



All-School Family Handbook

2025 - 2026

Lawrence School

Lower School (GRADES K-6)

1551 East Wallings Road
Broadview Heights, Ohio 44147

MAIN OFFICE: 440.526.0003

ATTENDANCE: 440.526.0003 or LSabsence@lawrenceschool.org

Upper School (GRADES 7-12)

10036 Olde Eight Road
Sagamore Hills, Ohio 44067

MAIN OFFICE: 330.908.6800

ATTENDANCE: 330.908.6801 or USabsence@lawrenceschool.org

lawrenceschool.org

OUR MISSION STATEMENT

We teach students using diverse learning strategies, ignite their potential, and inspire academic, personal, and social success.

OUR VISION FOR TOMORROW

One day all students who learn differently will have the opportunity, encouragement, and resources to fulfill their potential and benefit society.

OUR GUIDING PRINCIPLES

- The academic, social, and emotional needs of our students come first.
- Respect and acceptance for self and others form the foundation of our school.
- We aspire for all members of our community to value and celebrate the many aspects of individual identity and human diversity.
- We value excellence and honest self-assessment in everything we do.
- We believe learning is a journey in which obstacles can become opportunities for growth, and direction is more important than distance.
- We encourage students to own their academic and social strengths and challenges, and practice self-advocacy without arrogance or apology.
- We replace discouragement with hope by creating a structured, systematic, and supportive learning environment where students begin to fulfill their academic and social aspirations.
- We recognize that a clearly articulated, school-wide, social and emotional curriculum is as important as academics.
- We design our programs and policies using evidence-based practices, research, and self-evaluation.
- We seek collaboration and welcome partnership to advance the field of education.
- We are committed to reframing the conversation about education: how students learn, how families are engaged, and how the global community views the acquisition of knowledge.

from the
Head of School



Dear Parents,

It is truly our pleasure to partner with you in creating the dynamic, inclusive, and joyful learning community that is Lawrence School.

Our goal is to ignite your child's potential—helping them improve in areas of weakness and shine in areas of strength. And with so many years of practice under our belts, we're pretty darn good at it. But we couldn't do it without your help!

We've found our students experience the most significant growth when their home and school expectations are in alignment. That's why it's so important for parents, teachers, and administrators to come together, support each other, and form collaborative relationships of mutual respect.

Please review the information in this handbook so you have a cohesive understanding of our organizational policies. Please do not ever hesitate to contact myself or any Lawrence teacher/administrator. We welcome the chance to speak with you and want to do everything we can to best serve you and your child.

With Sincere Appreciation,

A handwritten signature in black ink that reads "Douglas W. Hamilton". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

DOUGLAS W. HAMILTON
Head of School

dhamilton@lawrenceschool.org

office: 440.832.7820

cell: 216.287.1335

DIVERSITY, EQUITY, & INCLUSION PHILOSOPHY

Lawrence School is committed to creating a diverse educational community rooted in equity and inclusion as fundamental human rights. We seek ways to create an environment in which the identities and cultural backgrounds of our families, students and employees are valued and respected. Lawrence students and employees are expected to uphold the highest standards of fairness and inclusivity so that all members of our community may participate in and contribute to the life of the school, regardless of age, family structure, race/ethnicity, gender, religion, socioeconomic status, sexual orientation or any other aspect of their identity.

NON-DISCRIMINATION STATEMENT

Lawrence School welcomes students, staff, and trustees of all ages, races, colors, religions, sexes, genders, sexual orientations, disabilities, handicaps, and national/ethnic origins to all the rights, privileges, programs, and activities made available at the school. Lawrence School does not discriminate in administration of its education or admission policies, hiring practices, tuition assistance, or other school-related initiatives.

INSTITUTIONAL VALUES

The seal of Lawrence School features an eight-pointed compass, representing the school's institutional values. Each spring, every student receives a Compass Award for demonstrating one of these valued traits.

SCHOLARSHIP

A student who embraces learning with determination and is dedicated to the pursuit of academic excellence.

LEADERSHIP

A student who serves as a role model and inspires members of the school community to do their best in all endeavors.

FELLOWSHIP

A student who positively contributes to the school's social landscape through kindness and friendship to all.

COURAGE

A student who faces obstacles with conviction and confidence, and who stands up for others in times of need.

ADVOCACY

A student who has the self-assured confidence to articulate their needs, as well as champion the needs of others.

COMPASSION

A student who voluntarily serves as a helping hand, and exhibits genuine care and empathy.

INTEGRITY

A student of strong moral character, who firmly adheres to a personal code of dependability and honesty.

PERSEVERANCE

A student who continually puts forth effort to achieve goals, despite challenges, setbacks, or opposition.

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Contacts & Communication

COMMUNICATION WITH LAWRENCE STAFF

We encourage all our teachers and parents to have open lines of communication with each other. It will be the key to a successful year for each child. Phone calls and emails are the most popular methods of communicating. Parents will receive multiple updates from teachers, but should also feel free to initiate contact with teachers to share successes and concerns. Parents will be notified when a class change is made or when any event, positive or negative, directly impacts their child. Parents are encouraged to address concerns directly, beginning first with the classroom teacher.

EMPLOYEE DIRECTORY

A complete listing of contact information for all school employees is listed online at lawrenceschool.org/staffdirectory. Parents are encouraged to contact teachers and administrators **via email** as a first point of contact. Phone calls can easily be scheduled at a convenient time for important discussions. In addition, every staff member has a voicemail box where parents can leave a message. Anytime parents contact a staff member, they can expect a response on or before the next business day.

WHO TO CONTACT QUICK REFERENCE

Wondering who to contact? Our faculty members are always happy to answer questions about their classes. However, for other issues and questions, here's the best Lawrence person to help you:

I have a question or need to speak to someone about...	Lower School	Middle & High School
<ul style="list-style-type: none"> Confidential matters or personal concerns Campus operations General concerns 	Vanessa Diffenbacher Associate Head of School/Head of Lower School vdiffenbacher@lawrenceschool.org 440.832.7822	Shanika Lovelace Head of Upper School slovelace@lawrenceschool.org 330.908.6805
<ul style="list-style-type: none"> Medication Physicals Immunization records Allergies Dietary concerns All other health concerns 	School Nurse lnurse@lawrenceschool.org 440.832.7821	School Nurse usnurse@lawrenceschool.org 330.908.6819
<ul style="list-style-type: none"> Credit card charges Tuition payments 	Kelly Dlugolinski Business Office Specialist kdlugolinski@lawrenceschool.org 440.832.7851	

<ul style="list-style-type: none"> • Grades and report cards • School curriculum and instructional techniques • Class schedules and placement 	Elizabeth Lipinski Academic Dean elipinski@lawrenceschool.org 440.832.7831	Rama Janamanchi Academic Dean rjanamanchi@lawrenceschool.org 330.908.6804
<ul style="list-style-type: none"> • Extracurriculars and after-school activities • Events: prom, award nights, etc. • Field trips 	Anna Shelow Music Teacher/Activities Coordinator ashelow@lawrenceschool.org 440.526.0003	Gary Ising Director of Campus Life gising@lawrenceschool.org 330.908.6840
<ul style="list-style-type: none"> • Social and behavioral concerns • Code of conduct • Discipline • Dress code • Classroom concerns 	Annabelle Thorne Dean of Students athorne@lawrenceschool.org 440.832.7826	Joe Timco Director of High School jtimco@lawrenceschool.org 330.908.6847 Douglas Emancipator Director of Middle School demancipator@lawrenceschool.org
<ul style="list-style-type: none"> • Mental health concerns • General student wellness 	Amy Sheeler Director of Student Advocacy and Support Services asheeler@lawrenceschool.org 440.832.7817	Lea French School Counselor lfrench@lawrenceschool.org 330.908.6842
<ul style="list-style-type: none"> • College, career, and post high school planning • Standardized testing • College Credit Plus 		Domenic Iorillo Co-Director of College and Career Planning diorillo@lawrenceschool.org 330.908.6813 Lisa Brogan Co-Director of College and Career Planning lbrogan@lawrenceschool.org 330.908.6826
<ul style="list-style-type: none"> • Commencement • Parent communication (fall and spring) • Senior Week • Alumni connections • Class reunions • Support after graduation 		Melissa Tullis Director of Alumni Relations and Associated Special Events mtullis@lawrenceschool.org 330.908.6821

<ul style="list-style-type: none"> Athletic teams Practice or game schedules 		Bryan Cioffoletti Director of Athletics bcioffoletti@lawrenceschool.org 330.908.6814
<ul style="list-style-type: none"> Lunch Orders 	Anna Shelow Music Teacher and Campus Life ashelow@lawrenceschool.org 440.526.0003	Paula Cable Administrative Assistant pcable@lawrenceschool.org 330.908.6800
<ul style="list-style-type: none"> Understanding MAP & Aimsweb and PLUS reports IEP & ETR meetings Ohio Department of Education scholarships Evaluations for scholarship eligibility 	Amy Sheeler Director of Student Advocacy and Support Services asheeler@lawrenceschool.org 440.832.7817	
<ul style="list-style-type: none"> Public school transportation Students driving to school Student work permits 	Chris Cossel Administrative Assistant ccossel@lawrenceschool.org 440.526.0003 Annabelle Thorne Dean of Students athorne@lawrenceschool.org 440.832.7826	Paula Cable Administrative Assistant pcable@lawrenceschool.org 330.908.6800 Julie DeArment Administrative Assistant jdearment@lawrenceschool.org 330.908.6800
<ul style="list-style-type: none"> Technology 	Jason Sepsi Director of Educational Technology jsepsi@lawrenceschool.org 440.526.0003	Sally Garza Director of Educational Technology sgarza@lawrenceschool.org 330.908.6807 Tech Support: 216.202.4626
<ul style="list-style-type: none"> Enrollment Summer programming 	Courtney Williams Director of Enrollment Management courtney.williams@lawrenceschool.org 440.526.0717	
<ul style="list-style-type: none"> Tardiness Absence 	Attendance Line lsabsence@lawrenceschool.org 440.526.0003	Attendance Line usabsence@lawrenceschool.org 330.908.6801

<ul style="list-style-type: none"> • Donations • Bloom • Volunteering • Parents Pride • Carpools • Spiritwear • Parents Private Facebook Group 	<p>Jayne Eiben Director of Institutional Advancement jeiben@lawrenceschool.org 440.832.7828</p> <p>Laura Jones Director of Marketing and Development ljones@lawrenceschool.org 440.832.7823</p>
<ul style="list-style-type: none"> • School communications • Updating contact information • <i>MyLawrence</i> Parent Portal login • Transcripts 	<p>Anne-Marie Balcer Registrar and Database Manager registrar@lawrenceschool.org 440.832.7852</p>
<ul style="list-style-type: none"> • Tutoring • Psychological assessments • Testing for college accommodations • Alphabet Adventures 	<p>Schafer Center for Learning Differences info@learning-differences.org 440.832.7850</p>

EMAIL NOTIFICATIONS

Email is the best way to get important information at Lawrence. Parents are automatically added to the School's communication database and will receive newsletters and notifications several times per month that detail events, announcements, report card status, and more. These mass messages can sometimes land in spam or promotions folders. To avoid disruption, we recommend all parents add @lawrenceschool.org to their address book.

- **THE LAWRENCE LOOP:** Bi-weekly digital newsletter specific to Lower or Upper campus keeps parents in the know
- **LIONSHARE NEWS:** Monthly digital newsletter featuring photos and stories aimed at the broader community—students, parents, alumni, grandparents, prospective families, donors, friends, and more!

TEXT MESSAGES

Often, important information (like school cancellations) will be relayed to our community via text message. To receive text messages, please check the consent box in your MyLawrence account that authorizes Lawrence School to send you text messaging announcements. Only cell numbers on file with the school will receive these messages.

MYLAWRENCE PARENT PORTAL

Lawrence's student information system is a database that holds all confidential student records, grades, graphs, enrollment agreements, and other private information. The link to access the [Lawrence School parent portal](#) student information system is located on the Lawrence website, on the [MyLawrence page](#). If you need help logging in, please contact the Office of the Registrar at 440.832.7852 or email registrar@lawrenceschool.org.

PARENTS PRIDE - PRIVATE FACEBOOK GROUP

Every current Lawrence parent is invited to join the Parents Pride Facebook group. This private group is a great place to

digitally connect with other parents. Search “Parents Pride” on Facebook to request admittance. Parents must lead by example in all interactions and adhere to the standards of conduct set forth in the Home/School Partnership guidelines. Questions regarding school policies and procedures should be directed to the appropriate administrator.

ONLINE STUDENT DIRECTORY

Contact information for all Lawrence families is located in the [Lawrence School parent portal](#), our password-protected parent webpage. This database can be searched by first name, last name, or grade level and reflects the most up-to-date enrollment. The ability to export directory information as a printable PDF is also available. Please note: The directory is only for personal use.

UPDATES TO PARENT CONTACT INFORMATION

Parents must update the registrar whenever there is a change of contact information to ensure consistent communication and accurate student records. To officially update your info, call 440.832.7852 or email registrar@lawrenceschool.org.

PHOTO & MEDIA RELEASE

Lawrence School safeguards student privacy in its communications. There are a number of procedures in place to support this effort, which is managed by the Office of Marketing and Communications.

- In all marketing, students are identified only by first name and class year.
- As part of our annual student info form, parents agree to a media/photo release. This allows for photos/videos/recordings of students for use in our newsletters, admission materials, website, social media, and more. Parents who would like to add their child to the “Do Not Photo” list should contact Marketing and Communications at info@lawrenceschool.org. This does not include images of large groups, the yearbook, school pictures, or class projects.

General Information

SCHOOL CALENDAR

The school calendar can be found on the top navigation bar of the Lawrence School website: lawrenceschool.org/calendar. Please refer to this digital calendar for important dates and events. In addition, the school releases a quick [reference calendar](#) of the scheduled days off.

SNOW DAYS & UNSCHEDULED CLOSINGS

Our primary consideration in closing school is always the safety of our students, families, and staff. We understand our families travel from many different areas. If school is open and you do not believe it is safe for your child to make the trip to campus, we will not penalize them academically for their absence. Please keep up with work posted in Google Classroom and communicate with the teacher about work. Please check the absence policy below.

When severe weather is in the forecast, Lawrence leadership begins the decision-making process the night before school and in the very early morning. If weather conditions during the night and early morning make road conditions hazardous, we will close school.

As in years past, if either the Brecksville-Broadview Heights or Nardon Hills City School Districts close due to weather, Lawrence School typically closes as well. Families who depend on school bus transportation must also pay attention to that district's status. If the district closes school, their buses will not transport Lawrence students (even if Lawrence is open).

School closings are announced with both an automated phone call and text message as soon as the decision is made. If your phone number has changed, please update our registrar's office to ensure you are notified of school closings.

Generally, when campuses are closed due to weather or other unforeseen events, all after-school activities, clubs, extracurriculars, and athletic practices are also canceled. Any exceptions to this will be communicated to the community as soon as possible.

If we know of a possible school closing well in advance (a winter storm predicted several days ahead of time with effects lasting multiple days), we will plan ahead for asynchronous learning days. Students will bring home their school-owned device so that they may log into Google Classroom and complete assignments at home instead of reporting to campus. Assignments will be posted no later than 8:30 a.m. Students will not meet with their classroom teachers virtually on an asynchronous learning day, but are encouraged to work on their assignments independently.

VOLUNTEER OPPORTUNITIES - PARENTS PRIDE

Parents Pride is Lawrence's official parent organization. Every parent/guardian of a currently enrolled student is automatically a member. By volunteering, parents can further support their children while also getting to know the school environment, activities, staff, and other families. Opportunities may range from helping out in a classroom or social event to Teacher Appreciation Week participation and additional school community activities.

ENROLLMENT AGREEMENT

When parents make the decision to enroll their child at Lawrence, they sign a digital contract accepting all terms and financial obligations. This contract continuously renews, which means students in good standing are automatically enrolled from one academic year to the next. [Click here](#) to view the current agreement.

Families considering a change of school placement must notify the Office of Enrollment Management as soon as possible. The annual deadline for withdrawal is **Feb. 15**. Annual tuition and details regarding tuition assistance for the upcoming school year are released prior to this date. All questions regarding re-enrollment must be directed to the Office of Enrollment Management at admissions@lawrenceschool.org or by phone at 440.526.0717.

OHIO DEPARTMENT OF EDUCATION SCHOLARSHIPS

Families who utilize scholarship funds from the Ohio Department of Education are required by the state to complete a paper application and submit proof of residency annually. Lawrence School's Office of Student Advocacy and Support Services oversees this process and notifies parents when action is required. If you have questions about your scholarship, please contact asheeler@lawrenceschool.org.

SCHOOL SAFETY AND BUILDING VISITORS

In an effort to keep our campuses as safe as possible, all entrances and exits are locked at all times. All visitors must enter and exit the school buildings through the Main Entrance only. At the front, use the intercom system to notify the Main Office of your presence and for whom you are picking up or have an appointment with. Office staff will then open the door remotely. Visitors and parents should immediately report to the Main Office to sign in and collect a visitor's tag. Visitor's tags must be worn for the duration of the visit. In order to respect instructional time and ensure your concerns are adequately addressed, ensure you make appointments with staff and/or faculty before visiting campus.

Dress Code

The below dress code guidelines are designed to allow an optimal learning environment.

SCHOOL ATTIRE

School dress code clothing is to be worn Monday–Thursday. Lawrence School participates in Casual Fridays. On these days, students may come to school in typical streetwear as long as it complies with the dress code guidelines below. Any questions regarding dress code and associated guidelines, please contact the Lower School Dean of Students or Upper School Division Directors.

DRESS CODE GUIDELINES FOR NOV. 1 - MARCH 1

Tops: Collared shirts are required. Students may wear a polo or a button-down shirt in any solid color with or without a Lawrence School logo. Long or short sleeves are acceptable, however, sleeveless styles are not allowed. Students may also wear a Lawrence School spirit hoodie or crew neck sweatshirt. Additionally, plain solid color crew neck sweatshirt/hoodie/fleece/sweater may be worn over their collared shirt. Jackets, coats, and blankets may not be worn indoors.

Bottoms: Students are required to wear uniform-style pants or skirts. Pants can be khaki, navy, black, or gray. Skirts can be khaki, navy, black, gray, or plaid. Additionally, polo shirt dresses may be worn. Skirts must be of appropriate length for active classroom movement.

Footwear: Any athletic or dress shoes in good condition are acceptable. For safety reasons, no slides, slippers, or flip flops are permitted.

DRESS CODE GUIDELINES FOR WARM WEATHER (AUG - OCT. 31, MARCH-JUNE)

Tops: See above.

Bottoms: In addition to the above pants and skirts guidelines, uniform-style shorts and capris may be worn. Skirts and shorts must be of appropriate length for active classroom movement.

Footwear: In addition to athletic and dress shoes, sandals in good condition are also acceptable. For safety reasons, no slides, slippers, or flip flops are permitted.

Non-Negotiables for Attire (applicable to both dress code and dress-down days):

- No pajama pants, short shorts, tank tops, spaghetti straps, halter tops, or tube tops may be worn. Low-cut necklines are not permitted.
- Shorts may not be worn between November 1 through March 1.
- Midriff-baring shirts are not permissible.
- Skirts and shorts must be an appropriate length for active classroom movement.

- Extremely baggy or tight clothing is not permitted.
- Excessively ripped/frayed/torn clothing is not allowed, nor are items embellished with pen, marker, tape, etc.
- Hoods may not be over a student's head while in the building, nor can hats be worn in the building (unless special permission is granted by school leadership due to a student's medical needs).
- Clothing with political messages, vulgar, violent, or with offensive pictures/words are prohibited.

The school reserves the right to determine appropriateness of student attire. If you have questions about the appropriateness of attire, please contact the Dean of Students or Division Director.

DRESS CODE VIOLATIONS

It is an expectation that all students will adhere to the above dress code. When not in compliance, students are directed to change clothes using a supply of gently-worn clothing. If a change of clothing is unavailable or a student refuses to comply with this request, parents will be contacted and students will potentially be sent home. Serious or persistent dress code violations are handled on a case-by-case basis. Violations are waived during the first full week of school, as students adjust to the standards.

SPIRITWEAR

Lawrence School spiritwear is available for purchase online [here](#).

Lunch & Snacks

LUNCH PERIOD

Students must bring lunch from home each day, unless purchased through the website registration link, located on the MyLawrence page, for Lawrence School's specific outside vendor days.

The school occasionally provides lunch, snacks, or treats for all students. If the food served doesn't meet your child's dietary needs, please provide them with an alternative for that day.

WEEKLY LUNCHES FOR PURCHASE

These meals are available for purchase from a local restaurant and paid through the Lawrence website, on the [MyLawrence page](#). The choice at each campus will differ depending on availability. These meal packages and information regarding purchases will not be available until after Labor Day.

LUNCH PERIOD GUIDELINES

- Microwave ovens are not accessible during lunch.
- Food from outside vendors (e.g., DoorDash) cannot be delivered to campus before, during, or after school.
 - **Lower School:** In the event of a forgotten lunch, parents will be notified and children will receive an Uncrustables sandwich and a granola bar.
- Glass beverage bottles are not permitted.
- If a student forgets their lunch, a snack will be provided.
- All students must remain on campus for lunch.

LOWER SCHOOL SNACK BREAK

Lower School students take a 15-minute break during language arts for a snack. Parents should send their child to school with a healthy snack to eat at this time.

BIRTHDAY TREATS

Students are welcome to bring in a treat to share with their class in celebration of their birthday. However, parents are asked to first contact your child's teacher and Division Director/Dean of Students to schedule this and to confirm quantities and known severe food allergies.

Academics

UPPER SCHOOL ACADEMIC COURSE HANDBOOK

The Upper School Course Handbook was created by both the faculty and administration in an effort to assist with scheduling and future academic planning. This handbook is designed to facilitate the process of scheduling, adding/dropping courses, and graduating. The Upper School Course Handbook contains graduation requirements, course descriptions, 'scope and sequence' models, academic policies, and other pertinent information about our school. The handbook is available [here](#).

REPORT CARDS

Lower School: Instead of traditional letter grades, Lower School teachers write mid- and end-of-year reports that detail work habits, social skills, and academics. Parents are notified via email when these reports are ready to view in the [Lawrence School parent portal](#).

Upper School: Students are given a syllabus by their teacher outlining the expectations and grading procedures for each class. All assigned work, quizzes, and tests are graded and available to review using the School's student information system: [Educate](#). To access Educate, students and parents can click on the [Lawrence School parent portal](#) link, found on the MyLawrence page. Teachers update grades on a weekly basis. Ten days after the end of a quarter, report cards are posted for review in the [Lawrence School parent portal](#).

UPPER SCHOOL GRADING SCALE

GRADE	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
RANGE	94-100	90-93	87-89	84-86	80-83	77-79	74-76	70-73	67-69	64-66	60-63	0-59
VALUE	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

GPA CALCULATION

Grade point averages are only calculated for students in grades 9-12.

All credits earned at Lawrence School are issued by semester. A student must earn a passing grade of at least D- for the semester in order to earn credit for the course. Semester grades are calculated by combining the quarter grades with end-of-term examination grades. Each quarter grade will account for 45% of the final semester grade. End-of-term assessments account for the remaining 10%.

Honors and Advanced Placement courses, in which a grade of C or higher is earned, receive +.50 and +1.0 add-ons, respectively, per semester. College Credit Plus classes are weighted with a 1.0 add-on, similar to AP courses. A student who earns below a C does not receive a weighted grade.

Students enrolling in Lawrence School with transfer courses from other accredited institutions will be given credit for all courses passed. The courses count toward graduation requirements, but will not be calculated into the GPA. Upon graduation, the student's official Lawrence School transcript will include a copy of the transcript from the other school(s)

the student attended.

Lawrence School does not report class rank for graduating seniors. In determining valedictorian and salutatorian status, class rank is calculated at the end of the first semester of senior year. To be eligible for valedictorian or salutatorian, a student must have attended Lawrence School for four consecutive semesters, including the entire senior year.

HONOR ROLL

Students in grades 9-12 are recognized for earning the following quarterly GPA:

- **Honor Roll:** 3.5 or higher
- **Merit Roll:** 3.0 or higher

Students in grades 7 & 8 are recognized for earning the following quarterly grades:

- **High Honors:** All As
- **Honor Roll:** All As and Bs

HIGH SCHOOL CREDIT FLEXIBILITY (INDEPENDENT STUDY)

The Ohio Department of Education has a statewide plan for students to earn units of high school credit based on the demonstration of subject area competency. You can learn more about this option [here](#). Upper School students interested in exploring an independent study should contact the Upper School Academic Dean and complete [an application](#) before the start of the semester.

PROGRESS MONITORING & BENCHMARK DATA

Students of all grade levels are evaluated for academic growth regularly. Parents are notified when these graphs are available to view in the [Lawrence School parent portal](#).

Lower School: In order to best measure growth in a specific academic area, students are progress monitored at their current ability level. Sometimes this means the assessments are designed for a grade level below their actual grade. As an individual's academics improve, the grade level of their progress monitoring assessments will increase. Skills are measured in two areas:

- **Oral Reading Fluency:** Students read a new passage aloud for one minute. Errors are subtracted from the total number of words read. As a reader becomes more fluent and accurate, the difficulty level of the passage they are offered increases until they are able to decode words in a passage designed for readers at their actual grade level.
- **Correct Writing Sequences:** Students are provided with a writing prompt and given one minute to brainstorm ideas. They are then allotted three minutes to write on that topic. The score is based on capitalization, punctuation, spelling, and grammar.

Additionally, in the fall, winter, and spring, students complete benchmark assessments. Benchmarking is more in-depth and compares the student's abilities to peers of the same age across the nation.

Upper School: Middle and High school students are monitored for academic skill growth using aimswebPlus and NWEA Measures of Academic Progress (MAP). Students take three benchmark assessments with aimswebPlus in fall, winter, and spring. These assessments are given thrice per year and show a student's skill level without assistive technology. These data points are used to monitor growth internally and for IEP goal reporting. MAP assessments are given once per year in the fourth quarter. Students are able to use accommodations, such as embedded assistive tech tools and

extended time. These assessments are a good way to measure a student's abilities compared to same-grade peers nationally.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are a vital part of understanding your child's progress, and therefore attendance is a requirement. Conferences are held in November and March. Parents are able to meet with teachers in-person or virtually.

Lower School: Conferences are held over a week-long period, while school is in session. Parents are able to schedule a 30-minute meeting with their child's language arts teacher at a time of their choosing. At the conference, social and academic progress in all areas will be discussed.

Upper School: Conferences for families in grades 7-12 are held in both the fall and spring semesters ([see calendar](#)). Though not required, students are encouraged to attend fall conferences, where student goals will be shared. Spring conferences are student-led, and attendance is mandatory for all students and their parents or guardians. Unlike traditional Parent-Teacher Conferences, these meetings are guided by students themselves, allowing them to showcase their progress and reflect on their achievements.

HOMEWORK POLICY

Homework at Lawrence is designed so students of all ages can balance a healthy academic career with family life and after-school activities. Students at all grade levels should be able to complete their work independently, and in a reasonable amount of time. Learn more about our approach [here](#).

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
- Encourage students to demonstrate a sophisticated level of metacognition, which is a student's ability to think about their own thinking
- Reinforce critical concepts taught in the classroom through independent practice
- Build and enhance a partnership between home and school
- Allow teachers 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
- Prepare students with critical thinking skills needed in and out of the classroom
- Provide opportunities for students to demonstrate application of knowledge and skills in a variety of settings

Lower School: Monday through Thursday evenings, students are assigned brief homework activities that include mastered concepts in all academic areas. Students will also occasionally have a special project to complete over a longer period of time.

When a student does not turn in or fully complete their homework, they are required to attend the Homework Room during activity period where they are monitored by a faculty member. They are also given a Homework Pass as a consequence. Repeat passes result in the following actions:

- **5 slips per semester:** Letter sent home
- **10 slips per semester:** Parents are called and student meets with the Dean of Students
- **15 slips per semester:** Student meets with the Dean of Students and parents are called in to work with school leadership to develop an action plan; school leadership meets to review students' status at school and make a determination for future enrollment

We encourage all families to check in with their child during completion of homework. Should your child have difficulty during homework, please reach out to your child's teacher.

Middle School: Students often benefit from some extra support to keep pace with independent work and to develop understanding in each of their courses. As such, if a student does not complete or submit homework on the day it's due, or if it falls short of expectations, they are required to prioritize and complete this work in IE. IE classes are led by staff members who support the student as they complete their assignment and provide additional insight to the classroom teacher/division director.

- If a student does not complete and submit homework on the day it's due, a report is emailed to parents.
- The majority of work completed in IE, excluding assessment retakes, will be graded at 75% credit. This will be done at the discretion of the learning specialist.
- Students who refuse to complete work receive a zero for the assignment.
- Continual issues should be addressed with the division director and may result in academic probation.

High School: Students benefit from independent review of their learning and practice of the skills introduced in class. Homework assignments provide opportunities for students to master these skills.

- If a student does not complete and submit homework on the day it's due, a report is emailed to parents.
- If students submit their work within 24 hours after the due date, they can receive up to 75% credit.
- If not turned in within 24 hours, the student can still earn up to 75% credit if they use the Learning Resource Center after school. If turned in within 48 hours, the student can receive up to 50% credit. After 48 hours, the assignment will receive a zero.
- *Parents will receive automated email notifications for missing work and grades below C-. Please see the Attendance section for students whose missing work is related to absences.*

HOMework AGENDAS/ASSIGNMENT NOTEBOOKS

Agendas/assignment notebooks are a critical tool used to help students organize their time and complete assignments. Homework for each class will be logged in the agenda, and teachers will review or sign-off each day.

Lower School students maintain a planner and parents are expected to sign it each evening after reviewing their child's assignments.

- Students in grades 7-10 are taught to use a digital agenda—Google Tasks. Paper agendas are provided to students for whom the digital tool does not work best. All students are required to log their assignments daily during each class period.
- Students in grades 11 and 12 are offered the choice to use a digital or a paper agenda. Teachers review the use of these tools daily.

UPPER SCHOOL / AM READY PLEDGE

As students approach higher grade levels, we slowly transfer the individual responsibility of being *ready for school* and *ready to learn* onto them. The following checklist is posted outside each classroom as a way to remind learners to consciously take stock of their needs and to be accountable for the personal preparation required to engage in meaningful learning. Teachers prompt students to consider these actions at the start of the day and the beginning of classes.

I AM READY FOR SCHOOL:

- I have completed my homework assignments.
- I have studied/prepared for my tests, quizzes, or assessments.
- I have reviewed yesterday's work.
- I have written down my questions about assignments or class work.
- I have thought about how current classwork applies to my life.

I AM READY TO LEARN:

- My backpack, outerwear, and hat, are in my locker; headphones/earbuds are put away
- I have put my cell phone into my locker.
- My laptop is charged and ready.
- I have my class materials at hand: homework, assignment notebook/digital agenda, pencil pouch, etc.
- I feel safe and secure to participate.
- I am ready to respect and support my teachers and classmates.
- I am ready to act in a civil manner when differing opinions are shared on any particular issue.

FIELD TRIPS

- Lawrence School's dress code will be in effect for all scheduled field trips unless otherwise stated.
- Based on behavior and academic performance, Lawrence School reserves the right to exclude any student from participating in a field trip. If a student has a grade below C- or five total M0s pending in the grade book, they will not be permitted to attend the field trip. Missing work needs to be submitted two days before the field trip.
- If student behavior during the outing is deemed inappropriate at any time, parents will be contacted and may be required to pick their student up.

Participation in Athletics and Extracurriculars

If a student has a grade below C- or five total M0s pending in the grade book, they will not be permitted to participate in athletics (practices or games) and extracurricular activities. Missing work needs to be submitted before the student is allowed to participate.

HIGH SCHOOL SCHEDULE CHANGE – ADD/DROP A COURSE

Lawrence School advises all students to put time and thought into their course selections before submitting their schedule requests. Requests for course changes **MUST** be made within the first 10 days of the semester (September and January). Schedule changes cannot be made after this time, unless the change is initiated by the school.

SENIOR CAPSTONE INTERNSHIP

To graduate from Lawrence School, every senior is required to complete 60 internship hours during the designated dates in May with mandatory participation in the annual internship fair. Due to logistics, families are responsible for securing the internship location and details.

COLLEGE CREDIT PLUS (CC+)

Lawrence School partners with Cuyahoga Community College to offer the [College Credit Plus program](#). This program allows eligible students in grades 10, 11, and 12 to earn both college and high school credit through courses taught by Tri-C professors on our campus. Additionally, students in grades 7 and up are eligible to participate online or at the college's location.

Students considering this program should consult with Lawrence's directors of college and career planning and attend an information night with their parents to learn more. These meetings are held annually in January with program deadlines in February and March.

- In accordance with state guidelines, grades earned at the post-secondary institution will appear on a student's official Lawrence transcript, the college transcript, and is calculated into their GPA at both Lawrence and the college.
- Students enrolled in the CC+ classes offered on Lawrence's campus will not be enrolled in Targeted Intervention and/or the Explore program.
- Students must be officially accepted by the college/university and meet the state's mandated requirements, which vary from grade to grade, to participate.
- In order to receive state funding, intent to participate in CC+ must be received no later than April 1 of the prior school year. After this date, qualified families may pay out of pocket as long as they register by June 30.
- All forms must be completed annually and submitted to Lawrence's College and Career Planning Center.

COLLEGE TESTING

Lawrence's College and Career Planning Center manages the administration of college testing, including: Pre-ACT, ACT, PSAT, SAT, and AP exams. Staff members work assiduously to obtain accommodations on these standardized exams, however, recent, updated psycho-educational evaluations are sometimes required to apply for these accommodations. Please be advised that decisions regarding student accommodations are made by the testing companies and not by Lawrence staff. Early application and updated, well-articulated documentation of student needs are recommended. All tests are optional. Test registrations are emailed out in advance, allowing time for preparation and accommodation requests. Testing months are:

- **Grade 10:** PreACT in the second semester
- **Grade 11:** PSAT in October; ACT in February, April, or June (June is recommended); SAT during school in March
- **Grade 12:** ACT in July, September, or October
- **AP Testing:** AP World History, Modern and AP Physics I are offered in May

HIGH SCHOOL SEMESTER EXAMS

Students in grades 9-12 take semester assessments in each of their classes, which count for 10% of the overall semester grade. Some assessments resemble a conventional exam, however, faculty may also utilize creative projects, portfolio reviews, or other non-traditional exercises to gauge student understanding. Regardless of the format, midterms and finals are designed to measure a student's ability to apply the knowledge and skills they have learned in the classroom, as opposed to merely restating memorized facts. Although not exhaustive of all concepts taught, the assessments touch on the most important content covered during the semester. Students are offered appropriate accommodations and assistive tech tools.

The three days prior to winter and summer break follow a [special bell schedule](#) to accommodate midterms and finals. High School students are only required to report to campus during their scheduled assessment periods. Space is available to students if they remain on campus between periods or after dismissal.

Schedule Changes:

If a student needs to take a final exam early, they must first receive permission from both the **High School Division Director and Academic Dean**. Once approved, the student must coordinate directly with their teacher to complete the exam in that teacher's classroom.

Attendance:

Please note that if a student is absent for a scheduled second semester exam, they will receive a **zero** for that assessment. Unfortunately, there are no opportunities for make-up exams outside of the scheduled exam period.

Leaving Campus:

Students must leave campus once they have completed **all** of their semester exams. However, if any exams remain, students are expected to stay in designated areas until they've finished their full schedule.

Early Departures from Exams:

To maintain a focused testing environment, students are not permitted to leave the testing room early unless supervised.

Attendance

REPORTING ABSENCES

If your child is unable to attend school, please notify the Main Office. If we do not hear from you, the student's time away from school will be counted as an unexcused absence.

- **Lower School:** Please call 440.526.0003 or email LSabsence@lawrenceschool.org before 8:10 a.m.
- **Upper School:** Please call 330.908.6801 before 8:30 a.m. or email USabsence@lawrenceschool.org. Please be sure you have included the following: Your name, student name, grade level, your contact info, the date(s) of absence, reason for absence, anticipated return date.
- **In accordance with Ohio's Alianna Alert law, if a student is absent and the Main Office has not heard from a parent/guardian, staff will contact parents/guardians within the first 120 minutes of the school day.**
- If you are picking your child up early, for any reason, you must call the Main Office to notify them in advance, or send an email to USabsence@lawrenceschool.org school the day of.

TARDINESS

To be considered on time, Lower School students must arrive at school no later than 8:00 a.m. and Upper School students 8:30 a.m. 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. Please contact the school for any isolated severe weather instances.

- In the Upper School, if a student is late to school or class three times, a detention is issued.
- Students and parents will receive an email from USabsence@lawrenceschool.org, when a detention is earned.

EXCESSIVE ABSENCE/TARDINESS

In order for Lawrence programming to be effective, students must attend school daily. Students who miss an excessive portion of the academic year will be reviewed by the administration for possible termination of enrollment. Other consequences may include course failure, loss of academic credit, or even a **termination of state scholarship eligibility**.

Consequences:

- Five days of absences will result in parents receiving a letter indicating the total days absent. The letter serves as notification, as absences can easily accumulate without parents realizing how much school instruction is missed.
- At 10 days absent, parents will receive a second letter and a school administrator will make contact with a parent to assist in developing a plan to ensure future attendance.
- At 15 days absent, a parent conference will be held. At this time the administration will discuss the circumstances surrounding the absences and make a decision on future enrollment.
- *Parents may also receive automated email notifications for tardy and 5, 10, and 15 absences.*

MAKEUP WORK

Lower School students are not required to make up work missed due to absence. Any missing assignments will be completed during the school day upon their return to campus. However, Middle and High School students are required to make up work that is missed during any time away from school, unless special arrangements have been made. The school reserves the right to require students to stay after school in the Learning Resource Center (LRC) in order to complete work. It is required that any student absent for two or more consecutive days make arrangements to do so. It is up to the discretion of the teacher to determine whether in-class activities worth credit can be made up.

PLANNED ABSENCES & VACATIONS

Absences for family trips, non-school sponsored activities, college visits, etc. are considered a planned absence. At the School's discretion and only with prior written notice, these absences do not receive consequences, but are counted in the total of missed instructional time for purposes of issuing academic credit. Please see the section above regarding makeup work. **Two weeks' written notice via email to Division Directors and classroom teachers is required.**

ATTENDANCE & EXTRACURRICULARS

Students who are absent for any reason are also ineligible to participate in extracurriculars on that day. Students who are tardy, but arrive prior to or during lunch may still participate. Students who do not attend school, but then arrive for practices or games during the after-school hours will not be permitted to participate.

EXTENDED ABSENCES

When a student must be absent from school for an extended period of time due to a medical or mental health issue or related treatment, the school will make every effort to see that work is provided in order to keep the student progressing in her/his classes. Tutorial services cannot be provided, but we will work with each student to ensure a smooth transition once they return to school. The absence intake teacher will coordinate and communicate due dates for missing work. Students will not receive credit for missing work if the assignment is not completed within two weeks of the original due date.

EXTENDED ABSENCES REQUIRING ADMINISTRATIVE RELEASE

In some medical or mental health cases, students may be granted an Administrative Release (AR), which reduces or eliminates makeup work until the student is able to return to school. **AR procedures can only be initiated by school leadership.** If an AR is granted, time away from school does not count toward the total number of missed days for purposes of issuing academic credit. AR requires a physician or mental health professional to verify the need for this accommodation.

- **MEDICAL OR MENTAL HEALTH ADMINISTRATIVE RELEASE (AR)**
 - **ON-CAMPUS SUPPORT:** Students who can successfully function within the school setting with extra mental health support, will work with school administration to identify available school resources. These resources will be offered on a temporary basis with the goal of the student returning to independence throughout the school day.
 - **OFF-CAMPUS SUPPORT:** Students who are unable to function independently at school due to a need for mental health support beyond what Lawrence can offer will be placed on an AR. This time away will allow them to access the necessary support, such as medical supervision, intensive outpatient therapy, intensive inpatient therapy, or other. AR is granted for a maximum of 10 school days (with the appropriate documentation) or until the student can function independently at school (whichever comes first). During AR, students are not required to complete assignments; their grades are modified accordingly. Return to school is granted only with medical clearance. A maximum of 10 transition days

back to full-time status may be granted at the sole discretion of school administration. A re-entry contract is also assigned and in order to continue enrollment, students and parents must sign and agree to its terms.

Please note:

- Lawrence School supports are a supplement to outside services and should never be considered the primary intervention for a student struggling with mental health.
- In order for outside medical professionals to consult with the school, a current [release of information](#) form (also available in *MyLawrence*) must be on file with the school. It is the parent's responsibility to submit this form annually, along with an update to the school on any therapy, medications, or treatment changes.
- A parent's failure to disclose existing mental health issues or diagnosis puts the student's welfare at risk. This act may be subject to consequences, up to and including expulsion.
- A maximum of one AR may be granted per semester at the sole discretion of school administration.

Students requiring extended time away from school beyond the administrative release period will be on placement review.

DISTANCE LEARNING

If Lawrence School transitions from in-person classes to a distance learning model for any reason, students are expected to maintain regular contact with teachers through video conferencing, Google Classroom, and email. Attendance is required, just as it is for in-person classes.

At Lawrence School, we believe in the power of in-person learning, which means we currently do not provide individual distance-learning options for our students.

Campus Life

Extracurricular programming is an essential part of the well-rounded education offered by Lawrence School. Participation in social events, athletics, and clubs helps students form a positive self image and adds structure to after-school hours. Nearly 100 programs are offered across campuses and all students are strongly encouraged to participate.

Upper School families can find detailed information on school dances, field trips, and other activities in the [Upper School Campus Life Handbook](#).

ATHLETICS

Lawrence School offers a comprehensive athletics program for its students in grades 7–12, participating in the Lake Effect Conference and Independent School League. Over 70% of students engage in sports, which include baseball, softball, cross country, swimming, golf, volleyball, basketball, cheerleading, soccer, and e-sports. The school emphasizes individual skill development, team camaraderie, sportsmanship, personal commitment, and teamwork.

The athletic program aims to foster positive habits and attitudes, with dedicated coaches who are often faculty members. These coaches focus on creating an environment where success is measured by quality of play and personal growth rather than just wins and losses. For more information regarding Upper School athletics, please contact Director of Athletics, Bryan Cioffoletti, bcioffoletti@lawrenceschool.org.

REGISTRATION

- Club and athletic offerings are announced in the Lawrence Loop digital newsletter.
- Registration for all events, clubs, and athletic teams opens in August and is available in *MyLawrence*.
- Most activities have a limited number of participants and may fill up quickly. Online registration is first-come, first-serve.
- For more information regarding extracurricular activities, please contact:
 - ❖ **Lower School:** Anna Shelow, ashelow@lawrenceschool.org
 - ❖ **Upper School:** Gary Ising, gising@lawrenceschool.org
- **Some extracurriculars, such as the school play or athletics, require a tryout or audition. Parents can register online once their child has been officially accepted to the club/team.**

PARTICIPATION GUIDELINES

- Participation in extracurriculars is voluntary and a privilege offered to students in good academic and behavioral standing.
- Parents are responsible for picking their child up from meetings and events promptly. Repeated failure to pick up on time will result in a late fee and can also jeopardize a student's eligibility in the program. After a 10-minute grace period, parents are billed \$25 for every 15 minutes their child remains on campus following the official end time of an after-school club.
- The school rules listed in our Code of Conduct are required of students at all times, whether attending school-sponsored activities on campus or off.
- Athletic offerings begin at the middle school level. Some teams require a tryout, while others have open registration.
- Students participating in athletic offerings must submit all required medical forms and [physical forms](#) prior to

the first practice.

- Students participating in athletic offerings must submit the [Lindsay's Law form](#) prior to the first practice.

Health & Medical

SCHOOL NURSE

The Student Health Center is open daily. Students presenting with health concerns will be screened and treated appropriately during school hours. If a student feels too ill, and the school nurse has determined medically that the student cannot remain on campus (i.e., has a fever of 100.4° or above, or has vomited), and will be sent home. **Students must be picked up within 60 minutes of notification.**

MEDICAL FORMS

Printable PDF medical forms can be found in the *MyLawrence* parent portal. These can be mailed or emailed directly to the nurse at Lower lsnurse@lawrenceschool.org or Upper usnurse@lawrenceschool.org. Students are not permitted to attend school until the appropriate forms are submitted.

- **Immunization records are required for ALL NEW students.** Additionally, proof of up-to-date Tdap and Meningitis vaccines is required for students in grades 7 and 12. **Students who do not have current immunization records on file by the end of the first week of school, or the appropriate exemption form, will not be permitted on campus.**
- **All medical action plans** (e.g., students with [allergies](#), [asthma](#), [diabetes](#), or [seizures](#)) must be submitted to the school nurse prior to the first day of school.
- If the nurse must administer drugs during the school day, a [prescription med](#) or [over-the-counter med form](#) is required. No medications will be administered without the appropriate release form on file.
- An annual [sports physical](#) and [Lindsay's Law form](#) is required for athletes prior to the first practice.
- [Lower School](#) or [Upper School](#) consent forms are required if parents would like school staff to collaborate directly with their child's medical provider.

PRESCRIPTION MEDICATIONS

School personnel will administer prescribed medication during the school day if needed. The following procedures must be followed (no medications will be administered without the following):

- All medications must be brought to the Main Office in the original prescription bottle, along with a prescription release form signed by the physician. No medications will be administered without the appropriate release form on file.
- Lawrence School will not deviate from the doctor's instructions for administering the medication at any time, however, if a dose is ever missed, the school will use the extra medication as part of the normal dosing schedule.
- Students are responsible for reporting to the Health Center on time to receive medication. The staff are absolved from any responsibility which might be associated with the administration of medication.
- 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 substance intended to treat or mitigate a health condition.

CHANGE OF MEDICATION PROTOCOL

If your child takes medication that affects their emotional wellbeing or ability to focus, it's important to keep the school nurse and campus leadership informed of their medication status. If dosage adjustments are required, staff may notice changes in your child's performance well before these changes appear at home. School leadership should be informed of any changes to a medication regimen at the following points:

- The start of the academic year
- Any time dosage amount or schedule changes
- Any time a new medication is introduced
- Any time a medication is discontinued

OVER-THE-COUNTER DRUGS

Students may not bring their own over-the-counter (OTC) drugs or medicines to school. However, parents can supply OTC drugs to the school nurse to be distributed as needed. Parents will need to fill out and sign the [Non-Prescription Form](#) and supply the OTC drugs in the original store packaging.

At Upper School, some single-use packets of common OTC medicines (listed below) are available in the nurse's office, however, parental authorization is required in the back-to-school student information form.

- Ibuprofen (200 mg.) For pain relief, up to a maximum of two tablets per school day
- Acetaminophen (325 mg.) For pain relief, up to a maximum of two capsules per day
- Diphenhydramine (25 mg.) For allergic reactions, up to a maximum of two capsules per day
(Note: Students cannot drive for 4-6 hours after taking Benadryl)
- Hydrocortisone cream (1%) For itching, one administration per day
- Pseudoephedrine (30 mg.), For cold or allergy, maximum of two tablets per day
- Calcium and Magnesium Antacid, Chewable tablets, maximum of two tablets per day
- Menthol-eucalyptus cough drops, as needed, maximum of three drops per day
- Triple antibiotic ointment for topical administration, one administration per day
- SPF-30 or greater sunscreen for topical administration, maximum three uses per day

MEDICAL EMERGENCIES

If your child is injured and requires medical attention, we will notify the local Emergency Medical Service and they will transport your child to the closest medical facility. We will make every effort to contact you or the person designated on the student information form at the time the incident occurs. A member of the Lawrence staff will accompany your child and remain with them at the medical facility until you or your designee arrives. If preferred, once your child has been stabilized, you may have them transferred to another medical facility at your expense.

INFECTIOUS/CONTAGIOUS DISEASES

The health and safety of Lawrence's students and employees is always our highest priority. If a staff member or student contracts an infectious disease that could directly affect the health and safety of others (as defined by the Ohio

Department of Health), school administration may require a confidential release of required medical information be presented should the afflicted person wishes to remain part of the school community. Failure to disclose such a medical condition may result in termination/expulsion.

CONTAGIOUS ILLNESSES

Prevention is our strongest ally against contagious illnesses (e.g., COVID, flu, strep throat, pink eye, and others). In the case of infection or exposure, individuals should reference the following regarding their return to school:

If your child is not feeling well, or is experiencing symptoms of contagious illnesses, please contact the school office and keep the student at home. **Individuals already at school will be sent home.**

- If the school or family suspect exposure to COVID, they are advised to take a test.
- Lawrence School follows the recommendations of the CDC and our local health departments.

Parents are encouraged to call the Main Office if they'd like further guidance from the school nurse.

Emergency Planning

The School's first responsibility in any emergency is to ensure the safety of students, faculty, and staff. In prioritizing this, and in accordance with the mandated House Bill 422, Lawrence School administration has devised an Emergency Operations Plan that includes response procedures for a variety of situations that could potentially put our community at risk during the school day. Lawrence students and staff practice regular fire drills, tornado drills, lockdown, reverse lockdown, and all-school evacuation safety drills to prepare for an emergency or crisis. All safety drills are practiced with local authorities or under their consultation. Lawrence School values its relationship with its first responders, who are welcome on campus at all times.

COMMUNICATION

Lawrence School has a comprehensive Emergency Operations Plan that details response to all hazards. In the event an emergency situation should arise on campus, parents will be notified immediately using the School's phone and text alert system. Information regarding the status of the school and updates, as they become available, will be relayed as soon as possible. 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.

All emergency situations should be considered fluid; Lawrence School will provide accurate, verified, and up-to-date information to families as it becomes available. In the event of an actual emergency, first responders request parents refrain from calling or texting their students in order to ensure safety and minimize confusion.

Code of Conduct

Lawrence School is responsible for creating a safe and structured environment that promotes learning. We expect our students to practice good citizenship, maintain their academic standing, and act in a manner that creates a culture of care and respect.

When addressing a disciplinary situation, it is always our intention to ensure the student learns from the incident and becomes better equipped to respond appropriately in the future. The administration will make every effort to work with families to change unacceptable behavior, but will also limit the possibility of a student's ability to disrupt the school atmosphere.

Lawrence reserves the right to govern student conduct on school grounds before, during, and after school hours; as well as at school-sponsored events held off campus. This includes the School's ability to search lockers and personal belongings. Lawrence School also reserves the right to respond to student behavior that directly affects the school community, even if the behavior transpires off campus, after school, or on social media. Decisions about what does and does not constitute a disruption to the school community will be made at the sole discretion of school administrators.

PROHIBITED ACTIVITIES

The following is strictly prohibited both on campus and off campus during school-sponsored events. The range of consequences details the minimum through the maximum consequence, which in many cases includes expulsion without reference to behavioral history. Serious breaches of the Code of Conduct, including: assault, alcohol, tobacco/drug use, sexual activity, among others, may be reported to local law enforcement and/or Child Protective Services. The following is a list of violations, but is not meant to be comprehensive:

Violation

Unsafe Behavior

Persistent Bullying/Harassment

Academic Dishonesty or Forgery

Insubordination/Disrespect

Inappropriate Behavior During Detention

Profanity and/or Abusive Language

Public Displays of Affection

Cutting Class

Leaving School Without Permission/Trespassing

Damage or Theft of Property

Selling or Receiving Items on School Grounds

Inappropriate Physical Contact

Range of Consequences

Detention/Required Parent Meeting - Expulsion

Administrative Review - Expulsion

Administrative Review - Expulsion

Administrative Review - Expulsion

Additional Detention(s) - Expulsion

Pink Slip - Expulsion

Detention - Expulsion

Pink Slip - Expulsion

Administrative Review - Expulsion

Administrative Review and Reparation - Expulsion

Administrative Review - Expulsion

Administrative Review - Expulsion

Physical or Digital Possession of Sexual Content	Administrative Review - Expulsion
Sexual Harassment	Administrative Review - Expulsion
Inappropriate Use of Technology	Warning/Detention - Expulsion
Cyberbullying	Suspension of Tech Privileges - Expulsion
Fighting/Assault/Violence of Any Kind	10-Day Out-of-School Suspension - Expulsion
Sexual Activity	10-Day Out-of-School Suspension - Expulsion
Possession of Weapons, Illegal Substances, Fireworks/Explosives	3-Day Out-of-School Suspension - Expulsion

PROHIBITED ITEMS

Students are not permitted to bring the following to school for any reason, at any time. This prohibition extends to the School's buildings, grounds (including parking lots), and to the site of any off-campus school-sponsored activity. At any time, campus administrators can add other items to this list if they pose a danger to our community. Possession of these items on school grounds could result in expulsion and a referral to local law enforcement.

- Firearms or weapons of any kind (including Swiss Army Knives)
- Whether in the possession of staff, trustees, 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
- Fireworks, or explosives of any kind
- Sexually inappropriate items, photographs, digital content, or printed material
- Alcohol, tobacco, drugs, and paraphernalia, including: lighters, matches, e-cigarettes, and vaping equipment
- Cellular phones can be deemed prohibited items, should student use of this technology pose a threat to the safety and well-being of others.
- Items with political messaging of any kind; Lawrence School reserves the right to determine what constitutes political messaging.

ILLEGAL SUBSTANCES

All students have the right to be involved in a school environment that is free from drug abuse. Students can expect that adults associated with the school will take steps to protect the well-being of the school community and provide intervention and support to students engaged in inappropriate behavior, within the bounds of the School's Code of Conduct. The following rules are in place on campus, as well as at any school-sponsored event.

- No student will, at any time, be permitted to use, consume, sell, deliver, conceal, or appear to be under the influence of any illegal or dangerous substances. This includes abusive drugs, alcohol, tobacco, e-cigarettes/vaping, counterfeit drugs, accessories and paraphernalia, as well as household substances used in a manner inconsistent with product labeling.
- No student will discuss illegal substances on campus with peers. The only appropriate time for discussion of these issues is during a teacher-directed lesson or in private consultation with a member of the administrative team.
- Lawrence School will intervene should information regarding off-campus use of illegal substances be disclosed via student report or social media. Students will be held accountable to school policies regarding illegal substances when off school property.
- Any student who reports to campus under the influence or appearing to be under the influence of alcohol,

tobacco, or any other illegal substance will be subject to urine or hair testing. This procedure also applies to any student disciplined under the School's illegal substance policy, whether or not the student appears to be under the influence at the time. Lawrence School also reserves the right to require a drug screening of any student at any time, with or without cause, as a condition of continued enrollment in the school.

- Any student who tests positive for an illegal substance must immediately engage in a treatment program delivered by a licensed substance abuse treatment professional and submit to regular drug screenings, as requested by the school.

Periodically, the campus is swept for illegal substances by the local police department and/or K-9 units. The dates and times of these searches are not announced and include buildings, parking lots, and any cars parked in the lots. The school assumes no responsibility for any loss, damage or inconvenience caused by these searches. If illegal items or substances are found during a search, the offender will be prosecuted to the fullest extent of the law.

SOCIAL CONFLICT

Social conflicts emerge from misunderstandings of intent in interactions and low-level negative actions that do not rise to the level of bullying or harassment. At Lawrence, we refer to these interactions as social conflicts. The term allows us to de-escalate these situations in a quick and efficient manner, with the needs of both parties being honored and respected. When the school describes a situation as a social conflict, we are using the opportunity to ensure everyone understands the difference between a situation that can be resolved with support from an adult and effective communication, versus one that could have far-reaching repercussions for all involved. This includes opportunities to adjust student behavior in alignment with the School's efforts to create a diverse, inclusive, and equitable environment.

BULLYING

Acts of behavior which are antagonistic to the welfare of other students, staff and Lawrence School will not be tolerated. This includes words or actions which jeopardize the School's ability to create a diverse, inclusive, and equitable environment. Reports of bullying and peer abuse are investigated by the Dean of Students or division directors. During the investigation, the victimized student remains anonymous. Following a report, students found to be bullying others are subject to disciplinary actions based on the type of offense committed, up to expulsion. Individual circumstances and the forthrightness of the student and their family will be considered. If you feel your child is being bullied, please notify the division directors immediately. Steps will be taken to address the concern and ensure your child is safe at school.

HARASSMENT

Harassment is any intentional written, verbal, electronic or physical act toward another that causes mental, emotional or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the harassed student. To best accommodate the needs of our students, harassment of any kind is strictly prohibited. This includes words or actions which jeopardize the School's ability to create a diverse, inclusive, and equitable environment. In the event that you or someone you know is a victim of harassment, please notify the division directors immediately. Please note: students found to be harassing other students can be expelled from school immediately, without regard to progressive discipline.

ACADEMIC INTEGRITY

All work submitted must be a student's own original work. This allows teachers to accurately assess skills and develop a plan to provide assistance where needed. We ask students to always do their personal best, which means not sharing or taking answers from others. Parents will be notified of any incidents of academic dishonesty and the associated consequences. Continued issues with academic dishonesty result in disciplinary consequences. If your child needs help

with academic assignments at home, please contact their teacher to find out the best way to intervene and provide support.

We live in a time in which AI and other technology tools are evolving rapidly. Our focus as a school is to improve a student's learning by honing their critical thinking skills and facilitating their curiosity in ethical ways. As such, Lawrence School has reserved the right to include or limit the use of certain AI and technology tools. Any approved use of AI or technology tools must be disclosed and cited.

THE HOME/SCHOOL PARTNERSHIP

Students learn respect for others and personal responsibility equally in both the home and school environments. As influential role models, school employees and parents must lead by example in all interactions and adhere to the standards of conduct set forth below. Behavior (both on and off campus), as well as communication (written, verbal, electronic, or in digital forums) must never:

- be disruptive, intimidating, or aggressive
- threaten the health, safety, or well being of another member of the school community
- be inconsistent with the School's mission, vision, and guiding principles (including, but not limited to diversity, equity, and inclusion)
- reflect a loss of confidence or serious disagreement with the school or family

Positive, constructive, and collaborative relationships between every member of the Lawrence community, including students, parents, faculty, and staff, are essential to the advancement of the School's mission. Infractions to the home/school partnership policy, by any member of the community, may result in disciplinary actions at the sole discretion of the school, including, but not limited to: termination, suspension, dismissal, or expulsion, as well as prohibition of a student/parent/employee from being present on school property or attending off-campus school events. The enrollment agreement includes [language](#) outlining these expectations.

Assertive Discipline

Lawrence School maintains a school-wide Assertive Discipline policy. Rules and behavioral expectations are posted clearly in every classroom. Behavior which compromises the teacher's ability to teach, or which compromises the orderly activity of the school is dealt with using a proactive approach to discipline that teaches students to change negative behaviors and learn from their infractions.

LOWER SCHOOL CAMPUS DISCIPLINE

Distracting behavior is routinely corrected by the teacher as part of the Lawrence teaching method. Disorderly behavior which compromises a teacher's ability to teach or the daily school operations will be handled as follows:

- **First Offense:** A verbal warning is issued when the teacher perceives a specific behavior as disruptive to the structure of a lesson, or if the behavior is inhibiting their ability to teach.
- **Second Offense During the Same Class Period:** The teacher writes the child's name or initials on the board/desk without taking away from the pace of their teaching. This serves as a visual reminder to the student.
- **Third Offense During the Same Class Period:** Teacher adds a mark beside the student's name and the student is issued a detention during the activity period. This time is spent reflecting and learning appropriate skills to change the behavior.
- **Fourth Offense During the Same Class Period:** Teacher gives student a pink slip and removes them from class.

Lower School Detentions

Lower School detention consists of a meeting during the activity period to reflect on negative behaviors, learn the appropriate skills to change those behaviors, and engage in a positive activity to benefit the entire school community.

- **3-4 Detentions:** Student meets with the Dean of Students; parent contact is made and a report is sent home.
- **5-9 Detentions:** Student serves an additional half-day in-school suspension. Student meets with the Dean of Students, a parent meeting takes place to establish an action plan, and a report is sent home.
- **10-14 Detentions:** Student serves a one-day out-of-school suspension.
- **15 Detentions:** A final conference is held with the Dean of Students, Associate Head of School, and the family. The student's enrollment status is under review.

Lower School Pink Slips

Upon a fourth disruption to learning time, a student is issued a pink slip and asked to leave class and meet with the Dean of Students. Pink slips can also be issued without prior notice if the student instigates a severe disruption in the classroom that requires immediate removal. Pink slips constitute an automatic detention and result in a phone call to parents. The following policy is in place for students who receive multiple pink slips in a semester:

- **1 Pink Slip:** Student meets with the Dean of Students, who also informs parents. The student reports to the Main Office for the remainder of the day.
- **2 Pink Slips:** Student meets with the Dean of Students, who also informs parents. A parent/student conference is held with the Dean of Students and Head of Lower School to discuss behavioral concerns and potential

out-of-school suspension.

- **3 Pink Slips:** Student will report to the Main Office for the remainder of the day and a parent/student conference is held to develop an action plan and potential out-of-school suspension(s).
- **4 Pink Slips:** Student serves a one-day, in-school suspension, as well as potentially an out-of-school suspension(s).
- **5 Pink Slips:** Student serves one to three days of out-of-school suspension, depending on the severity of the action. Parents are informed that outplacement procedures have been activated and that any subsequent disciplinary problems will result in dismissal from Lawrence School.

UPPER SCHOOL CAMPUS DISCIPLINE

Students are required to meet with the Division Director in order to identify and resolve the problem that is preventing them from participating effectively in class. The Division Director is responsible for assessing that the student is ready to return to class.

Upper School Detentions

Parents are notified when a student is given detention. As detentions accumulate over a semester, the following consequences take place:

- **1-4 Detentions:** Supervised detention is served during lunch period, where students participate in a reflection activity.
- **5-9 Detentions:** A meeting will be held with the student, parent, Division Director to discuss behavior. The student will serve two sessions of after-school reflection following this conference. Students will attend one session of after-school reflection for every subsequent detention going forward. Supervised after-school reflection is held after school from 3:30 - 5:00 p.m. within 3-5 days of the detention based on the availability of the staff supervisor.
- Students can complete their assignments from the day if time allows. Students forfeit participation in after-school activities on reflection days.
- **10+ Detentions:** A final conference is held with the Division Director, Head of Upper School Campus, and the family. The student's enrollment transitions to placement review status. Subsequent detentions can result in outplacement/expulsion.

Pink Slips: Pink slips are provided if behavior does not change following a detention or for behaviors which are significantly disruptive, inappropriate, or unsafe. Pink slips constitute an automatic detention and result in a phone call to parents. The following policy is in place for students who receive multiple pink slips in a semester:

- **1-2 Pink Slips:** When a student receives a pink slip they will report to the Main Office immediately. This meeting also includes a phone call home. The Division Director will determine if the student can return to class for that day or if they should remain in the office/be sent home. This is dependent on the meeting with the student and the behavior which resulted in the pink slip. Additional consequences may follow and will be explained by the Division Director. At the second pink slip, parents will be required to meet with the Division in-person. An in-person meeting may also be required for the first pink slip based on the student's behavior.
- **3 Pink Slips:** The Division Director meets with students and notifies parents. At the third pink slip, the student reports to the office for the balance of the day and a parent/student conference is held the same day to develop an action plan including additional consequences up to out-of-school suspension. Parents are informed that

placement review procedures have been activated and that any subsequent disciplinary problems will result in outplacement or expulsion.

Middle School Verbal Warning & Blue Cards: A behavior that is disruptive to the learning environment will be routinely corrected by the teacher as part of the Lawrence School teaching method. It is only when the behavior persists that a final verbal warning and blue card will be issued. Verbal warnings are provided in a non-judgemental and emotionally-neutral fashion. Blue cards are placed discreetly on the student's desk serving as a visual reminder that behavior is disruptive and the next step is a detention.

CAMPUS LIFE-RELATED DISCIPLINARY ACTIONS

Lawrence School reserves the right to terminate participation or attendance at any extracurricular or school-sponsored events, such as athletic games, school dances, etc. Any termination of participation or attendance, whether voluntary or imposed by the school, carries with it the obligation to pay any participation fees in full.

Students who are suspended may not appear on school grounds at any time or attend any off-site school activities for the duration of the suspension. Students who 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.

TECH-RELATED DISCIPLINARY ACTIONS

Students who do not comply with Lawrence's [tech policies](#) are subject to the following consequences:

Lower School Campus:

- **First Offense:** Verbal Warning
- **Second Offense:** Written Warning
- **Third Offense:** Detention
- **Fourth Offense:** In-School Suspension
- **Additional Offenses:** Extended suspension of technology privileges, possibly for the remainder of the school year, at the discretion of school leadership. Other possible consequences include a downgrade of the school-issued device or additional disciplinary actions up to and including placement review.
- **Financial Penalties:** If warranted an offense may require financial responsibility, meaning the student's parents are required to compensate the school to replace equipment.

Upper School Campus:

- **First Offense:** Technology purple slip, which results in a student meeting with the technology director or division director. Parents will also be notified and temporary loss of privileges may follow.
- **Second Offense:** Suspension of technology privileges, which may include loss of computer and/or internet use. Students will only use technology while closely supervised for the duration of the suspension. Additional consequences, including detention may follow.
- **Additional Offenses:** Extended suspension of technology privileges, possibly for the remainder of the school

year, at the discretion of school leadership. Other possible consequences include a downgrade of the school-issued device or additional disciplinary actions up to and including placement review.

- **Financial Penalties:** If warranted an offense may require financial responsibility, meaning the student's parents are required to compensate the school to replace equipment.

DISCIPLINARY RELEASE

When a student exhibits significant behavioral concerns, school leadership may institute a Disciplinary Release (DR). DR is at the sole discretion of the school with the purpose of giving school administration, in cooperation with the family, time to determine the best way to handle the situation.

- **TWO-DAY HOLDING DISCIPLINARY RELEASE**

Students identified as requiring a DR will first be asked to stay home from school for two days in order to allow administrators time to meet and collect information. This period will begin the day after the student is sent home and will last for two school days, not including weekends, snow days, or other scheduled days off.

- **DISCIPLINARY RELEASE**

Upon completion of the two-day holding period, students placed on DR due to a behavioral incident will receive one of the following consequences (at the sole discretion of the school):

- **PLACEMENT REVIEW:** In some cases, a behavioral or academic situation transpires that jeopardizes the long-term success of a student at Lawrence School. In these cases, students will continue their enrollment under Placement Review, which is a time-limited intervention that requires families to work closely with school faculty and allied professionals to reconcile the concerns that are preventing student success.
- **SUSPENSION:** Students may receive an out-of-school suspension, which is designed to clearly illustrate when actions are unacceptable and have endangered a student's ability to be a part of the school community. Students are able to complete classwork while suspended and earn up to 75% credit for the work completed. Continued issues may result in an outplacement or expulsion. Individuals who've been suspended are assigned a student expectation contract; in order to continue enrollment, students and parents must sign and agree to its terms.
- **EXPULSION:** In cases of serious misbehavior, or an adversarial relationship with the school on the part of the parents or the student, Lawrence School reserves the right to expel any student. Prior to expulsion, the Head of School will notify the family of the School's intention. Parents whose child has been expelled are responsible for the remainder of any tuition payments or associated fees, regardless of the date of the expulsion. Students expelled from Lawrence School are not permitted to re-enroll in the future.

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.

Technology

We believe the use of technology is essential to both the educational process and the efficient management of the school. We encourage using technology in a positive, productive way and appreciate family support in ensuring good decision-making skills are developed. When parents/guardians complete their annual student information form, they agree to the following terms and conditions regarding tech use.

CONFIDENTIALITY

- There is no assurance of confidentiality when transmitting data electronically.
- The school reserves the right to monitor and examine technology use, including files and electronic media on all public drives and storage devices. This includes ALL school-owned and personal devices, software, and services used on our campuses.
- Monitoring software is used on our campuses. All internet traffic is monitored for appropriateness and for possible risk to school network infrastructure. Monitored activities include, but are not limited to: internet searches, URLs visited, IMs, emails, video chats, files/communication on Google docs, and any files downloaded/uploaded.
- Parents should note internet and other online experiences are not monitored or filtered when students are off campus, this includes on school-owned devices.

STUDENT ACCOUNTS

Lawrence School creates student accounts for digital learning and communication platforms, which may include, but are not limited to: Google Workspace, IXL, Learning Ally, Nessy, and more.

DIGITAL CITIZENSHIP

Lawrence students are expected to show respect for their peers, their teachers, and their school within the digital realm, regardless of if they are on or off campus or using a personal device. We encourage students to remember negative comments posted on social media can be immensely hurtful and professionally/personally damaging to the person they are directed to.

Lawrence School claims jurisdiction and the right to respond to any online behavior that affects the school community. Online behavior is subject to the same rules and consequences that apply to on-campus, in-person interactions. Consequences regarding any online or digital transgression are solely at the discretion of the administration.

AI POLICY

Individual teachers can decide when, how, and if AI is used for an assignment or a specific part or stage within an assignment based on the AI Age-Appropriate Guidelines. Any use of AI in academic work must be cited appropriately. This is to ensure transparency and give credit to the sources of information. Using AI without permission and acknowledgment is considered academic dishonesty.

TECHNOLOGY RESPONSIBILITIES

Access to school-owned devices and gear is considered a privilege and students are responsible for making appropriate

choices during use as well as taking good care of their equipment.

- Students should not eat or drink near their device.
- If a school-owned device is issued with a protective case, the case must stay on at all times.
- Lower School students typically only use their device on campus, but may take them home for special assignments. Students in grades 7-12 regularly bring their device home in order to complete assignments. During travel both on and off campus, it is imperative that all students utilize a school-issued protective tech bag.
- When on campus, Upper School students must have their device on their person or in their locker at all times.
- Students new to Upper School are only able to take equipment home after successfully completing specific tech tasks in Learning Strategies or Middle School tech classes.
- School-owned devices should be stored securely when off campus, charged at night so they are ready to use each morning, and restarted weekly.
- All school-owned devices and accessories (including chargers, cases, etc.) must be returned to the tech department by the last day of the school year. Missing or damaged items will result in a fine.

Students are expected to use technology appropriately and demonstrate they are good digital citizens at all times.

- Students may only use school-owned devices to access academic-related websites and tools during school hours. However, Upper School students may participate in recreational web searching, games, music, and chatting after school.
- Lawrence School has reserved the right to include or limit the use of certain AI and technology tools. Any approved use of AI or technology tools must be disclosed and cited.
- Students must follow all copyright and fair use laws when using electronic information, this includes using digital imagery and citing websites.

Upper School Students are also expected to complete the following tasks:

- Students should check their school email daily to keep in communication with teachers. Email use should be limited to school-related tasks during the school day.
- Students should check the online gradebook at least once a week.
- Middle Schoolers should always ask a teacher before printing at school. High Schoolers do not need permission to print, but should only print work that is required to be printed by a teacher.

CELL PHONES & PERSONAL DEVICES

The following policies are in place to ensure our instructional time remains free of distractions and to protect our students and their privacy while at school.

- Parents should NOT text/call students during the school day. If parents need to pass along a message, they should do so through the Main Office (**Lower School:** 440.526.0003; **Upper School:** 330.908.6800).
- Students may not text/make calls from their cell phone during the school day. They may make calls using the Main Office phone or the school nurse's phone.
- Any violation of the school's academic honesty or bullying/harassment policies, which involves a cell phone or personal device, will result in the student being prohibited from bringing the item on campus, among other consequences.
- Cell phones and personal devices will not be added to Lawrence's wireless network. Students participating in eSports may connect their device to the school's network, but only after school and with an administrator's permission. **Additionally, during exams, smartwatches are considered personal devices and are subject to the same restrictions as cell phones to ensure academic integrity.**

Lower School: Students may bring cell phones and personal devices to school, but they are not allowed to be on their person during the school day. Lower schoolers must keep phones/devices zipped in their backpacks at the rear of the classroom. Phones/devices not put away will be confiscated and returned at the end of day. Further disciplinary consequences may also result. If a student needs to contact parents during the school day, they can do so in the Main Office with staff assistance.

Upper School: Students must keep their phones and personal devices in their lockers for the entire school day. Phones and personal devices should be turned off or on silent mode and cannot be accessed during the school day without specific teacher permission. Students who do not are subject to [disciplinary consequences](#).

Medical Exceptions:

- Students with documented medical needs (e.g., diabetes monitoring, seizure tracking apps) may be granted limited and supervised phone access.
- A written request from the parent/guardian and a medical provider's note must be submitted to the school nurse and approved by the administration.
- Students with approved exceptions will receive a phone use plan, outlining specific times and locations for medical phone use.
- Unauthorized use outside of the approved plan may still result in consequences.

DISTANCE LEARNING

Lawrence School does not offer distance learning, however, if the school moves to distance learning, students are expected to comply with all the rules of acceptable technology use, in addition to the following:

- Distance learning students are not permitted to post material to any digital platform that was captured through a remote class. This includes screenshots, photos, videos, or files of any type. A violation of this part of the agreement will be considered a serious breach of the School's Code of Conduct.
- When engaging with others in an online environment, all comments must be positive and school-appropriate. Negative, critical, or aggressive communication will not be tolerated.
- Students are expected to be academically honest and submit only original work.

Bell Schedules

LOWER SCHOOL

Time	Class Period
7:45	Doors Open
7:45 - 8:00	Arrival
8:00 - 8:20	Homeroom Instruction Mon & Weds: Class Meetings Tues & Thurs: Character Development Fri: Lawrence Achievers
8:20 - 9:00	Language Arts
9:00 - 9:40	Language Arts
9:40 - 9:55	Snack
Art, Music, Physical Education, Library Students take part in a 40-minute special during their Language Arts block. Classes are assigned to begin their daily special at 8:20, 9:00, 9:55, or 10:35.	
9:55 - 10:35	Language Arts
10:35 - 11:15	Language Arts
11:15 - 11:45	Targeted Intervention (T.I.)
11:45 - 12:15	Grades 1-4: Lunch/Grades 5-6:Activity
12:15 - 12:45	Grades 1-4: Activity/Grades 5-6:Lunch
12:45 - 2:00	Mathematics
2:00 - 2:45	Science/Social Studies
2:45 - 3:00	Organizational Time
3:00	Dismissal

MIDDLE SCHOOL

Class	Times
Doors Open	7:30 - 8:30
Writing	8:30 - 9:00
1	9:03 - 9:44
2	9:47 - 10:28
3 TI	10:31 - 11:12
4 Electives	11:15 - 11:56
Activity / Lunch	11:56 - 12:25
5	12:27 - 1:08
6	1:11 - 1:52
7 Elective	1:55 - 2:36
8 Intervention and Executive Function	2:39 - 3:25
Dismissal	3:25

MIDDLE SCHOOL EARLY RELEASE (NOON DISMISSAL)

Period	Time
1	8:30 - 8:51
2	8:54 - 9:18
3	9:21 - 9:45
4	9:48 - 10:12
5	10:15 - 10:39
6	10:42 - 11:06
7	11:09 - 11:33
8	11:36 - 12:00

HIGH SCHOOL

Period	Time
Doors Open	7:30 - 8:30
TI	8:30 - 9:00
1	9:03 - 9:44
2	9:47 - 10:28
3	10:31 - 11:12
4	11:15 - 11:56
Lunch	11:56 - 12:24
5	12:27 - 1:08
6	1:11 - 1:52
7	1:55 - 2:36
8 + Checkout	2:39 - 3:25
Dismissal	3:25

HIGH SCHOOL EARLY RELEASE (NOON DISMISSAL)

Period	Time
1	8:30 - 8:51
2	8:54 - 9:18
3	9:21 - 9:45
4	9:48 - 10:12
5	10:15 - 10:39
6	10:42 - 11:06
7	11:09 - 11:33
8	11:36 - 12:00

HIGH SCHOOL SEMESTER EXAMS

The three days prior to winter and summer break follow a special bell schedule to accommodate semester assessments. High schoolers are only required to report to campus during their scheduled assessment periods. Classroom space is available for students if they remain on campus between periods or after dismissal.

Times	Day 1	Day 2	Day 3
8:30 - 10:10	Period 1 Exam	Period 3 Exam	Period 6 Exam
10:10 - 10:20	Break	Break	Break
10:20 - 12:00	Period 2 Exam	Period 4 Exam	Period 7 Exam
12:00 - 12:30	Lunch	Lunch	Students Released
12:30 - 2:10	Period 5 Exam	Period 8 Exam	Make-Up Exams
2:10	Students Dismissed		

Transportation

BEHAVIOR EXPECTATIONS

Lawrence School does not offer transportation to and from school, however, we use charters and school-owned shuttles to transport students for field trips and extracurricular activities. Students may only ride if their behavior is appropriate. The behaviors listed below will be addressed by a Lawrence School staff member. The following is a list of violations, but is not meant to be comprehensive:

- Standing when the vehicle is moving, excessive noise, or horseplay/mischief will result in warnings, assigned seats, or detentions.
- Keeping hands and feet to self, profanity, physical or verbal aggression will result in a 1- to 3-day transportation suspension, as well as school discipline.
- Repeated violations of the above will result in permanent loss of transportation privileges and a placement review.
- Possession or use of matches, lighters, vaping equipment, e-cigarettes, illegal substances, vandalism, or any behavior that threatens the safety of others will result in permanent loss of transportation privileges and a placement review.

CARPOOL MAP

Families can locate others in their area and combine transportation efforts. A carpool map, which is updated as new families enroll, is located in the [Lawrence School parent portal](#).

PUBLIC SCHOOL BUSING

Some public school districts provide transportation to Lawrence School. Families are advised to contact their district of residence to see if transportation is available.

The Orange City School District also offers a busing option for any Lawrence student. The bus picks up passengers at Orange High School and transports them to both campuses. There is no fee for students who reside within their district, but riders who live in other areas are required to pay an annual fee. Please note: Orange Schools determine whether this service is offered based on the number of resident riders each year. Lawrence parents are notified in July if this option is available.

STUDENT DRIVERS

Since driving to school is a privilege, students who consistently violate the guidelines below may be subject to fees, suspension, and/or termination of driving privileges. Students must meet the following criteria to be eligible to drive to school:

- Student drivers must be considered to be in good school standing: socially, academically and behaviorally.
- Student drivers must purchase a \$50 parking pass. The fee is reduced to \$25.00 for passes purchased after April 1. This pass is available for purchase on the [Lawrence School website](#) and requires completion of a digital Student Driver Registration form upon checkout.
- Student drivers are not permitted to use the circular drive in front of the school at any time, for any reason.

Students must access the campus by using the road to the main parking lot at the bottom of the hill (North end of the campus).

- Student drivers must park appropriately in the designated Student Parking Area, which has an entrance divider. All students should enter and exit the lot to the right of the divider. Student parking is not permitted in the Disabled or Visitor spaces or in any of the spaces directly in front of the building.
- Student parking tags must be displayed from the rearview mirror of whatever vehicle they drive. The number on the parking tag is a unique number registered to that student and should not be given to others. Transferring or loaning your tag to others will result in loss of driving privileges.
- Students must drive carefully through the parking lots. Failure to maintain safe and reasonable speed on school grounds will result in the loss of driving privileges.
- Students may not visit their cars during the academic day without permission from a member of the School's administration.
- Students must not transport or store illegal substances in their vehicles while on school grounds. This includes alcohol, tobacco, 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; such searches may occur with or without notice
- Upon arrival in the morning, students should exit their cars, lock them and come directly into the building. Loitering in the parking lot is prohibited.
- Lawrence School is not responsible for damage or theft of a student's car, or its contents while the vehicle is on school property.
- Students are permitted to transport one passenger who is unrelated to them per vehicle. Transporting other students without the consent of both the driver's and passenger's parents will result in loss of driving privileges.
- All drivers must possess a valid 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.
- Lawrence School is not responsible for accidents occurring in the parking lot, or otherwise on school property. When an accident occurs on the property, we will notify the Nordon Hills Police Department to file a police report.
- Violations of the Student Driving Policy will result in the following:
 - ❖ A fine of \$50.00 will be set for each policy violation occurring on campus.
 - ❖ A fine of \$100.00 will be set for each policy violation occurring in the local community and reported to the school.

Policy violations will result in the following penalties:

- **First violation/fine:** Warning regarding the behavior of concern.
- **Second violation/fine:** Loss of driving privileges for five days.
- **Third violation/fine:** Loss of driving privileges for 10 days.
- Subsequent violations or fines will result in the loss of driving privileges for the balance of the school year.

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.

Arrival & Dismissal

Student safety is always our top priority and this is never more important than during arrival and dismissal. We ask you to respect and follow the instructions of school staff as they work to ensure safety and expedient movement of traffic.

LOWER SCHOOL PROCEDURES

Arrival: Lower School main doors open at 7:45 a.m. and students may enter anytime between then and 8:00 a.m. Students who arrive after 8:00 a.m. are considered tardy. All students are dropped off at the main entrance each morning. When approaching the drop-off door, students should remain in the car until the vehicle is near the front of the car line, where a Lawrence staff member will greet them.

Dismissal: Students are dismissed at 3:00 p.m. Please make arrangements to pick your child up promptly. Students are supervised at the dismissal area until 3:15 p.m. and then sent to the Main Office until 3:25 p.m. For dismissal, students are assigned to either the front or rear doors for pick-up. Families who participate in carpools will be picked up in front of the school. Students picked up individually will be picked up in the back. **Student accounts will be billed at \$25.00 for every 15 minutes the student remains on campus after 3:25 p.m.**

UPPER SCHOOL PROCEDURES

Arrival: Classes begin promptly at 8:30 a.m., and the earliest a student may arrive at school is 7:30 a.m. Students should report to the LRC if they arrive at school before 8 a.m. After 8 a.m., all grades enter through the main entrance and report to the following areas:

- **Grades 7 & 8:** Blue Common Area
- **Grades 9 & 10:** Green Common Area
- **Grades 11 & 12:** Red Common Area

Students may not arrive on campus early and then leave for breakfast or any other reason. The school assumes no liability for incidents that occur during this time.

Dismissal: Classes conclude promptly at 3:25 p.m. and dismissal is at 3:25 p.m. Unless students are participating in clubs, sports, or homework support in the LRC, students should be picked up at 3:30 p.m. The school assumes no liability for incidents that occur after this time. During dismissal, the driveway exit is a **RIGHT turn only** in order to minimize traffic backup.

Vehicles transporting 1–2 students:

- Proceed up the hill, past the building, and toward the painted white line near the drive's exit. Park here while waiting. Please fill in all available space between you and the vehicle in front and keep a close eye on students crossing as you pull forward.
- There are only **two lanes of traffic**.
- Do not stop in front of the building to wait even if there appears to be space.
- Do not drive around stopped cars, unless there are no students moving through the dismissal lanes and you can do so without crossing any boundaries or parking lines.

- Do not back out of the driveway or make a U-turn after picking up your passenger.

Vehicles transporting 3 or more students:

As you approach the hill, veer left to bypass that drive and proceed directly to the parking lot on the side of the building near the baseball field. Park here while waiting. Do not park along the curb or bus lane (near the bell tower) and do not block the exit.

Early Pick-Ups

If students need to be picked up early for any reason in the afternoon, parents should park on the side of the building (near the baseball field) and call the office at 330.908.6800 to request their student be dismissed early. Do not park in front of the building as the area will soon fill with cars preventing you from exiting.

UPPER SCHOOL AFTER-HOURS

All students must depart Upper School at dismissal (3:25 p.m.) unless they are involved in an extracurricular activity. During after-school hours, the school provides indirect supervision for students. Adults are present on campus and available for questions, concerns or emergency situations. However, students are not directly supervised unless they are involved in a school-sponsored activity.

Lawrence School does not provide supervision for students after 5 p.m. Parents or guardians arriving to pick up students after this will be billed **\$25.00 for each 15-minute period** their child remains on campus. Late fees will commence at 5:16 p.m. and accrue at the start of each successive 15-minute period until the child is picked up. Recurring late pick-ups may result in exclusion from after-school programs, and/or termination of school enrollment.

During after-school hours, students are only permitted in the foyer of the building or on the picnic tables outside. Students are not permitted to wander the campus or leave the campus and then return for pick-up by parents.

Students who violate these procedures are subject to disciplinary action. Parents should also note that the school accepts no responsibility or liability for students who choose to leave campus.

LEARNING RESOURCE CENTER: The LRC is staffed by a Learning Specialist, along with content area teachers on a rotating basis. Students can access the LRC every morning as early as 7:30 a.m. for homework help, or simply while they wait to be dismissed to their commons.

The LRC is also open Tuesday through Friday, until 4:30 p.m. Students may use this time to complete their homework in the LRC. Students who have a gap between the end of their school day and a scheduled athletic event or extracurricular activity, may also wait in the LRC.



Lawrence School

This version of the Lawrence School Family Handbook
was updated for the 2025–26 academic year.