



# **Family Handbook 2011-2012 School Year**

## **Lawrence Upper School**

10036 Olde Eight Rd.  
Sagamore Hills, OH 44067  
Main Office: 330.908.6800  
Attendance: 330.908.6801

## MISSION STATEMENT

Our mission is to **teach** students who have distinct learning styles, **ignite** their potential, and **inspire** academic and social success.

## STATEMENT OF INCLUSIVITY

As an inclusive organization, Lawrence School provides services to students without discriminating on the basis of color, religion, national origin, gender or sexual orientation.

## CURRICULUM AND METHOD OF INSTRUCTION

The curriculum and method of instruction follows the educational delivery system developed by Lawrence School and its predecessor schools and meets all Ohio State Department of Education requirements.

## DAILY OPERATIONS OVERVIEW (GRADES 7-12)

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### CAMPUS ENTRANCE

The entrance to the Upper School campus is located off Olde Eight Rd., between two residential housing areas. Once in the school driveway, the speed limit is **20 mph**. The entrance has two lanes. All parties should enter and exit the campus using the right hand lane.

Parents who are dropping students off in the morning may use the circular drive in front of the school and release students at the front doors.

If you will be staying on campus for any length of time, you must park in an available Visitor's parking spot at the front of the building, so as not to delay traffic entering the campus.

### ENTRANCE TO BUILDING

Parents and students must enter and exit the school building through the Main Entrance only. All other entrances and exits will be locked and alarms set, preventing access by anyone except for Lawrence School faculty and staff members.

At the Main Entrance, the first set of exterior doors will be open, providing visitors shelter from inclement weather. Parents and guests may enter the main doors and then use the intercom system to notify the office that they are present. Office staff will then open the interior doors. Visitors and parents should immediately report to the Main Office, located on the right hand side of the foyer. All parents and visitors should sign in at the counter in the Main Office and should wear a visitor's tag throughout their time in the building.

### SCHOOL HOURS

Students should arrive no later than 8:25 a.m., but not before 8:00 a.m. Any student who arrives after 8:30 a.m. will be considered tardy. Students are dismissed at 3:20 p.m.

### EVENING CAMPUS CLOSING

All students must depart the Upper School campus no later than 5:45 p.m., unless they are involved in an extra-curricular activity that requires a later departure time. Lawrence School does not provide supervision for students after 5:45 p.m. Parents or guardians arriving for student pick up after 5:45 p.m. will be billed \$20.00 per 15 minute period that their child remains on campus. \$20.00 billing will commence at 5:46 p.m. and compound at one minute after the beginning of each successive 15-minute period of time until the child is picked up. Consistent late pick ups can result in exclusion from after school programs, and/or termination of enrollment in the school.

### BELL SCHEDULE

Lawrence School follows a bell schedule with built in passing periods and specific times after which students will be considered tardy to class. Please see the Bell Schedules on the pages that follow.



## Daily Bell Schedules Middle School

### Middle School – Group A

Period	Time
1 Advisory	8:30-8:40
2	8:40-9:40
3	9:40-10:40
4 Writing Workshop/Olweus Class Meetings	10:40 – 11:20
5 (Activity)	11:20-11:45
6 (Lunch)	11:45-12:10
7 /8 (Special)	12:10-1:00
9	1:00-2:00
10	2:00-3:00
11 Advisory	3:00-3:20

### Middle School – Group B

Period	Time
1 Advisory	8:30-8:40
2	8:40-9:40
3	9:40-10:40
4 Writing Workshop/Olweus Class Meetings	10:40 – 11:20
5/6 (Special)	11:20-12:10
7 (Lunch)	12:10 – 12:35
8 (Activity)	12:35 -1:00
9	1:00-2:00
10	2:00-3:00
11 Advisory	3:00-3:20

### Middle School Grades 7 and 8 - Early Release (12 noon)

Period	Time
1 - Advisory	8:30 – 8:40
2	8:40-9:25
3	9:25-10:10
8	10:10-11:55
9	11:55-11:40
10 - Advisory	11:40-12 Noon
Dismissal	12 noon



## Daily Bell Schedules High School

### High School – Grades 9-12

Period	Time
1	8:30-9:15
2	9:18-10:03
3	10:06-10:51
4	10:54-11:39
5	11:42-12:12
6	12:15-1:00
7	1:03-1:48
8	1:51-2:36
9 Advisory	2:39-3:20

### High School - Early Release

Period	Time
1	8:30-9:00
2	9:03-9:30
3	9:33-10:00
4	10:03-10:30
6	10:33-11:00
7	11:03-11:30
8	11:33-12:00
Dismissal	12 noon

### High School – Exam

Period	Day 1	Day 2	Day 3
8:30-10:10	1 <sup>st</sup> period exam	3 <sup>rd</sup> period exam	6 <sup>th</sup> period exam
10:10-10:20	Break	Break	Break
10:20-12:00	2 <sup>nd</sup> period exam	4 <sup>th</sup> period exam	7 <sup>th</sup> period exam
12:00 – 12:30	Lunch	Students Released	Students released
12:30-2:10	8 <sup>th</sup> period exam	Make-up Exams	Make-up Exams
2:10	Students Released		

## EARLY ARRIVAL

Students arriving before 8:25 a.m. need to enter the front doors of the building and report to the following areas:

- **Middle School students**—7th and 8th Grade (Blue) Common Area
- **High School students**— 9th and 10th Grade (Green) Common Area
- **High School students** – 11<sup>th</sup> and 12<sup>th</sup> Grade (Red ) Common Area

## DISMISSAL PROCEDURES

In order to ensure safety and order during dismissal procedures, it is important that the following guidelines be followed:

1. During afternoon dismissal, only school buses, vans and other transportation services may use the circular driveway in front of the main entrance to pick up riders.
2. When entering campus for afternoon pick up, please proceed past the building, toward the parking lot near the baseball field.
3. Please secure a parking space in one of the first two rows (near the baseball field) of the parking lot at the side of the building and wait for riders in that parking space.
4. Please do not park along the curb near the bell tower or stop in the middle of the lot to pick up students. This is disruptive to the process and creates safety concerns for students moving through the lot.
5. Additional instructions will be provided on the first day of school.
6. We discourage parents and other drivers from arriving before 3:10 p.m. Such early arrival slows the dismissal process substantially.

## LUNCH

Students must provide their own lunches, except on pizza days and other days as specified by the school. Water/juice machines are available to students in the high school during the lunch periods, but no food/snack vending machines are available on campus. Middle school students do not have access to vending machines of any type during the course of the academic day.

Pizza is sold by Student Council on most Fridays. The money for pizza is always collected the previous Wednesday and the order placed at that time. Additional orders cannot be added on other days. Students should not count on extra pizza being available on Friday. For other delivered food options, orders are taken and money collected on Tuesday, for delivery on Thursday. Students who pay for their meals and are then absent on delivery day receive a credit to their account for the following week.

All students must remain on campus for lunch; no off campus lunches are permitted.

## PHOTO/VIDEO POLICY

On occasion, either by Lawrence School staff or under the supervision of Lawrence School staff, students may be captured in photography and/or video for the following purposes: parent newsletter, printed materials (including but not specific to admissions brochures, event flyers,

or advancement updates), school videos, website photos and videos, news media stories and/or video, and other community-building events and activities. We respect student privacy and protect personal information; as a result, unless prior permission is granted on a case by case basis, students under 18 years of age will only be identified by first name and last initial (if identified at all).

If you prefer your child not be captured in photography/video that may be accessed by members outside the immediate Lawrence community, you will need to opt out by either checking the “opt out” option on your annual Student Information Form, or sending written notice to the *Communications Director* at either campus address.

\*Please note that students on the “opt out” list who enroll in classes such as Video Editing (where videos are routinely posted online as part of class projects) will be asked to grant specific permission for video inclusion in those classes only.

Please note that the photo policy does not include inclusion in the Yearbook, school pictures, class projects, or any photo or video displays that are used exclusively inside the buildings or for use by internal Lawrence audiences only (teachers, students, families). Students will automatically be included in all internal photo/video opportunities unless parents indicate differently in writing to the Communications Director.

## STUDENT ATTENDANCE / ABSENCE PROCEDURES

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Students learn best in the classroom with the guided instruction our teachers provide. Lawrence School's explicit, multisensory teaching methodologies are only effective when students are in school to participate in instruction. Frequent absences disrupt the educational process and threaten student learning. Regular attendance and punctuality are essential to school success and help build responsible habits for our students.

### NOTIFICATION OF ABSENCE

Parents are responsible for assuring regular school attendance. If your child is unable to attend school, please call the attendance line (330.908.6801) before 8:30 a.m. *and explain the reason for the absence.* If we do not hear from you, the student's time away from school will be counted as an unexcused absence. Ohio Rev. Code 3321.04, requires daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time.) A student who is consistently absent or tardy may jeopardize his/her academic standing and enrollment in the school.

### TARDINESS

The academic portion of the school day begins at 8:30 a.m.; students arriving after this time are considered tardy. Disciplinary actions for excessive late arrivals can include lunch time and after school detentions, loss of credit for work missed and course failure.

--The only type of excused tardy is a scheduled medical, psychological, psychiatric or other health care appointment, with verification of the appointment either prior to or following the visit. All other types of tardies are considered unexcused. Tardies for weather and traffic issues will only be considered excused when a substantial portion of the student body is late to school because of the same set of circumstances.

### EXCESSIVE ABSENCE

Excessive absence from school will be handled on an individual basis by the school's administration. Parents will be informed by letter, phone or a personal meeting that attendance concerns for a student are mounting. Generally, this information will be provided to parents at 5, 10 and 15 days missed. Parents can gather attendance information by contacting the main office at any time.

--Students who do not consistently attend school may fail academic classes, resulting in the need to retake classes during the summer months, or failing to advance to the next grade level. Course failure, loss of credit and course retake decisions are at the sole discretion of the upper school administration, based on student knowledge and understanding of course content.

--Parents are expected to submit documentation for medical, dental, psychological or psychiatric appointments to the school office for inclusion in the student's record.

## PLANNED ABSENCES

Absences for a family trip or vacation, non-school sponsored activities, college visitations, etc. are considered a planned absence, and count against the total number of days a student misses in a school year. The following criteria are in place for all planned absences.

- 2 weeks written notice is required, informing the Academic Dean of the absence and requesting work that will be issued during that time. **IF WORK IS REQUESTED FROM THE SCHOOL, IT MUST BE COMPLETED AND TURNED IN ON THE STUDENT'S FIRST DAY BACK TO SCHOOL.**
- Less than 2 weeks notice results in the school having the option of whether or not work will be organized and sent with the student during their time out of school.
- If work is not sent, arrangements will need to be made to have the student remain after school nightly upon his/her return until all work is made up.
- Days taken for family trips or vacations count against a student's total days missed for purposes of issuing academic credit.
- Days taken without parent or school permission are considered truancy. Any student truant from school will receive zero credit for work missed on that day, but will be required to make up the work during the assigned In-School Suspension.

## MAKE-UP WORK

Students are required to make up work that is missed during an absence, unless special arrangements have been made with the school's administration. Students must follow the individual classroom teacher's requirements in terms of due dates for missing work. The school reserves the right to require students to stay after school in the Learning Resource Center (LRC) in order to complete make up work following an absence.

## MEDICAL EXCUSE

For any medical absence to be considered excused, a note from a physician is *required* on the day the student returns to school.

## ADMINISTRATIVE RELEASE

Administrative Release is a procedure that is unique to Lawrence School, and which attempts to honor the various medical and psychological concerns that may emerge for our students during the course of the academic year. Administrative Release procedures may be for short periods of time, or for an extended period based on student needs. The institution of Administrative Release procedures reduce or eliminate student work and course loads until students are able to return to school on a full time basis.

Administrative Release procedures can only be initiated by Lawrence School staff members, and additional information on this program will be shared should it become necessary for a particular student.

## MEDICAL POLICIES AND PROCEDURES / STUDENT HEALTH CENTER

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The Upper School Student Health Center is open daily from 10:30 a.m.-1:30 p.m., and is staffed by a Licensed Practical Nurse. Students presenting with health concerns will be screened and treated appropriately during these hours. Students who are too ill to remain on campus must be picked up within 90 minutes of the time that the nurse or school office contacts a parent or guardian.

### PRESCRIPTION MEDICATIONS

Lawrence School personnel will administer **PRESCRIPTION** medication to students who need to take it during the school day. The following procedures **must** be followed:

1. All medications must be brought to the main office in the original prescription bottle.
2. A doctor/prescriber's release stating dosage and time of administration must be provided to the main office before medication can be administered.
3. Lawrence School will not deviate from the doctor/prescriber's orders in administering the medication at any time.
4. No medicines/vitamins or supplements are to be carried by any student during the school day. This includes cough drops, eye drops, herbal remedies or any other substance intended to treat or mitigate a health condition.

### NON-PRESCRIPTION MEDICATIONS

Non-prescription medications such as Tylenol, cough drops, etc., will be administered from a supply of single-use packets of medication kept in the school clinic. Written parental authorization for the administration of this type of medication is required. The following medications will be kept in the school clinic:

Motrin (Ibuprofen 200 mg.) 1-2 tablets for pain relief, up to a maximum of two tablets per school day.

Tylenol (Acetaminophen, 500 mg.) 1-2 capsules, for pain relief, up to a maximum of two capsules per school day.

Midol Teen (Acetaminophen 500 mg., Pamabrom, 25 mg.), 1 capsule for pain relief, up to a maximum of one tablet per school day.

Benadryl (Diphenhydramine, 25 mg.) 1-2 capsules for allergic reaction, up to a maximum of two capsules per day. (Note: students cannot drive for 4-6 hours after taking Benadryl).

Cortaid (Hydrocortisone cream 1%) for itching, one administration per day.

Sudafed Non-Drowsy (Pseudoephedrine 30 mg.), 1-2 tablets, maximum of two tablets per day.

Roloids (Calcium and Magnesium Antacid), 1-2 chewable tablets, up to a maximum of 2 tablets per day.

Menthol-eucalyptus cough drops, as needed, up to a total of three drops per day.

Triple antibiotic ointment for topical administration, one administration per day.

We strongly discourage parents from sending additional over-the-counter medications to school. Parent permission for the administration of all medication is required, and both prescription and over the counter medications will only be administered if they are sent to school in the original prescription bottle or store packaging.

School staff are absolved from any responsibility which might be associated with the administration of medication.

We are aware that many students require medication in order to function at optimal levels. Our staff members are trained to support and accommodate, on a confidential basis, for students who are on medication. If there is a tendency for a student to forget to dose a beneficial medication at home, this medication can be stored and dosed at school, following the guidelines detailed above.

## CHANGE OF MEDICATION REGIMEN

Lawrence School insists that members of the administration be informed of changes to a medication regimen at the following points:

1. The start of the academic year
2. Any time dosage amount or dosing schedule changes
3. Any time a new medication is introduced
4. Any time a medication is discontinued
5. Any time a dosage is missed on a particular day
5. If a dose of medication is missed, the school will use the medication provided by the parent in order to resume the normal dosing schedule. If no supply of medication is available in the Student Health Center, and the lack of medication will likely result in a difficult day for the student, he or she will be placed in the Supervised Study Center for the balance of the day.

Please note that school staff may notice changes in student behavior related to medication well before these changes appear at home. We will be happy to keep you informed as to your child's performance on and off medication, but we must be kept abreast of your student's medication status. **If you choose to adjust your child's medication or discontinue the use of medication, and you fail to inform the school, disciplinary actions normally applied to students will be in effect. This includes detention, suspension and expulsion.** We are happy

to accommodate for students and to modify expectations as they adjust to new medication regimens. However, parental failure to disclose relevant information makes it difficult to implement appropriate supportive measures.

## **INFECTIOUS/CONTAGIOUS DISEASE POLICY**

At Lawrence, the health, safety and welfare of our students and staff is our highest priority. This guideline is adopted to protect all members of our community.

If there is substantial reason to believe that a student, a member of his/her immediate family, or a staff member has an infectious or contagious disease or syndrome which could jeopardize other members of our community, the school may require that the student or employee submit to an evaluation by a medical doctor selected by the school. The student or employee may be removed from school until a recommendation is made to the school by a medical doctor.

A staff member or student who has a communicable disease which requires reasonable precautions or modifications, but does not prove to be a significant health risk for the school community, will be allowed to remain at school.

In addition to the Head of School and President of the Board of Trustees, only those persons with a need to be made aware for medical or prevention reasons will be informed of this condition.

If a staff member or student has an infectious or contagious disease which directly relates to the health and safety of others, as defined by the Ohio Department of Health, the Head of School may require the authorization of a confidential release of the required medical information to the school if the carrier wishes to remain part of the school community. Failure of the carrier to disclose such a medical condition may result in termination. Participation in the school program will not be denied unless continuation poses a danger to others. Such decisions will be determined on a case-by-case basis and will be made by the Head of School and President of the Board of Trustees in collaboration with both medical and legal counsel.

## **ACADEMIC POLICIES AND PROCEDURES APPLICABLE TO ALL GRADE LEVELS**

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### **COURSE CHANGE – ADD/DROP**

Lawrence School advises all students to put time and thought into their schedule requests. Courses selected during the scheduling period shall be considered final selections, unless changes are necessitated by one of the following:

1. Failing a course for the semester.
2. Satisfactory completion of a course during summer school.
3. Parent, teacher and administrator agreement that a change is beneficial.

Note: Requests for course changes must be made before the end of the first two weeks of the semester (September and January). Schedule changes will not be made after this time, unless the change is initiated by the school.

### **HOMEWORK PHILOSOPHY AND PROCEDURES**

#### **STATEMENT OF PROBLEM**

Lawrence School recognizes that homework may often be a source of significant and chronic stress for students and their families. We also recognize that the amount of homework a school gives is often used as a misplaced measure of academic rigor. And, we know that students and parents are often judged harshly when homework assignments are not completed, without regard for the unique challenges adolescents may face in demonstrating the range of executive function skills required to complete, organize and return homework to school on time, each and every day.

At the same time, Lawrence School recognizes that homework is a necessary part of a student's educational experience. Particularly at Lawrence School, where diagnostic teaching is standard practice, teachers must be able to assess, through homework, a student's grasp of the information covered in class. Further, we believe that consistent completion of homework assignments enhances a student's learning experience and helps to build skills that will be applicable throughout the life span.

#### **BRIDGING THE GAP-LAWRENCE SCHOOL'S RESPONSE**

The faculty and administration of Lawrence School recognize that a different approach to the homework dilemma is required. A core group of teachers and members of the school's administration met over a 24-month period to discuss the issues related to homework and to craft a response to the homework debate. Our goal was to create a set of procedures that respected the needs of the students and families we serve, while honoring the effectiveness of homework in guiding instruction.

The process was exhaustive and involved more than a dozen small group meetings, two half-day planning sessions guided by a trained facilitator external to the school, surveys of students and teachers, as well as interviews with teachers and administrators at other schools like Lawrence across the United States. From this process, we learned that the issue of homework plagues schools across the country. Most of the staff at the other schools we talked to indicated that their school has no formal procedure for managing homework, aside from penalizing students for the lack of completion. More than one school asked us to send our completed policy and procedures related to homework to them upon completion. We believe, therefore, that this undertaking will not only help us to better meet the needs of our students, but it may also serve as a model that other schools will choose to emulate.

Please review this information carefully. We welcome your questions and comments and look forward to partnering with you to end the “homework wars” once and for all.

## WHAT WE BELIEVE

The **purpose** of homework at Lawrence School is to

- Assist students in building academic confidence by allowing them to experience success, while also becoming aware of their limits.
- Facilitate the capacity for students to demonstrate a sophisticated level of metacognition—a student’s ability to think about their own thinking.
- Reinforce critical concepts taught in the classroom through independent practice.
- Continue to build and enhance a partnership between home and school.
- Allow the teacher to have an increased level of awareness of student strengths and weaknesses, thereby guiding personalized instruction.
- Improve executive function skills –the ability to organize, plan and manage time.
- Provide opportunities for students to demonstrate application of knowledge and skills in a variety of settings.

## IN A WAY THAT

- Minimizes anxiety and frustration.
- Honors individual learning styles and needs.
- Recognizes and respects competing demands on students' time outside of school.
- Is meaningful and purposeful.

- Promotes exploration and discovery.
- Meets students at the zone of proximal development (Zone of Proximal Development – or ZPD- asserts that all learning is meaningful when level of challenge is not overwhelming to a child’s level of competence).
- Recognizes attempts at completion and/or attempts to problem-solve.
- Is strategically designed for each child.

### **SO THAT STUDENTS**

- Apply and expand knowledge in different settings.
- Gain a desire for continued learning and growth.
- Transfer skills to future life experience.
- Become more self-sufficient and accountable.
- Own their academic and social strengths and challenges.
- Practice self-advocacy without arrogance or apology.
- Master effective study techniques, organizational, and time management skills

### **SO THAT TEACHERS**

- Are able to assess students’ strengths and challenges using subjective and objective - based data.
- Can obtain a better perspective of how each student learns.
- May adjust curriculum and methods according to students’ needs.
- Are equipped to provide constructive feedback regarding student progress.

### **SO THAT PARENTS**

- Can celebrate their child’s strengths and accomplishments.
- Are empowered to taper their level of involvement based on child’s developmental needs, independence, and level of ability.
- Gain a better understanding of their child’s learning style.
- Receive consistent feedback regarding what the student is learning and how he or she is progressing toward the goal of content mastery.

## PROCEDURAL ELEMENTS

- ✓ Homework will be *weighted*, such that homework will be worth no more than 20% of a student's grade in any class.
- ✓ Among many grading categories, Homework and Assessments (tests) will most likely be the two areas that make up the highest percentage of a student's grade in a course.
- ✓ In order to honor student achievement in their area of highest performance, a *Top Skill* category will add 10% to a student's grade for either the Homework Category or the Assessments Category, whichever is higher at the close of the grading period.
- ✓ A Learning Resource Center, in operation from 3:20-5:00 p.m. Tuesday-Friday, will be staffed by one of Lawrence School's Learning Specialists, and will serve the function of providing students with a structured, supportive environment in which homework assignments can be successfully completed, at the request of a Lawrence School faculty member.
- ✓ If students neglect to complete a homework assignment that is due on a particular day, they will have one evening to make up that assignment and submit it the next day, for 75% credit.
- ✓ If the assignment is not completed overnight and submitted one day after the due date, the student will be required to attend the Learning Resource Center after school *on that day* in order to complete the assignment. If the assignment is completed and submitted during the Learning Resource Center hours, 75% credit can still be earned.
- ✓ *If a student must attend the LRC, parents are responsible for transportation following the session.*
- ✓ Any assignment not submitted two days or more after the due date will receive 50% credit if submitted before the *end of the unit in which the work was assigned*, and if the student voluntarily participates in the Learning Resource Center in order to complete the work.
- ✓ Any student who fails to attend a required session in the Learning Resource Center, or who neglects to turn in an assignment before the close of a course unit will receive 0% credit for that assignment.

An incentive program is evolving and rewards students who consistently complete homework. Incentives will be provided at regular intervals throughout the school year.

## LEARNING RESOURCE CENTER

Lawrence School provides students with access to the Learning Resource Center between the hours of 3:30-5:00 p.m. Tuesday through Friday. The LRC can be used by any student wishing to complete homework before leaving school (with teacher recommendation) and attendance at the LRC will be **required** of any student who does not complete and submit homework on the date it is due. The LRC will be staffed by one of Lawrence School's Learning Specialists, along with content area teachers on a rotating basis. The Learning Resource Center (LRC) will also be open from 8:00-8:30 a.m. daily for students who are referred for additional support by classroom teachers.

## ASSIGNMENT NOTEBOOKS

Assignment notebooks are a critical element of the school's effort at helping students organize their time and complete assignments. Please insist that your child show you his / her assignment notebook nightly so that you are aware of his or her progress in each academic class. Students in grades 7-10 are responsible for maintaining a Lawrence School issued assignment notebook which will be reviewed and signed by each teacher, each day. Please sign the paper notebook in the appropriate space daily.

**As a parent, you should expect that all of your child's teachers will sign off on his/her assignment notebook every day, for every class. If you see that this is not occurring, please contact the Academic Dean immediately.**

## ACADEMIC INTEGRITY

In order for individual students to grow academically, it is extremely important that all work submitted by that individual be his/her original work. Teachers value independent work submitted by students because skill levels can more accurately be determined and assistance in developing skills can be provided.

If parents find that a student needs assistance at home, please contact the issuing teacher to determine the best way to intervene and provide support.

Students taking tests, quizzes, and completing work must do their own personal best, which means not sharing answers with or taking answers from others. If academic dishonesty is an issue, the students involved will be sent to the Academic Dean immediately and an administrative review of the case takes place. Students and parents will be informed of all incidents of academic dishonesty and the associated consequences. Continued issues with academic dishonesty will result in additional and progressively more severe disciplinary consequences, at the discretion of the school administration.

## GRADES AND REPORT CARDS

Students will be given a syllabus by each teacher. Individual expectations and grading requirements will be explained. All assigned work, quizzes and tests will be graded.

Lawrence School utilizes the Modular Management System for Schools (MMS), an online

information management and grade book system that allows students and parents to view grades and assignments in all classes using any computer with Internet access. Parents will be able to access information through the MMS Parent Portal and all grades will be reflected in the online grading system.

Teachers will be updating grades weekly throughout the year. Access to the system will be shared, in confidence, with each family enrolled. If you do not have the ability to access the Internet from home or work, please contact the Academic Dean so other arrangements can be made. At the end of each quarter, you will be able to access your student's grades through MMS and a hard-copy grade report will be mailed home as well. Please check the school calendar for grade report mailing dates.

## **ACADEMIC PROBATION**

Students who consistently fail to meet minimum academic standards will be placed on Academic Probation. Students can be placed on Academic Probation for several reasons, including, but not limited to: low grades, failure to complete homework assignments and academic dishonesty. The student and family will be notified that Academic Probation procedures are being activated and the status will be considered time-limited. Assuming no further incidents occur during the probation period, students will again be considered in good standing. More than one rotation on Academic Probation will result in a review of enrollment status.

## COMMUNICATION

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### LAWRENCE NEWSLETTER

Throughout the year, the online Lawrence School Newsletter will be made available to families. The Newsletter will provide you with valuable information about upcoming events and important news relating to Lawrence School. Please read all information that appears in the Newsletter carefully in order to stay informed about your child's school activities. The Newsletter can be found on our website at [www.lawrenceschool.org](http://www.lawrenceschool.org) and will be e-mailed to all families who provide e-mail contact information.

### PARENT CONFERENCES

Parent Conferences will be held in the late Fall, as indicated on the school calendar. At these conferences, you will have the opportunity to meet with each of your student's teachers, who will share vital information and work samples with you. Conferences will be scheduled in advance with specific teachers so that the time available can be used optimally. All families are encouraged to participate in Parent/Teacher Conferences.

**Additional progress conferences are always available and can include any staff member who works with your child. If you feel a need to meet with one or all of your child's teachers, simply notify the Academic Dean or Dean of Students and arrangements will be made promptly.**

### CHART OF ORGANIZATION

In order to ensure that student needs are met quickly and consistently, the areas of responsibility for each administrator are detailed below, along with the name and contact information of the person in that position for the 2011-2012 academic year. Please keep this list handy as you contact Lawrence School with questions. Each member of the administration will answer questions related to their individual area and/or will refer you to the appropriate member of the team as needed. In cases where you are uncertain who to contact, please call 330.908.6800. Our office staff will be happy to direct you to the faculty member best equipped to address your concern.

**Head of Upper School**  
**Mr. Jason M. Culp**  
-Directs the operation of the Upper School  
330.908.6810  
jculp@lawrenceschool.org  
**Administrative Assistant**  
**Elores Chones**  
440.908.6800  
echones@lawrenceschool.org

**Dean of Students**  
**Mrs. Shanika Lovelace**  
-Monitoring of student social and behavioral concerns  
-Affective program development  
-Driving/ parking permits  
330.908.6805  
slovelace@lawrenceschool.org

**Academic Dean**  
**Mrs. Cheryl Cook**  
-Curriculum development  
-Monitoring of student academic progress  
-Report cards and course scheduling  
330.908.6804  
ccook@lawrenceschool.org

**Athletic Director**  
**Mr. Ron Messer**  
-Coordination of all aspects of Athletic program  
-Management of student athletic eligibility  
330.908.6814  
rmesser@lawrenceschool.org

**School Psychologist**  
**Mrs. Barbara Baley**  
-IEP/MFE/504/Accommodation Plan monitoring and reporting  
-Speech and Language services  
-Transition / outplacement planning  
330.908.6811  
bbaley@lawrenceschool.org

**Special Programs and Alumni Relations Director**  
**Mrs. Amanda Carter**  
-Coordination of extra-curricular activities, field trips and special events.  
-Community Service program/ projects.  
-Oversight and management of alumni relations program.  
330.908.6803  
acarter@lawrenceschool.org

**Post-Secondary Guidance Director**  
**Mrs. Jennifer Mattes**  
-Standardized testing  
-College visits, applications and scholarships  
-Junior/Senior Projects  
330.908.6815  
jmattes@lawrenceschool.org

## MIDDLE SCHOOL (GRADES 7-8) PROGRAM INFORMATION

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### FRIDAY BINDERS

Each week, on Friday, middle school students will bring home a black binder, containing information and graded assignments from the week. Parents are strongly encouraged to review the black binder and sign in the location indicated. Students are rewarded quarterly for consistently having their black binders signed. Please let the Academic Dean know immediately if your child's binder is not coming home.

### WRITING WORKSHOP

Beginning with the 2011-2012 school year, a Writing Workshop has been added to the middle school curriculum. The Writing Workshop will take place multiple days per week and will operate as a stand-alone workshop designed to enhance student writing skills. The workshop is not graded and will generally not include homework. If you have questions about the Writing Workshop, please contact the Academic Dean.

## HIGH SCHOOL (GRADES 9-12) PROGRAM INFORMATION

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### COMMUNITY SERVICE REQUIREMENTS

Community service requirements have been substantially modified, beginning with the start of the 2011-2012 school year. There is no longer a required number of hours of community service that students must complete per year.

--Students in the 9<sup>th</sup> and 10<sup>th</sup> grade will study a community need during their advisory class throughout the year and then complete a culminating service project during the school day.

--Students in the 11<sup>th</sup> grade will assume leadership of a school-based project, such as campus beautification, Red Ribbon Week (alcohol and other drug awareness), etc. and see that this project is completed successfully and that it benefits the school community. Projects at this level will take place at various points in the school year.

--Students in the 12<sup>th</sup> grade will not have a specific community service requirement. They will, however, have the option of participating in a service learning project as an alternative to the senior internship project.

### SENIOR PROJECT

Seniors intending to graduate from Lawrence School are required to complete a Senior Project. The Senior Project includes establishing a place of internship, applying for the internship through the Office of Post-Secondary Guidance, completion of a multi-day internship and participation in the annual internship fair. Students will receive additional guidance on this

project during their Advisory classes. New for 2011-2012 is the introduction of a service project as an alternative to a business based professional internship.

## **JUNIOR PROJECT**

Juniors are required to complete two (2) career shadowing days, in two different areas of interest. Students will receive more specific guidance related to this project during their Advisory classes.

## **ASSIGNMENT NOTEBOOKS IN GRADES 11-12**

Students in the 11th and 12th grades will have the option of keeping their own assignment notebook which is not subject to signature by classroom teachers, or choosing to use the Lawrence School-issued assignment notebook.

Any student working with a Learning Specialist will be required to use a Lawrence School issued assignment notebook diligently and parents are required to review the notebook each evening.

## **STANDARDIZED TESTING**

Lawrence School will administer the Ohio Graduation Test and other standardized tests throughout the academic year. Please refer to the Lawrence School calendar for specific testing dates. If you have questions related to our testing procedures, please contact the Director of Post-Secondary Guidance.

## **MID-TERM / FINAL EXAM TESTING SCHEDULE**

All high school students are expected to take midterm and final examinations. During exam week, courses are rearranged to facilitate extended testing periods. A schedule for the week of exams appears in the Bell Schedule section of this handbook. Students are required to be present on campus only when they have exams scheduled. Late arrival and/or early dismissal from school should be expected during exam weeks, based on individual student schedules and associated testing times.

## EXTRA-CURRICULAR, ATHLETIC AND SPECIAL PROGRAMMING

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Lawrence School believes that participation in extra-curricular programming is an important part of a student's total education. We believe that each student should have the opportunity to excel in areas of interest outside of the academic setting. The program is founded on the following beliefs:

1. Extra-curricular programs have the potential to positively impact students both in terms of self-esteem improvement and by adding structure to the after school hours.
2. Extra-curricular programs operate best when they focus on skill development and personal enjoyment, rather than on any one person's desire to win.
3. Extra-curricular programs are voluntary and a privilege offered to students in good faith.

### CURRENT OFFERINGS

A wide variety of programs are offered and we strongly encourage all students to participate in one or more activities during the course of the academic year. On a quarterly basis, information and registration procedures for each extra-curricular program to be offered for the coming quarter are provided for review. Please discuss the offerings with your child and then submit the appropriate registration forms. Program registration periods will also be advertised in the Lawrence Loop.

### SCHOOL ATTENDANCE

Students must attend school regularly in order to succeed. Students who miss school for any reason on a particular day are also ineligible for extra-curricular activity on that day. Students must arrive at school no later than 11:30 a.m. in order to be eligible for participation in that day's practice, meeting or game. Chronic absence or tardiness may result in a student being declared ineligible for extra-curricular activities. Students who do not attend school, but then arrive for practices or games during the after school hours will be suspended from the next two practices or games, as a consequence.

### ENROLLMENT

Every student who indicates an interest in an offered program will participate, if enrollment limits are not exceeded. Each activity will allow only a limited number of participants. Students who have forms completed and fees paid will be the first to fill the roster spots.

### PROGRAM EXPECTATIONS

1. Parents must pick up students from meetings or events on time. Repeated failure to pick up on time can result in student ineligibility.
2. Lawrence School must be informed of a parent's transportation arrangements related to travel off school grounds for games or meetings. A "Transportation Authorization Form" must be completed and filed at the school before the season begins. Lawrence School will follow the instructions on the form throughout the academic year unless a new form is completed and filed.

## TERMINATION OF PARTICIPATION

Lawrence School reserves the right to terminate extra-curricular program participation by any student or family at any time, with appropriate notice. Any termination of participation, whether voluntary or imposed by the school, carries with it the obligation to pay any participation fees in full.

## SUPPLEMENTARY FEES

In most cases, there is a supplementary fee per program for extra-curricular clubs, activities and sports that is the responsibility of families. Fees may be adjusted or added during the academic year as needs arise. Parents will receive ample notice regarding fee changes.

## FORM COMPLETION

Required forms must be on file before students will be considered eligible to participate in any activity. Please see the extra-curricular information sent with this packet for a statement of deadline dates.

## ADVISOR CONTACT INFORMATION

When your child enrolls in a specific program, you will be provided with the name and contact information of that program's Advisor. Please use this information as your first point of reference for questions or concerns.

## CALENDAR OF EVENTS

Lawrence School maintains an updated, online calendar of events related to the extra-curricular program. Please log on to the school website at [www.lawrenceschool.org](http://www.lawrenceschool.org) and click the link to the calendar on the homepage. This calendar should be checked daily for updates if your child is enrolled in extra-curricular programming.

## FIELD TRIPS

Field trips are planned to enhance the academic program and to broaden the experiences of our students. A **Special Event Participation Authorization Form** will be sent home at the beginning of the academic year and your signature will authorize your student's participation in each planned event during the academic year.

Based on behavior and academic performance, Lawrence School reserves the right to exclude any student from participating in a field trip. If behavior during a field trip is deemed inappropriate at any time, the staff reserves the right to send the student home or have the student picked up by a parent. If this occurs, transportation for the student is the parent's responsibility.

If your child does not attend the scheduled field trip, he/she must remain at home and the absence will be considered unexcused. Field trips are considered an integral part of the curriculum and all students should work to remain eligible for such trips.

## SCHOOL DANCES

School dances are held for currently enrolled students of Lawrence High School. Any Lawrence

High School student in attendance at these functions will be held accountable to all school rules/dance guidelines. By signing the Acknowledgement Form indicating your understanding of all school policies, you agree to these guidelines as well.

1. All Lawrence High School dances are considered school sponsored events and therefore all rules and policies found in the Lawrence Upper School Family Handbook shall be in effect.
2. Students who purchase tickets will be required to have the Family Handbook Acknowledgment Form signed by their parent/guardian and submitted to the school office prior to the event.
3. Only Lawrence School students in the 9<sup>th</sup> through 12<sup>th</sup> grades are permitted to purchase tickets to school dances. Prom is for 10<sup>th</sup>-12<sup>th</sup> grades only.
4. Students who are asked to attend a Lawrence High School dance as the guest of a Lawrence High School student must have the **Lawrence High School Visiting Student Event Contract** signed by their parent and school principal granting permission for them to attend.
5. The age limit for outside guests shall be 20 years of age.
6. When students and guests **arrive** at the event, they are expected to exit their vehicles immediately and enter the building. No loitering is permitted in parking lots.
7. When students and guests **leave** the event, they are expected to exit the building immediately, enter their vehicles, and leave the premises. No loitering is permitted in parking lots.
8. Students and guests who arrive at an event after the stated start time will not be admitted.
9. Staff Chaperones will make phone calls home to parents of all students who have purchased tickets but fail to arrive before the doors are locked.
10. Students and guests are expected to dress in a neat, clean and modest manner. Any apparel that, in the opinion of the staff/administration, is inappropriate or violates health and safety codes is prohibited.
11. Students and guests must comply with requests, orders and directions of Staff Chaperones (Lawrence School teachers & administrators) or other authorized personnel during any period of time when the student is in attendance at the event. Failure to comply is grounds for removal from the event as well as additional consequences according to school policy.

12. Students and guests shall not use, sell, offer to sell, deliver, consume or appear to be under the influence of any drugs of abuse, either by behavior or odor. This includes alcohol, tobacco and other counterfeit drugs of abuse as well as any substance being used in a manner inconsistent with its product labeling. Please note that all other school policies related to alcohol, tobacco and other drug use and abuse will remain in affect at all times at all school sponsored events
13. Students and guests shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff.
14. Students and guests shall not use profane, obscene or vulgar language, or engage in physical contact of a suggestive or sexual nature throughout the event.
15. Staff Chaperones will make phone calls home to parents of all students who request to leave prior to the conclusion of the event. Parents must grant permission before the student can be released.
16. Students and guests leaving school dances early will not be readmitted.

**Any Lawrence School student or guest that is found to be in violation of Lawrence High School rules and procedures will be asked to leave the event immediately, without refund.**

## SCHOOL CLOSING AND EMERGENCY PREPAREDNESS

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### UNSCHEDULED SCHOOL CLOSINGS

In the event of an unscheduled school closing such as a snow day, school closure or school emergency, custodial parents will be contacted by an automated phone service called AlertNow, with a message containing details on the school closure. Non-emergency phone calls (i.e., snow day) will be sent to the home (or primary) number, and your caller ID will display the phone number of the school. Emergency calls will be sent to all phone numbers on file (work, cell, home, etc.) and your caller ID will display the numbers "411."

We will make every effort to contact local TV and radio stations as well, but the telephone call from AlertNow will be your official notification. Because we service students from a wide geographical area, closing school due to weather is contingent upon major highway road conditions. It is the parent's responsibility to determine whether your child can be safely transported to school and to keep him/her home if this is not possible.

### EMERGENCY PREPAREDNESS

At Lawrence School, our number one priority is always the safety and security of our students. Our administration has devised an Emergency Operations Plan that includes response plans for a variety of national or local situations which could potentially put our students at risk during the school day. Lawrence School practices regular fire drills, tornado drills, and lockdown safety drills per year to prepare for an emergency or crisis. Students are prepared for these drills by staff.

In the event of an actual emergency, the AlertNow service would be used to contact parents with information regarding the status of school and arrangements to pick up students, if judged safe by the school. Phone calls will be placed to all phone numbers on file for custodial parents, including home, work and cell numbers. The school's first responsibility in any emergency is to ensure the safety of students. Depending on the nature of the emergency, access to the campus or specific buildings by parents may be limited until conditions are judged safe by the school and/or emergency authorities.

### ACCIDENTS

If your child is injured and requires medical attention, we will notify the local Emergency Medical Service who will transport your child to the **closest medical facility. Emergency transport will occur and you may have your child transferred to another facility at your convenience and expense once his/her condition has stabilized.** We will make every effort to contact you or the person designated on the school's emergency medical form at the time the incident occurs. A member of the Lawrence Staff will accompany your child and remain with him/her at the medical facility until you or your designee arrive.

## TRANSPORTATION

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### STUDENT BEHAVIOR AND TRANSPORTATION

Lawrence School is not able to provide daily transportation for its students since we draw from over 70 communities. Ultimately, it is parental responsibility to secure transportation to and from school. Lawrence is, however, willing to partner with parents and transportation groups in helping with this issue. A list of private transportation providers is available. Additionally, a student roster can be distributed so that parents are able to contact other families who live in close proximity to each other to set up mutually agreed upon car pools.

Expected transportation behavior is broken down into three levels. At each level, the consequences for misbehavior are spelled out in detail. For example:

**LEVEL 1** behaviors include not being seated when the van is moving, excessive noise, horseplay/mischief. Failure to follow these rules will result in one or more consequences, including a warning, an assigned seat, or a detention.

**LEVEL 2** behaviors include not keeping hands and feet to self, profanity, physical or verbal aggression against another person and consequences include one or more of the following: a one to three day detention, a one to three day transportation suspension, and/or a pink slip.

**LEVEL 3** behaviors include the possession or use of matches, lighters, or any drug of abuse, vandalism or any behavior that threatens the safety of the driver or other riders, and consequences include a three to five day transportation suspension; a one to three day out-of-school suspension, and a required parent meeting to discuss appropriate measures to insure continued safety. Repeated violations of standards of conduct can result in loss of transportation privileges and a review of the appropriateness of the student's placement at Lawrence School.

### LAWRENCE SCHOOL TRANSPORTATION

Lawrence School owns several vans, which will be used for field trips and extra-curricular events throughout the academic year. Students will only be permitted to ride the vans if their behavior is appropriate. Students who consistently disrupt the travel process or who vandalize the bus in any way will be prohibited from riding. The same policy is in effect whenever Lawrence rents a bus for the purpose of transporting students.

### DRIVING POLICY

Lawrence School recognizes that students may choose to drive to school on a consistent or intermittent basis. At the same time, the option to drive to school is considered a privilege, not a right. As such, students must meet the following criteria to be eligible to drive to school:

1. Enrollment in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades at Lawrence School.
2. Considered a student in good standing, both socially and academically.

3. A completed "Student Driver Registration Form" on file with the Dean of Students.

Once these criteria are met, students are permitted to drive to school. The following guidelines are in effect for student drivers:

1. Students are not permitted to use the circular drive in front of the school at any time, for any reason. Students must enter the campus and use the road at the bottom of the hill to enter the main parking lot, which is located at the north end of the campus.
2. The student parking lot has an entrance divider and all students should enter and exit the lot to the right of the divider.
3. Student drivers must park appropriately in the designated Student Parking Area.
4. Students must display their "Student Parking" tags from the rear view mirror of each vehicle they drive. The number on the parking tag is registered to you and should not be given to others. Transferring or "loaning" your tag to others is grounds for loss of driving privileges. Student parking tags are \$50.00 and can be purchased from the Dean of Students or online.
5. Students must drive carefully through the parking lots. Failure to maintain safe and reasonable speed on school grounds will result in termination of driving privileges.
6. Students may not visit their cars during the academic day without permission from a member of the administration.
7. Students must not transport or store illegal substances in their vehicles while on school grounds. This includes alcohol, tobacco and other drugs and related paraphernalia. Cars parked on Lawrence School property are subject to search at any time by Lawrence School personnel, local law enforcement, or other individuals sanctioned by the school.
8. Upon arrival in the morning, students are to exit their cars, lock them and come directly into the building. Loitering in the parking lot is prohibited.
9. Choosing to drive means choosing to be responsible for arriving at school on time. Please leave home in enough time to arrive at school no later than 8:25 a.m.
10. Lawrence School is not responsible for damage or theft occurring while your vehicle is parked on school property.
11. Students are permitted to transport one passenger who is unrelated to them per vehicle. Students who opt to transport other students without consent of both the driver's and passenger's parents, are subject to a revocation of driving privileges.

Questions or concerns related to driving privileges should be directed to the Dean of Students. Please be advised that since driving to school is a privilege, students who consistently violate the guidelines presented above may be subject to additional fees, suspension and/or termination of the ability to drive to school.

## **STUDENT DRIVER AGREEMENT**

All drivers must: possess a driver's license; stop for pedestrians; follow all driving directives of the State of Ohio and observe stop signs and speed limits, both on campus and off. Students are not to drive or ride in overloaded cars, use the circular drive in front of the building, or pass on the property road. Students are only permitted to park in the designated student parking area and in their assigned space. If someone has parked in your assigned spot, please report the make of the car and license number to the Main Office. Student parking is not permitted in

the Handicap or Visitor spaces or in any of the spaces directly in front of the building. Lawrence School is not responsible for accidents occurring in the parking lot, or otherwise on school property. When an accident occurs on the property, the Nordonia Hills Police Department will be called to file a police report.

The following will be enforced:

1. Violations of the above will result in the following:

a) A fine of \$25.00 will be set for each policy violation occurring on campus.

b) A fine of \$50.00 will be set for each policy violation occurring in the local community and reported to the school.

c) Policy violations will result in the following penalties:

1. At the first violation/fine, a student will receive a warning regarding the behavior of concern.

2. At the third violation or fine, a student will lose driving privileges for 5 days.

3. At the 5<sup>th</sup> violation or fine, a student will lose driving privileges for 10 days.

4. Subsequent violations or fines will result in students losing driving privileges for the balance of the year.

2. Students may have their driving privileges revoked by the Administration at any time for serious or repeated violations. Such revocation may occur with or without notice.

3. Students are to leave home early enough to arrive at school on time in order to avoid being marked tardy. Students should take into consideration traffic congestion, weather conditions, road work and detours. Students who are habitually tardy will be subject to appropriate disciplinary consequences.

4. Students are expected to leave their cars and enter the building upon arriving at school.

5. Once students have arrived at school, they are not permitted to leave the property without permission of the Administration.

6. No student is permitted to go to his/her car during the school day without permission of the Administration.

7. Any car left on campus without permission may be towed.

8. Students must not transport or store illegal substances in their vehicles while on school property. This includes alcohol, tobacco and other drugs and related paraphernalia. Cars parked on Lawrence School property are subject to search at any time by Lawrence School personnel, local law enforcement, or other individuals sanctioned by the school.

9. Upon approval, the Main Office will issue each student a parking space, along with a Lawrence School Parking Tag. Your numbered hang tag must be placed in your car, on the rear-view mirror, during the entire school year.

10. Upon arrival each morning, students are to exit their cars, lock them and come directly in to the building. Loitering in the parking lot is prohibited.

## CODE OF CONDUCT

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### OVERVIEW OF DISCIPLINARY PHILOSOPHY

Maintaining school discipline and proper behavior is essential to a safe and positive learning environment. Students are responsible for understanding the established rules of the school and for abiding by them in a cooperative manner. Any conduct which interferes with the maintenance of a proper learning environment is considered a breach of discipline. Acts of behavior which are antagonistic to the welfare of other students, the staff and/or Lawrence School will not be tolerated.

Disciplinary actions are determined based primarily on the type of offense committed and the relative frequency of such offense. The disciplinary actions listed reflect a progressive disciplinary process; however, certain steps in the process may not be applied or appropriate in a given situation. Offenses of a repetitive or serious nature may result in discipline commensurate with the offense and may justify suspension or expulsion without reference to past reprimands.

Staff members have, as their primary goal, the effective teaching of students enrolled in a class. As such, we will act quickly to remove disruptive students from the classroom setting. Since Lawrence School does not serve students with primary behavioral issues, chronic classroom disruption can result in outplacement from the school.

### UPPER SCHOOL DISCIPLINARY PLAN

Lawrence School maintains a school-wide discipline policy. Classroom rules are posted and are the same in each classroom.

Behavior which compromises the teacher's ability to teach, or which compromises the orderly activity of the school in any other setting will be handled as follows:

1. **VERBAL WARNING** - from a staff member to a student is a statement that the student is in violation of a rule of conduct. Because our teaching method permits continual shaping and teaching of appropriate behavior within the structure of a lesson, a warning will only be issued when, in the judgment of the teacher, the behavior is compromising his/her ability to teach. A behavior that is distracting will be routinely corrected by the teacher as part of the Lawrence School teaching method. It is only when the behavior persists and, in the mind of the teacher, represents a direct challenge to the authority of the teacher that a warning will be issued.
2. **BLUE CARD** - Students in the 7th and 8th grades will have 4 steps in the disciplinary process, as opposed to the 3 steps associated with the 9th-12th grades. When a Middle School student persists in a behavior after a Verbal Warning, he/she will receive a Blue Card. The Blue Card will be placed discreetly on the student's desk and will serve as a visual reminder to a student that his/her behavior is inappropriate and that the next step is a detention. Students in the 9th-12th grades will move from Verbal Warning to detention.

3. DETENTION - This is the level at which consequences begin to occur related to inappropriate behavior. Students are issued detentions when their behavior interrupts the learning process. Students receiving detentions are expected to cease their disruptive behavior immediately.
4. PINK SLIP - is issued when a student's behavior reaches a level which makes it impossible for the class to function. Pink Slips result in a student being sent from class to meet with the Dean of Students. The incident is processed with the student, and students are then either returned to class or placed in ISS for the balance of the day on which the Pink Slip was issued.

## PROGRESSIVE DISCIPLINE RELATED TO DETENTION

All detentions are entered into the MMS school database. Your child's disciplinary action report will be sent to you as a part of quarterly report card. If you wish to be updated more frequently, please notify the Dean of Students.

**5 Detentions** – A written notification will be sent home by the Dean of Students.

**15 Detentions** - Student and parent conference is held with the Dean of Students. The Upper School Head is notified of behavioral concerns being demonstrated by student. Student serves a 2-day In-School Suspension (ISS). **Students receive 75% credit for all work completed during the suspension period.**

**Detention Room** -The first 15 detentions earned by a student are served during the lunch hour, under staff supervision. Students complete a journaling assignment during this time.

**Subsequent detentions are served during the after school hours and parents are responsible for transportation.**

**20 Detentions** - A 2-day Out-of-School Suspension (OSS) is issued. Student is referred to the Dean of Students School for Administrative Review of his/her status. Parents are notified by letter that student enrollment at Lawrence is in jeopardy. **Students receive 75% credit for all work completed during the suspension period.**

**25 Detentions** - A 3-day Out-of-School Suspension is issued. Any further accumulation of detentions can result in outplacement from Lawrence School. **Students receive 75% credit for work completed during the suspension period, and it is expected that all work assigned will be completed.**

## PROGRESSIVE DISCIPLINE RELATED TO PINK SLIPS

### **1 Pink Slip through 2 Pink Slips**

Student receives an In-School Suspension (ISS) for the balance of the day on which the pink slip is earned. At the second pink slip, a parent/student conference is held with the Dean of

Students to discuss behavioral concerns **Seventy-five percent (75%) of academic credit can still be earned for the day, assuming that student completes all work assigned.**

### **3 Pink Slips -**

At the third (3rd) Pink Slip, a student is placed in ISS for the balance of the day on which the pink slip is earned. The student then begins a 3-day Out of School Suspension the day after the third pink slip was earned. A parent and student conference is held on the morning of the student's return to school outlining expectations for the balance of the year. **Students receive 75% credit for all work completed during the suspension period, assuming that the student completes all work assigned.**

### **5 Pink Slips -**

At the fifth (5th) pink slip, a student is placed in ISS for the balance of the day on which the pink slip is earned. The student then begins a 5-day Out-of-School Suspension the day after the fifth pink slip was earned. **Students receive 75% credit for work issued during the suspension period, assuming that the student completes all work assigned.** Parents are informed that outplacement procedures have been activated and that any subsequent disciplinary problems will result in outplacement from Lawrence School.

Students accumulating pink slips and suspensions risk losing academic credit for course work. We strongly encourage students to monitor their own behavior and to ask for assistance when needed. During the Out-of School Suspensions for 3 and 5 Pink Slips, all work must be completed and turned in on the student's first day back to school. **If work is not complete, the student will not be permitted to return to classes.**

### **RE ENTRY DAYS**

Following any suspension or removal from school during which academic work was provided to a student, the first day after a suspension or out of school placement will be served at Lawrence School, in the Supervised Study Center. During this time, the Academic Dean and Dean of Students will assess the student's compliance with work completion or other requirements. Assuming all requirements have been met, the student will rejoin their classmates the following day. If requirements have not been met, a follow up parent conference will be held with the appropriate Dean to outline a secondary re-entry process.

## PROHIBITED ACTIVITY

Lawrence School has identified types of behavior that are **strictly** prohibited and will result in swift consequences, without regard to progressive discipline. **The consequences listed are presented within a range from minimum to maximum response.**

Action	Consequence	
	Minimum	Maximum
Bullying/Harassment	Red Card	Outplacement / Expulsion
Academic Dishonesty	Administrative Review of Case	Loss of Course Credit
Insubordination/Disrespect	Pink Slip	Out of School Suspension
Inappropriate Behavior in Detention Room	Pink Slip	Out of School Suspension
Profanity	Pink Slip	Out of School Suspension
Public Displays of Affection (PDA)	Pink Slip	Outplacement / Expulsion
Cutting School or Class	Pink Slip	Saturday School
Leaving School Building/Grounds without administrator permission	1-day OSS	Out of School Suspension
Damage, Theft of school or other Personal property	1-day OSS	Out of School Suspension
Fighting	3-day OSS	Outplacement / Expulsion
Inappropriate Physical Contact	1-day OSS	Outplacement / Expulsion
Inappropriate Sexual Comments, e-mail, photographs, or text messages with sexual content	3-day OSS	Outplacement / Expulsion
Sexual Harassment, Possession of sexually Inappropriate materials	3-day OSS	Outplacement / Expulsion
Possession or use of fireworks, explosives or weapons	5-day OSS	Outplacement / Expulsion
Inappropriate use of technology,	Detention	Outplacement / Expulsion

Including bullying of a sexual nature or attempts to circumvent computer firewalls	5-day OSS	Outplacement/Expulsion
Sexual activity / contact while on campus or at off-campus, school-sponsored events	10-day OSS	Outplacement / Expulsion
Alcohol, Tobacco and Other Drug, Use, Possession, Sale, Transfer or Appearance of Use	10-day OSS	Outplacement / Expulsion

## PLACEMENT REVIEW

In some cases, it will become apparent early on that the long-term success of a student placed at Lawrence School is in jeopardy due to behavioral choices or academic failure. In these cases, students will continue their enrollment under Placement Review. Placement Review is initiated by school personnel and commences with a letter sent by the Dean of Students or Head of Upper School indicating that these procedures are necessary and have been activated.

Placement Review is a time-limited intervention that requires families to:

- A) Work closely and cooperatively with Lawrence School faculty and allied professionals to remediate the concerns that are preventing student success.
- OR
- B) Determine that Lawrence School is an inappropriate placement for their student and work with the school to locate a more suitable educational setting.

Families opting not to comply with the requirements of Placement Review are subject to the Outplacement / Expulsion procedures listed elsewhere in this handbook.

## SUSPENSION

Lawrence School will suspend students when conduct is well outside the bounds of acceptable behavior. The purpose of suspension is to communicate clearly to a student that his or her behavior is unacceptable and that he or she is temporarily ineligible to be a part of the school community based on poor choices.

## OUTPLACEMENT

In some cases, it will become apparent that the "fit" between a student and Lawrence School is not a good one. In these cases, we will work to reach a mutual agreement between the family and the school that an alternate placement is in everyone's best interest. If this agreement can be reached, an expulsion will not follow a student on a permanent record.

## EXPULSION

In cases of serious misbehavior or an adversarial relationship with the school on the part of the parents or the student, Lawrence School will act to expel a student from the school. Families whose students are expelled from Lawrence School remain responsible for all tuition and fees associated with full-year enrollment, regardless of the actual date of the expulsion.

## **INVOLVEMENT IN CAMPUS LIFE DURING SUSPENSION OR FOLLOWING EXPULSION**

Students who are suspended from school may not appear on school grounds or attend any off-site school activity for the duration of the suspension. Students who choose to violate this guideline are subject to expulsion.

Students who have been expelled from Lawrence School are not permitted on school grounds or at any location where a school-sponsored activity is being held. Failure to comply with this guideline will result in contact with local law enforcement.

## **RE-ENROLLMENT**

Students expelled from the school are not permitted to re-enroll.

Students who leave the school voluntarily may be permitted to re-enroll, assuming that their life circumstances have not changed dramatically during their absence. Should a former student present for re-enrollment with issues not previously present, additional re-enrollment requirements may be set forth.

Parents should note that enrollment from the Lower School in to the Middle School and from the Middle School in to the High School is not considered automatic. Families will receive information about re-enrollment procedures in the Spring of the academic year preceding the change.

## **ALCOHOL, TOBACCO AND OTHER DRUG USE AND ABUSE**

Lawrence School recognizes that alcohol, tobacco and other drug use/dependency is a serious societal health concern and we strongly oppose experimentation with or reliance upon any drug of abuse.

No student enrolled in Lawrence School will at any time or in any location:

1. Possess, use, sell, offer to sell, deliver, conceal, consume or appear to be under the influence of any drugs of abuse. This includes alcohol, tobacco and other counterfeit drugs of abuse as well as any substance being used in a manner inconsistent with its product labeling.
2. Use, conceal, purchase, accept or transmit any substances which are reasonably thought to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be mind altering substances or drugs of abuse.
3. Possess, conceal, sell, or transmit any item which is designed for use with illegal cannabis or other drugs of abuse.
4. Appear to be under the influence of alcohol or another drug, either by behavior or odor.
5. Discuss Alcohol, Tobacco and Other Drug Use on campus as a means of gaining attention or entertaining peers. The only appropriate time for discussion of these issues is as part of teacher-directed instruction or in private consultation with a member of the administrative team.

Lawrence School personnel reserve the right to determine the definition of "drug of abuse" and will include household items being used in a manner inconsistent with their product labeling. Medications being taken on the recommendation and under the supervision of a licensed physician are allowable under this policy, so long as procedures for student medications outlined earlier in this document are followed. This policy is in effect during the entire school day and any extra-curricular or special school-sponsored events, including dances and school trips. Students can be held accountable to school policies for alcohol or other drug use off school property if the student arrives at school or a school-sponsored event under the influence.

## DRUG SCREENING

Lawrence School endorses student drug testing for cause. This means that students who report to campus under the influence or appearing to be under the influence of alcohol, tobacco or any other drug of abuse are subject to either urine or hair testing. This procedure is also in effect for any student who is disciplined under the school's alcohol, tobacco and other drug policy, whether or not the student appears to be under the influence at the moment. Students who are referred for drug screening must have their screens completed **on the same day** on which the concern is reported to parents. Final results from drug screens must be submitted to the Dean of Students within 24 hours of the request for testing. Students are not permitted to return to school until an original copy of the drug testing report is presented to the Dean of Students by the parent or guardian. **Refusal to complete a drug screen within the stated time frames may result in suspension and the possibility of outplacement.** Any costs associated with drug screening are the responsibility of the parents.

## REASONABLE SEARCH AND SEIZURE

Under the guidelines of the Safe and Drug Free Schools and Communities Act, first authorized by the federal government in 1986, Lawrence School **is required to act** in order to protect students and faculty members from the harmful effects of substance use.

The ultimate goal of SDFSCA is to "...ensure that all schools will be free of controlled substances, violence and the presence of weapons and/or firearms and offer a disciplined environment conducive to learning."

**At least once** each academic year, the campus will be swept for drugs of abuse in cooperation with the local police department and their canine units. The dates and times of the searches will not be announced and will include all parts of the Lawrence School campus, including the parking lots and any cars parked in those lots. The school assumes no responsibility for any loss, damage or inconvenience caused by the searches. They are a protective measure which will help us to ensure that Lawrence School remains the safe and drug free environment our students need in order to learn and succeed. If drugs of abuse or other illegal items are found during a search, the offender will be prosecuted to the fullest extent of the law. If you have questions related to our alcohol, tobacco and other drug policies, please contact the Dean of Students.

## FIRST TIME SELF-REFERRAL –ALCOHOL AND OTHER DRUG ABUSE

Students who are experiencing difficulty related to their alcohol, tobacco and other drug use (ATOD) or the ATOD use/abuse of another person, should seek the guidance of the Upper School Dean of Students. A first-time self-referral carries with it no disciplinary consequences, as long as a rule of conduct at Lawrence School has not been violated.

## PREGNANCY POLICY

While Lawrence School does not condone underage sexual activity, we have a responsibility to support and assist all of our students. In the event that a female student, already enrolled in Lawrence School, becomes pregnant, the school will allow the student to remain in school as long as the following guidelines are observed:

- Discussion of the pregnancy and impending birth during the school day will be discouraged.
- No baby shower or other event which might glorify teenage pregnancy will be allowed either on school grounds or during school hours.
- After the delivery, the baby may not be brought to the school or to school events to be introduced.
- The student must be under a doctor's care, and the school must have written instructions from the doctor regarding how far into the pregnancy the student may attend classes.

It is Lawrence School's intention to help the student stay in school and complete a high school education without interruption. If a student cannot attend classes during pregnancy for health reasons, we will provide and grade work to assist the student in completing the school year. If a male student parents a child, the same rules regarding celebrations and introduction of the child will be in place.

## CELLULAR PHONES and OTHER ELECTRONIC COMMUNICATION DEVICES

**Lawrence School prohibits the use of cellular phones on campus during the academic day, 8:25 a.m.-3:20 p.m. If students bring cellular phones to school, they must be stored in the student's locker.** The school is aware that cell phones are a wonderful convenience, but they also present serious concerns in terms of the opportunities they present for our students to misuse them. The school will act to protect all members of the community from academic dishonesty and bullying/harassment using cell phones. Such violations will result in the involved student being prohibited from carrying a cell phone while on Lawrence School property, among other consequences.

Parents are required to contact students through the main office. **Please do not call or text your child on his / her cell phone during school, or permit them to call you to report an illness. All calls home should be placed through the Main Office.**

The first time a phone is confiscated, it will be returned to the student at the end of the academic day. The second time a phone is confiscated, it will be held in the office until a parent can retrieve it. Any subsequent violations will result in the student being required to turn the

phone in to the Dean of Students at the start of each academic day.

Electronic devices such as IPODs, MP3 players and other such items may only be used during travel to and from school. Items like these seen out during the academic day will be given to the staff member noting the behavior and returned at the conclusion of the academic day. Repeated infractions will result in additional disciplinary consequences.

### **EXCHANGE OF MERCHANDISE, FOOD OR CASH**

Students are not permitted to sell, request or receive the property of others during the school day or while on the school grounds. Students wishing to trade, sell, or purchase games, food and other equipment must arrange for these transactions to take place off Lawrence School property.

Students should not come to school carrying large amounts of cash. While we make every effort to ensure the safety of students and their property, the safety of personal property cannot be guaranteed. The school will make no effort to recover money or materials that disappear while on school property. Such items are brought to school at the owner's risk.

### **PROHIBITED ITEMS**

Students are not permitted to bring the following types of items to school for any reason, at any time:

- Firearms, fireworks or explosives of any kind
- Sexually inappropriate or explicit photographs or printed material
- Alcohol, tobacco, other drugs and paraphernalia, including lighters and matches
- Knives, including Swiss army knives
- Any other item that may pose a hazard to other enrolled students.
- Cellular phones can be deemed prohibited items, should student use of this technology pose a threat to the safety and well-being of other students.

### **CONCEALED FIREARMS POLICY**

Lawrence School prohibits the existence of any firearms, whether concealed or not, on the premises of the school. Whether in the possession of staff, board members, students or visitors to the school, **NO FIREARMS WILL BE PERMITTED**. Such firearms are prohibited even if the individual is licensed to carry a firearm under Ohio Law.

This prohibition extends to the school's buildings, grounds including parking lots, and to the site of any school-sponsored activity off-campus as well. Any violation of this prohibition will result in severe penalty which may include suspension or expulsion from the school, termination from the staff or removal from the board, and restriction from participation in future school-sponsored activities.

## TECHNOLOGY ACCEPTABLE USE POLICY

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### **Objectives & Rationale**

Lawrence School believes that the use of technology is essential to both the educational process and the efficient management of the school. Consequently, we have provided both students and staff with the means to enhance their lives through technology. It is our intention to provide updated, efficient hardware and relevant software for the use of students and staff.

The Children's Internet Protection Act (**CIPA**) went into effect April 20, 2001; and all schools were required to certify compliance by July 2002. This law requires schools receiving certain federal funds to adopt Internet safety policies that address the safety of minors accessing the Internet in school. The CIPA statute requires schools to use filtering and blocking technology and to implement a set of substantive policy decisions related to Internet access, calling both requirements an "*Internet safety policy*." The Lawrence School Technology Acceptable Use Policy adheres to the CIPA's requirements.

The computers in Lawrence School will provide students with the opportunity to:

- become information literate
- access electronic and online resources
- integrate technology in all areas of learning
- acquire valuable technological skills
- learn to type competently
- utilize technology independently for assignments
- prepare multimedia presentations
- create and use graphics appropriately
- use word processing programs efficiently
- employ technology to enhance higher order thinking skills
- use the Internet as a research tool to perform research and data collection
- gain transferable library technology skills
- use technological tools to compensate for learning differences

### **Student Responsibilities**

*Computers are to be used for educational purposes only.* This means that students are responsible for making appropriate choices when using technology, accessing Internet information, and creating documents.

The use of computers is advantageous to the student, *yet remains a privilege*. Therefore, students are required to adhere to the following guidelines to keep this privilege:

#### **Students will:**

- Limit Internet searching and browsing to appropriate sites
- Have access to a shared network drive. Students may only view or edit their own

documents. Editing or viewing documents belonging to other students is grounds for disciplinary action, up to and including expulsion. *This includes network and local documents and MMS gradebook information.*

- Students will demonstrate appropriate respect for technology equipment, including:
  - Taking care of their personal leased or owned machine
    - Have their machine with them locked in a locker (Middle School/High School)
    - Secured at home when students are not at school (High School only)
  - Reporting misuse of technology of others to a faculty member
  - Only use school owned technology such as, Smartboards, projectors, cameras, and specific hardware/software when directed by a faculty member
  - Touch only their own computer
  - Use electronic information appropriately, including
    - Citing websites and direct quotes from the Internet
    - Following all copyright and fair use laws.
    - *Students who opt to download information from the Internet and present it as their own work are subject to disciplinary action under the provision for academic dishonesty.*

**Students will not:**

- Leave their computer (leased or purchased) unattended at any time before, during, and after school
- Access personal e-mail on school computers. Personal e-mail should be opened at home, not at school. This helps to prevent viruses that are sent via e-mail from infecting the school network
- Access inappropriate sites purposely. This includes sites containing pornographic, violent, harassing, hateful, or any other harmful information. This also includes any site that is not being used for educational purposes.
- Access documents that are not their own on the shared network drive, including the MMS online gradebook.
- Purposely vandalize another student's or teacher's work. This includes work on hard drives, shared network drives, and other media such as CD's, floppy disks, and USB pens. This may include editing, deleting or otherwise destroying work saved and/or storage media
- Load or delete software to school owned computers. This may be done only by the Lawrence School Technology Department. This applies to both software owned by the school and personally owned software
- Load or delete software to computers, whether they are leased or student owned.
  - This may be done only by approval of the Technology Department.
  - Loading non-compatible or other software is a big reason why students' computers cannot function successfully in the classroom.
  - This applies to both software owned by the school and personally owned software
  - This also includes loading games to network drives.
- Take school-owned technological equipment from school.
  - High School students are expected to bring their computer back and forth from school in order to complete assignments. 9<sup>th</sup> graders will only be able to take their tablets home after successfully completing specific tasks in Learning Strategies

- class.
- Students in the Middle School will not take technological equipment from school. This includes the computer assigned to them
- Play music on school computers via CD, MP3, WMF, iTunes, or any other music file format and/or service during school hours or in a disruptive manner at any time.
  - This also includes streaming music and video off the Internet.
  - Remember, computers at school are for educational use, not for entertainment
- Play any online games or other games loaded to a computer, unless otherwise specified by a teacher, during school hours.
  - In addition, playing games in general can lead to software and hardware malfunction or shorten the lifespan of the computer
  - This includes Windows games, like FreeCell, Solitaire, Hexic Deluxe, InkBall, as well as, any online game.

## RIGHT TO EXPRESS OPINIONS

We are aware that sites on the Internet allow students to speak freely with others throughout the world. While we cannot control how students spend their time outside of school, we can encourage families to remember that opinions posted on sites like these can be immensely hurtful and professionally/personally damaging to those individuals mentioned. The staff at Lawrence School encourages using technology in a positive, productive way and appreciates family support in ensuring that good decision-making skills are developed. Students that choose to write hurtful comments about others in our community or about the school are subject to the same rules that apply when they are in school. Negative electronic comments can be considered bullying and/or harassment. Therefore, similar disciplinary actions will follow.

## CONFIDENTIALITY

There is no assurance of confidentiality when transmitting data electronically. The school reserves the right to monitor technology use, to monitor file space usage by students, and to examine student files on electronic media (floppies, USB pens, CD's) and the shared network drive. This includes personal computers and software used at school.

Please be aware that monitoring software is used in the building. All internet traffic is monitored for appropriateness and for possible risk to school network infrastructure. The type of computer activities that are monitored include but are not limited to: internet searching via search engines, URL's visited, IMing (instant messaging), emailing, and downloading and uploading files. Internet traffic for computers is not monitored when students are away from Lawrence School.

## DISCIPLINARY ACTIONS RELATED TO TECHNOLOGY

Students who do not comply with this policy are subject to the following disciplinary actions:

### 1st Offense:

Pink slip and possible suspension of technology privileges at school for a time period to be determined by the Director of Technology and the Dean of Students. The first offense also includes a detention automatically.

2nd Offense:

First offense penalties plus 5 hours of community service in the Technology Department during after-school hours or a longer suspension of technological privileges.

3rd Offense:

Penalties of 1<sup>st</sup> and 2<sup>nd</sup> Offense and either suspension of network services on computer which includes loss of all internet and network services such as printing & network drives or possibly the total suspension of privilege of bringing/using a computer at school.

If warranted, an offense may require financial responsibility action, which means that the student and his/her parents may need to pay the school or 3<sup>rd</sup> party to replace lost, stolen, or damaged equipment.

## LAWRENCE SCHOOL'S DRESS CODE: Lands' End School Uniforms

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Research over several years exploring the relationship between dress and behavior indicates that in schools where dress codes are enforced, students behave better and perform better than students at schools without dress codes.

The dress code at Lawrence School is imposed to support student achievement and appropriate social adaptation.

At Lawrence School, a student's hairstyle and dress are not to be looked upon as opportunities to express individuality. Compliance with dress code guidelines is required of all students in order to maintain enrollment in the school.

Clothing must be purchased from the **Lands' End School Catalog** or from the School Uniform section of the Lands' End website- [www.landsend.com/school](http://www.landsend.com/school). When you arrive at the website, click on View Your School's Dress Code; enter **Lawrence Upper School's Preferred School Number: 9001-1948-8** and you will get a list of all acceptable dress code items for our school. Please note that the catalog pictures only a percentage of the school uniform items. In order to view all of the school uniform items you must visit the website. If you would like to order by phone, please call: 1-800-469-2222. When placing your order using any of the three ordering methods, please include Lawrence Upper School's Preferred School Number.

**It should be noted that the Lands' End School catalog includes T-shirts, sweatshirts, gym wear, spiritwear and outerwear that is NOT CONSIDERED DRESS CODE.**

Only Lawrence School approved Lands' End School Uniform clothing is permitted as Lawrence School dress code. No other clothing is acceptable or permitted at school.

A Lands' End catalog can be obtained upon enrolling at Lawrence School. Once an order is placed, a new catalog will arrive in the mail in the months of May, October and February. If Lands' End includes new uniform items in a new catalog that Lawrence School does not want to include in their dress code, we will contact you by mail and/or the Lawrence Loop as well as by updating our school's dress code on the Lands' End website. Lawrence will update our school's dress code on the Lands' End website. You can check this by entering the Upper School Preferred School Number above.

### **Additional Dress Code Requirements:**

- *Shirts must be tucked in at all times*
- *Only plain white, short-sleeved T-shirts may be worn under shirts*
- *Belts must be worn with every pair of pants, shorts, skirts and skorts that have belt loops*
- *Belts must be black, brown, navy, or khaki leather or fabric and may not have large, embellished buckles or other markings on the belt itself*
- *Skirts, skorts, shorts and jumpers must be of modest length, 4 inches above the knee*
- *Pants must be worn at the waist and must not sag at anytime*

## SUMMER DRESS CODE

Summer Dress Code shall be effect during the months of May, June, August and September. Summer Dress Code consists of Lands' End School Uniform shorts, and crop pants. Students are also permitted to wear sandals and flip flops and do not have to wear socks.

## WINTER DRESS CODE

Winter Dress Code shall be in effect in the months of October, November, December, January, February, March and April. During these months students must not wear shorts, crop pants, sandals or flip flops and must wear socks at all times.

## LAWRENCE SCHOOL SWEATSHIRTS

Lawrence School recommends that every student purchase a long-sleeved Lands' End School Uniform shirt, Lands' End School Uniform sweater or a Lawrence School crew neck, zip-up or hoodie sweatshirt to keep warm during the winter months. If a school sweatshirt is worn, students must wear a Lands' End School Uniform shirt underneath. No jackets, non-Lands' End sweaters, non-Lawrence sweatshirts or other outerwear is permitted to be worn during the academic day.

Lawrence School sweatshirts (crew neck, zip-up or hoodie) purchased from the National Honor Society are the only acceptable sweatshirts. These are available at the school store across from the main office. For questions regarding sweatshirts, please contact Stephanie Moran at [smoran@lawrenceschool.org](mailto:smoran@lawrenceschool.org) or 440.832.7830 x 2418.

## OTHER DRESS CODE GUIDELINES

### Shoes

- Any athletic or dress shoes in good condition may be worn
- No slippers, cowboy boots, combat or hiking boots are permitted
- Heel size is limited to 3" and must be appropriate for school
- If shoes are deemed unsafe, parents will be notified and disciplinary procedures will be followed

### Socks/Tights/Leggings

- These items should not be outrageously colored or printed but should be a solid color and "match" the student's outfit. Black, blue, gray, white and flesh-tone are appropriate color choices.
- Fishnet tights/leggings or the like (with holes showing through to the skin) are not permitted

### Lawrence School Hoodies/Sweatshirts

- Hoodies/sweatshirts that are torn or frayed are not permitted to be worn
- Hoodies/Sweatshirts that are embellished with pen, marker, glitter, tape, etc. are not permitted to be worn

- Hoods are not permitted to be worn inside the school building at any time
- A collared Lands' End shirt MUST be worn under a hoodie/sweatshirt at all times

### **Hair**

- No unusual or distracting hair color or glitter is permitted
- Highlighting(shade lighter), low lighting(shade darker) and dyeing should enhance *natural* hair color
- No distracting styles such as tails, lines, steps, spikes, mohawks, words or figures may be cut or shaved into hair
- No hanging bangs are permitted
- A modest amount of hair gel or styling product is permitted
- For boys, hair must be grown no longer than collar length, worn no lower than the eyebrows and ear lobes. Side burns must be no longer than the bottom of the ear and groomed neatly
- **Gentlemen are not permitted to wear ponytails.**
- Hair must be neat and clean
- Any hair or facial hair deemed extreme or distracting will not be permitted

### **Jewelry**

- Girls may wear one earring in each ear of a reasonable length and width
- Boys may not wear earrings (this includes posts and band aids)
- Dog collars, spiked jewelry or distracting bracelets are not permitted
- Non-jewelry items such as paper clips, safety pins, etc. are not permitted
- Body piercing jewelry may not be worn

### **Tattoos**

- Tattoos, either temporary or permanent are never permitted on face, neck, hands, forearms or wrists
- Existing tattoos must be covered at all times

### **Body Marking**

- Writing on any part of the body with pens, highlighters or markers is not permitted

### **Perfume/Cologne**

- Permitted in moderation

### **Fingernails**

- Boys may not wear fingernail polish
- Girls may not wear distracting fingernail polish, including black
- White Out may not be used as fingernail polish

### **Make Up**

- Make up should be conservative and subtle
- No excessive(heavy) make up or glitter make up is permitted
- "Gothic" style, dark/black lipstick and eye shadow is not permitted

## **PERSONAL HYGIENE**

- Students are expected to come to school abiding by proper personal hygiene. If necessary, hygiene kits will be available in the Dean of Students' office, along with changes of clothes. Students whose personal care does not meet basic standards will

be given notice to correct the problem one time. Subsequent offenses will result in the student being sent home to shower and change clothes.

## DRESS DOWN DAYS

- All "OTHER DRESS CODE GUIDELINES" shall remain in effect for Dress Down Days
- Shorts, crop pants, sandals and flip flops can only be worn during Summer Dress Code months
- No sleeveless shirts, tank tops, halter tops or tube tops are permitted
- No bare midriffs
- Clothing that is wrinkled, excessively torn or frayed; extremely baggy or extremely tight is prohibited.
- Clothing items with distasteful, vulgar, violent, crude or offensive pictures or words are prohibited
- Hats are not permitted unless the Dress Down Day is deemed "Hat Day" or specified otherwise
- Bondage pants and the like are prohibited.

## DRESS CODE VIOLATIONS

- Dress Code compliance will be checked consistently by all faculty members throughout the academic day. Students who are found out of dress code will be informed of the violation, and issued the appropriate consequence.

## PROGRESSIVE DISCIPLINE RELATED TO DRESS CODE:

**First Violation**-The student will be issued 1 demerit by the staff member noticing the infraction

**Second Violation**-The student will be issued 1 demerit by the staff member noticing the infraction

### **Third and Subsequent Violations:**

- The student will be issued 1 demerit, by the staff member noting the infraction
- The student will serve a detention issued by the Coordinator of Special Programs.
- The Coordinator of Special Programs will call home to inform parent of the violations
- The day after the detention is served, the student will be required to check in with the Coordinator of Special Programs prior to 8:30 a.m. to ensure dress code compliance. Students not in dress code at this time will receive additional consequences, up to and including being required to return home to change clothes.

## CONTACT INFORMATION

Main Office Telephone Number

**330.908.6800**

Absence Reporting

**330.908.6801**

***Please note that ALL telephone numbers for the upper school office, faculty, staff and administration have changed, effective with the start of the 2011-2012 school year.***

***Please update your contact information accordingly.***

### Leadership and Administration

Name	Telephone Number	E-Mail
Lou Salza, Head of School	330.908.6820	lsalza@lawrenceschool.org
Ann Anderson, Executive Assistant to Head of School	330.908.6802	aanderson@lawrenceschool.org
Jason M. Culp, Head of Upper School	330.908.6810	jculp@lawrenceschool.org
Elores Chones, Administrative Assistant	330.908.6800	echones@lawrenceschool.org
Amanda Carter, Special Programs and Alumni Relations Director	330.908.6803	acarter@lawrenceschool.org
Shanika Lovelace, Dean of Students	330-908-6805	slovelace@lawrenceschool.org
Cheryl Cook, Academic Dean	330.908.6804	ccook@lawrenceschool.org
Douglas W. Hamilton, Director of Admission	330.908.6808	dhamilton@lawrenceschool.org
Darnell Turner, Administrative Specialist	330.908.6812	dturner@lawrenceschool.org
Barbara Baley, School Psychologist	330.908.6811	bbaley@lawrenceschool.org
Ron Messer, Athletic Director	330.908.6814	rmesser@lawrenceschool.org
Jennifer Mattes, Post-Secondary Guidance Director	330.908.6815	jmattes@lawrenceschool.org
Sally Garza, Technology Director	330.908.6807	sgarza@lawrenceschool.org
Ryan Raich, Computer Repair Technician	330.908.6809	rraich@lawrenceschool.org
Ethan D. Schafer, Clinical Psychologist	330.908.6806	eschafer@lawrenceschool.org
Michelle Schuster, Registrar	330.908.6821	mschuster@lawrenceschool.org
Laurie Sobiech, School Nurse	330.908.6819	lsobiech@lawrenceschool.org
Darnell Turner, Administrative Specialist	330.908.6812	dturner@lawrenceschool.org

### Middle School Faculty

Name	Telephone Number	E-Mail
Jodi Lyle, Learning Specialist	330.908.6800	jlyle@lawrenceschool.org
Patty Sternad, Core Faculty – History & Technology	330.908.6800	psternad@lawrenceschool.org
Corey Nist, Core Faculty-History	330.908.6800	cnist@lawrenceschool.org
Judy Kaufmann, Core Faculty-Mathematics & Science	330.908.6800	jkaufmann@lawrenceschool.org
Brian Cook, Core Faculty-Mathematics and Language	330.908.6800	bcook@lawrenceschool.org
Nicole Wise, Core Faculty - Language	330.908.6800	nwise@lawrenceschool.org
Brandy Siegel, Core Faculty, Mathematics	330.908.6800	bsiegel@lawrenceschool.org
Katie Hill, Core Faculty, Science	330.908.6800	khill@lawrenceschool.org

## CONTACT INFORMATION

Main Office Telephone Number

**330.908.6800**

### High School Faculty

<b>Name</b>	<b>Telephone Number</b>	<b>E-Mail</b>
Joyce Freeman, Core Faculty-Science	330.908.6800	jfreeman@lawrenceschool.org
Bill Gocinski, Core Faculty-Science	330.908.6800	bgocinski@lawrenceschool.org
Karen Callahan, Core Faculty-Science	330.908.6800	kcallahan@lawrenceschool.org
Jackie Hersh, Specialist - Technology	330.908.6800	jhersh@lawrenceschool.org
Colleen Hotz, Core Faculty-English	330.908.6800	chotz@lawrenceschool.org
Matt Denholm, Core Faculty-Mathematics	330.908.6800	mdenholm@lawrenceschool.org
Adam Havel, Core Faculty-History	330.908.6800	ahavel@lawrenceschool.org
Jim Willard, Core Faculty-Mathematics	330.908.6800	jwillard@lawrenceschool.org
Meghan Tonsetic, Learning Specialist	330.908.6800	mtonsetic@lawrenceschool.org
Erin Salmi, Core Faculty-English	330.908.6800	esalmi@lawrenceschool.org
Greg Donnellan, Specialist-Music	330.908.6800	gdonnellan@lawrenceschool.org
Joy Hall, Specialist-Art	330.908.6800	jhall@lawrenceschool.org
Jeff Starner, Learning Specialist	330.908.6800	jstarner@lawrenceschool.org
TBA, Core Faculty, Mathematics	330.908.6800	
Stephanie Moran, Core Faculty-World Languages	330.908.6800	smoran@lawrenceschool.org
Todd Oswald, Core Faculty-History	330.908.6800	toswald@lawrenceschool.org
Jason Deal, Core Faculty-History	330.908.6800	jdeal@lawrenceschool.org
Domenic Iorillo, Core Faculty-English	330.908.6800	diorillo@lawrenceschool.org
Amanda Hedrick, Core Faculty-World Languages	330.908.6800	ahedrick@lawrenceschool.org
Dianne Wilson, Learning Specialist/Coordinator of Learning Resource Center	330.908.6813	dwilson@lawrenceschool.org



**Upper School Family Handbook  
Receipt, Review and Agreement  
Acknowledgement**

I \_\_\_\_\_  
(parent/guardian name)

\_\_\_\_\_ Have received a copy of the Upper School Family Handbook.

\_\_\_\_\_ Have read the handbook and am familiar with the policies and procedures that govern the day-to-day operation of Lawrence School.

\_\_\_\_\_ Agree to abide by, and ensure that my child abides by, the guidelines outlined in the handbook.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the School Office, no later than  
Wednesday, August 24.