



HANDBOOK

The Lewis School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Handbook Last Revised 9/2011

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Dear Students and Parents of The Lewis School,

The Lewis School provides the perfect setting for students to attain success in all elements of their lives. Our highly trained teachers are diligent in their quest to identify the strengths and weaknesses of each student. As a faculty, they recognize and respect the inherent value in a learning diverse population. As educators, they respond by providing a safe, non-threatening environment, rich in the instruction of strategies and skills designed to maximize learning.

The strength of the partnership that exists between home and school directly influences the ability to meet the needs of our students. Together, we are the advocates who make it possible for our students to realize their learning potential and to develop their sense of personal worth.

In order for this to be a productive relationship, it is important that we communicate any information that provides insight into the operation of our school. The pages included in this handbook have been designed to enlighten you regarding the procedures, protocols and safety regulations of The Lewis School. Please read this document carefully and familiarize yourself with its contents. It is our hope that this resource, replete with clearly established guidelines, will provide a handy reference and help to ensure a positive experience for all vested in The Lewis School.

Sincerely,

A handwritten signature in black ink that reads "Marsha Gaynor Lewis". The signature is written in a cursive style with a large, sweeping initial 'M'.

Marsha Gaynor Lewis
Director and Founder

Our Philosophy

The Lewis School was founded in 1973 and is predicated upon the belief that the education of learning different students should be tailored to meet the needs of their own strengths and weaknesses in a structured, non-threatening environment. Respect for the individual is combined with the expertise to deal appropriately with each student's unique learning style. Great emphasis is placed on helping students overcome their frustrations and fears by building the practical tools of learning and language ability and by nurturing the growth of self-esteem and innate gifts. The School's goal is to realize the human talent that remains unrecognized among students with dyslexia or other learning differences so that they can compete, attend college and lead successful lives in the professions of their choice.

Daily Schedule

School Day

PRE-K	8:15 - 11:30	Monday through Friday
LOWER SCHOOL	8:15 - 2:30 8:15 - 11:45	Monday, Tuesday, Thursday, Friday Wednesday (and all half days)
MIDDLE SCHOOL	8:30 - 2:45 8:30 - 12:00	Monday, Tuesday, Thursday, Friday Wednesday (and all half days)
UPPER SCHOOL	8:15 - 2:45 8:15 - 12:00	Monday, Tuesday, Thursday, Friday Wednesday (and all half days)

Arrival

- Students may not be dropped off prior to 7:50 a.m.
- If you arrive prior to the opening of the doors, it is requested that you wait with your child. Students may not wait on the porch or school grounds without parental or driver supervision.
- Students must enter the building directly after being dropped off. **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS BEFORE OR AFTER SCHOOL.**
- *Students whose homerooms are located at Adams house are to be dropped off in front of WHITELY HALL on Hibben Road on the Princeton Seminary Campus.* They will be taken to Adams House. Please do NOT USE any area of the Seminary grounds (Adams House, Tennent Hall, parking areas, walk-throughs, etc.) for drop-off, parking or turning around.

Dismissal for Bayard Lane Campus

- Drivers are not permitted to use Greenholm Court for any reason. (Greenholm Court is considered a private drive for use by residents only.)
- Drivers should not block the entrance to Greenholm Court at dismissal.
- Dismissal times will be strictly enforced.
- Drivers who arrive early are asked to park on a side street until dismissal time. Anyone entering the school driveway early will be asked to leave and come back at the appropriate time.
- If the driveway is full, drivers are asked to park on a side street and to return in five minutes. **WE CANNOT BLOCK THE FLOW OF TRAFFICE ON ROUTE 206 (BAYARD LANE) FOR ANY REASON.**
- Drivers picking up children with different dismissal times must adhere to the later pick-up time.
- Student placards should be placed in clear view on your dashboard upon entering the school driveway.

Dismissal for Bayard Lane Campus

- Afternoon pick-up will be in front of Whitely Hall on Hibben Road.
- Classes will be ready for pick-up shortly before 2:30 p.m. Please do not arrive early than 2:20 p.m.
- If a student must leave early, a note must be sent in. The student will be ready for pick up on Hibben Road.

Changes in Normal Dismissal Procedure

- Any change in dismissal plans must be registered in writing with the school office at the start of the day (going home with a friend, different adult picking up, etc.). If notes are not supplied, the students will not be permitted to leave the grounds. Parents will be called and requested to pick up their children.
- If a student is going home with another student, notes from both parents are required.

STUDENTS WISHING TO LEAVE THE GROUNDS AFTER SCHOOL (I.E. WALK TO PALMER SQUARE, VISIT THE LIBRARY, ETC.) MUST BE DISMISSED TO A PARENT OR PRE-DESIGNATED ADULT AND WALKED OR DRIVEN OFF SCHOOL GROUNDS.

STUDENTS WHO HAVE BEEN DISMISSED AT THE END OF THE SCHOOL DAY MAY NOT RETURN TO SCHOOL GROUNDS UNLESS ACCOMPANIED BY AN ADULT.

Attendance

In order for our students to fully benefit from our curriculum, it is important that they are present each day for the entire day. However, we do understand that there are circumstances that require a student to be absent or tardy. The following guidelines will assist you in these situations.

Absences

In the event that your child is ill and unable to attend school, parents are requested to call school by 9:00 a.m. (609-924-8120). Please inform the Main Office of the reason for the absence. It is important that you contact the school on each successive day of the absence. Absences of more than three days require a note from the doctor.

Tardiness

Students who arrive after their designated start time are considered tardy and must report to the nurse for a late pass. Students will not be permitted into the classroom without this pass.

Late arrivals disrupt the classroom experience. The first twenty minutes of the day are essential to the learning process. During this time, morning exercises designed to prepare the brain for learning are presented and the students are grounded for the day's activities.

Early Dismissals

If a student must leave early for any reason, we ask that a note be provided at the start of the day. However, we understand that last minute emergencies do arise. In these cases, please call the school with your request. In all instances the driver **MUST** come in to the Main Office to sign out the student before he/she will be released from the school.

Vacations

Vacations are not excused absences. Every attempt should be made to schedule vacations so they coincide with the school's calendar. The school must be informed of any planned vacation that does not coincide with the school calendar.

***** PLEASE NOTE *****

The Director will be informed of any case in which a student is absent, tardy, or dismissed early three or more times in any given marking period.

Attendance records are recorded as part of a student's permanent record.

Emergency Closings, Delayed Openings and Early Dismissals

Announcements of emergency closings (weather related or otherwise), delayed openings and unannounced early dismissals will be broadcast by the following radio stations:

WPST	94.5 FM	WNJO	97.5 FM
WHWH	1350 AM	WJHR	1040 AM
WKXW	101.5 FM	WBSS	97.3 FM
WBCB	1490 AM		

Additionally, WCAU TV, NBC 10 in Philadelphia will broadcast to Pennsylvania and to south and central New Jersey.

We encourage you to visit www.nj1015.com and click on the link to "Storm Announcements." This site has the most up-to-date school closing and delay information.

As an added courtesy, your child's homeroom teacher will contact you to ensure that the message has been received. However, please use the media as your first source of information.

Delayed Opening Protocols

In the event of a delayed opening, students should arrive at school by 10:30 and report directly to their homerooms. We understand that many of our students commute long distances and that weather conditions often vary throughout the region. Therefore, we respect your good judgment in determining the safety of the roads.

Emergency Early Dismissal Protocols

Should the need arise to dismiss the students early, parents and van drivers will be contacted directly by our staff and/or faculty. We ask that you notify any other individuals who need to be informed of the early dismissal so that the process can run as smoothly and safely as possible. **As a reminder, if your child takes a bus or van service to school, it is the parents' responsibility to notify the transportation service.**

Emergency Management Plan

A comprehensive emergency plan is in place and on file with the Princeton Borough Office of Emergency Management. This plan was formulated based upon communications with the State Office of Emergency Management, the Borough of Princeton (Mayor's Office, Police Department and the Office of Emergency Management) and a consortium of local schools. Our teachers and staff are aware of their roles and prepared to assume them confidently in the event of an emergency. Please call the office if you have any questions concerning our emergency plans.

Transportation

The following is a list of the most common ways students are transported to and from The Lewis School:

- The majority of our students are transported to and from the school by their parents.
- Many families from the same area have worked out carpooling arrangements. Phone numbers and addresses are available in the Lewis School Directory, which will be provided to you at Back to School Night.
- Some districts will provide buses for students, others will not. Application for private school transportation reimbursement is available. Funds are channeled through the family's home school district. Parents must submit the B6T Form, (included in your enrollment package and available from the Main Office) in order to receive compensation.
- Students who live within a reasonable distance may walk or ride bikes (helmets required). Please inform the office in writing prior to either of these options.
- No matter what your transportation decision, it is imperative that we remain informed of your child's arrangements. Please be sure to contact the Main Office with all changes to transportation plans.

Student Drivers

Student drivers must first obtain permission from the Director and present copies of Driver's License, Registration and Insurance card. Student drivers must understand that driving to school is a privilege, not a right. As such, they must adhere to the following guidelines:

1. NO PARKING on Lewis School property, at the YMCA/YWCA, on Greenholm Court, Seminary property, or Edgehill Road.
2. A list of available parking areas can be obtained in the Main Office.
3. Students are **NOT PERMITTED** to give rides to other students.
4. Students may not visit their cars during the course of the school day.

Parking

All parking on Lewis School grounds (Greenholm Court and along the fence) is reserved for faculty and staff. If you are visiting Adams House, please be informed that parking is prohibited in the Seminary parking lot and on Edgehill Road.

Parking Availability

- For visits of less than two hours, please park on Boudinot Street or Library Place.
- For visits longer than two hours, please use the parking garage on the corner of Chambers Street and Hulfish Street.

***** Please do not park in the circle in front of School as it has been designated a Fire Lane by the Princeton Fire Inspector.**

Communication With Parents

Effective communication between parents and teachers is a means for maximizing the education provided by The Lewis School. The following forms of communication are used to strengthen the home-school partnership:

- Scheduled Parent/Teacher conferences three times each year or as needed
- Report Cards and/or Progress Reports
- Notices sent home with students
- Telephone calls
- Notices of current events on website (www.lewisschool.org)
- Weekly Bulletins (sent home with your child and distributed via email)

Parents with a specific question or concern may send in a note to their child's homeroom teacher. Phone messages may be left for teachers by calling the office. As a rule, these calls will be returned after dismissal at 2:30.

Dress Code

Below, please find a detailed outline of clothing in compliance with the dress code. Please note, appropriately selected personal items such as headbands, socks and belts are also permitted.

The Lewis School Dress Code will be implemented on each day of the school week, Monday through Friday. All students are expected to wear the appropriate Physical Education attire (Lewis logo shirt, shorts, or sweat suit and sneakers) on their scheduled P.E. days. Spirit Days, related to community service will be announced throughout the year. On these days, students will be invited to dress according to a theme that reflects the selected community service project or event.

We look forward to working in partnership with you in this new academic year. Thank you for your continued support and cooperation.

Boys: Lower, Middle, Upper

- Collared Polo Shirt (long or short sleeved): Solid Color Only
- Oxford Button Down Shirt: Solid Color Only
- Crew Neck, V-Neck or Cardigan Sweater: Solid Color Only
- Sweater Vest
- Chinos: Plain or Pleated Front (slacks or shorts): Navy, Khaki (Beige), or Corduroy
- Cargo shorts: Navy or Khaki (Beige)
- Fleece Jacket (in Winter only): Solid Color Only

Girls: Lower, Middle, Upper

- Collared Polo Shirt (long or short sleeved): Solid Color Only
- Oxford Button Down Shirt: Solid Color Only
- Crew Neck, V-Neck or Cardigan Sweater: Solid Color Only
- Sweater Vest
- Twill Skort: Blue Plaid, Khaki (Beige) or Navy - no more than 2 inches above the knee
- Twill Skirt: Blue Plaid, Khaki (Beige) or Navy - no more than 2 inches above the knee
- Chinos: Plain or Pleated Front (slacks or shorts): Navy, Khaki (Beige), or Corduroy
- Cargo shorts: Navy or Khaki (Beige)
- Fleece Jacket (in Winter only): Solid Color Only

On Physical Education Days:

- Lewis School Logo White T-Shirt
- Navy or Royal Blue Shorts (Length must be at least mid-thigh or below.)
- Navy or Royal Blue Sweat Suit
- Sneakers

* At no time are Lewis School students permitted to wear:

- Denim
- Low cut or cropped tops
- Flip flops
- Hooded clothing
- Clothing with designs or graphics
- Jersey-style materials
- Leggings under skirts or shorts
- Torn clothing
- Short skirts or shorts (no more than 2 inches above the knee)
- Hats of any kind
- Low-riding or inappropriately fitting pants or other clothing
- T-shirts
- Stripes

Drug and Alcohol Policy

Smoking is prohibited on all school property, buildings, and vehicles in accordance with New Jersey law (N.J.S.A. 26:3).

Students suspected of being under the influence of drugs or alcohol will be referred to Princeton Medical Center for blood analysis. We will treat each violation seriously and deal with each on an individual basis. Consequences will result to meet specific situation.

Lunch/Snacks

Lunch

Lower and Middle School students need to provide their own lunch each day if they do not participate in our lunch program. In the Lower and Middle Schools, lunch is eaten in Homeroom with teacher supervision. Weather permitting, the students are taken outside for exercise and fresh air. In inclement weather, quiet social activities such as board games are provided. Upper School students are accompanied to the Princeton Theological Seminary Cafeteria each day. Upper School students have the option of bringing their own lunch or purchasing lunch in the cafeteria.

Snack

There is time set aside each morning for students to have a healthy snack. Homeroom teachers will help students identify appropriate options.

Please note that there may be situations where, due to specific allergies, we request that certain foods be avoided. Students and parents will be notified in such situations.

*** NO PEANUT PRODUCTS OF ANY KIND ARE PERMITTED IN THE SCHOOL AT ANY TIME.**

Personal Property

Electronics

We STRONGLY DISCOURAGE students from bringing the following electronics into school: CD players, Mp3 players, video games, PDA's (i.e. Palm Pilots) and iPods. We cannot be held responsible for these items and require that if they are brought to school, they remain in backpacks and out of sight for the duration of the school day (including lunch and recess).

Cell Phones

We understand the utility of cell phones and our families' reasons for supplying their children them. As always, if you need to get a message to your child, please call the office and we will pass this message on to your child. The following guidelines dictate acceptable use of cell phones by our students:

- Phones must remain off during school hours.
- Phones must remain out of sight (in backpacks, handbags or pockets) during school hours.
- Students who do not meet the above guidelines will have their phones collected and held in the office until the end of the day.
- After the second offense, the cell phone will be held until a parent can pick it up.
- After the third offense, the cell phone may be held until the end of the school year.

Health Issues

Physicals

It is the law in New Jersey that students have an annual physical examination. Due to our population, it is imperative that this law be adhered to strictly. The nurse must be kept informed of any health issues that may affect a student during the school hours. Homeroom teachers should also be kept informed as to specific health concerns.

Medication

We require that the nurse be informed of any medication(s) being taken by students, in school or out of school.

All medication taken during the school day must be turned in to the nurse at the start of the day with explicit instructions from the child's physician including diagnosis, dosage, time to be given, duration, purpose and the need for medication to be administered during the school day.

Students may not self-administer over the counter medications at any time while at The Lewis School.

It is also imperative **that the nurse be kept informed of any changes in medication** as these can dramatically affect a child's performance.