

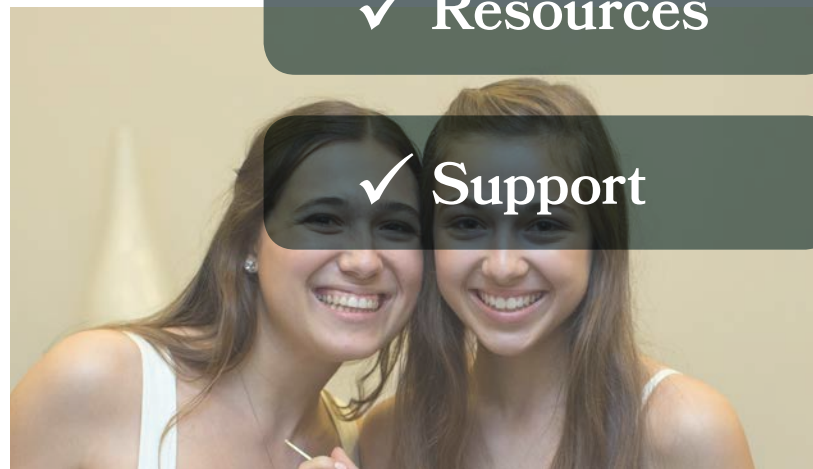
ACCREDITED ONLINE PRIVATE SCHOOL
LAUREL SPRINGS SCHOOL®

STUDENT/PARENT **Handbook**



✓ Information

✓ Resources



✓ Support

Private. Accredited. Online. Flexible. K-12 Education.

(800) 377-5890

Info@LaurelSprings.com

LaurelSprings.com



Welcome from the Head of School

I'm so pleased to welcome you to the **Laurel Springs School community**. Our faculty and staff look forward to **building a strong connection** with your family.

With more than 25 years in the field of distance learning, our school strives to provide its students with an excellent education. We offer all the benefits of a private college preparatory school with the flexibility to meet each student's needs.

As the Head of School, I believe that to continue providing the quality education that sets us apart, we must continue to understand, value, and foster the individual strengths of our students; adapt our instruction to their unique learning styles; and always strive to deliver our curriculum in the most meaningful context for every student.

Laurel Springs has a long tradition of preparing students for college and for participation in the world. We also hold true to our mission of supporting and encouraging each student's development as an individual. Committed to becoming the best school possible, we are driven by our mission, while continuously improving the student experience.

An important aspect of Laurel Springs is our expansive global community. Our students reside in all 50 states and over 90 countries. We want our student body to understand what it means to be global citizens as well as good students, athletes, artists, actors—wherever their talents and interests lie.

Our students are fully supported by caring teachers and staff. We have an outstanding faculty who are with Laurel Springs because of the depth of their knowledge and their passion to teach, and most importantly because of their love for working with our unique population of students.

While I am proud to be the Head of School of Laurel Springs School, I am even prouder that all members of the Laurel Springs community—students, colleagues, parents, and alumni—work hard and well together to make this school better every day. I'm especially proud of our students, in all their variety, with all their incredible talents, their capacity for hard work, and their concern for others.

I encourage your family to explore everything there is to experience and learn as part of the Laurel Springs School community.



Warmly,
Megan O'Reilly Palevich
Megan O'Reilly Palevich
Head of School

Table of Contents

Laurel Springs School Introduction....4

- ▶ Mission Statement
- ▶ Accreditation
- ▶ History
- ▶ Our Approach
- ▶ Personalization
- ▶ School Profile
- ▶ School Calendar
- ▶ Back-to-School Checklist
- ▶ School Department Directory
- ▶ Social Life & Community

Policies and Procedures

Enrollment 10

- ▶ Admissions and Enrollment
- ▶ Documents needed to Enroll
- ▶ English Language Proficiency
- ▶ Enrollment Agreement
- ▶ Homeschool Evaluations, Placement, and Academic Records
- ▶ International Evaluations, Placement, and Academic Records
- ▶ Leave of Absence
- ▶ Modifications Request
- ▶ Onboarding and Orientation
- ▶ Proof of Enrollment

Enrollment Changes18

- ▶ Course Change Requests
- ▶ Course Extensions
- ▶ Course Failures
- ▶ Financial Obligations
- ▶ Withdrawing Policy from Laurel Springs School

Grades & Academic Records.....23

- ▶ Academic Records
- ▶ Grading Scale
- ▶ Graduation Requirements
- ▶ Incomplete Courses
- ▶ Interactive Gradebook
- ▶ Legal and Preferred Student Name
- ▶ Privacy of School Records

Technology, Integrity, and Safety.....28

- ▶ Bullying and Cyberbullying
- ▶ Honor Code
- ▶ LSS Connect Terms of Use
- ▶ Mandated Reporting
- ▶ Online Etiquette
- ▶ Online Safety
- ▶ Technology Support Services and Requirements

Academic Expectations and Support. 32

- ▶ Academic Coaches
- ▶ Academic Instruction
- ▶ Academic Support
- ▶ Assessments
- ▶ Book Returns
- ▶ Bulk Work Submissions
- ▶ College-Bound Student-Athletes
- ▶ College Readiness and Advanced Placement Exams
- ▶ Pacing and Course Completion Expectations
- ▶ School Counseling Services
- ▶ Self-Portrait Assessment
- ▶ Student Communication Responsibilities
- ▶ Time Management and Study Tips



Laurel Springs School Introduction

Laurel Springs School Introduction

Mission Statement

At Laurel Springs School, we believe that each child is a unique human being with personal interests, special talents, and a unique learning style. We know that children receive optimum benefit from an educational process that values them as individuals and provides a personalized approach to learning. We encourage their innate enthusiasm for learning and their dreams.

Accreditation

As an accredited online school, Laurel Springs meets the highest standards of excellence and offers students and families the peace of mind that comes with a premier private school experience.

Laurel Springs is a private school accredited by AdvancED and the Western Association of Schools and Colleges (WASC). These accreditations ensure that our students receive reciprocity of credits with schools and universities around the world. Our accredited status validates the equivalency of diplomas and certificates to other accredited schools and universities, and indicates that our curriculum and teachers are meeting Laurel Springs and the accreditors' standards for teaching and learning.

Accreditation is an ongoing process of self-study, goal-setting, and evaluation. During the self-study phase of the accreditation process, the school compiles data about its programs from all members of its community, including students, parents, and teachers. The information from school stakeholders is collated in a self-study report each accreditation cycle. A visiting committee composed of peer educators evaluates all aspects of the program and ensures that the school is meeting accreditation guidelines. The school's ability to articulate and implement an educational mission that demonstrably benefits students is of foremost importance to accrediting committees.

History

We are a school with a global reputation of educating students to be well prepared for college and beyond. What you'll find in Laurel Springs' online environment is a deliberately constructed community that embodies what it means to define one's own education. We put equal importance on each student's individual development as we do on global citizenship and respect for others. Our focus is preparing students for the world ahead, and it has always been our guiding principle since the school's founding in 1991 by Marilyn Mosley Gordanier.

In 2016, we marked the 25th anniversary of Laurel Springs School as a online learning community. We are pleased to continue honoring the mission to value each student as an individual and to provide a college preparatory, personalized approach to learning.



Laurel Springs School Introduction

Our Approach | A Classroom is Not a Prerequisite for College

Learning is a collaborative process. A student's academic success depends on having a strong support system in place, as well as the quality of the curriculum. Our experienced teachers, school counselors, and subject matter experts work together with each family to make up the learning team. A strong partnership and excellent communication between parents, students, and teachers, gives students confidence, sparks their desire to learn, and ensures a successful learning experience.

Laurel Springs teachers are passionate about teaching and collaborative learning. Teachers and staff learn about each student's individual learning style, goals, and needs to enhance curriculum and instruction. Our faculty is selected to support our students based on their ability to effectively meet individual student's needs.

Our exceptional teachers provide both academic and emotional support to enable students to discover their interests, talents, and natural gifts, and develop the necessary skills to become self-directed adults who are confident about life goals and/or career paths.

Personalization

The Laurel Springs School Mission is to honor each child's unique style of learning through multiple tiers of support. Student/teacher interaction differentiates our courses from other online school models. We encourage students to participate in a consistent dialogue with their teachers about coursework. Teachers grade each assignment and provide specific feedback and insights into how students can improve their work based on their personal learning style and needs. Our competency-based learning model allows teachers to provide personalized authentic feedback, tailor suggestions for lessons and assignments, and suggest revisions to improve understanding as well as level of mastery of the subject matter.

School Profile

A copy of Laurel Springs' School Profile is available on our website: www.laurelsprings.com

School Calendar

Laurel Springs' school calendar can be accessed after enrollment via the Family Support Center. While students can enroll year-round, Laurel Springs considers August 1 to be the start of the school year, from which yearly events are planned. Laurel Springs' offices will be closed the following 12 holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day

Columbus Day
Thanksgiving Day and Friday
immediately after it
Christmas Eve
Christmas Day
New Year's Eve



Laurel Springs School Introduction

Social Life and Community

Full-time students are encouraged to explore our extracurricular activities. We offer both virtual and face-to-face options including a community composed of social and academic clubs, virtual and onsite field trips, and a private social network.

Clubs

Our online clubs are available for all full-time students in grades K-12. They are a key part of our virtual school community, deepening relationships and providing students with the opportunity to work collaboratively. Through our virtual clubs, you can socialize with other students who share the same interests, talents, and goals. Students gather in a stimulating, inviting and secure online environment, where they talk in real time and dive more deeply into subjects that interest them. Under the guidance of experienced, dynamic teachers, students work together on club projects and activities.

Virtual Field Trips

Laurel Springs hosts a variety of virtual field trips throughout the year, with at least one virtual field trip per month. Students collaborate, ask questions, and offer reflections during the trips, which are offered to grades K-8 and 7-12. Past field trips have included tracking the migration of the Monarch Butterfly from Canada to Mexico, descending in the Rising Star Caves in South Africa, and exploring the Smithsonian Air and Space Museum.

Face-to-Face Field Trips

By providing face-to-face opportunities across the United States, students and their families are encouraged to actively engage with each other and experts through specially designed activities. In recent years students, families, faculty, and staff have gathered in historic Philadelphia, Los Angeles, Orlando, and Washington D.C. Families are also encouraged to host events regionally in able for students and families to connect with each other in person and strengthen the relationships they have built virtually throughout the school year.

Private Online Social Network

Our private online social network, LSS Connect, offers a secure digital environment in which to connect with other families. Students may request access beginning in 7th grade. (Parents must review and sign a Terms of Use agreement for their children to be given LSS Connect accounts.) On LSS Connect, students can participate in groups, find new friends, pair up with study buddies, discover other students in their geographic area, and share their creative expressions. This exclusive social network is a valuable tool that promotes academic collaboration and builds friendships that span state and national boundaries. It is available on our App for iPhone and Android and on the LSS Connect website.

Regional Facebook Groups

Laurel Springs' Regional Facebook groups provide a way for families to connect with other community members in their region. Parents and students, over the age of 13, are invited to participate in these private



Laurel Springs School Introduction

groups. We encourage our community to use these groups as a forum to organize regional activities, field trips, and social meet-ups. Please follow the step-by-step process outlined via the Family Support Center to participate in a Regional Facebook group. Regions include: Northeast, Southeast, Southwest, Midwest, Northwest, California/West Coast, and International. Year-End Celebrations

At the end of each traditional academic school year, our school hosts a formal graduation ceremony, Honor Societies Induction Ceremony, and prom for students in grades 8-12. These events are held over a span of three days and are known as our Year-End Celebrations. In addition to these main events, we host additional opportunities for all students to connect. Many students travel from across the country, and the world, to attend.

Graduation Ceremony

Graduates have the opportunity to celebrate this milestone with their classmates, families, faculty, and staff at our formal commencement ceremony. This special event is a uniquely personal experience featuring inspiring statements from teachers and counselors as they highlight and celebrate our graduating students' many successes. As a distance learning school, students, teachers, and family members who cannot attend in person have the option of attending virtually from any location with Internet access.

Prom

Year after year our prom has been the highlight event for our students in grades 8-12. In preparation for the event, our student body votes on the theme, and our prom committee chooses the decorations and selects food and beverage options. During the event, the DJ sets the mood for fun and dancing while the photographer provides students the opportunity to capture their special memories.

Honor Societies Induction Ceremony

Each year, Laurel Springs School invites our National Honor Society and National Junior Honor Society members to participate in a live induction ceremony that recognizes newly accepted members and honors current members' service and leadership within their communities. This is a special time for new and current members to gather on-site with faculty, staff, and their families in celebration of their character, scholarship, leadership, service, and citizenship. Those unable to attend in person have the option to attend virtually from any location with Internet access.

Additional Socialization Opportunities

Throughout our Year-End Celebrations, we offer additional opportunities for our students and families to connect with each other. The entire Laurel Springs community is invited to attend a school-wide social event held during our Year-End Celebrations. In the past this has included a field trip, pizza party, or our Coffeehouse student performance event. These additional events allow students the opportunity to mingle with their peers and form lasting friendships.

Laurel Springs School Introduction

Back-to-School Checklist

- WATCH YOUR TEACHER'S WELCOME VIDEO**
Your teacher has specific information just for you. Create a contact sheet with your teacher's virtual office hours, email, and phone number.
- ATTEND AN ONBOARDING SESSION WITH STUDENT SERVICES**
Bookmark the links to the [Student Services Live Support](#) office and the [Counseling Live Support](#) office. This information is also available in the Support and Resources section located on the Menu tab in the Learning Management System (LMS).
- UPPER SCHOOL FAMILIES**
Attend your counselor's back-to-school webinar. Make note of your counselor's email address and phone number and add them to your contact sheet.
- COMPLETE YOUR ORIENTATION COURSE**
This course has important information that applies to your grade level and will help you acclimate to online school.
- PARENTS, BE SURE TO LOG INTO YOUR OBSERVER ACCOUNT**
This is where you can monitor your child's course progress and help them manage coursework throughout the school year.
- GET TO KNOW YOUR PEERS, JOIN A CLUB**
[View your club options](#) or download the clubs calendar found in the LMS under the communications tab—announcements. Join a club by emailing Clubs@LaurelSprings.com and for more information.
- ATTEND AN INFORMATIVE ICLASS**
You can check the LMS every Monday under the communications tab—announcements to review the iClass calendar for the week.
- HELPFUL TIP**
Create a folder for each course on your computer desktop to keep your work organized throughout the school year!
- STAY ENGAGED AND BE PROACTIVE**
Reach out to your teachers or counselor if you need any help throughout the school year.

Laurel Springs School Introduction

Department Directory

DEPARTMENT NAME	GENERAL EMAIL ADDRESS	PHONE NUMBER
Admissions Office	info@LaurelSprings.com	(800) 377-5890 ext. 6000
Business Office	Accounting@LaurelSprings.com	(800) 377-5890 ext. 6040
Clubs	Clubs@LaurelSprings.com	(855) 658-8682
Course Extensions	StudentServices@LaurelSprings.com	(855) 658-8682
Gifted & Talented Academy	Academy@LaurelSprings.com	(877) 925-1451
Records/Transcript Requests	Records@LaurelSprings.com	(800) 377-5890 ext. 6060
School Counseling	Counseling@LaurelSprings.com	(800) 377-5890
Student Services	StudentServices@LaurelSprings.com	(855) 658-8682
Technical Support	TechSupport@LaurelSprings.com	(800) 377-5890 ext. 6050



Policies and Procedures

We are dedicated to providing students with a premier college preparatory education. To ensure the smooth progression of coursework and the maintenance of academic records, our policies and procedures clearly define the respective responsibilities of Laurel Springs School and our students and their parents. For additional information about our policies, please contact us at (800) 377-5890.

Enrollment

Academic Engagement

Laurel Springs allows students flexibility in how they complete their coursework. We do not calculate attendance hours. To achieve successful learning outcomes and master course material, Laurel Springs recommends regular student academic engagement. Students are expected to be actively submitting work in their courses, whether that be working daily, weekly, or monthly. Students will be considered inactive if there is a lack of work submission in any class for more than two weeks. Once a student is determined to be inactive, first the teacher and then, as needed, the Academic Department Chair will reach out to support the student with a plan to actively and consistently submit work in the specific course. Regular student inactivity could result in the student not meeting a course's stated enrollment end date. If an enrollment end date is not met the student could be required to purchase an extension to complete the course. Patterns of inactivity and no communication with the School could result in not being eligible to re-enroll or in administrative withdrawal from Laurel Springs School.

Admissions and Enrollment

Admissions

Beginning at age 5, students may apply for full-time or part-time enrollment with Laurel Springs School. At the completion of each enrollment, students may be considered for re-enrollment. Students may remain enrolled with Laurel Springs School until their 21st birthday at which time they must either complete active courses or graduate within the semester in which they turn 21.

We offer the flexibility of rolling enrollment, which allows students to enroll and begin coursework at any time during the year. Rolling enrollment applies to both part-time and full-time enrollments, and courses are scheduled based on selected start dates. Students may start courses within four days after all admissions requirements have been satisfied.





Policies and Procedures

Full-Time Enrollment

When students have identified Laurel Springs School as their school of record, it means that they receive the benefits associated with full-time enrollment. As the school of record, Laurel Springs provides proof of enrollment and retains students' cumulative academic files, which for Upper School students is recorded on the Laurel Springs transcript.

Full-time enrollment provides access to the following:

- ▶ Academic placement services
- ▶ Certified teachers
- ▶ All textbook and online course materials
- ▶ Personalized learning management system
- ▶ Course specific diagnostic assessments
- ▶ Self Portrait Assessment
- ▶ College Counseling program (Grades 9-12)
- ▶ College and life planning Seminar courses (Grades 9-12)
- ▶ Student support services and virtual office hours
- ▶ Parent support services including a network of ambassador families
- ▶ Technical support
- ▶ Symposiums with guest speakers
- ▶ Socialization opportunities (e.g. field trip and club participation, private social network access)
- ▶ Special school events (e.g. graduation, prom, honor society induction ceremony)
- ▶ Academic records (report card, transcript, and diploma)

Full-time Lower and Middle School students must enroll in a minimum of:

- ▶ 5 courses
 - ▶ Includes English, Math, Science, Social Studies, and Health and Physical Education

Full-time Upper School students must meet the 23.5 credits required for graduation. See page 26.

Full-time Upper School students enrolled for 10 months must enroll in a minimum of:

- ▶ 4 credits consisting of:
 - ▶ 3 credits from the core subject areas (English, Math, Science, Social Studies, and World Language)
 - ▶ 1 credit from either the core or elective subject areas

Upper School students enrolled for 5 months must enroll in a minimum of:

- ▶ 2 credits consisting of:
 - ▶ 1.5 credits from the core subject areas (English, Math, Science, Social Studies, and World Language)
 - ▶ 0.5 credit from either the core or elective subject areas



Policies and Procedures

Full-Time Enrollment (cont.)

To fulfill Laurel Springs' graduation requirements, Upper School students typically enroll in 5-7 credits per 10-month enrollment. A 0.5 credit grade level specific Seminar course is required for each year of Upper School.

Full-time students completing coursework through dual enrollment or other accredited academic institutions must enroll in the minimum 2 Laurel Springs credits per semester. Students completing accredited coursework outside of Laurel Springs that they wish to have counted towards graduation requirements must complete those courses prior to or during their final semester of enrollment with Laurel Springs. Coursework completed via homeschool during full-time enrollment with Laurel Springs will not be awarded credit towards graduation requirements. Courses taken outside of Laurel Springs must be approved by the Education Department prior to students' enrollment in the courses. It is at Laurel Springs' discretion to award credit for transferred coursework. Please refer to the Academic Records section for information about how transferred coursework is included on the Laurel Springs transcript.

Grade 12 Full-Time Applicant Enrollment

At the discretion of the Education Department, Laurel Springs School will accept grade 12 full-time applicants and those grade 12 part-time students who wish to transfer to Laurel Springs full-time.

10-month Enrollment

Official transcripts from all prior schools must be received for the grade 12 10-month/full year enrollment to be processed. College-bound student athletes must begin their grade 12 enrollment prior to October 1 unless approved by the Education Department. Regardless of the number of transfer credits Laurel Springs' accepts, grade 12 full-time applicants must enroll in and complete a minimum of 4.5 credits (3 credits from English, Math, Science, Social Studies, or World Language, a required 0.5 credit High School Seminar course, and 1 credit either from a core subject area, Fine Art, Health/Physical Education, or Elective). To earn a Laurel Springs diploma, applicants must meet all Laurel Springs' graduation requirements and complete the grade 12 4.5 credits.

5-month Enrollment

Official transcripts from all prior schools must be received for the grade 12 5-month/semester enrollment to be processed. College-bound student athletes must begin their grade 12 single semester enrollment prior to October 1. Regardless of the number of transfer credits Laurel Springs' accepts, grade 12 full-time applicants enrolling for a 5-month/semester enrollment must enroll in and complete a minimum of 2.5 credits (1.5 credits from English, Math, Science, Social Studies, or World Language, a required 0.5 credit High School Seminar course, and 0.5 credit either from a core subject area, Fine Art, Health/Physical Education, or Elective). In order to earn a Laurel Springs diploma, applicants must meet all Laurel Springs' graduation requirements and complete the grade 12 2.5 credits.

Policies and Procedures

Part-Time Enrollment

When students are enrolled full-time with other schools and choose to complete single courses with Laurel Springs, the students are considered part-time and Laurel Springs is not the students' school of record.

Part-time enrollment provides access to the following:

- ▶ Certified teachers
- ▶ All textbook and online course materials
- ▶ Personalized learning management system
- ▶ Course specific diagnostic assessments
- ▶ Student support services and virtual office hours
- ▶ Parent support services
- ▶ Technical support
- ▶ Academic records (course report, report card, transcript and diploma)

Summer Program Enrollment

Summer is the ideal time for Laurel Springs full-time students to get ahead with online courses that accommodate activities and travel. Personalized instruction, authentic feedback, and early online orientation promote student success. We encourage students to get ahead on math requirements, try a new language, explore new electives of interest or take this time to enhance or address gaps in their transcript. Students may select from a series of start dates for their online summer courses, providing the ultimate flexibility to schedule academic work around busy summer schedules.

During these courses, students are expected to stay on track with assignments and assessments based on course end dates. Teachers provide feedback to match students' pacing. Students have access to the Summer Orientation two weeks prior to a course's start date to optimize the Laurel Springs experience.



Please note the following regarding summer courses:

- ▶ Summer courses are paid in full at the time of enrollment—there is no refund for summer courses
- ▶ Tuition discounts (military or sibling) do not apply for part-time students
- ▶ Registration fees apply
- ▶ Course prerequisites need to be met for students to enroll in the selected summer courses
- ▶ Summer coursework is listed as having been completed during the most recent grade level completed



Policies and Procedures

Documents Needed to Enroll

The information included in this handbook requires student and parent review and signatures acknowledging receipt to enroll with Laurel Springs School. Electronic signature pages will follow this handbook via email. Please follow the prompts and click to sign. If students and parents are unable to digitally sign the document, please submit the signed form to the Records Department by email to records@laurelsprings.com or by fax to (805) 646-0186.

Additional forms required to enroll include:

- ▶ Laurel Springs Enrollment Agreement
- ▶ LSS Connect Terms of Use Agreement (students in grades 7-12)
- ▶ General Release

English Language Proficiency

As a United States-based school, Laurel Springs' curriculum and communications are in English. As such, we reserve the right to confirm a student's ability to learn in English if the student's native language is not English or a student's language proficiency is questioned based on academic performance and/or communications. Students in grades 6-12 needing to verify their English language proficiency will be required to complete and pass the Duolingo English Test at the family's expense. It is at the Education Department's discretion whether those students, who need to complete the test more than twice to pass it, will be accepted. Test of English as a Foreign Language (TOEFL) scores may also be provided to prove English language proficiency. Students younger than grade 6 will be required, at an additional cost, to complete Laurel Springs' pre-assessments, which focus on reading, writing, and mathematical skills. Upon review of the pre-assessment results, the Education Department will determine if academic placement with Laurel Springs is appropriate given the student's English language proficiency.

Enrollment Agreement

The Laurel Springs Enrollment Agreement is intended to make our school's relationship with a family clear, and to communicate the policies that govern that relationship. Laurel Springs School partners with parents to provide educational services and support for each of our students. Tuition provides enrollment in an accredited private school, choice of curriculum (books or online courses), and teacher services. Fees pay for administrative services, counseling services for full-time students, education support services, ongoing customer service, and maintenance of student records, evaluations, and transcripts. The Laurel Springs Agreement is signed after a student is admitted to our school. Parents may be required to sign an updated Enrollment Agreement form prior to enrolling in the next school year if any changes have been made since a student last enrolled.

Homeschool Evaluations, Placement, and Academic Records

To begin the enrollment process, families with students who homeschooled prior to transferring to Laurel Springs School must submit a Homeschool Evaluation Form and students will need, at an additional cost,



Policies and Procedures

to complete Laurel Springs' pre-assessments, focused on reading, writing, and mathematical skills. The assessment results and Homeschool Evaluation Form are evaluated by the Placement Department to help determine a student's academic placement. Laurel Springs also reviews a student's age and stated grade level at the time of enrollment and reserves the right to place the student in the grade level deemed appropriate. It is at the discretion of Laurel Springs to award credit for Upper School level coursework completed via homeschooling. Approved Upper School level coursework will be listed on a student's Laurel Springs' transcript with grades of Pass/Fail and will not be factored into the GPA. If a student completes accredited coursework while homeschooling and provides Laurel Springs a transcript from the accredited institution, earned grades and credit will be reflected on the Laurel Springs' transcript and will be factored into the GPA accordingly.

International Evaluations, Placement, Academic Records

Students who attended international schools prior to enrolling with Laurel Springs may need to have their academic records translated and evaluated at the family's expense. We reserve the right to accept or deny a translation/evaluation based on the entity providing it. To help confirm academic placement, students may also be asked, at an additional cost, to complete Laurel Springs' pre-assessments, focused on reading, writing, and mathematical skills. For international records, provided after a student enrolls, that need to be translated and/or evaluated, Laurel Springs must receive the translation/evaluation for Laurel Springs' academic records to be released unless the student is no longer enrolled full-time. Laurel Springs considers the translated/evaluated documents to be official records. Credit will be awarded based on the translation/evaluation, except for Physical Education which we do not factor into students' GPAs. If both alpha and numerical grades are reported, the numerical grades will be recorded on Laurel Springs' academic records. If alpha grades are reported and a numerical range is provided, the lowest numerical grade will be recorded on Laurel Springs' academic records. If no numerical grades are available, the alpha grades will convert to the corresponding Laurel Springs' numerical grades as displayed on our grading scale. Please refer to the Grading Scale section for this scale.

Leave of Absence

In some cases, full-time students may be faced with circumstances that keep them from being actively engaged during their enrollment. If a full-time student is unable to complete his or her school work due to extenuating medical or personal issues for an extended amount of time, a leave of absence may be provided at the discretion of Laurel Springs School. Students may apply for a leave of absence that is a minimum of 30 calendar days and up to a maximum of 90 calendar days. A leave of absence will not be given for vacations or sports tournaments. During a leave of absence, access to all courses will be shut off, the student's teachers will be notified, and no work will be expected during this time. A leave of absence does not provide a student with additional time to complete work. When a student returns from a leave of absence, the time remaining prior to the leave becomes available and the student may resume working in courses. Payment plans will continue while a student is on a leave of absence. To obtain a leave of absence, the student's parents must contact the School Counseling Department to discuss the student's



Policies and Procedures

situation to see if a leave of absence is applicable. If the circumstance meets the criteria for a leave of absence, the student's parents will be required to complete the Leave of Absence Request Form, which will be reviewed by the Student Services Department for approval. Requests must be made within 14 calendar days of the situation necessitating the leave. The Leave of Absence Request Form is available via the Family Support Center.

Leave of Absences are not available for part-time students. If a part-time student is having an extenuating medical or personal issue, the student may choose to withdraw from courses. Any course not withdrawn or completed by its end date will be considered Incomplete. Please refer to the Incomplete Courses section for more information.

Modifications Request

As a private school, Laurel Springs is not subject to the same rules as public schools. We do not provide Special Education programs and do not create or implement IEPs/GIEPs or 504 plans. We do however make reasonable modifications to our general education program for students with disabilities under Title 3 of the Americans with Disabilities Act. Parents with modification requests should contact their Admissions/ Enrollment Coordinators. It is important to note that Laurel Springs' instructional model of learning does meet many of the specially designed instructional accommodations in many IEPs/GIEPs/504s. For example, assessments are untimed, and students may take breaks as needed, can chunk material, and have opportunities to retake and redo assignments as needed. Students with learning challenges are successful in a more flexible learning model, like Laurel Springs, as they can spend time as able working without the distractions of a classroom, and with whatever supports they may need from home or another preferred location. If, outside of Laurel Springs, parents find tools that accommodate and support their children in the areas needed, they are welcome to use those; however, students will be expected to complete all assignments and assessments as assigned in our Learning Management System (LMS).

Onboarding and Orientation

Laurel Springs' Student Services Department welcomes new families, answers questions, and provides training and support for the Laurel Springs Learning Management System (LMS). Our top priority is to help our families have a positive and successful experience at Laurel Springs. To ensure families have all the information needed to get acclimated to online learning, we host live onboarding webinars. During these sessions, families learn what to expect as their students begin their enrollments, and what tools and resources are available. They also receive tips for using the LMS and where to find important forms and documents. Whether new to Laurel Springs or a re-enrolling family, our interactive webinar is a valuable tool to help ensure that students and their parents are set-up for success.

Students are enrolled in an Orientation Course prior to the start of their academic courses. The online Orientation Courses, specifically designed for each, Lower School, Middle School, and Upper School, show students how to create a personal schedule based on their individual needs, learning style, and



Policies and Procedures

extracurricular commitments. Students also learn how to navigate through courses and the gradebook to fully understand how to be successful as an online student in our flexible learning environment. While the Orientation Courses do not require a significant time commitment, they do present vital information, and participation is necessary to ensure academic success. We highly recommend students complete the Orientation Course lessons before beginning any academic courses. Students who complete the Orientation Course will know how to:

- ▶ Navigate courses and the gradebook
- ▶ Communicate with their teachers and other faculty and staff members
- ▶ Manage their time and course schedules
- ▶ Submit coursework for review
- ▶ Understand the expectations set for Laurel Springs' students
- ▶ Identify and advocate for their own needs and questions

Following onboarding, if your family has any questions or need help getting started, please reach out to the Student Services Department, who is available via phone, email, or virtual office:

- ▶ Phone: (855) 658-8682
- ▶ Live Support: <https://laurelsprings.adobeconnect.com/studentervices>
Monday–Friday
5 am–8 pm
(Pacific Time)
- ▶ Email: StudentServices@LaurelSprings.com

Proof of Enrollment

If a student needs Laurel Springs to confirm proof of enrollment via a standard school-generated document, this request may be made via the Academic Request Form in the Family Support Center. If specific paperwork needs to be completed by Laurel Springs, please email the request to Records@LaurelSprings.com, including any associated information, with applicable student information filled in. Requests will be completed within 5-7 business days, unless additional time is needed given the nature of the request. Fees may be charged at the student's expense pending the nature of the request.

Types of enrollment requests may include:

- ▶ Apostille
- ▶ Driver's Permit
- ▶ Work Permit

Students needing a Student ID must submit the Student ID Request form via the Family Support Center. Please allow a minimum of 2 weeks for the request to be processed. Student IDs are only provided upon request.



Policies and Procedures

Enrollment Changes

Course Change Requests

Students may request to make changes to the courses in their enrollments. Changes may include:

- ▶ Adding courses
- ▶ Dropping courses
- ▶ Changing courses

When considering course changes like these, it is important to consider the academic and financial impacts noted below.

Full-time students in grades K-12 interested in adding and/or dropping courses should contact their Enrollment Coordinator. Part-time students in grades K-12 interested in adding and/or dropping a course should contact their Admissions Coordinator.

Adding Courses

Students may add courses after their initial enrollment. Course additions for full-time students must be approved at the discretion of the Counseling Department. The tuition for the added courses must be paid in full.

Dropping Courses

Dropping a course is allowed when a student is remaining enrolled with Laurel Springs School but no longer wants to be enrolled in a course. Students wishing to no longer be enrolled with Laurel Springs School must submit a withdrawal request and may be responsible for the costs associated with the enrolled courses. Students changing from a full-time enrollment to a part-time enrollment may drop courses; however, costs may remain for the dropped courses. Please see the Withdrawing Policy from Laurel Springs School section for more information about costs associated with withdrawing or access our Family Support Center at laurelspringssupport.com.

Academic Impact of Dropping a Course

A student has 30 calendar days from a course's start date to drop the course. Within this timeframe the course will be removed from the student's academic record. After this date and until the course's end date, the course may be dropped and a 'W' (for Withdraw) will be listed as the course's final grade on the student's academic record. If a course's end date has passed, the student may not drop the course and the course will be considered Incomplete. Please see the Incomplete Courses section for more information about Incomplete courses.

Courses that are considered full year (consisting of Parts A and B of the same course in the same enrollment) must both be dropped 30 calendar days from the start of Part A to be removed from the student's academic record. After this date and until the Part A and Part B end dates, the courses may be dropped and a 'W' (for Withdraw) will be listed on the student's academic record as the course Parts A and B final grades.



Policies and Procedures

Financial Impact of Dropping a Course

If a student is enrolled in a full year course (Part A and Part B) and drops one or both Parts between 1 and 30 calendar days from the earliest course start date in the enrollment, 75% of the tuition cost is refundable and will be applied to any remaining balance due. If the student requests to drop one or both Parts 31 calendar days or more after the Part A start date, no refund/credit is available and any balance owed remains due.

If a student drops a course (single semester with no related Part A or Part B) between 1 and 30 calendar days from the earliest course start date in the enrollment, 75% of the tuition cost is refundable and will be applied to any remaining balance due. If the student requests to drop the course 31 calendar days or more after the start date, no refund/credit is available, and any balance owed remains due.

Refunds do not apply to project-based curriculum and summer school courses.

Changing Courses

Students may make changes to their courses after their enrollments have started. Changes for full-time students must be approved at the discretion of the Counseling Department. If students want to change the type of course they are enrolled in (e.g. online to textbook), or the subject matter being studied (e.g. chemistry to physics) within the first 30 days of the enrollment period, Laurel Springs credits the full cost of the dropped course towards the new course. If the cost of the new course is greater, the difference in tuition is due in full at the time of the change. If the cost of the new course is less, any credit due will be applied to any remaining balance. If a student wants to make a change in course curriculum 31 days or more after the enrollment start date, Laurel Springs will apply a prorated credit toward the cost of the new course, based on the time the student was enrolled in the original course.

Changing courses does not apply to project-based curriculum and summer school courses.

Course Extensions

If a student is unable to complete a course by its designated enrollment end date, an extension on the enrollment period may be purchased if the student has completed at least 60% of the course. Extensions are granted based on the discretion of the Student Services Department and may not be approved even if a course meets the 60% minimum. Extensions may also be required for work submitted in bulk near the end of an enrollment to accommodate time for grading and assessment completion. The Student Services Department will examine a student's progress in all courses to determine the approval for an extension to complete the remaining coursework. Extensions must be purchased within 30 calendar days of the original end date of a course. The course's end date is then extended out for time purchased. If less than 60% of a course is complete, a student must re-enroll in the course, paying full course tuition, to complete it. Re-enrollment is at the discretion of Laurel Springs. Pending any curriculum updates, the student may pick up where he/she left off in the course.

Policies and Procedures

Levels of Extensions for Courses Incomplete at Enrollment End Date

One Month Extension

A course must be at least 60% complete in order to qualify for a one-month (30 calendar days) extension. One-month extensions are applicable for semester courses, or when a Part B for a full year course is at least 60% complete.

One Month Extension Cost

Lower and Middle School courses: \$200 per course

Upper School courses: \$300 per course





Policies and Procedures

Two Month Extension

A two-month extension (60 calendar days) applies to full-year courses only (consisting of Parts A and B). Part A of a course must be 100% complete and Part B of a course must be 60% complete. It is recommended that students purchase extensions one month at a time. If the student does not finish the course within the first month, a second, final extension may be purchased. If a student is enrolled in a full year course but has not finished Part A, the student would be eligible for a one-month extension provided that the Part A is a minimum of 60% complete. The student would then need to re-enroll and pay full course tuition for the Part B.

Two Month Extension Cost

Lower and Middle School courses: \$400 per course

Upper School courses: \$600 per course

Summer Program Extension

A course extension is available should a student need additional time to complete a summer course. The summer course must be at least 60% complete by its end date to be eligible for an extension. Summer course extensions are available for purchase at the discretion of the Student Services Department. Up to 2 weeks of extensions can be purchased.

Summer Course Extension Cost

Lower, Middle, and Upper School courses: \$100 per week per course

*Extension fees are subject to change. Please check the Family Support Center for up-to-date pricing.

Course Failures

When a student fails an assignment, the teacher offers feedback to the student with the chance for a re-try. Laurel Springs is competency-based which means that students should master one concept before moving on to the next. It is crucial in this environment that students turn in work as they go, rather than turning in multiple assignments at one time, which limits the teacher's ability to provide guidance and retries.

If a student is failing a course, the teacher will contact the student and guardian to offer additional assistance. Students who fail courses, and receive an 'F' grade, may have the option of re-enrolling in the courses.

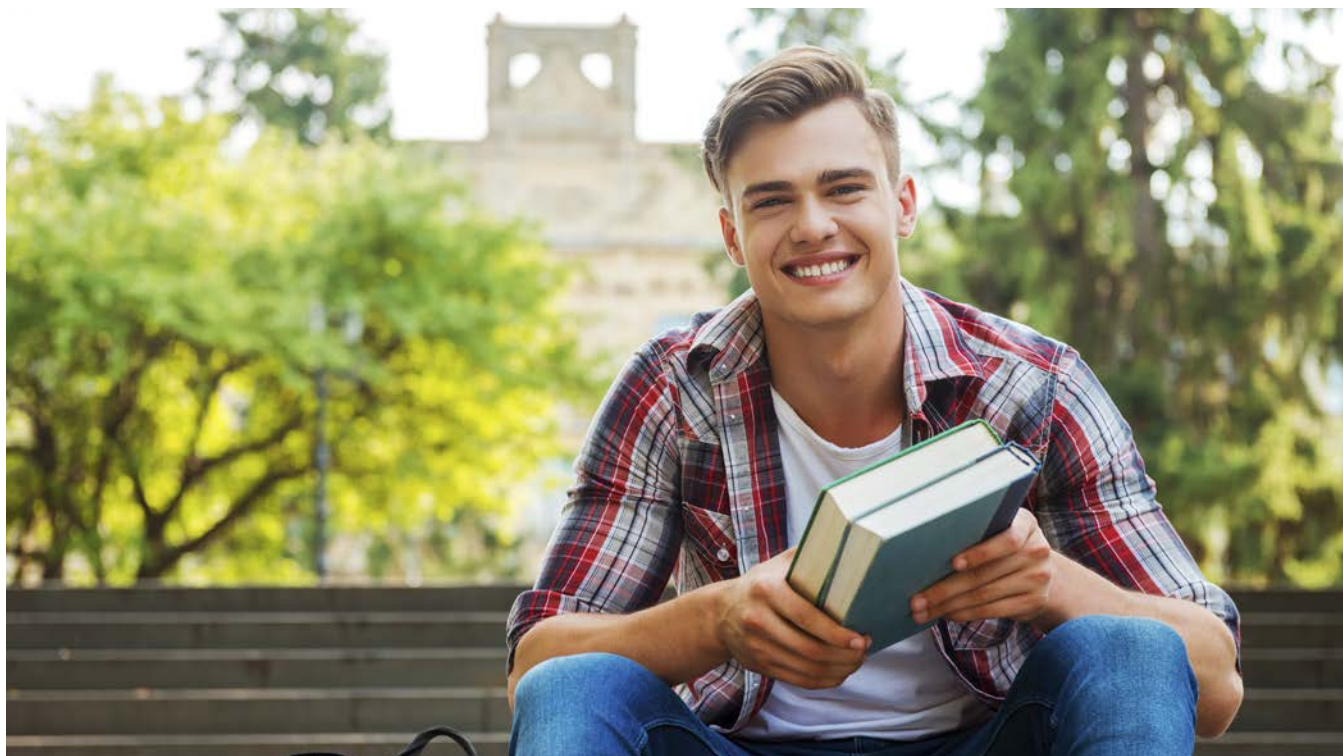
Financial Obligations

Laurel Springs reserves the right to withhold proof of enrollment requests, transcripts, and/or diplomas for any student not in good financial standing with the school. Laurel Springs reserves the right to suspend services if monthly payments are not made in a timely manner. A student will be administratively withdrawn if payments remain uncollected.

Policies and Procedures

Withdrawing from Laurel Springs School

To withdraw from Laurel Springs School means that a student will no longer be enrolled in any courses, full-time or part-time, with Laurel Springs School. (Students wishing to withdraw from a course but who want the option to re-enroll in other courses with Laurel Springs School should refer to the section on Course Change Requests.) Full-time and part-time students wishing to no longer remain enrolled in any courses with Laurel Springs School may request to withdraw. Full-time students who would prefer the part-time option should reach out to their Enrollment Coordinator to discuss this enrollment option. Students may withdraw at any time. Withdrawals may be requested using the Withdrawal Form, available via the Family Support Center. The date of a student's official withdrawal from Laurel Springs School may not be before the date the Withdrawal Form is submitted. When a form is submitted, a Laurel Springs staff member will reach out to the family to confirm the withdrawal. If a withdrawal request is submitted within 30 calendar days from the first course start date in the enrollment, 75% of the total tuition cost is refundable and will be applied to any remaining balance due. It can take up to 30 calendar days after Laurel Springs receives notification of a withdrawal request before any refund is processed. During this time, all scheduled fees remain due and liable. (For additional information about refunds, please refer to the Enrollment Agreement signed at the time of Enrollment.) If a withdrawal request is submitted 31 calendar days or more after the first course start date in the enrollment, no refund/credit is available, and any balance owed remains due. The same refund policy applies if a student is administratively withdrawn from the school. Refunds are not available for Summer Course enrollments or for Project-Based enrollments. Coursework completed outside of Laurel Springs is removed from a student's academic record when the student is no longer enrolled with Laurel Springs School.





Policies and Procedures

Grades and Academic Records

Academic Records

Laurel Springs' academic records include a course report, report card, transcript, and diploma. Course reports detail the courses a student is currently enrolled in and may include current grades. Report cards reflect the completed courses and earned grades for the associated grade level, K-8. Transcripts, unofficial and official, represent a student's cumulative Upper School coursework, including earned grades, credit, and unweighted and weighted grade point averages (GPA). Date of withdraw or graduation are also included for full-time students. Diplomas are awarded to those students who fulfill Laurel Springs' graduation requirements.

At the time of enrollment, unofficial academic records are used to place full-time students in courses. After enrollment, official academic records reflecting prior completed Upper School coursework must be sent to Laurel Springs' Records Department directly from the issuing institution. Until official copies of the prior records are received, a full-time student's Laurel Springs transcript will not reflect any of the prior coursework and official and unofficial copies of the student's Laurel Springs transcript will not be released, unless the student is no longer enrolled full-time. Academic records for full-time students who become part-time or withdraw from Laurel Springs School will not include prior non-Laurel Springs coursework. A diploma will also not be provided to full-time students until official copies of prior transcripts are received.

For courses taken outside of Laurel Springs to be awarded credit, an official transcript must be provided directly from the issuing institution to Laurel Springs. Courses taken outside of Laurel Springs must be approved by the Education Department prior to students' enrollment in the courses. It is at Laurel Springs' discretion to award credit for transferred coursework.

Laurel Springs records transferred course names and credit based upon the received official transcripts. Laurel Springs' academic records only report numeric grades, except when a grade below 59.5% is earned, and an F is recorded. For more information about how transferred course grades are recorded, please refer to the Grading Scale section.

If a student enrolls in and completes summer school courses, that coursework will be listed as having been completed during the most recent grade level completed.

Academic records are not automatically generated and sent to students. Course reports, report cards, transcripts, and diplomas may be requested via the Academic Request Form in the Family Support Center. Requests will be completed within 5-7 business days, unless additional time is needed given the nature of the request. Fees may be charged at the student's expense for special shipping and delivery requests.

If a student withdraws from Laurel Springs School in the middle of an enrollment, any balance owed must

Policies and Procedures

be paid prior to academic records (unofficial and official) being released. In addition, we do not provide final transcripts or diploma for graduates until the student's account is paid in full.

Grading Scale

Laurel Springs School's grading scale is a modified 10-point scale, which includes "plus" and "minus" designations for each letter grade. The Learning Management System (LMS) lists both alpha and numeric grades. Laurel Springs' academic records only report numeric grades, except when a grade below 59.5% is earned, and an 'F' is recorded.

Laurel Springs' Grading Scale

LETTER GRADE	NUMERIC GRADE	COLLEGE PREP	HONORS	AP/COLLEGE DUAL ENROLLMENT
A+	96.5-100	4.00	4.50	5.00
A	92.5-96.4	4.00	4.50	5.00
A-	89.5-92.4	3.70	4.20	4.70
B+	86.5-89.4	3.30	3.80	4.30
B	82.5-86.4	3.00	3.50	4.00
B-	79.5-82.4	2.70	3.20	3.70
C+	76.5-79.4	2.30	2.80	3.30
C	72.5-76.4	2.00	2.50	3.00
C-	69.5-72.4	1.70	2.20	2.70
D+	66.5-69.4	1.30	1.80	2.30
D	62.5-66.4	1.00	1.50	2.00
D-	59.5-62.4	0.70	1.20	1.70
F	59.4 >	0.00	0.00	0.00

Completed Upper School courses earning a grade of 59.5% or higher will receive credit. Courses are worth 0.5 credits per semester. Full year courses are comprised of two semesters, labeled A and B respectively, and if completed with grades of 59.5% or higher, are awarded 1.0 credit. One final averaged grade for full year courses, comprised of Parts A and B, will be listed on student transcripts, provided the Part A and B grades are 59.5% or higher.

The grading scale is used to calculate a student's grade point average (GPA) for Upper School courses displayed on transcripts. GPA calculations are based on an unweighted and a weighted system. College Prep courses receive no additional weight and are based out of a 4.0 scale. Honors and Advanced Placement (AP) level courses receive additional weight. Quality points in the amount of 0.5 are added for Honors courses

Policies and Procedures

(weighted out of a 4.5 scale) and 1.0 quality point is added for AP courses (weighted out of a 5.0 scale). Please refer to the grading scale. Transferred International Baccalaureate (IB) coursework and college/university dual enrollment courses receive the same weight as AP courses. Completed Laurel Springs' Upper School Physical Education courses receive credit, but are not calculated into a student's GPA. Upper School courses completed while a student is in Middle School receive credit, but are not calculated into a student's GPA. Unweighted and weighted GPAs are calculated for each enrollment containing Upper School courses and a cumulative unweighted and weighted GPA is also calculated and reported on transcripts.

Laurel Springs records transferred course names and credit based upon the received official transcripts. Final grades as provided are also recorded. If individual marking period, semester, or trimester grades are provided, these grades will be averaged on the Laurel Springs transcript. Grades calculated into the student's GPA by the transferring school will be calculated into the student's cumulative Laurel Springs' GPA. (Laurel Springs does not calculate transferred Physical Education into a student's GPA.) If a prior school reports both alpha and numerical grades, the numerical grades will be recorded on Laurel Springs' academic records. If alpha grades are reported and a numerical range is provided, the lowest numerical grade will be recorded on Laurel Springs' academic records. If no numerical grades are available, the Laurel Springs' grading scale will be used to convert the alpha grades to numerical values (an average based on Laurel Springs' grading scale).

To calculate a GPA, determine the quality points earned by multiplying the course level value (e.g. College Prep, Honors, AP) for each course, by the number of credits for that course. Add up the quality points, and then divide the total quality points by the total number of credits.

Laurel Springs does not calculate class rank.



Policies and Procedures

Graduation Requirements

To earn a Laurel Springs' diploma, full-time students must fulfill Laurel Springs' graduation requirements. Students must earn a minimum of 23.5 credits from the following subject areas:

GRADUATION REQUIREMENTS PRIOR TO THE CLASS OF 2023

ENGLISH
4.0 Credits

MATHEMATICS*
3.0 Credits

SCIENCE
2.0 Credits

SOCIAL STUDIES
4.0 Credits

WORLD LANGUAGE**
2.0 Credits

FINE ART
1.0 Credits

PHYSICAL EDUCATION
2.0 Credits

HEALTH
0.5 Credits

ELECTIVES***
5.0 Credits

TOTAL
23.5 Credits

GRADUATION REQUIREMENTS FOR THE CLASS OF 2023 & BEYOND

ENGLISH
4.0 Credits

MATHEMATICS*
3.0 Credits

SCIENCE
3.0 Credits

SOCIAL STUDIES
3.0 Credits

WORLD LANGUAGE**
2.0 Credits

FINE ART
1.0 Credits

PHYSICAL EDUCATION
2.0 Credits

HEALTH
0.5 Credits

ELECTIVE OR ADDITIONAL FINE ART
1.0 Credit

ADDITIONAL CREDITS***
4.0 Credit

TOTAL
23.5 Credits

**Must include Algebra 2 or higher level of math*

***Must be two years of the same non-native language*

****Includes Upper School Seminar courses (0.5 to 2.0 credits)*



Policies and Procedures

Upper School coursework that students wish to transfer to Laurel Springs to fulfill graduation requirements will be considered at the discretion of the Education Department. Transferred Upper School coursework that is not designated as an English, Math, Science, Social Studies, World Language, Fine Art, or Health/Physical Education course by the transferring school will be considered Elective credit and counted as such toward meeting graduation requirements.

Incomplete Courses

Courses before August 1, 2019:

When a course is not completed by its end date, it is considered Incomplete. Students have up to one calendar year from the courses' end dates (including any extension period) to re-enroll in and complete (pass) the courses. The students' academic records will reflect the first enrollment of the courses with either grades of "I" or "F". A grade of "I" will remain if the students re-enroll in and complete (pass) the courses within one calendar year from the initial course end dates. The grades of "I" will change to grades of "F" if the students do not re-enroll in the courses or if the second attempt of the courses are not completed (passed).

Courses starting on or after August 1, 2019:

When a course is not completed by its end date, it is considered Incomplete. Incomplete courses will receive a grade of "I". Incomplete grades remain a part of students' permanent academic records and are not factored into GPAs. With approval, students may re-enroll in Incomplete courses.

Interactive Gradebook

Students and parents are required to become familiar with navigating our interactive gradebook in the Learning Management System (LMS). The gradebook provides visibility into the teaching and learning process that occurs in each course. A student's progress and grades are displayed in the gradebook. Additionally, students and parents can stay apprised of progress by viewing current and prior academic course performance via the gradebook. When both parents and students stay current regarding student progress, it allows for the collaboration and involvement needed for students to be successful.

Legal and Preferred Student Name

A student's legal name will be displayed on all school records and in the Learning Management System (LMS). A student's gender is officially recorded in connection to the legal name. If a student legally changes his or her name and/or gender, a copy of the legal document (e.g. court order) indicating the name and/or gender change must be provided to Laurel Springs' School Counseling Department, Student Services Department, or Records Department. Legal name and/or gender changes will be processed within 5-7 business days. A student may notify Laurel Springs' School Counseling Department or Student Services Department of a preferred name, gender, and/or pronouns that will be visible only to Laurel Springs faculty and staff. Academic records will reflect the child's legal name.

Policies and Procedures

Privacy of School Records

The Laurel Springs School Records Department maintains all student records. The information within these records is strictly confidential and can only be released with the consent of parents, legal guardians, and students over the age of 18, unless court requested. Requests to access student records may be submitted via the Academic Request Form in the Family Support Center or by emailing Records@LaurelSprings.com providing official orders to release.

Technology, Integrity and Safety

Bullying and Cyberbullying

Laurel Springs School does not tolerate bullying in any form, including cyberbullying. We are committed to providing students with a safe and secure learning environment free of unwanted emotional or psychological abuse, intimidation, insult, threat, or otherwise dehumanizing gestures made by a peer or adult through school-sanctioned technologies (e.g. the Learning Management System, iClassrooms, LSS Connect), or at in-person, school-sponsored events.

Laurel Springs faculty members regularly promote digital etiquette habits that encourage the development of positive character traits to teach students how to be positive contributors now and in the future. Students are regularly reminded to interact respectfully during asynchronous and synchronous learning opportunities.

It is important for students and parents to identify and maintain an awareness of the various digital outlets where cyberbullying can occur, which includes and is not limited to email, cell phones, text messages, instant messages, social media posts, chat rooms, and blogs. Parents should encourage open communication with their children, and set clear rules and expectations concerning ethical online behavior. Parents should also remain attentive and look for any signs of secrecy when it comes to a child's technological habits (e.g. hiding phones, closing a laptop when a parent enters the room, etc.).





Policies and Procedures

Consequences

Any member of the Laurel Springs community who witnesses, is subjected to, or otherwise has knowledge of any instances of bullying, cyberbullying, or unlawful activities within the Laurel Springs' learning environments should report incidents to a parent, teacher, counselor, and/or staff and school administrators. All reports of bullying and cyberbullying will be thoroughly investigated by school officials. Any report found to be credible may result in disciplinary measures, including administrative withdrawal from Laurel Springs School.

Honor Code

We require all Laurel Springs students to commit to a common honor code. The Laurel Springs Honor Code enforces a system under which students can trust and be trustworthy, understand what is expected of them, and succeed in meeting the goals of academic and personal excellence. The Honor Code helps to create a culture of academic honesty by:

- ▶ Encouraging the development of good character and personal responsibility
- ▶ Focusing students on learning
- ▶ Requiring the production of students' own, original scholarship

At the onset of each course, students must read and sign the Honor Code, committing to academic integrity. The Honor Code is available for download and review in all Laurel Springs courses via the Learning Management System (LMS). When students are found in violation of the Honor Code, faculty and school administration respond in accordance with the outlined consequences. Students may be administratively withdrawn as a result of unethical behavior. Please refer to the Withdrawing Policy from Laurel Springs School section for more information about what to expect in the event of an administrative withdrawal.

LSS Connect Terms of Use

LSS Connect is a virtual community for Laurel Springs full-time students in grades 7-12 to build relationships and share ideas with their classmates. Laurel Springs hosts discussions and other interactive activities to involve students in their school community. This site is a private community that is exclusive to Laurel Springs School full-time students. We invite students to participate in the forums, blogs, and chats. We ask that students agree to respect and uphold the integrity of this community. The LSS Connect Terms of Use form must be signed and received before student access is granted.

Mandated Reporting

As professionals in the education field, Laurel Springs School faculty and staff are mandated by California's Penal Code to report suspected child abuse and child safety to the proper authorities.

Online Etiquette

Laurel Springs School uses a variety of mediums to interact with and engage students and their parents. Examples include the Learning Management System, iClassrooms, LSS Connect, emails, Skype, phone calls, and text messages. Parents and students are expected to communicate with respect and appropriate

Policies and Procedures

behavior and language when communicating with faculty and staff. When interacting with peers via Laurel Springs' learning environments, students are also expected to do so with respect and appropriate behavior and language. Inappropriate behavior and language may result in disciplinary measures, including administrative withdrawal from Laurel Springs School.

Students are expected to use non-SMS language and address faculty and staff professionally, using Dr., Mr., Mrs., Ms., and the person's last name. Students should also remember to include their first and last names in all communications. When logging into iClassrooms for instruction, support, school events, or activities, students are expected to at minimum use their first names. Use of inappropriate aliases may result in students being removed from iClassrooms.

Online Safety

Online safety is a broad topic. It can mean protecting computers from viruses, malware, and spyware that can infect computers. It can mean protecting students from visiting inappropriate or potentially threatening Internet sites. It can mean protecting personal privacy. Regardless of a child's age, we recommend exercising great care with respect to what the child views and does on the Internet. If a child uses social media (Facebook, Twitter, Instagram, Snapchat, etc.), remind the child to be careful about the information they posted online, since it can be viewed by anyone. While the Internet offers a wealth of information and endless opportunities for learning, creating, and communicating, it needs to be handled with care.

Here are some suggestions for protecting students:

- ▶ Become familiar with the media and technologies children use
- ▶ Communicate with children about what is encountered online
- ▶ Make media choices together and set clear rules and expectations

For additional resources, Laurel Springs recommends the following:

- ▶ Common Sense Media (<https://www.commonsensemedia.org/>)
- ▶ Josh Ochs's Parent Media Guide (<https://smartsocial.com/app-guide-parents-teachers/>)
- ▶ Richard Guerry's Institute for Responsible Online and Cell Phone Communication (<https://www.iroc2.org/149.html>)

Technology Support Services and Requirements

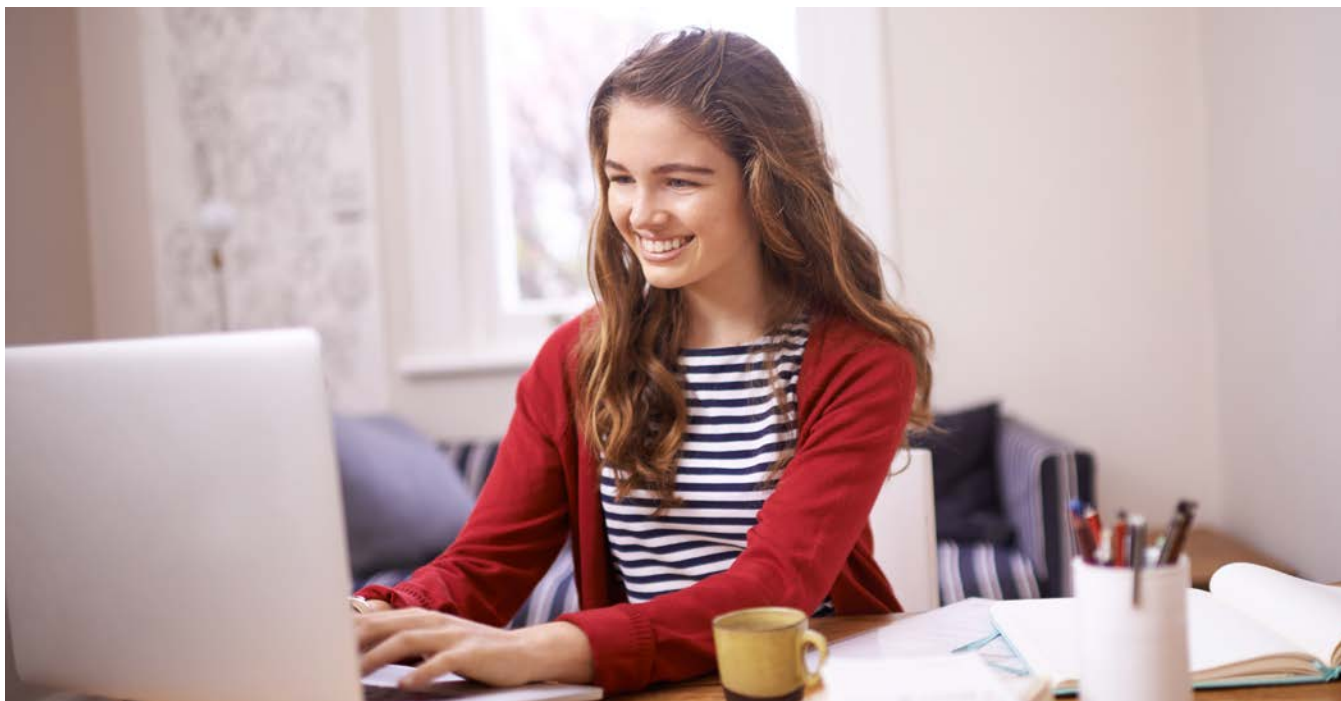
Laurel Springs School's technical support representatives have expansive knowledge of computer technology and our Learning Management System (LMS). Our support team also has remote diagnostic tools, allowing them to "see" a student's computer and help diagnose issues from a distance. Laurel Springs provides technical support for students and parents via a toll-free phone service ((800) 377-5890, extension 6050) and email (TechSupport@LaurelSprings.com). Technical support staff are available by phone 9 am to 7 pm Eastern Time, Monday through Friday. After hours and on weekends, families may leave a message

Policies and Procedures

and a technical support representative will respond the next business day. Our knowledgeable technical staff is here to assist students and families with technology-related questions and concerns as they work through their courses.

The following represent the basic technical requirements needed to successfully complete coursework and engage with the Laurel Springs community:

- ▶ PC or Mac: Standard laptops or desktops
- ▶ Operating System: Windows 7 or later; Mac OS X (10.7 or higher)
 - ▶ Chromebooks, Tablets, iPads, and Smartphones (Chrome OS, iOS, Android) and other mobile devices are currently not compatible with the technologies (e.g. Flash or Java) needed in some of our curriculum
 - ▶ High-speed Internet connection (Cable, DSL)
 - ▶ Satellite Internet service and cellular wi-fi "hotspots" may be subject to speed and reliability issues and may result in unsatisfactory performance
- ▶ Browsers: Up-to-date versions of Firefox (recommended), Safari, Chrome, or Edge
- ▶ World Language courses require speakers and a microphone, or a headset with microphone
- ▶ Text-based courses require a printer and scanner
- ▶ The latest versions of:
 - ▶ Adobe Acrobat Reader – <https://get.adobe.com/reader/>
 - ▶ Adobe Flash Player – <https://get.adobe.com/flashplayer/>
 - ▶ Java – <https://java.com/en/download/>
- ▶ Recommend access to a webcam or camera-enabled smartphone for the option of having a video conference with faculty or staff



Academic Expectations and Support

Academic Coaches

Laurel Springs considers parents to be students' academic coaches. Academic coaches are an integral part of student success. We expect parents to be partners in promoting continuity in student learning, recognizing that a positive learning experience is the result of open and ongoing communication, regular submission of work, and a partnership between students, parents, teachers, and staff. Home support for students is necessary for success in distance learning, whether it is ensuring work is completed, contacting students' teachers to discuss progress, or assisting with time management and scheduling. Parents are provided with an Observer account to access the Learning Management System (LMS). Using this "read-only" version of a student account, parents can see exactly what their students see, but are unable to submit work. Parents can view course material, current and past grades, student to-do-lists, teacher feedback in the activity stream, and much more through their Observer accounts. Parents may choose to use outside support from tutors or other academic services; however, the responsibility for overseeing students' academic experiences remains with parents.

Academic coaches are expected to:

- ▶ Provide accurate contact information to the school for themselves and the student
- ▶ Regularly check the email address provided to the school
- ▶ Log in to the LMS regularly using their observer account to check course progress and grades in the grade book
- ▶ Provide support and guidance to the student
- ▶ Communicate regularly with the student's teachers on quality of work, progress, time management, and needs or concerns
- ▶ Ensure the student's coursework is submitted regularly
- ▶ Pay close attention to the pace suggested to ensure the student completes courses by their end date
- ▶ Notify the student's teachers if a student chooses to work at a different pace or cannot submit work on a consistent schedule
- ▶ Ensure that Upper School students have a secure testing location with a consistent and strong internet connection for midterm and final exams
- ▶ Confirm that Upper School students have approved proctors for final exams

Academic coaches are expected to also notify the school if:

- ▶ Contact Information changes
- ▶ There are any concerns about the student's progress
- ▶ The student desires to work at an accelerated pace and finish before the assigned end date
- ▶ The student is not able to submit work for a period of time
- ▶ The student needs additional time to complete a course
- ▶ The student needs to withdraw from a course or the school



Policies and Procedures

Academic Instruction

Our teachers are at the core of the collaborative instructional team which relies on active participation from students and parents. Laurel Springs teachers are experts in their content areas and effectively meet the individual needs of students through research-based best teaching practices. Our courses contain high level, engaging content. Using this content, teachers support the learning process through guided, targeted feedback and support both within and outside of the courses. Due to our asynchronous model, students complete coursework at their own pace. Teachers support students based on their individual needs as they move through the coursework.

Academic Support

At Laurel Springs we offer daily live academic support in a virtual help room called LSS Live. We have observed that when students encounter a concept or topic they struggle with, they are likely to email their teacher with their question or concern, and then stop working. We want learning to be continuous. This room is staffed daily from 8 am to 11 pm Eastern Time by Laurel Springs teachers and Academic Department Chairs, who will provide support and answers to that student. On every screen of content in our Learning Management System (LMS), there is a button for students to quickly access LSS Live.

In addition, we have daily teacher office hours where 2 hours a day, students can pop-in and connect with their teacher through their virtual iClass. If the teacher office hours are not convenient, students can request an appointment for a time that works for them.

A strong partnership and excellent communication between students, parents, and teachers promotes students' confidence and encourages the spark for learning.

Assessments

All students participate in Performance Series assessments in the first and last lessons of their English and Math courses. The Performance Series Reading, Language Arts, and Reading Foundations assessments also provides valuable information on the language background of our students in grades K-2. These assessments allow teachers, students, and families to monitor student needs and growth through scaled scores and targeted objectives. The content in each Performance Series assessment is adaptive, assessing each student at their level. To be successful at Laurel Springs, students should not be testing at more than two grade levels below their enrolled level, as reflected in both the Standard Learning Objectives and Grade Level Equivalent results, reviewed by both Placement and Academic Department Chairs. After students complete each assessment, teachers will send the student and parents the assessment results through email or through feedback in the course. Students and parents are expected to be actively viewing these reports and following-up with teachers regarding any questions.

Policies and Procedures

End of semester and final exam assessments are placed at the end of each Part A and Part B Middle and Upper School course and at the end of semester only Upper School courses. To access an exam:

- ▶ All course assignments and previous assessments must be attempted
- ▶ A signed proctor letter must be given to the teacher for Upper School final exams to be made available
- ▶ It is the responsibility of the student to find a secure testing location with a continuous internet connection
- ▶ Once an exam is opened and started, students are expected to complete the exam in one sitting
- ▶ Once an exam is submitted in the Learning Management System (LMS) the exam cannot be re-opened for a retry
- ▶ Semester and final exams mark the completion of a course; once an exam is completed students may not go back in and redo any work
- ▶ Once the semester or final exam is graded, the course grade will be finalized, and the course cannot be reopened

Book Returns

To provide quality learning materials, Laurel Springs School does not buy back books or other learning materials if they are not used. Charity organizations and many educational facilities in your local area may be able to accept your kind donation of used materials. Also, Amazon and eBay are great options for resale of textbooks. Any learning materials returned at a family's expense to Laurel Springs School will be donated.

Bulk Work Submissions

Students are expected to submit all lessons in a regular and timely manner, consistent with their period of enrollment. Laurel Springs expects that students will submit lessons every week or two as they are finished. When lessons are submitted in bulk (10% of the total assignment load or more), students should expect that grading will take longer than the normal 48 business hour turnaround. An academically appropriate grading schedule will be determined by the teacher and Academic Department Chair and communicated to the student within 24 business hours of the last work submission. If at the end of an enrollment period work was bulk submitted in a course, the student may have to purchase an extension, pending the approval of Student Services, to allow the time needed for grading and assessment completion.

College-Bound Student-Athletes

All potential college-bound student athletes are encouraged to disclose their sport(s) of interest during the enrollment process. Knowledge of a student's potential aspirations is crucial when advising and placing students in Laurel Springs' NCAA approved courses and monitoring completion of academic requirements needed for NCAA eligibility. The NCAA is solely responsible for determining students' eligibility to play collegiate sports and will need to confirm core course credit, especially for students who completed coursework through homeschooling or internationally. Students and their parents are encouraged to contact the NCAA directly with questions or may reach out to the Laurel Springs' Student Athlete Manager and/or their assigned College Counselor.



Policies and Procedures

College Readiness and Advanced Placement Exams

Due to the virtual nature of Laurel Springs School, we are not able to offer onsite college readiness testing (e.g. PSAT, SAT, and ACT) or Advanced Placement exam testing. It is the responsibility of students and their parents to find testing sites and to be aware of any CollegeBoard and ACT deadlines for finding a testing site and registering for exams. Students enrolled with Laurel Springs are required to report their scores to Laurel Springs using school code 052256.

For PSAT, SAT, and ACT testing, the CollegeBoard and ACT have specific timelines for registration and the testing process that brick and mortar public and private schools must adhere to. Please refer to the following websites for specific information about exam registration and timelines:

- ▶ PSAT: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>
- ▶ SAT: <https://collegereadiness.collegeboard.org/sat>
- ▶ SAT Subject Tests: <https://collegereadiness.collegeboard.org/sat-subject-tests>
- ▶ ACT: <https://www.act.org/content/act/en/students-and-parents.html>

Advanced Placement (AP) exams are offered each year in May. The CollegeBoard stipulates registration timelines that vary per school. We recommend that families contact schools offering the exams in their area as close to the beginning of the testing school's academic year as possible. It is the responsibility of students and their parents to secure a testing location as soon as possible and adhere to that school's registration timeline. Please refer to the following regarding AP exam registration:

- ▶ The CollegeBoard recommends contacting the AP Services for Students number (888) 225-5427 or (212) 632-1780 to obtain names of local testing sites
- ▶ While the CollegeBoard does offer an AP Services department for advice on testing locations, we recommend that families call the public and private schools in their communities and neighboring towns to find testing sites
- ▶ When asking a school for permission for a student to test onsite, it is important to:
 - ▶ Verify that the school is offering the specific AP exams the student wants to take
 - ▶ Let the school know that the student is attending an online school, not homeschool
 - ▶ Let the school know that the student will be listing the Laurel Springs School code (052256) on the AP exams for score reporting purposes
- ▶ The school at which a student selects to test will charge a fee to order exam materials
- ▶ Recognizing that AP exams are given each year in May, and while they can be taken by any student, it is recommended that a student successfully complete the corresponding AP course prior to taking the exam
- ▶ For more information about AP exams and courses: <https://apstudent.collegeboard.org/home>

Policies and Procedures

Pacing and Course Completion Expectations

It is recommended that students submit assignments in accordance with the due dates listed in the Learning Management System (LMS) within each course and meet posted end dates. Students should also be consistently communicating with their teachers. Students may choose to block their schedules such that they work in one particular subject for one day or even one week. Students who are completing coursework in a block format that spans more than 1 week are encouraged to let all their teachers know their schedule so that teachers can provide appropriate support. It is not recommended that students complete a semester course more quickly than 2.5 months. For summer school courses, it is recommended that students follow the LMS due dates to meet summer courses' accelerated timelines.

Students are not penalized when submitting overdue work. Below are general workload expectations (based on a student **working five days in a week**), which will vary based on students' reading, writing, mathematical, and processing skills:

- ▶ Lower School courses: about 30 minutes per day per subject
- ▶ Middle School courses: about 45 minutes per day per subject
- ▶ College Prep level courses: about 1 hour per day per class
- ▶ Honors level courses: about 1.5 hours per day per class
- ▶ AP level courses: about 2 hours per day per class

For semester summer school courses, students should expect to spend:

- ▶ Lower School courses: about 1.5 hours per day per subject
- ▶ Middle School courses: about 2.25 hours per day per subject
- ▶ College Prep level courses: about 3 hours per day per class
- ▶ Honors level courses: about 4.5 hours per day per class
- ▶ AP level courses: about 6 hours per day per class

Students, who are traveling, on vacation, or unable to complete school work for more than 2 weeks at a time, are expected to communicate with their teachers so that teachers are aware of their plans to be away from school and can support the students with plans to get caught-up upon return. The LMS does not accommodate for breaks or vacations outside of the 12 holidays when Laurel Springs' school offices will be closed. Please refer to the School Calendar section for the specific holidays.

Part-time students and full-time Lower and Middle School students struggling with time management or with meeting semester end dates may contact the Student Services Department to discuss enrollment options. Full-time Upper School students should contact their assigned College Counselor. Students who do not complete coursework by their enrollment end date may have the option of purchasing a course extension for an additional fee. Please refer to the Course Extensions section for more information about extensions.



Policies and Procedures

School Counseling Services

The Laurel Springs School Counseling services are available to all full-time students in grades 8-12 and Academy students in grades 6-12. Full time students in grades K-7 in need of counseling services may reach out to the School Counseling Department for assistance. Upon entering Upper School, students are assigned to work with a specific College Counselor through to graduation. Available support services include one-on-one counseling sessions, targeted communications with valuable resources related to Upper School, college, and career success, and live webinars on subjects such as selecting the right college, standardized test preparation, application assistance, and scholarship or financial aid resources. Upper School students enroll in and complete a grade-level specific Seminar course each school year working directly with their College Counselors who serve as the teachers for the courses. The partnership between College Counselors, students, and their families contributes to rich relationships that support students' growth and achievements.

The grade level Seminar courses are worth a half-credit each, and final grades are listed as Pass/Fail on students' academic records. Course topics include transitioning to Upper School, academic integrity, digital citizenship, time management, organization, goal setting and decision making, career and college exploration and preparation, and planning for after graduation.

College-bound student athletes are supported by their College Counselors as well as by Laurel Springs' Student Athlete Manager. Students are guided in how to best meet the NCAA's eligibility requirements for Division I, II, and III athletics. Information about recruitment and amateurism is also shared to help students meet their collegiate athletic goals. Students and their families are encouraged to work directly with the NCAA as the NCAA is solely responsible for certifying and determining eligibility of prospective college-bound student athletes.

The Counseling Department also sponsors school-wide events including Unity Day and a week of related events, Spirit Weeks, and National School Counseling Week. Additionally, Upper School students are provided with opportunities to engage with college and career related representatives.

Self-Portrait Assessment

Laurel Springs uses The Self-Portrait Assessment to gain insight into how our students learn best. This optional assessment is taken once and results are shared with students and parents and are available to the students' teachers and counselors.

Student Communication Responsibilities

While students are working from a distance, they are not alone. Student success is dependent on hard work and collaboration with the student's learning team: the student, the student's academic coach, teachers, and our support staff. We are all here to offer help and guidance.

Policies and Procedures

Students are required to keep in contact with their teachers, reaching out to them as needed and responding to received communication. During daily office hours, teachers are available to help students in their virtual offices. Teachers may request to meet with students to review coursework or go over questions face-to-face, or they may send additional supplemental materials (as needed) to support students with their learning and coursework. In the Learning Management System (LMS), teachers provide students with feedback on assignments and students are expected to review and respond to the feedback. It is recommended that students use the feedback to help them as they complete subsequent assignments. We encourage students to make use of the resources and supports provided, especially staying in regular contact with their teachers.

The following are recommended tips for keeping in contact with teachers and getting help as needed:

- ▶ Watch the welcome videos and read the welcome letters from teachers
- ▶ Make a note of teachers' office hours and schedule time to meet with them
- ▶ Read the feedback on graded assignment submissions
- ▶ Keep teachers updated on how coursework completion is going and note anything that might prevent work from being submitted
- ▶ Complete and submit work regularly in the LMS so that teachers can monitor learning progress
- ▶ Take advantage of the live iClasses (schedule posted in the LMS), and the LSS Live Academic Help Room to connect with teachers





Policies and Procedures

Time Management and Study Tips

Whether students have joined Laurel Springs from a traditional school environment, or have experience with online learning, it is essential for them to establish a learning routine and consistent study habits. Online learning provides flexibility and freedom, yet requires effective time management skills, self-discipline, accountability, organization, and motivation.

Laurel Springs' semester courses are 20-weeks long. Each semester moves quickly and having a time management plan is a key component to academic success. Many students and parents find it helpful to use the calendar function in the Learning Management System (LMS) to view upcoming assignments and due dates, providing a purposeful approach to school work. In their orientation courses, students learn tips on how to be a successful online school student including information on how to track their progress in the LMS and how to effectively manage due dates.

Below are helpful time management and study tips for Laurel Springs students:

- ▶ Plan ahead - create an hourly planner or a weekly to-do list to include assignments from your LMS calendar and also your activities outside of school to maintain accountability and responsibility
- ▶ Identify helpful Laurel Springs resources: Teachers' office hours, LSS Live, Counseling and Student Services Live Support
- ▶ Create a dedicated workspace that is organized and in a quiet place to increase productivity
- ▶ Incorporate the results from your Self-Portrait Assessment into your daily routine to support the way you learn best
- ▶ Build in study breaks to avoid multitasking
- ▶ Eliminate distractions to help with focus
- ▶ Use online tools to increase efficiency and productivity (e.g. Wunderlist, Pocket, Pomodoro Time, Evernote, and Good Habit Maker)
- ▶ Become engaged in online learning by:
 - ▶ Using in-class discussion boards to interact with peers
 - ▶ Attend iClasses and webinars
 - ▶ Join Laurel Springs' clubs and our private online social platform, LSS Connect
- ▶ Build in time away from studies, rewarding accomplishments by having fun doing enjoyable activities



**LAUREL
SPRINGS
SCHOOL®**

ACCREDITED ONLINE
PRIVATE SCHOOL

Visit LaurelSprings.com

Private. Accredited. Online. Flexible. K-12 Education.

ADMISSIONS
(800) 377-5890

ADDRESS
302 West El Paseo Road | Ojai, CA 93023
1615 West Chester Pike | West Chester, PA 19382

VISIT
LaurelSprings.com