time necessary to gather facts and consider multiple points of information that are not always consistent with each other. We ask that all parties respect this process of investigation knowing that the appropriately determined outcome is more important than a rush to judgment based on incomplete information or misunderstandings. After these questions have been resolved, the teacher, school counselor and/or the Head of School may employ the following approved disciplinary procedures and sanctions. **Typically these measures will be implemented in ascending order unless the severity of the rule infraction demands more assertive intervention. In such cases the Head of School will impose an appropriate level of disciplinary action.**

- Level 1: Private conference with student
- Level 2: Telephone conference with parent(s)
- Level 3: Suspension from on or off-campus recreational activities
- Level 4: Assignment to after-school detention.*
- Level 5: Personal meeting with parent(s) to discuss implementation of home-based consequences
- Level 6: Placement on in-house suspension
- Level 7: Suspension and placement on probation
- Level 8: Expulsion

*Level 4 behavior actions will lead to the student's assignment to after school detention. This detention will take place on Friday afternoon from 3:10 PM to 4:15 PM. **No excuses will be accepted for failure to attend a Friday detention.**

In the event of a purposeful, malicious rule violation, which has resulted in injury to a person or destruction of property the Head of School will invoke a consequence immediately.

Finally, Laurel School seeks to support and assist parents in helping children to make positive and productive decisions in their lives; we pledge our support to your follow-up efforts at home.

Suspension and expulsion are not ordinary disciplinary measures. They will only be employed when counterproductive behavior persists or a serious, purposeful malicious act is committed.

If a suspension is called for, either due to chronic infractions or the severity of the offense, then the parents will be notified immediately. The following, taken from California Education Code, will be a guideline based on the facts and particular circumstances of each case for suspension or expulsion. The particular determination of the school response will not be mandated by the California Education Code except where the Code specifically applies to independent schools.

E.C. 48900(b) Possession, selling, or furnishing any firearm, knife, explosives or other dangerous objects. Laurel School also prohibits simulated weapons of any kind (i.e. BB guns, Airsoft guns, water guns, etc.), on campus. Exceptions to this rule must be approved by the Head of School.

E.C. 48900(d) The school may suspend or expel a pupil who has on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances. Laurel School includes in this section the use of any alcoholic or controlled substance, substances not approved by FDA and/or not duly prescribed to a pupil in question by a physician licensed to do so in the state of California.

E.C. 48900(h) Smoking or having tobacco on school premises constitutes good cause or suspension or expulsion.

E.C. 48900(k) Continue willful disobedience, habitual profanity or vulgarity directed at another individual, open and persistent defiance of authority of school personnel, assault and battery upon a student or upon school premises while under authority of school personnel, or any threat of force of physical violation directed towards any school personnel, at any time or place shall constitute good cause for suspension or expulsion from school.

Inappropriate Actions / Behaviors	Consequences / Action Steps
Being out of school uniform	1) Remove and put away non-uniform clothing 2) Student/Teacher will phone parent 3) If unable to remove non-uniform clothing, student will try to find appropriate clothing in their emergency kit, lost & found basket, or in the used uniforms 4) If appropriate clothing is unavailable, student/teacher will phone parents and will wait in office until clothing arrives 5) Repeated violations will lead to a uniform violation notice and detention.
Using skateboards, bicycles, or skates on campus Using electronic devices (cell phones, iPods, handheld videogames)	1) Item will be taken from student 2) Only a student's parent can pick up the confiscated item from the teacher
Throwing objects in an inappropriate way Using poor sportsmanship Using inappropriate physical contact Use of inappropriate written or spoken language Use of inappropriate gestures or body language Not following guidelines established by supervising adult - on or off campus	Teacher will determine appropriate consequences and/or corrective actions (see levels 1-8)
Destruction of equipment (P.E. equipment, desks, chairs, computers, ipads, calculators, phones, etc.)	Student is responsible for all repairs or replacement cost of damaged equipment
Inappropriate use of the internet, laptops, iPads, or any other technology	1) Student will automatically lose usage privileges until further notice by teacher 2) Parents will be notified See Technology Use Agreement for further details
Hitting, biting, endangering the safety of students &/or faculty Bringing weapons (real or simulated), Bringing alcohol, tobacco or other drugs Threatening another person with looks, words, or actions Vandalizing personal or school property Bringing flammable materials (matches, firecrackers, lighters)	Automatic Suspension and Probation

⤿ **RESTRICTED ITEMS** ⤿

⤿ **PROHIBITED ITEMS** ⤿

Cell phones, music playing devices (mp3, CD, ipod, etc.), Electronic games, scooters, skateboards and remote control toys, are not allowed during school hours. All of the above items must be turned in to the Front Office as soon as student is on school grounds, and will be returned when child leaves school premises.

Weapons (including pocket knives, toy and or water guns, laser pointers) and illegal substances of any kind.

Eating is allowed in class only as part of a preplanned, approved class project or class party

There is no buying, selling or trading of any items.

Trading cards are NOT permitted during school hours. Any student wit trading cards out during school hours (including but not limited to sports cards, Pokemon, Yugio, etc.) will have them confiscated and returned to them at the end of the week.

Exchanging or loaning of money between students is prohibited.

Stuffed animals and other such non-prohibited toys may be brought to school, but must remain in the child's cubby or locker during class time. Teachers and staff reserve the right to confiscate or prohibit any toy causing disruption during class time.

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Any prohibited item will be confiscated and returned to the parent and/or the appropriate authority. If the item appears again it will be taken and returned upon request on the last day of school

ATTENDANCE

Before and After School Hours - It is essential that all students attend school daily and arrive on time each day. School hours are 8:30am to 3:10pm Monday, Tuesday, Thursday and Friday (1:30pm on Wednesday). Students must not arrive before 8:00am and must be picked up promptly at dismissal unless they are in After Care. Schoolyard supervision is not available after school hours for students other than those in After Care. Any student not picked up by 15 minutes after dismissal will be sent to and charged for After Care. Students who are authorized to leave campus are expected to leave immediately to meet rides or walk home. Loitering in the parking lot or on the sidewalk is not acceptable.

Tardiness - Being late is frowned upon, because students miss important messages, schoolwork, and develop an attitude that being late is “okay”. Any student not present at 8:30 a.m. morning announcements is considered tardy. Three tardies will equal 1 absence and a Friday detention (9 tardies will equal 3 absences, etc.). If late, the student must report to the office to obtain a Late Pass. Failing to obtain a Late Pass from the Front Office will result in student being marked absent. It is the student and parent’s responsibility to inform the Front Office when coming in late.

Absences - **Any absence must be reported to the front office (752-3567) between 8:00am and 9:00am.** *Upon returning to school the student must present to the office a note from the parent and/or doctor containing the date(s) of absence, reason, and signature of parent.* Excused absences include medical/dental appointments, quarantine, attendance at a funeral, or visitation of a high school only when reported to the front office. Unexcused absences for personal reasons are the responsibility of the parents and student. Neither the school nor the teacher can assume responsibility for special assignments, tests, etc., to make up for what is missed in class. *The students are responsible to gather and complete their own assignments and tests.* Arrangements for class work must be made for prolonged illnesses. Any student with 10 or more unexcused absences within one semester is considered truant. Truancy may be grounds for dismissal, attending summer school, or repeating a grade. For eighth graders, truancy will result in not receiving a diploma until proof of completing summer school at another location is submitted to Laurel.

Middle School Long-Range Assignments and Absences - Parents are to fax or bring to school any long-range project or report that has been assigned for more than 2 weeks on the due date. Student’s grade will drop one letter grade for any long-range project or report that is late unless arrangements have been made with the assigning teacher. All late assignments are deducted one letter grade per day until turned in (For example: an A report turned in one day late will be a B, two days late a C, three days late a D, and four days or more will be an F.) Student will still be required to complete the assignment even if it is late.

HEALTH/EMERGENCY RECORD

No student will be allowed to attend school until parents complete and return the student Health/Emergency Record. This form is kept on file to document important medical information and your consent for the School to obtain emergency medical help for your child. It also lists the names of persons authorized to pick up your child in case of an emergency.

ILLNESS, MEDICATIONS & FOOD ALLERGIES

Illness - For the welfare of all, please do not send a child who is not feeling well to school. The control of contagious diseases depends on the cooperation of all families in the School. Please observe the following rules:

- Children should not be in school with a fever and should be kept home until 24 hours after the fever subsides. A child who has vomited during the night should not be sent to school the next morning unless you are sure he or she is well. Laurel has a No Nit Head Lice Policy, which means students are not allowed back to school until all nits are removed.
- If your child contracts a contagious disease, please notify the school immediately. The School will notify other parents of any exposure to a contagious disease in their child's class.
- The Emergency Card should detail any allergies or special health needs. You must inform the School of new allergies or special health needs that arise during the school year.

Medications - Upon written request from the family, the school office staff will administer prescription medication to students. Medication must be sent to school in the original container with dosage information on the label. Medication must be shown to the classroom teacher and then taken down to the school office. Students are not allowed to carry medication with them during the school day. Dispensation of medication is recorded in our medical log.

Tylenol can be given to students when necessary during the school day if parents have granted permission by signing the appropriate section of the Emergency Card.

Food allergies – Please notify the school if serious food allergies exist and the need for epi-pens may be essential.

CHILD ABUSE

In compliance with California state law, teachers and school staff who suspect child abuse in any of the categories listed below must file a report immediately or as soon as practical by phone, followed by a written report within 36 hours.

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional maltreatment

HARASSMENT POLICY

The School is committed to creating an environment free of harassment. School policy prohibits sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, gender, sexual orientation, family care status, veteran status or any other basis protected by law. All such harassment is unlawful. No teacher, administrator, other employee, adult visitor of the school or student is allowed to engage in any form of harassment on or off the campus at any time.

If you believe that you or your child have been or are being harassed sexually or because of any of the other reasons listed above, you should immediately contact the head of school, following up with a written complaint that provides as much detail as possible. The School will immediately undertake a thorough and objective investigation of the allegations. If the School determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved.

∞ DRESS CODE ∞

Student Appearance - We believe that a student's appearance has an impact on his/her attitude and behavior because it reflects respect for the school community and for fellow students as well. All students must be in uniform during the school day. Shirts are to be clean and may not extend longer than six inches below the waistline. Carpenter / cargo pants and overly baggy pants which sag are not acceptable. Hoods and hats are not to be worn inside the building. Please follow the uniform code as listed. We ask a commitment not only from our students but from our parents, too, in helping to abide by these standards.

(1) Parents will be notified by phone call if their child is not in proper uniform. (2) If a second notice must be sent, the child may not be allowed in class until the uniform/dress code has been followed in full. **Further uniform violations result in Friday detention.** We appreciate your cooperation in this matter.

Free Dress Days - From time to time Free Dress Days for special occasions will be announced or a student will be awarded a Friday Free Dress pass for specific performance reward. It is to be used only on Fridays. Occasionally we have a special theme day and students are asked to dress in a costume or theme (Pajama Day, Sports Day, Historical Figure Day, etc.). If the appropriate costume is not worn, the school uniform must be worn. Shoes must be safe and suitable for outdoor play (no strapless sandals, flip-flops or platform shoes). Sturdy, rubber soled shoes are required for P.E. classes.

Cut-off pants, T-shirts with vulgar sayings/gestures, clothing allowing midriff/underwear to show, see through clothing and patched, dirty or ragged clothes are not acceptable. Shorts and skirts must be knee length. Clean, neat play clothes are permissible. **Parents will be contacted by the classroom teacher or division head teacher if a student is not dressed appropriately.**

SCHOOL UNIFORM

Lower School K - 5th Gr.

Middle School 6th - 8th Gr.

Hair	hairstyle/cuts must be out of student's eyes, hair colors must occur in the natural hair color spectrum no extreme hairstyles, no sports headbands, no handkerchiefs It will be at the school's discretion as to whether hairstyles are acceptable.	
Makeup & Nail Polish	No makeup or nail polish allowed	
Jewelry	stud or post in ears only	
Sweaters & Sweatshirts	Laurel School cardigan or sweatshirt Each student is required to have a Laurel School sweater or sweatshirt.	
Shirts	collared polo - navy blue or white collared oxford - navy blue or white turtleneck - navy blue or white navy blue t-shirts - Laurel logo or plain (no logo or design)	
Outerwear	Laurel School fleece jacket Other jackets are allowed only when worn over Laurel School cardigan or sweatshirt.	
Jumper	Laurel School plaid - hem 2" above the knee	
Skirts		Laurel School plaid - hem 2" above the knee
Pants	properly fitting twill or cotton - navy blue leggings - black, navy blue, or white Laurel School navy blue sweats	
Shorts	properly fitting twill or cotton - navy blue	
Socks & Tights	navy blue, white, or black	
Shoes	athletic lace-up or Velcro shoes, no higher than the ankle no slip-on shoes allowed	
P.E. Class		sneakers Laurel School t-shirt Laurel School shorts or sweats

EMERGENCY PLAN / PROCEDURES

Earthquake/Fire Drills- Earthquake drills will be conducted to familiarize the students with proper procedures in case one should occur. Fire drills are conducted once a month by the SFFD. Children are asked to not cover their ears when exiting the building during Fire Drills so they may hear any additional instructions given by faculty and staff. Detailed drill instructions are available in the Front Office.

In the event of a major disaster, students will be kept at school until they are picked-up by parents or alternates listed on the Emergency Card. The School is prepared to care for your child for an extended period of time and will release your child only to those listed on the Emergency Card. Students will remain in the building as long as it is safe to do so. Parents/guardians will be notified of pertinent information via telephone message through K12 Alerts.

LUNCHROOM GUIDELINES

All students are provided with a 45-minute lunch period. This includes a brief recess. We encourage you to pack healthy snacks and lunches for your child. No glass containers, sodas, or candy are permitted. Due to the prevalence of food related allergies, sharing of any food items is not allowed. The students will not have access to a refrigerator to store lunches. They will need to bring items that do not require refrigeration or freezing. Microwaves are available to heat lunches during their lunch period. Waste-free lunches are greatly encouraged. If student requires eating utensils, please provide recyclable or compostable fork or spoon. No knives please. "SchoolFoodies" is an online service that provides hot lunches for students. Please see last page of this handbook for details and Enrollment Instructions.

AFTER CARE PROGRAM

The Laurel School Day begins at 8:30am and ends at 3:10pm on Monday, Tuesday, Thursday, Friday; Wednesday dismissal is 1:30pm. Children may arrive as early as 8:00 am at no extra charge. Our After Care Program is available until 6pm Monday through Friday unless otherwise noted in the Leaflet. Childcare is not available on NO-SCHOOL days. The hourly charge for the After Care program for the 14/15 school year is \$9.00 per hour.

The exterior gates to the school are locked when After Care begins. To gain access to pick-up a student, please buzz the intercom next to the exterior gate or call (415) 752-0271.

BUDDY FAMILY DAYS

Buddy Family Days promote positive social interactions and mentorship opportunities across grade levels. Fifth through eighth grade students are grouped with first through fourth grade students. These groups of students form a buddy family. Several times a year, the families meet to get to know each other, to play games, to work on cooperative art projects, or to do a variety of other structured activities.

∞ PARENT GUIDANCE ASSOCIATION (PGA) ∞

The involvement of all families is essential to the success of the Laurel School. Every parent or guardian with a child enrolled at the school automatically becomes a member of the Parents' Guidance Association (PGA). The PGA, through its elected Executive Committee, works closely with the Board of Trustees and the Administration to help each family feel a part of the school community and to support the school. The PGA is a volunteer organization committed to supporting the Laurel School in the education of our children by fundraising activities and teacher support. The PGA also provides essential volunteer support for many activities including the Lunch Program, the Annual Fund, the Dance Program and the Halloween Festival.

The fundraising function of the PGA is vital to the school's operations. The funds raised from the major PGA fundraiser, the annual Laurel School Auction, go to ensure that our children will always have a school where their individual needs are addressed, and where they can learn to meet the challenges of the future in a nurturing and academically stimulating environment.

The Laurel School PGA relies on active parent participation in all its fundraising and community building activities and to support the Laurel School Administration and Faculty. Parents and Legal Guardians of Laurel School students are assessed a dues fee to support the fundraising, community and administrative activities of the PGA. For the 2014 – 2015 school year, dues have been set at \$75.00 per family. This fee was included in your registration payment.

PGA Meetings are held each month in the Laurel School Multipurpose Room. Dates and times will be posted on the online school calendar, and also in the weekly Laurel Leaflet. All parents and guardians are encouraged to attend these monthly meetings. Attending families receive one volunteer service hour, to be logged in the Volunteer Service Log in the front office.

COMPLIANCE OF SERVICE TO SCHOOL REQUIREMENT - The Laurel School expects each family to donate time towards community service at the school. Single parent households are expected to contribute at least 20 hours per school year and all other households are expected to contribute at least 30 hours per school year.

There are many volunteer opportunities available throughout the year including: serving as class room parent, driving/chaperoning on a field trip, volunteering to be chairperson for a PGA committee or event and lending time, to name just a few. **Look for the PGA Welcome Packet in the mail to sign up for activities.**

THE ANNUAL FUND - The tuition for each student of the Laurel School does not cover the entire cost of his/her education, and the Annual Fund was established to supplement this shortfall. Revenue from the Annual Fund is crucial to the operation of the school and is second only to tuition income. It serves to preserve the quality of the school's overall program and is vital to the fiscal success of the school.

Participation is the most important ingredient in the success of the Annual Fund. Gifts in any amount are greatly appreciated. Donations of any size are important because they demonstrate the donor's commitment to the Laurel School. All Laurel School families are expected to participate in the Annual Fund drive at a level appropriate to their circumstances. Current parents and guardians, trustees, grandparents, alumni and alumni parents contribute to the Annual Fund. All charitable contributions to the Annual Fund are fully tax deductible, and help make us eligible to apply for grants and other funding to benefit the school.

ESCRIP PROGRAM - Shop and Support the Laurel School (eSCRIP, Lucky S.H.A.R.E cards, Whole Food/Rainbow scrips, Cole Hardware, Gift Cards) - One very easy way for Laurel families, friends and neighbors to support fundraising for the Laurel School is to participate in merchant programs which provide Laurel a certain percentage of your purchase back! This is such an easy way for you, relatives and neighbors who love supporting our school to help without it costing you or them a penny! Keep your Shop and Support Laurel Card in your wallet for easy access to the key information below.

eScrip is an electronic method to keep track of grocery, gift and household purchases. Participating merchants provide a percentage of your purchases back to The Laurel School. Laurel supporters have two options to participate.

- Families can register grocery (Safeway, Molly Stone), credit or debit cards at <http://www.escrip.com/>. The Laurel School Group ID is 141207204.
- Families can also use The Laurel School's loyalty card phone number - [415-752-6870](tel:415-752-6870) -when they shop at Safeway or Mollie Stone. Program the number into your cellphone for easy access.

Lucky S.H.A.R.E. card - If you shop at Lucky contact the office or the Affinity Program chair to get a Lucky S.H.A.R.E. card. Every time you shop, swipe the card before finalizing your purchase and Lucky will provide The Laurel School with up to 3% of your purchase back!

Whole Food/Rainbow Scrips - if you shop at either of these stores you can purchase scrips (gift cards) to use or give to friends. Whole Foods provides The Laurel School with 4% the value of the gift card and Rainbow Groceries 10%. Watch the Laurel Leaflet for opportunities to sign up for the mailing list to purchase these cards. Whole Food cards can be used at any Whole Food. Rainbow, of course, is a local gem!

Cole Hardware: The Laurel School is a member of Cole Hardware's School and Community Partnership program. Cole Hardware gives us 10% of purchases made by you, every day of the year! Shop at Cole and when you make your purchases give them The Laurel School *350.

Gift Cards: Every holiday season, families at the Laurel School have the chance to purchase gift card/certificates from hundreds of national merchants to give or use for holiday gifts, or save for every day purchases. All the cards you can purchase on the racks in Safeway can be ordered through the school. The Laurel School averages a 7% return on purchases of cards from Macy's, Amazon, Gap, iTunes, Peet's, Starbucks, Walgreen's, Target, Sports Authority...and the list goes on!

NOTES:

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	Independence Day No Summer Camp 4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	Summer Camp Ends 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
Ice Cream Social						
24	25	26	27	28	29	30
31	1	2	3	4	5	6

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	Labor Day 1	First Day Of School Spirit Morning 2	3	4	5	6
7	8	9	6:30pm Back to School Night 1st-5th grades 10	8:45am PGA Meeting 11	12	13
14	15	16	6:30pm Back to School Night 6th-8th Grades 17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

October 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	8:45am PGA Meeting 2	3	New Parent's Reception 4
5	6	7	School Pictures 8	9	10	11
12	Columbus Day No School 13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	End 1st QTR 28	29	30	Halloween Teacher Work Day No School 31	1

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
Daylight Saving (End) Fall Back		Election Day		12 Noon Dismissal 12:30-3:30 Parent Conferences After Care 12pm to 6pm	No School 8am-3:30pm Parent Conferences	
2	3	4	5	6	7	8
	No School 8am-3:30pm Parent Conferences	Veterans' Day		8:45am PGA Meeting		
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			Grandparents & Special Friends Day 12 Noon Dismissal After Care 12pm-6pm	Thanksgiving Day	Thanksgiving Break No School	
23	24	25	26	27	28	29
30	1	2	3	4	5	6

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	School Resumes 1	2	3	8:45am PGA Meeting 4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	12 Noon Dismissal After Care 12pm-6pm 19	20	
21	Christmas Day Winter Break - No School					26	27
28	Winter Break - No School			31	1	2	3

January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	New Year's Day Winter Break - No School		3
4	School Resumes	6	7	8:45am PGA Meeting	9	10
11	12	13	14	15	Teacher Work Day No School End of Semester	17
18	Martin Luther King Jr. Day No School	20	21	22	23	24
25	26	27	28	29	30	31

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	8:45am PGA Meeting	6	7	
8	9	10	11	Lincoln's Birthday	12 Noon Dismissal After Care 12pm-6pm	Valentine's Day	
15	Presidents Day					13	14
Presidents' Week - No School							
22	23	24	25	26	27	28	
Washington's Birthday	School Resumes						

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	8:45am PGA Meeting	5	Annual Gala 50th Anniversary of The Laurel School 6
Daylight Saving (begins) Spring Forward	8	9	10	11	12	13
15	16	St. Patrick's Day	17	18	19	Teacher Work Day No School
22	23	24	25	12 Noon Dismissal 12:30-3:30 Parent Conferences After Care 12pm to 6pm	26	End of 3rd Qtr. 20
29	No School Parent Conferences 8am - 3:30pm	30	31	1	2	No School Parent Conferences 8am - 3:30pm
29	30	31	1	2	3	28
29	30	31	1	2	3	4

April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30	31	April Fool's Day 1	8:45am PGA Meeting 2	12 Noon Dismissal After Care 12pm-6pm 3	4	
5	Spring Break - No School					10	11
12	School Resumes 13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	

May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
26	27	28	29	30	1	2	
3	4	5	6	8:45am PGA Meeting	7	8	
Mother's Day							
10	11	12	13	14	15	16	
17	-----Spirit Week-----						23
24	Memorial Day No School	26	27	28	8th Grade Tea	30	
31	1	2	3	4	5	6	

June 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	Field Day	10am 1st - 7th Awards 1pm 8th Grade Graduation Last Day of After Care	Last Day 10am-3pm Year End Picnic	Out of School		
14	8	9	10	11	12	13
Flag Day						
14	15	16	17	18	19	20
Father's Day	Summer Camp Begins					
21	22	23	24	25	26	27
28	29	30	1	2	3	4

July 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	No Summer Camp	Independence Day 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Summer Camp Ends	31
						1

CLASSIC DESIGNS

School Uniforms & Athletic Wear

1551 Taraval Street, San Francisco, CA 94116

www.eclassicdesigns.com

Phone Orders: (415) 661-4700

Toll Free: (888) 770-4700

FAX: (415) 661-3608

Facebook: Classic Designs School Uniforms

THE LAUREL SCHOOL 2014 Uniform List

***** **GIRLS & BOYS UNIFORM** *****

Gr:	Item:	Description:	Sizes Available:							Price:
K-8	Knitshirt: (046W26)	White short sleeve interlock knitshirt with Laurel School logo (60% cotton/40% polyester)	Youth	YXS	YS	YM	YL	YXL	\$17.95	
			Adult	AS	AM	AL	AXL		\$21.95	
K-8	Knitshirt: (044N26)	Navy short sleeve pique knitshirt with Laurel School logo (60% cotton/40% polyester)	Youth	YXS	YS	YM	YL	YXL	\$17.95	
			Adult	AS	AM	AL	AXL		\$21.95	
K-8	Knitshirt: (045WT)	White long sleeve pique knitshirt (50% cotton/ 50% polyester)	Youth	YXS	YS	YM	YL	YXL	\$20.95	
			Adult	AS	AM	AL	AXL		\$24.95	
K-8	Knitshirt: (043W26)	White short sleeve interlock knitshirt with Laurel School logo (100% cotton) *Special Order Only*	Youth	YXS	YS	YM	YL	YXL	\$20.95	
			Adult	AS	AM	AL	AXL		\$25.95	
K-8	Sweatshirt: (57N26)	Navy crew sweatshirt with Laurel School logo	Youth	YXS	YS	YM	YL	YXL	\$23.95	
			Adult	AS	AM	AL	AXL	A2XL	\$27.95	
K-8	Sweatshirt: (59N26)	Navy hood sweatshirt with Laurel School logo	Youth	YS	YM	YL			\$25.95	
			Adult	AS	AM	AL	AXL	A2XL	\$29.95	
K-8	Sweatshirt: (A02N26)	Navy zipper hooded sweatshirt with Laurel School logo	Youth	YS	YM	YL			\$31.95	
			Adult	AS	AM	AL	AXL	A2XL	\$35.95	
K-8	Jacket: (080N26) NEW!!!	Navy quarter zip fleece jacket with embroidered Laurel School logo	Youth	YXS	YS	YM	YL	YXL	\$48.95	
			Adult	AS	AM	AL	AXL	A2XL	\$51.95	
K-8	Sweatpant: (58N26)	Navy sweatpant with Laurel School logo	Youth	Y2XS	YXS	YS	YM	YL	YXL	\$23.95
			Adult	AS	AM	AL	AXL	A2XL	\$27.95	
6-8	Gym T-shirt: (55N26)	Navy T-shirt with Laurel School logo	Adult	AS	AM	AL	AXL	A2XL	\$11.95	
6-8	Gym T-shirt: (55W26)	White T-shirt with Laurel School logo	Adult	AS	AM	AL	AXL	A2XL	\$11.95	
6-8	Gym Shorts:(256N26)	Navy gym shorts with Laurel School logo	Adult	AS	AM	AL	AXL	A2XL	\$15.95	

***** **GIRLS UNIFORM** *****

Gr:	Item:	Description:	Sizes Available:								Price:	
K-5	Jumper: (00320)	Round neck Laurel School plaid drop waist jumper with two box pleats	Regular	04R	05R	06R	06XR	07R		\$46.95		
			Regular	08R	10R	12R	14R	16R		\$47.95		
			Half Sz	07H	08H	10H	12H	14H	16H	\$49.95		
K-8	Blouse: (023WT)	White short sleeve peter pan blouse	Regular	5	6	7	8	10	12	14	16	\$15.95
			Ladies	AS	AM	AL						\$17.95
			Women	AXL	A2XL							\$18.95
K-8	Blouse: (021WT)	Short sleeve white oxford blouse with button down collars	Girls'	5	6							\$18.95
			Girls'	7	8	10	12	14	16			\$20.95
			Ladies	AS	AM	AL	AXL					\$22.95
6-8	Skirt: (01820)	Laurel School plaid box pleat skirt	Regular	06R	07R	08R	10R	12R	14R	16R	\$50.95	
			Half Sz	07H	08H	10H	12H	14H	16H		\$54.95	
			Teen	12T	14T	16T					\$54.95	
K-8	Shorts: (A56NV) Optional	Navy cotton/lycra biker shorts to wear under jumper or skirt	Girls'	YXS	YS	YM	YL	YXL			\$13.95	
			Junior	JrS	JrM	JrL	JrXL				\$15.95	
K-8	Shorts: (129DN) Warm Days	Dark navy pleated, wrinkle free twill walking shorts with elastic back waist	Regular	04R	05R	06R	06XR				\$20.95	
			Reg/Slim	07R	08R	10R	/07S	08S	10S		\$23.95	
			Half Sz	06H	07H	08H	10H	12H	14H	16H	\$27.95	
K-8	Shorts: (029DN) Warm Days	Dark navy flat front, wrinkle free twill walking shorts	Regular	10R	12R	14R	16R				\$24.95	
			Slim	10S	12S	14S	16S				\$24.95	
			Junior	1J	3J	5J	7J	9J			\$28.95	
			Junior	11J	13J	15J	17J	19J			\$28.95	
K-8	Pants: (127DN)	Dark navy pleated, wrinkle free twill pants with elastic back waist	Regular	04R	05R	06R	06XR				\$24.95	
			Reg/Slim	07R	08R	10R	/07S	08S	10S		\$26.95	
			Half Sz	06H	07H	08H	10H	12H	14H	16H	\$30.95	
K-8	Pants: (027DN)	Dark navy flat front, wrinkle free twill pants	Regular	08R	10R	12R	14R	16R			\$27.95	
			Slim	08S	10S	12S	14S	16S			\$27.95	
			Junior	0J	1J	3J	5J	7J	9J		\$31.95	
			Junior	11J	13J	15J	17J	19J			\$31.95	



CLASSIC DESIGNS
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school uniforms

Classic Designs School Uniforms is proud to be The Laurel School's official uniform provider.

New! The Laurel School ¼ Quarter –zip Fleece jacket is available!

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San Francisco, CA 94116

Our store hours are:

Monday through Thursday: 1:00pm to 6:00pm
Saturday: 10:00am to 3:30pm
Friday and Sunday CLOSED

From July 7, 2014 to August 24, 2014 our *extended* store hours will be:

Monday through Friday: 10:00am to 7:00pm
Saturday and Sunday: 10:00am to 5:00pm

Visit our website at www.eclassicdesigns.com for:

- 2014 The Laurel School Uniform Price List
--Order on-line, by phone, fax, or mail
- Sizing Information
--Special orders on sizes not listed on the price list must be submitted by May 30, 2014 to be available by the first day of school
- Shipping Information
- Directions to our store in San Francisco

Please call us at (415)661-4700 for any questions, or to request a copy of the price list.

We look forward to serving you!

Visit
SchoolFoodies.com
to Register!



Enrollment Instructions

Welcome to the SchoolFoodies Online Lunch Delivery Program!

- Our online “calendar based” menu allows you to easily select from a variety of daily hot and cold entrées, drinks and snacks. We delivery fresh to your student at school.
- There are no order minimums, order for one day, or the entire month.
- We use compostable and recyclable packaging to minimize waste.
- Create a payment profile and use your preferred debit/credit card, or send a check to deposit funds to your account.
- Meal pricing is \$4.99 for regular portions (normally preK to 4th) and \$5.45 for large portions (normally 5th grade and above).
- Seasonal fruit and vegetables are included with all meals. Additional drinks, snacks and desserts can be purchased separately as “add-ons”.
- You can customize meals if desired, make the meal wheat & gluten free, include extra veggies, substitute whole wheat pasta for traditional pasta, etc.

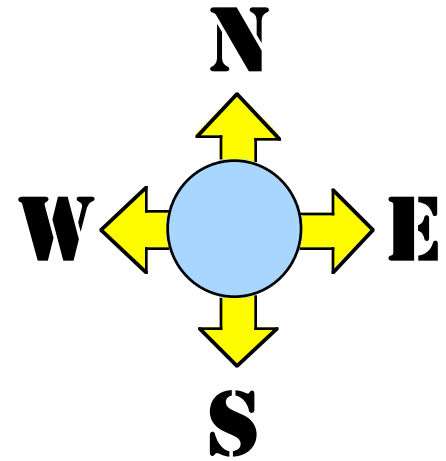
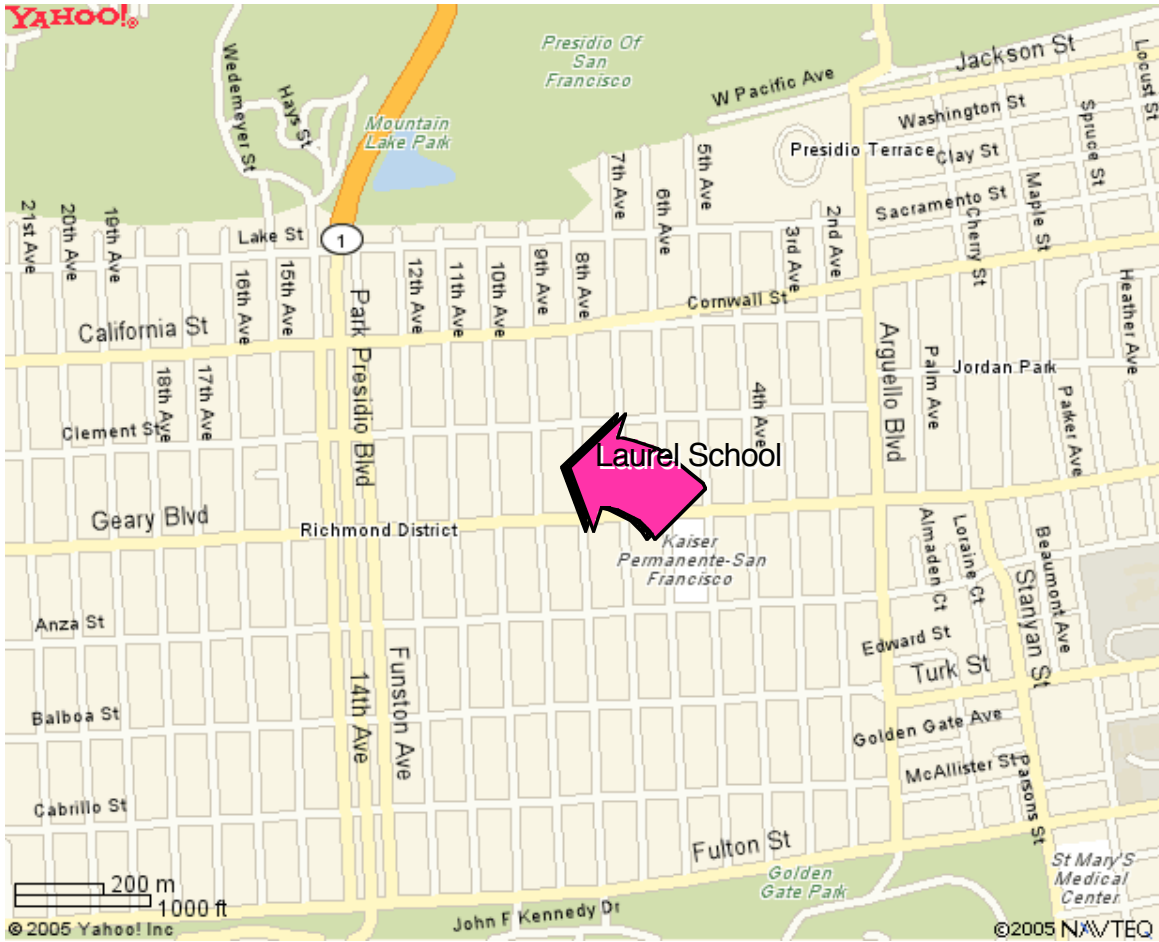
To Enroll for Service (No Cost):

- Visit www.SchoolFoodies.com and select “Login” in the upper right corner.
- Click the “Not Enrolled, Register Now” link to the left of the login fields.
- Complete the form by entering your e-mail address and password. Your user name will be your e-mail address. Passwords must contain at least one number.
- Please read the “Order Policy” section for important program details.
- Click “Students” on the navigation bar and then “Create New Student.”
- Add your child’s name, grade (or room) and school or child care center and save.
- Go to the “Order” tab to view the calendar-based menu and add the items you wish.
- If you are ordering every day click the right arrow button to use the “add all similar” feature. It will add the selected item to every available day (saving time and mouse clicks).
- Click the “Checkout” button to proceed to your order summary and make payments.
- You will be asked to enter your billing address and credit card number for your first order to create a payment profile. You will not need to re-enter for subsequent orders.
- You should always receive an e-mail confirmation after placing orders.

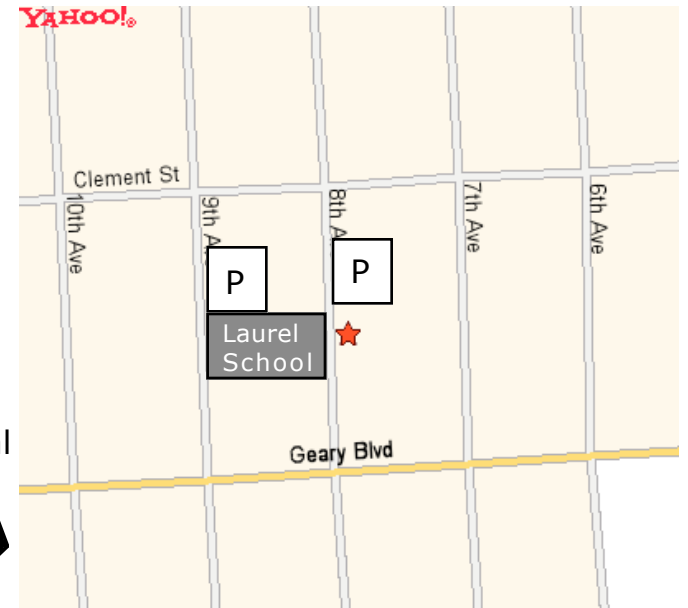
You will receive monthly e-mails to let you know when new menus are posted and to remind you to place your orders in time. The online ordering calendar will be in sync with your school, or center’s calendar. The latest you can order is three days prior to service days.

Welcome to our service, if you have any questions please send inquiries to uptoncatering@msn.com, or you can call us at (415) 567.1335 between 6am and 3pm.

AREA MAP for THE LAUREL SCHOOL



P = 2 Hour Metered Parking Lot



South of Geary Blvd.
no time limit residential
parking.

