



# Lawrence Academy

## Family Handbook

2018 – 2019

## Celebrating 50 Years

*Revised: 2018*

Jason K. Wynne  
Head of School

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*Lawrence Academy admits students of any race, color, gender, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lawrence Academy does not discriminate on the basis of race, color, gender, religion, and national or ethnic origin in administration of its employment practices, educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.*

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# Preface

This Family Handbook represents the collective efforts of the administration, faculty, and staff of Lawrence Academy. Within this handbook are the guidelines and expectations of the school. We recommend that you read this document carefully, so that you are fully aware of the rules and guidelines of the Lawrence Academy community.

Lawrence Academy is fully accredited by the Southern Association of Independent Schools (SAIS) as well as the Southern Association of Colleges and Schools (SACS). Throughout the *Family Handbook*, references are made to policies and procedures that document our compliance with various standards required for our accreditation. For additional information on SAIS Accreditation, please visit the SAIS website at <http://www.sais.org>. On SACS Accreditation, please visit the SACS website at [www.sacs.org/](http://www.sacs.org/).

Additionally, references throughout this handbook to local, state, and federal laws are indicated with the appropriate statute identified. Please note that these laws are subject to change. Lawrence Academy complies with all current applicable laws. **[SAIS-SACS Accreditation Standard 2.3 – Complies with all applicable statutes and governmental regulations.]**

Please contact the school if you have questions after reading this document.

Jason K. Wynne  
Head of School

# 1. General Information

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## 1.1 Mission

[SAIS-SACS Accreditation Standard 1.1 – Establishes in collaboration with its stakeholders a mission for the school that guides all planning and decision-making.]

Our Mission is that each student will experience...

- A challenging academic program that establishes a foundation for the pursuit of higher education while practicing the thinking processes necessary for the lifetime acquisition and utilization of knowledge.
- A safe, nurturing environment conducive to his or her development.
- An atmosphere of morality marked by the enforcement of rules and procedures that demonstrate respect for others as well as courage in upholding principles.
- An opportunity to develop individual potential by involvement in academic and nonacademic activities focused on excellence, sense of pride, leadership development, and dedication.

[Adopted by the Board of Trustees 2001]

**Our Mission Statement** - Lawrence Academy is a college preparatory, co-educational day school that ignites the excellence of education infused with social, cultural, and moral development to produce a student product that is competitive in the local and global community.

## 1.2 Organization

[SAIS-SACS Accreditation Standard 2.10 – Assures that the governing board does not interfere with the day-today operations of the school.]

Lawrence Academy is governed by a Board of Trustees which delegates management of the total school program to an appointed Head of School. In essence, the Board of Trustees sees its primary functions as follows: the employment and evaluation of the Head of School, the development and support of the philosophy and mission of the school, the financial responsibility of the school including fundraising, and the preservation and enhancement of the assets of the school, including land, buildings, and endowments.

Lawrence Academy is divided into three main academic divisions: the Lower School (PK – 6), the Middle School (7 - 8), and the Upper School (9 – 12).

### 1.3 History and Philosophy

Lawrence Academy was chartered in 1968 by the Bertie Educational Foundation, Inc. The school was originally called Bertie Academy and changed its name to Lawrence Academy in 1974. Lawrence Academy continues today as a pre-kindergarten through twelfth grade, independent, nonprofit, coeducational, college preparatory day school. The school is located on 45 acres in southeast Bertie County, North Carolina, and serves students from surrounding counties.

The school is a community of active learners working in concert for the development of individual success and self-esteem. It employs a comprehensive curriculum which seeks to develop the total child—intellectually, physically, spiritually, socially, aesthetically, and emotionally. Creative and critical thinking, intellectual curiosity, and a love of learning are major objectives. The school provides an environment conducive to learning and one that encourages every child to realize his or her fullest potential.

A Lawrence education is an active partnership of learning among parents, students, and faculty. The faculty and staff strive to be positive role models and are dedicated to teaching, encouraging, supporting, and nurturing students in the pursuit of excellence. They are also committed to their own continuing growth and development through active participation in the school's professional development program. The broad curriculum has as its foundation a caring and supporting atmosphere that celebrates each individual and the unique potential and talents of every child. The school strives to ensure that its graduates should be young men and women of honor and integrity who are well prepared for a successful college experience.

## 2. Hours of Operation & Schedules

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[SAIS-SACS Accreditation Standard 3.9 – Instructional time is allocated and protected to support student learning.]

[SAIS-SACS Accreditation Standard 3.10 – Plans an academic calendar with a minimum of 175 days (or more if required by state law) during which students and teachers engage in teaching/learning activities (Note: For half-day kindergarten programs, one-half day is equivalent to one full day in meeting the 175-day standard)].

[N.C. Gen. Stat. § 115C-556 – Attendance at a qualified nonpublic school satisfies the compulsory school attendance requirements provided the school operates on a regular schedule, excluding reasonable holidays and vacations, during at least 9 calendar months of the year.]

### 2.1 Campus Hours

The campus is open from 7:45 AM until 3:30 PM, Monday through Friday, and 30 minutes after all school-sponsored activities. Students, parents, and visitors are asked to observe these hours of



operation. Unless a school-sponsored activity is scheduled in advance, the campus is closed to all persons on the weekends.

## 2.2 Office Hours

Switchboard	7:55 AM to 3:30 PM
Administrative Offices	8:00 AM to 3:30 PM

Summer hours of operation are 9:00 AM to 2:00 PM Monday through Thursday.

## 2.3 School Hours

Lower School (PK – 6)

7:55 AM	Arrival & Attendance
8:00 AM	Tardy Bell & Homeroom
8:05 AM	Instruction Begins
3:00 PM	Carpool Dismissal
3:05 PM	Bus Dismissal

Middle & Upper School (7 – 12)

7:55 AM	Arrival
8:00 AM	Start Bell
8:05 AM	1 <sup>st</sup> Period Begins
3:05 PM	7 <sup>th</sup> Period Ends

## 2.4 Daily Schedules & Academic Calendar

The Lower School schedule varies by individual teacher. Copies of these schedules may be obtained from those teachers.

### Middle & Upper School Schedules

1st period: 8:00-8:52

2nd period: 8:55-9:54

Break: 9:55-10:10

3rd period: 10:12-11:03

4th period: 11:05-12:00

Middle School Lunch: 12:03-12:30

5th period: 12:03-12:55 **High School**

5th period: 12:33-1:23 **Middle School**

High School Lunch: 12:55-1:23

6th period: 1:23-2:13

7th period: 2:15-3:05

## **3. Arrival/Departure Information & Visitors**

### **3.1 Lower School**

The safety of the children during arrival and dismissal is our primary concern. Lower School children may not be dropped off prior to 7:55 AM.

Lower School teachers direct dismissal and pick-up. Students are instructed where to stand and when to enter cars. Drivers should watch for and follow teachers' directions. All vehicles used to transport children must have seat belts available for each child's use. Strict standards will be adhered to by the faculty responsible for the student pick-up operations.

The safety of our students cannot be compromised. Therefore, all Lower School students will be required to remain at the Lower School dismissal area for their carpool. No students are to be picked-up at any other location on campus. Parents will form three rows of vehicles in the front circle for pick-up and are asked to remain with their vehicles with their car engines turned off. Parents who need to park and enter the school will park in the student parking lot.

Only parents and people identified by parents may have students picked-up upon reporting to the Main Office. All people identified as approved people by parents to pick-up their child(ren) must produce photo identification to the Administrative Assistant in the Main Office and sign out the student under their name. No students will be permitted to ride with anyone who is not named by the parents to be permitted to pick-up their children.

### **3.2 Bus Loading and Unloading Procedures**

Arrival:

1. Upon arrival, buses will park in designated area, shut down engine, and engage emergency brake.
2. Door to bus for student exit will not be opened until bus traffic controller motions to bus driver to release students.
3. No bus will enter the unloading area at any time when students are unloading.
4. When departing from bus, students are to walk, not run, to their classroom.

5. After students leave bus area, bus doors will be closed.
6. Buses are not allowed to leave campus or move from the bus parking area until all students are unloaded and have cleared the area.

Departure:

1. Faculty and staff who drive buses will be excused at 2:50 to prepare buses for loading.
2. Bus students will be excused from class at 3:00 (lower school) and 3:05 (upper school) for loading and departing at 3:10. Bus drivers are to be on bus with engine shut down.
3. Students are NOT to be allowed off bus for any reason once they have loaded. In case of emergency, bus driver will get traffic controller's attention, and students may or may not be allowed off bus.
4. After buses are loaded and doors are closed, engines may be started. Buses will then leave in a specific order at the direction of the traffic controllers. Students and parents should not be in the bus parking lot during departure.
5. Upper school students, faculty, staff, and parents are not allowed to move vehicles into bus parking lot area until all buses have departed campus.

### **3.3 Middle & Upper School**

The safety of Lawrence students is of primary importance. To maintain safe pedestrian access, the following guidelines have been established:

1. Students should be picked-up only in the front of the school. Drivers must not wait along the side of the road for student pick-up. Students will not be allowed to enter vehicles parked on either side of the road.
2. Cars must only be parked in the student parking lot.
3. Drivers must not block the regular flow of traffic in the front circle.
4. Drivers must drive very slowly and observe the campus-wide speed limit of 5 mph.

Students and parents should continually be alert to the need for safety and caution. The privilege to drive on campus carries with it the following regulations for student drivers:

1. Students must register their vehicles and drivers licenses with the Main Office. This information is collected, in part, to comply with the North Carolina Non-Public School Student Driving Eligibility Certificate requirements.
2. Students may park only in the parking lot, beginning on the second row.
3. Student drivers must obey the speed limit of 5 mph.
4. Students are not allowed to move vehicles to athletic fields or gym area until all buses have departed campus.
5. The school is not responsible for damage or loss.
6. Failure to abide by these guidelines will result in loss of the parking privilege.

[\[N.C. Gen. Stat. § 115C – 566 – This statute delineates the procedures and requirements for students to obtain a Driver's Eligibility Certificate.\]](#)

### **3.4 Visitors**

All visitors to the school must report to the Main Office upon arrival to register and let the school know the nature of their visit to the school. Visitors will be required to wear a visitor's badge while on campus. If a parent or guardian wishes to visit a child's classroom or teacher, the teacher should be contacted in advance so that the visit may be scheduled and the Head of School's Office notified. Visitors not currently associated with Lawrence Academy must contact the Administrative Assistant, who will schedule the visit at a time convenient for all involved. Classroom visitations will be determined by the Head of School and teacher(s). While guests are on campus, they should be in the company of their host and are subject to school rules.

## **4. Administrative Offices**

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### **4.1 Office of the Head of School**

The Office of the Head of School is located next to the school's Main Office, which is located in the entrance hall of the Administrative Building.

### **4.2 Office of Finance and Facilities**

Tuition payments should be mailed to or dropped off in the Business Office. For your convenience, Lawrence Academy accepts Visa®, MasterCard®, and Discover® for the payment of tuition, fees, and other miscellaneous charges. Additionally, the school accepts credit cards for all fund-raising efforts. As part of the greater school community, the Parent Teacher Association (PTO) and the Athletics Booster Club (ABC) can also receive payment using credit cards. For security and protection, all credit card payments must be made in person with the school's Business Office. The Business Office is available to answer questions regarding financial concerns.

### **4.3 Office of Institutional Advancement**

The Office of Institutional Advancement is responsible for admissions, alumni relations, community relations, publications, and fundraising activities at Lawrence Academy. This office houses the Director of Admissions and the Director of Institutional Advancement.

#### **Admissions**

[SAIS-SACS Accreditation Standard 6.6 – Assures that there is a well-defined, published admission process including criteria upon which admission decisions are made, and that professional ethics are strictly observed in the admissions process.]

[SAIS Accreditation Standard 6.7 – Accepts students for whom there is reasonable expectations of success from the program.]

Lawrence Academy seeks students from all ethnic, cultural, racial, religious, and socioeconomic backgrounds who can benefit from a challenging academic program and make positive contributions to the school community. Students are admitted on the basis of school records, academic testing, interviews, and teacher recommendations. In addition, co-curricular interests and talents are integral parts of the admissions profile.

The payment of tuition and fees is a condition of enrollment; therefore, students will not be enrolled in school until the first payment has been received in full. The balance due must be paid in full in order for a student to receive grades for mid-term and/or final examinations. For any student whose financial account is not paid in full, the school reserves the right to refuse that student admittance to class, to deny the taking of examinations, to withhold report cards, and to refuse to graduate the student and/or to transfer student credits.

### **New Student Enrollment**

Students who are enrolled for their first year at Lawrence Academy will undergo a six week probationary period. During this six week period, if the new student is a classroom disruption, has received a disciplinary referral, or is academically ineligible, their enrollment may be terminated.

### **Re-enrollment**

Students are enrolled on an annual basis subject to an evaluation of their academic progress, conduct, influence on others, industriousness, and when appropriate, parental involvement/influence on the school. The school may delay or rescind re-enrollment if a student's academic or behavioral performance declines markedly after his re-enrollment contract has been awarded.

### **Admission Procedures**

1. Upon request, an application packet is sent to the family.
2. After having received the completed application, the school establishes a file on the student.
3. Transcripts, previous school records, teacher recommendations, admission testing results, and student questionnaires are sent to the Director of Admissions.
4. The Director of Admissions arranges an interview with the applicant. Younger children have evaluation interviews in small groups or with their parents while Middle and Upper School students have individual interviews, as do their parents.
5. The Director of Admissions reviews the application and then informs the applicant of the school's decision.
6. Once the signed enrollment agreement and the enrollment deposit are returned, the Business Office prepares an account for the student and notifies the relevant personnel.
7. The Guidance Counselor is responsible for the scheduling of the student and communications with the student and parents.

### **North Carolina Opportunity Scholarship**

The North Carolina Opportunity Scholarship Program is currently offered to qualifying families who are seeking enrollment at Lawrence Academy. This program was passed by the State of North Carolina in July 2013. The Opportunity Scholarship Program provides annual scholarships of up to \$4,200 so low-income families have access to schools that best meet their educational needs. The families must meet certain guidelines to qualify for this program.

At least one of the following criteria must be met in order to qualify for the scholarship:

- Received this scholarship the previous year
- Student must have been enrolled in a NC public school for the entire semester prior to seeking enrollment at Lawrence Academy.
- Is entering Kindergarten or First Grade
- Is a child in foster care
- Is a child whose adoption decree was entered no more than a year prior to applying for the scholarship

If you feel your child may qualify for an Opportunity Scholarship, visit <http://www.schoolchoicenc.org/DM2017>. To officially apply, you must do so through the state authority at [www.ncseaa.edu](http://www.ncseaa.edu).

### **Lawrence Academy Alumni Association**

The mission of the alumni association is to keep alumni informed about the changes at the school, serve as the conduit for alumni to communicate with one another, and to work for the benefit and good of Lawrence Academy. Alumni service the school by financially supporting the Annual Fund, enhancing the school's overall image in the geographic area served, and encouraging good will toward the school within the Lawrence Alumni Association. All functions of the alumni relations are the responsibility of the president of the association. Social media and email are currently being used as an outlet to connect with alumni.

### **Community Relations**

The Director of Institutional Advancement is responsible for the organization of special events for the school, media and public relations, coordination of the school's master calendar and the school directory, and is the school liaison responsible for working with the Parent Teacher Organization (PTO) in planning and implementing events.

### **Fundraising**

As an independent school, Lawrence depends on private funding to supplement the funds needed to maintain a balanced operating budget. Since tuition provides for approximately 80 percent of each student's education, the Office of Institutional Advancement seeks and receives additional funds from individuals, corporations, and foundations through the Annual Fund and planned giving programs and periodic major gift initiatives for capital improvement and endowed giving. The Office of Institutional Advancement receives and processes all charitable gifts to the school. Generally, these tax-deductible gifts consist of cash (checks), securities, tangible personal property,

real estate, bequests, and charitable trust arrangements. In order to assure tax deductibility and proper gift recording and acknowledgment, all gifts should be coordinated with the Office of Institutional Advancement. All requests for gifts by student and parent groups must be approved and coordinated with the Office of Institutional Advancement. The Director of Institutional Advancement is responsible for the operation of the Annual Fund and the Head of School is responsible for all major gift initiatives.

The Lawrence Academy Parent Teacher Organization (PTO) supports the educational program of the school. From funds raised through projects such as the annual Fall Festival, the PTO has provided important school assets such as the art and music programs and library materials. All parents are strongly urged to join the PTO and attend the meetings.

The Athletic Booster Club was formed to support the school's athletic program, which is financed through fundraising and sales of concessions. In addition to basic operating costs, the Athletic Booster Club efforts have provided new uniforms and much-needed equipment for the athletic program. All parents are invited to attend Athletic Booster Club meetings held on the first Monday night of each month.

### **Fundraising Policies**

Lawrence Academy will operate fundraising activities for the general financial support of the school. The Parent-Teacher Organization will be permitted to operate two (2) fundraising activities and the Athletic Booster Club three (3) fundraising activities within the academic year. Fundraising activities for any group associated with Lawrence Academy must be planned, coordinated, and receive prior approval from the Head of School. The following policies are to be followed:

1. The Head of School will have final authorization concerning all fundraising activities conducted by any organization associated with the school.
2. Organizations interested in conducting a fundraising activity must submit their request in writing to the Director of Institutional Advancement.
3. Fundraising activities may not begin without the approval of the Director of Institutional Advancement and the Head of School.
4. All fundraising activities must be completed within the designated time frame.
5. The Director of Finance must receive funds raised within one week of the end of the fundraising activity.
6. Profits from the fundraising activity must be spent on the advertised reason for the fundraiser.
7. All expenditure of the profit must be receipted and turned in to the Director of Finance for payment.
8. As a general principle, only fundraising activities that benefit the school shall be permitted to be operated on campus.
9. Personal information (names, addresses, telephone numbers, e-mail addresses of current parents, alumni, alumni parents, students, faculty and staff) will not be shared with outside organizations.

10. The Head of School has the right to edit and change these policies and will notify the school community in writing of any changes.

### **Fundraising Policies for Student Clubs and Organizations**

Student Clubs and Organizations must also follow the standard fundraising policy and procedures detailed above. The Senior Class, Junior Class, and Student Government Association will each be permitted to operate two (2) fundraising activities within the academic year.

### **Publications**

The Director of Development is responsible for the school's marketing and public relations efforts through internally and externally produced publications. This position also is responsible for the The Wired Warrior and Facebook page. Printing, graphic design, publication standards, and photography needs are coordinated through this office, including school stationery, brochures, and other projects.

Parents and/or guardians of Lawrence students grant consent and release for Lawrence Academy to photograph, videotape, or film their child for Lawrence's use, such as in publications, advertisements, press releases, and website (students full names are not used with photos on the website) when they sign Lawrence's enrollment contract. Parents receive no compensation for such use. Parents not wishing to have their child's image used must notify the Director of Development in writing within 30 days of their child's enrollment.

## **4.4 Office of the Guidance Counselor**

The Guidance Counselor is available for individual counseling, career and college planning for students, and parenting techniques for parents.

### **Lower School**

The Guidance Counselor develops and implements the classroom guidance program, works with small groups of students, coordinates the "Ambassador Program," and works with teachers and parents. The classroom teacher is an essential part of the support system provided for the Lower School student.

### **Middle School**

All aspects of student guidance are coordinated through the Guidance Counselor, in conjunction with the Head of School. The Guidance Counselor works with the faculty to implement programs designed for the Middle School learner.

### **Upper School**

The Guidance Counselor coordinates and provides assistance to students in a number of ways: evaluation of standardized tests and other evaluation or tutoring services, assistance in college and



career planning, and individualized counseling regarding personal situations and interpersonal relationships.

For those instances when the needs of the students are not able to be met by the faculty and staff of the school, various local agencies are available for assistance. The school is fortunate to have an ongoing relationship with Integrated Family Services, PLLC, in Ahoskie, NC, for crisis management emergencies. Additionally, Solid Foundation, located in Windsor, NC, is available for individual counseling and behavioral management assistance.

**[SAIS-SACS Accreditation Standard 5.7 – Assures that students whose needs cannot be met in school are referred to appropriate agencies for assistance.]**

### **Collegiate Counselor**

As a member of the National Association of College Admission Counselors, Lawrence supports NACAC's "Statement of Principles and Good Practice." Therefore, the College Counselor will, when appropriate, insist that students truthfully and accurately answer questions posed by colleges regarding suspensions, expulsions, and behavioral violations.

When asked, the College Counselor will also provide information about such incidents. Furthermore, the College Counselor will notify institutions of higher education of any significant changes in the student's academic or personal status between the time of application and graduation. This includes, but is not limited to, a drop in grades, significant change of curriculum or course of study, suspension, and expulsion.

The College Counselor assist students in preparing for and selecting colleges and careers best suited for their individual talents, interests, and needs. Throughout the year the College Counselor arranges for college representatives to visit campus, handles admission applications, the mailing of transcripts, recommendations, and other information to colleges, and assists the advisors in counseling students in the Upper School. Individual college counseling sessions are held for seniors and their parents.

### **Health Services**

The Administrative Assistant to the Head of School and the Lower School Administrative Assistant will administer first aid or other minor medical treatment. Lawrence Academy will not supply any over-the-counter medications for students, faculty, or staff. If parents want their children to take these medications during the day, the parent must complete and return the Parent Medication Consent Form to the appropriate administrative assistant along with the medication to be dispensed. The parent or guardian must bring the medication to the appropriate administrative assistant in its original container with the appropriate label intact. At no time may students have over-the-counter or prescribed medications on their person while at the school.

All prescribed medications taken by Middle and Upper School students during school hours must be delivered to the Administrative Assistant to the Head of School by the parent or guardian in its

original container with the appropriate label intact. The parent or guardian must complete and sign a Parent Medication Consent Form so the medication can be administered by the Administrative Assistant. At no time may the student carry the medication to the school, even for the purpose of turning it over to the administrative assistant. It is the student's responsibility to come to the Main Office for the medication at the appropriate time. The Administrative Assistants will record and sign a Medicine Administered Form attesting as to the date, time, and dosage of the medicine given to each student.

All prescribed medications taken by Lower School students during school hours must be delivered to the Lower School Administrative Assistant by the parent or guardian in its original container with the appropriate label intact. The parent or guardian must complete and sign a Parent Medication Consent Form so the medication can be administered by the Administrative Assistant. At no time may the student carry the medication to the school, even for the purpose of turning it over to the Administrative Assistant. It is the Administrative Assistant's responsibility to see that the medications are administered at the appropriate time. The Administrative Assistant will record and sign a Medicine Administered Form attesting as to the date, time, and amount of the medicine given to each student.

Middle and Upper School students with asthma may self-administer prescribed inhalers with written documentation from the prescribing physician and the signed Parent Medication Consent Form. Lower School students must receive these treatments from the Lower School Administrative Assistant. Students may not share self-administered prescribed inhalers and will not be permitted to continue to self-administer these medications.

Any student who is self-administering a prescription drug during school hours, even with an appropriate prescription from a physician, will be deemed to be "misusing a legal drug" and therefore subject to the severe disciplinary consequences. Any student found to be in possession of a legal drug on campus, be it Ritalin, an antibiotic, or some other such substance, will be found to be in violation of our policies and can expect disciplinary consequences. (Exceptions must remain in place, such as for Middle and Upper School students with asthma, as described above. Exceptions will also be made for students with severe allergies who carry an Epi Pen as well as students with diabetes who are insulin dependent.)

No student may leave school to go home because of illness without notification and consent of a parent or guardian and only after **signing out** in the Main Office. If a child is vomiting, has diarrhea, and/or has a fever, he/she should be kept home and not sent back to school until symptom free for 24 hours. If a child is on antibiotics for a contagious illness, he/she should be kept home until treated for 24–48 hours to avoid spreading illness to others.

### **Student Accident Insurance**

Student medical and accident insurance is **not** provided by Lawrence Academy. No student will be allowed to participate in athletic activities without evidence of current accident or health insurance.

## Immunization and Health Forms

[N.C. Gen. Stat. § 115C-554; 130A-155, 157; 130-440 – Private church schools or schools of religious charter and qualifying nonpublic schools are subject to the state requirements respecting sanitation and immunization. No child may attend a K – 12 private or religious school unless a certificate of immunization is presented to the school or the child has received a medical or religious exemption. If a certification of immunization is not presented on the first day of classes, the principal must present a notice of deficiency to the parent/guardian. The parent has 30 days to obtain the required immunizations and additional days if needed upon certification of a physician. Upon termination of the 30 days or the extended period, the principal shall not permit the child to attend the school unless the child has been immunized or has obtained the necessary exemption. Children entering kindergarten in private church schools, schools of religious charter, or qualified nonpublic schools are exempt from the state’s statutory requirement for health assessments. (By inference, kindergarten students enrolled in approved nonpublic schools must receive a health assessment prior to admission. The assessment must include a medical history and physical examination with screening for vision and hearing, and if appropriate, testing for anemia and tuberculosis.)]

The school is in compliance with applicable state law. All kindergarten students must have a certificate of immunization on file prior to the first day of school in each academic year.

## 5. Emergencies and Security

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### 5.1 Accidents

School officials will make every attempt to reach a parent or guardian in the event of an emergency, but if the parent or guardian cannot be reached, the school will notify the person(s) designated on the Lawrence Academy Emergency Contact Form. A completed form must also be on file in the school’s Main Office no later than the first day of school. The completed Lawrence Academy Emergency Contact Form contains authorization and consent for the school, through the Head of School’s and Lower School’s Administrative Assistants or other qualified persons, to administer such first aid or other minor medical treatment as deemed best under the circumstances. During medical emergencies, the school will notify emergency services by calling 911. All physical injuries must be reported to the Business Office through a completed Lawrence Academy Accident Form. In the event of an emergency requiring immediate medical care in which the school is unable to notify the parents, the school is also authorized to have the child treated by a qualified physician at the nearest emergency clinic.

### 5.2 School Closings and Emergency Communications

Severe weather, utility problems, or emergencies may necessitate the closing of the school. When such closings can be foreseen, an announcement will be made as early as possible. For weather closings, the decision will be made by 6:30 AM, if possible. All school closings will be announced utilizing the school’s automated calling service. This system will provide regularly updated recorded messages during any emergency. Please ensure that the school has current contact numbers for all family members.

When emergency conditions cause the closing of school during the school day, the school will immediately notify the parents utilizing the automated system. Students who must wait for rides for more than 45 minutes will report to the Media Center. Administrators will remain with students until safety is assured. Students who ride with Lawrence parents other than their own should leave this message with the faculty members in charge of the security station. If weather conditions outside the immediate school area are of a serious threat, parents from those areas may call in and pick up their children early.

Emergency and crisis procedures have been established. The students in each school division will be informed and drilled in the plans and procedures. Parents are encouraged to review periodically with their children the school's procedures and the family's procedures for possible emergency situations.

### **5.3 Messages from Home**

Messages will be delivered to students in class only when there is an emergency or a crisis. Parents are asked to make arrangements about carpool pickup, doctor's appointments, and other scheduling specific information prior to their child's arrival at school in the morning. In the Middle and Upper Schools, students will receive notification of important messages received from home. Any emergency messages will be handled in a one-on-one meeting with the student.

Lawrence Academy's switchboard is available when parents and others must contact a member of the school faculty and staff. Messages are delivered to faculty and staff on an emergency basis. Our administrative offices and classrooms are equipped with a comprehensive voice mail system. Parents are encouraged to leave detailed messages for school personnel and calls will be returned as soon as possible, usually within 24 hours.

### **5.4 Use of School Telephone**

Students in the Middle and Upper Schools may use the courtesy phone at the Main Office. This phone is to be used only to contact parents and guardians.

### **5.5 Student Lockers**

Students in Grades 7–12 will receive locker assignments for lockers in the Middle and Upper School buildings during registration at the beginning of school. The school reserves the right to enter any locker at any time with or without cause. No exchange of lockers may occur without the consent of the Head of School. Under no circumstances should a student open or enter another student's locker. All notebooks and books should be kept in the locker when they are not in use. All material should be with the student or in the locker. Lawrence Academy cannot accept responsibility for personal belongings brought to school. Maintenance costs or repair of lockers caused by vandalism or carelessness will be borne by the student. Students must clear out their lockers by the last day of school, as the school will not take responsibility for articles left in the lockers.

## 6. Parental Organizations and Involvement

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[SAIS-SACS Accreditation Standard 2.12 – Assures that the administrative head of the school allocates and aligns the human, instructional, financial, and physical resources in support of the vision, mission, and beliefs of the school. The school head shall have responsibility for the expenditure of all funds raised in the name of the school by booster clubs and other related organizations of students, parents, alumni, or supporters.]

[SAIS-SACS Accreditation Standard 6.3 – Uses the knowledge and skills of parents to enhance the work of the school.]

### 6.1 Parent Organizations

The Lawrence Academy Parent/Teacher Organization (PTO) and the Lawrence Academy Athletic Booster Club (ABC) are organizations designed to provide parents opportunities to give assistance to the school. The Director of Institutional Advancement and the Head of School serve as administrative advisors to the PTO. The Director of Athletics serves as the administrative advisor to the Athletic Booster Club.

Parents wishing to become involved with these organizations are encouraged to contact the organizations' presidents. Various committee assignments are available each year.

### 6.2 “Meet the Teacher” Night at Open House

An Open House is held each year during the fall for parents in each school. These evening meetings provide parents with an opportunity to meet the teachers, visit the classrooms, and hear plans for the new school year.

## 7. Attendance Procedures

[SAIS-SACS Accreditation Standard 6.11 – Assures that guidelines for student conduct, attendance, and dress are written and communicated to all students, parents, and members of the staff.]

[N.C. Gen. Stat. § 115C-556 – Attendance at a qualified nonpublic school satisfies the compulsory school attendance requirements provided the school operates on a regular schedule, excluding reasonable holidays and vacations, during at least 9 calendar months of the year.]

### 7.1 Student Attendance Policy

Attendance in school is central to educational achievement and school success. Attendance and participation in class are an integral part of the teaching-learning process, and thereby a part of the

grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

All classroom activities are important and difficult, if not impossible, to replace if missed. School-related activities as outlined below, however, shall not be counted as absences from either class or school. These related activities are as follows:

- a.) Field trips sponsored by the school
- b.) School-initiated and scheduled activities
- c.) Athletic events requiring early dismissal from school
- d.) College Visits

Still, it is the intention of the administration that classes missed for such reasons be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the Head of School.

Any student who has not missed a day of school or left the school grounds for non-school related reasons shall have perfect attendance.

## **7.2 Lawful or Excused Absences**

The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school official. Satisfactory evidence is a dated and signed note written by child's legal guardian or health care provider with the reason for absence stated clearly.

1. Illness or Injury – An absence is excused when the absence results from illness or injury that prevents the student from being physically able to attend school.
2. Quarantine – An absence is excused when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family – An absence is excused when it results from the death of a member of the immediate family of the student. For the purpose of this regulation, the student's immediate family includes, but is not limited to grandparents, parents, brothers, and sisters.
4. Medical or dental appointments – An absence is excused when it results from a medical or dental appointment of a student. Students are encouraged to make appointments after school hours.
5. Court or Administrative Proceedings – An absence is excused when it results from the attendance of a student at the proceeding of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance – An absence may be excused if the tenets of a religion to which a student or his/her parents adhere require or suggest observance of a religious event. The approval of such absences is within the discretion of the Head

of School, but approval should be granted unless the religious observance, or the cumulative effort of religious observances, is of such duration as to interfere with the education of the student.

7. Educational/Family Opportunity, Enrichment – An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational or enrichment opportunity such as travel. “Pre-arranged Absence” form must be completed and submitted to the Headmaster’s Office at least a week in advance of the absence.
8. Special Cases – Any special case will be presented to the Headmaster for consideration.

### **7.3 Unlawful or Unexcused Absences**

Unlawful absence is defined as:

1. A student’s willful absence from school with or without the knowledge of the parents.
2. A student’s absence from school for any reason other than those listed under Lawful Absences.
3. A student’s absence from school for a suspension.

### **7.4 Parent Responsibilities**

1. Parents need to be aware that regular class attendance is the responsibility of the parent/guardian. Parents should be aware that the only reasons for excused absences are the seven (7) categories listed in this policy.
2. G.S. 115C-378 states that every parent, guardian, or other person in this state having charge or control of a child between the ages of seven and sixteen shall cause such child to attend his/her assigned school every day it is in session.
3. Parents shall submit upon the child’s return to school a written excuse for their child’s absence from school, stating the reason for the child’s absence from school. Failure to comply will result in the absence being classified as an unexcused absence. Make-up work and tests will not be given if the student is unexcused. If the child had a medical appointment; there must be a note from the office of the health care provider so that the absence may be considered excused. (This includes dentist appointments.)
4. Length of school day is 8:05 AM – 3:05 PM. Students should not arrive by car before 7:50 AM.
5. In the event of changes in method of transportation to or from school, parents must send notes advising teacher or administrative assistant who will be picking up the student.
6. Make up work will be available on a day-to-day basis and may be picked up on the return to school only if the absence is considered excused. Teachers will not be expected to give out work in advance of an absence.

## 7.5 Student Responsibilities

1. Students shall attend school daily.
2. Students shall provide school personnel with a written and signed parental excuse for any absence upon their return to school. If the absence was due to a medical appointment, there must be a note from the office of the health care provider (dentist, doctor, etc.).
3. Students shall attend all individual classes within the school day unless excused from doing so by school personnel.
4. Students should be aware that only the seven (7) valid reasons listed in the Lawful or Excused Absence policy above constitute an excused absence and then only if a written note is provided to school personnel.
5. If a student must leave school before the school day ends, parents must write a note explaining the reason for leaving early, the date, time, and who will pick up the student. When the student is picked up, parents must sign them out in the office.
6. Students shall report to the office to sign in if their arrival at school is after the tardy bell (8:05 AM). Those riding buses are excused if arriving after the tardy bell; all others must be in assigned classrooms at time of tardy bell. One (1) referral will be issued for every unexcused tardy.
7. Students must attend a minimum of  $\frac{1}{2}$  day to be counted present for the day. Students must not leave before 11:30 AM or arrive after 11:30 AM.
8. Upon return to school following an excused absence, the student must make up any missed work within two (2) days.

## 7.6 Individual Class Absences

Grades K-12

1. Students who have not met daily attendance requirements may fail because they have accumulated more than twenty (20) absences. After ten (10) days absence during the first semester, a letter will be sent to the parents with a copy of this policy. After fifteen (15) days absences, a letter will be sent requesting the parent to attend a conference with the Head of School.
2. If a student misses more than the allowed twenty (20) days, the Head of School and teachers will meet and evaluate the student's case. Parents may attend this meeting. The committee shall recommend A) promotion, B) retention, or C) summer school in order for promotion.
3. Special conditions may exist for this twenty (20) day rule not to be applied. Extended hospital stay with work made up or being under doctor's care and orders are examples of possible exceptions.



## 7.7 Sign In / Sign Out Procedures

A sign-out sheet is kept in the Main Office and all students must sign in and sign out for any arrival / departure that deviates from the normal school day, including athletic events. Students will not be released to anyone other than the parent or guardian without parental notification and the school official and / or student's recognition of the person calling for the student. A student who leaves campus for any reason during the school day must sign out at the time of departure and sign upon return to campus. Leaving during the school day without a note will require a phone call to the parent from the front office for confirmation. Students who leave campus without notification or signing out will be open to disciplinary action. Not only because it is a violation of the rules, but it is a safety measure as well. Students shall be accountable for their actions of leaving and providing notification to the proper staff members.

# 8. Moral Expectations

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[SAIS-SACS Accreditation Standard 6.11 – Assures that guidelines for student conduct, attendance, and dress are written and communicated to all students, parents, and members of the staff.]

Lawrence Academy seeks to maintain a secure, moral, and nurturing atmosphere, one where virtues such as integrity and concern for others and their property are of the highest possible value. The school believes that systematic rules of behavior will enhance the growth and well-being of each student and provide an atmosphere conducive to education. When students fail to live by the school's expectations, they must be prepared to accept the consequences of their lack of responsibility. Students who abuse certain privileges will lose them for a specified time; students who deface property will be required to clean the property. Flagrant destruction of property may lead to suspension or expulsion.

**Disruption of the learning atmosphere in the classroom is selfish and will not be tolerated.**

[N.C. Gen. Stat. § 14-288.4 – North Carolina's criminal law makes it a misdemeanor to engage in disorderly conduct by disrupting the teaching of students at any private educational institution.]

Lawrence seeks consistent application of its disciplinary policies. Although each situation is judged on its own merits, every effort will be made to ensure that decisions are not arbitrary. Policies are clearly stated in this handbook so that students are able to anticipate the disciplinary consequences of improper behavior.

Lawrence believes that students often represent the school even when not directly involved in a school sponsored or sanctioned event. Therefore, the school seeks to encourage students to exercise good citizenship and demonstrate trustworthiness and integrity at all times. When misconduct occurs at a school event, on or off campus, discipline will be applied in relationship to the offense?

. In situations where the relationship between the misconduct and the school is less direct, Lawrence will determine what blend of discipline may apply, and, in some cases, to include dismissal or expulsion of the student.

In addition to the above stated common rules of courtesy and respect, four areas of conduct warrant special attention in the Lawrence community:

1. Support for the diversity of racial, religious, and ethnic backgrounds among the students, faculty, staff, and Board of Trustees members in the Lawrence community.
2. Ethical use of technology.
3. Adherence to the school's "no tolerance" rules prohibiting the use of alcohol, the abuse of legal drugs, the use of illegal substances and possessing weapons on campus.

There are "no tolerance" rules in effect if any student, faculty and/or staff member is found guilty of any of the following offenses. "No tolerance" means severe disciplinary action. Violations of the "no tolerance" rules will result in automatic suspension for a period of 1-3 days following a conference with parents.

1. The use of alcohol on campus, the possession of it on campus or at school -sponsored events off campus;
2. The misuse and/or abuse of legal drugs, the possession of and/or use of illegal drugs and the possession of drug paraphernalia on school property or at school -sponsored events;
3. Arriving on campus or being at a school -sponsored event under the influence of alcohol, illegal drugs and/or substances or the abuse of legal drugs; or,
4. Arriving on campus with any firearms (gun, rifle, and pistol), knives, slingshots, and explosives in vehicles, backpacks, lockers, or on the person.
5. Skipping school;
6. Any form of cheating including plagiarism.

Plagiarism is stealing another author's work without giving that person due credit. Due to the high severity of committing this action in college, Lawrence Academy strives to prepare our scholars for the future. The students must cite their work. The students first and second occurrence with plagiarism will result in a disciplinary referral and a zero for the assignment in question. During the third occurrence the student will receive IN SCHOOL SUSPENSION along with the former punishment.

Lawrence seeks to honor the privacy of students and families involved in disciplinary cases. The need for privacy should, however, be balanced with the need for a factual release of information to the Lawrence community in order to encourage respect for the integrity of the procedures and understanding of the actions taken.

#### **Administrative Procedure – Administration of Substance/Sensor Tests**

Because of the school's concern for the health and safety of its students and in an effort to deter student drinking or substance use, students and guests who attend school events may be subject to

random substance sensor tests.

In addition, where there is reasonable suspicion that a student is under the influence of alcohol/drugs while on school grounds, at a school-sponsored activity or event, or traveling to or from school or a school-sponsored activity or event, school authorities may require the student to submit to a breathalyzer or sensor test. For purposes of this policy, “reasonable suspicion” means individual, articulable suspicion that the student is under the influence of a prohibited substance. Information sufficient to create a reasonable suspicion may include, but is not limited to, any or all of the following: (a) reports from other students or staff of conduct by the student suggestive of alcohol use; (b) direct observation of student behavior suggestive of alcohol/substance use; and/or (c) direct observation of the student’s appearance or physical condition that suggests such use.

Substance/sensor tests shall be administered in accordance with the following guidelines:

1. Substance/Sensor tests may only be administered by school officials who have thoroughly familiarized themselves with the operating instructions and been properly documented to the satisfaction of the head of school. Sensor tests may only be administered with a breathalyzer/substance testing machine owned, maintained, and operated by the school in accordance with the manufacturer’s instructions.
2. Appropriate steps shall be taken to protect student privacy during substance testing. Students shall be informed that they may refuse the substance/sensor test.
3. Students attending school events shall be selected for sensor/breathalyzer testing using a predetermined method that gives each student an equal chance of being selected (e.g. every Nth student to arrive, every Nth student on the roster) or may be selected upon reasonable suspicion in circumstances set out above.
4. Upon referral for substance testing, the administrator shall complete a documentation form indicating whether the test was a result of random selection or reasonable suspicion, as well as the results of the test (or whether the student refused).
5. A student’s parents shall be contacted upon the student’s referral for breathalyzer testing based on reasonable suspicion. Whenever the results of a substance test are positive, the student’s parents shall also be contacted as soon as possible.
6. When a sensor/breathalyzer test is administered at random, a student’s refusal to participate or a positive test result shall be used as a basis for denying the student the privilege of attending the school event. A positive test result may result in additional consequences such as noted in the handbook, including suspension from future events.
7. A student’s refusal to participate in a substance test based on reasonable suspicion will be considered evidence that the student is under the influence of alcohol.

## **Disrespect**

The act of disrespect will not be tolerated at Lawrence Academy. Disrespect covers actions, gestures, and words: talking back, mimicking, mocking, rolling eyes, and even a constant disruption of class through noises and comments will result disciplinary action. Students and faculty alike should always have a mutual respect for one another.

## 8.1 Disciplinary Referrals

Lawrence Academy operates on a disciplinary referral system. Disciplinary referrals may be issued by any member of the faculty and staff during school hours or at any school -sponsored event on or off campus. Disciplinary referrals may be issued for any violation of the school's Behavior Expectations. Students who accumulate multiple disciplinary referrals will be subject to the following:

- ⇒ Students who have received disciplinary referrals will have their parents contacted by the teacher. (Pending severity, contact may be made by Head of School)
- ⇒ After suspension occurs, student will be allowed only (1) additional disciplinary referrals before being suspended or placed in I.S.S. for two (2) school days.

Upon request, disciplinary referrals can be worked off at two (2) hours per disciplinary referral with parent permission. Such work will be done after school has dismissed at 3:05 and will be determined by the Head of School. Disciplinary referrals are dropped at the end of each full year.

## 8.2 Harassment and Intolerance

**[SAIS-SACS Accreditation Standard 1.5 – Provides evidence that no form of bias or prejudice is allowed or practiced within the mission scope of the school in order to promote an equitable, just, and inclusive community that inspires students to respect and value diversity.]**

A Lawrence student will not engage in actions or possess items that dishonor or disrespect the race, gender, ethnic origin, or religion of others, or that incite discord among races, genders, ethnic and/or religious groups, either intentionally or unintentionally. Doing so constitutes the highest level of misconduct and will therefore bring serious disciplinary consequences, possibly including suspension, dismissal, or expulsion.

Violations of this nature should first be reported to the teacher, coach, or administrator in charge, who will investigate and make a written report of the nature of the offense and, in consultation with the Head of School, see to corrective actions as soon as possible. Incidents that occur among a few students may be handled within that small circle. Those that occur before a group will be handled in such a way as to reinforce to the entire group the hurtful and unacceptable nature of the behavior.

As with other types of misconduct, it is very important that students receive adequate counseling regarding the harmful nature of negative stereotyping, sexual or other forms of harassment, gender bias, demeaning idiomatic expressions, or similarly improper characterization of races, genders, and ethnic or religious groups. It is the school's intent, in classrooms, assemblies, and by other means, to inform students, families, and staff of the harm of such actions and the need to condemn them as soon as they occur.

## 8.3 Physical Aggression

Physical aggression is unacceptable and will not be tolerated by any student while on campus attending classes and school-sponsored activities. An educational institution support different ideas, thoughts and opinions for academic and intellectual growth. Students involved in physical

confrontations will receive a MINIMUM of one (1) disciplinary referral. Students may also receive a suspension of one (1) to three (3) days if the severity of the situation warrants.

## 8.4 Cellular Phones, Electronic and Technological Devices

### Cellular Phones

Cellular phones may not be operated during school hours from 8:05 AM until 3:05 PM. Middle and Upper School students may carry their cell phones on their person, but the phones must be completely turned off, not set on vibrate or silent mode. The distractions that are caused by phones, the operations and applications which some are used are not conducive to a positive learning environment, or even a positive environment for that matter. The alleviation of the need to know or see what their classmate (who is sitting beside them) is doing puts more focus on school related activities, building interpersonal relationships, and enhancing conversation skills. There is also no issue with any academic breach of information or any opportunity for misconduct personally and/or socially. **Parents** who need to contact their child should call the school office and provide message.

Students are required to place their cell phones in a designated place during the class period. When faculty members observe or hear a violation of these rules, the following procedure will be followed:

- ⌘ Faculty member collects the phone and sends it to the Main Office. Student may collect the phone from the Head of School at the end of the school day at 3:05. A cumulative log of violations will be kept by the Administrative Assistant and will be placed in the student's behavior record.
  
- ⌘ Consequences for rule violations:
  - ⇒ **First violation:** Student's cell phone will be confiscated for the remainder of the day and the student will receive a referral warning.
  - ⇒ **Second violation:** Student's cell phone will be confiscated for the remainder of the day and the student will pay \$5 to get it returned.
  - ⇒ **Third violation:** Student's cell phone will be confiscated for the remainder of the day and the student will require a \$15 fee to have it returned. (Plus referral)
  - ⇒ **Fourth violation:** Phone confiscated and will require a \$30 fee and be picked up by the parent or guardian. The consequence for the blatant violation of this rule will be the student will be permitted to carry the phone to school, but immediately upon arrival at school must turn the phone into the Administrative Assistant or report to her that he/she does not have the phone with him/her or on his/her person. The phone may be left in the vehicle that the student drives. The student may not use anyone else's cell phone during school hours. The student will receive a final disciplinary referral including possible In-School Suspension.

### Electrical and Technological Devices

iPods and other electronic and technological devices may not be used during school hours, unless approved by the classroom instructor. Students may carry these devices to school, but cannot have them turned on during school hours. Students in violation of this rule will have the device

confiscated until the end of the school day and will receive one (1) disciplinary referral. The following exceptions will apply:

- ⇒ Students may be permitted to use iPods or MP3 players during certain physical activities such as running / walking which take place during scheduled P.E. classes. Students may only use iPods or MP3 players with the expressed consent of the P.E. teacher and only during times specified by the teacher. P.E. teachers who wish to allow students to use iPods or MP3 players should express their consent in the class syllabus and inform the Head of School and Administrative Assistant.
  - Cell phones may be used as music players during P.E. classes.
- ⇒ Students may use iPads or laptops during class with the expressed permission of the teacher. As with the above exception, teachers who wish to allow the use of iPads, tablets and laptop computer should include this exception in the course syllabus. iPads, tablets and laptops may be used for school -related work only and any misuse of technology will cause this privilege to be revoked.
- ⇒ Students may use iPads, tablets, e-readers, iPods, MP3 players, and laptops during break and lunch, but only in areas normally accessible during these times.

## 8.5 Public Displays of Affection

Warmth and friendship are hallmarks of Lawrence Academy, but “public displays of affection” (PDA’s) are not in keeping with the educational atmosphere at Lawrence. Furthermore, public displays of affection are in poor taste and may make others uncomfortable, including students, faculty, staff, chaperones, and school visitors. Therefore, students are expected to refrain from public displays of affection at school or at any venue where they represent Lawrence. Student couples are permitted to “hold hands” with one another at morning break, lunch period and when moving between classes. Violation of this rule will result in a MINIMUM of one (1) disciplinary referral, parents contacted, and further disciplinary action if needed.

## 8.6 Technology Code of Conduct

[\[SAIS-SACS Accreditation Standard 3.14 – Assures that all students and staff members have regular and ready access to instructional technology and a comprehensive materials collection that support the curricular and instructional program.\]](#)

Lawrence strives to integrate technology appropriately throughout the curriculum. Students are instructed to the uses of technology, and all students are required to have a signed Acceptable Use Policy. (This agreement is found on the school’s website, which can be downloaded, signed and returned to the Technology Coordinator.) At all grade levels, students experience both the privileges associated with adherence to the code and the consequences of violating the code, including possible loss of use of computing facilities. Students in violation of the technology code of conduct will receive a MINIMUM of one (1) disciplinary referral or possible further disciplinary action pending severity of the violation.

Guidelines as to the appropriate uses of technology are discussed throughout the school year. These include proper use and maintenance of the hardware and software systems, downloading only

appropriate and educational materials from the Internet, proper etiquette when participating in online communications or chats, using the network under one's own name and account, and using technology for educational purposes.

### **Rights**

Members of the Lawrence community—students, faculty, staff, trustees and parents—have the right to access the Lawrence network (including the Internet) to facilitate diversity and personal growth in technology, information-seeking skills, and communication skills.

Members of the Lawrence community have the *unconditional* right (no approval needed from Technology Coordinator) to send e-mail to any other member on the Lawrence network.

Members of the Lawrence community have the *conditional* right (approval needed from the Technology Coordinator) to use the following methods for retrieving information: ☞ Request news groups or list server subscriptions from the Internet in order to facilitate real-time learning with members on the network.

- ☞ Connect to other networks or users.

Students are not permitted to enter chat rooms, social networking sites (such as Facebook, Twitter, and Myspace), pornographic sites or any other non-educational community blogging/chat room sites.

### **Responsibilities**

Members of the Lawrence community, exercising their right to use the network as an educational resource, shall:

- ☞ Accept the responsibility for all material received under their user account.
- ☞ Have the responsibility to monitor and control all material received via the network under their user account.

Members of the Lawrence community shall accept the responsibility of keeping copyrighted software of any kind from entering the school computers via the network or from any source.

It is the responsibility of each member of the Lawrence community to maintain the integrity of the private electronic mail system. Each member of the community has the responsibility to report all violations of privacy to the Computer Coordinator. Users are responsible for all mail received under their user accounts and are responsible for making sure all e-mail received does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.

It is the responsibility of Lawrence students, parents, and teachers to make all subscriptions to news groups and lists known to the Computer Coordinator via e-mail. Approval is required from the Computer Coordinator prior to requesting a news group and/or list from the network.

The Computer Coordinator will be responsible for reviewing all audit trails and those entries in the electronic log of sessions on the Internet. The Computer Coordinator is also responsible for determining and uncovering incorrect usage of the network and is responsible for informing appropriate teachers and students involved.

## **8.7 Alcohol, Drugs and Other Substances**

Abuse of alcohol, drugs, and other substances is a societal problem of great concern to Lawrence Academy. Since such abuse continues to be a problem for many adults, it can also be a problem for young people. Students confront issues of drug and alcohol use and chemical dependency at an early age, and students at Lawrence are not immune to these challenges.

The first interest of Lawrence Academy in this area is one of education and guidance. Students are systematically made aware of the dangers of alcohol, drugs, and other forms of drug use.

The consumption of alcohol under the age of 21 is illegal in North Carolina (National Minimum Drinking Age Act of 1984). The use of illicit drugs is forbidden regardless of age. Furthermore, the use of these substances interferes with the intellectual, social, spiritual, and physical development of young people. Lawrence Academy fully endorses these legal and ethical sanctions against the use of alcohol by those under 21, against the use of illegal drugs, and against the abuse of other substances.

Lawrence Academy reserves the right to test for substances at any event held by the school. A student who abuses substances, misuses legal drugs, or uses or possesses illegal drugs, alcohol, or drug paraphernalia on school property or at a school-sponsored event will be expelled, dismissed, or suspended. A student who comes to school or to a school-sponsored event under the influence of alcohol, illegal drugs, or any abused substances will be expelled, dismissed, or suspended. Parents and law enforcement will be contacted. The school reserves the right to search students' lockers, book bags, and automobiles if they are in possession of drug paraphernalia or if there is reasonable suspicion that a student is under the influence of illegal drugs or alcohol, or may be abusing other substances or at any other time as determined by the Head of School (in conjunction with law enforcement). Furthermore, use of alcohol, drugs, or other substances is a problem of such magnitude in our society that families should expect the school to be concerned when a student at any time is abusing these substances. School staff will first be concerned about the safety of all involved and the full disclosure and discussion of the incident with all parents.

The use of tobacco products by persons under the age of 18 is illegal in North Carolina. The use of tobacco products on campus is prohibited. The school strives to be a tobacco-free campus. Students who are found to be using tobacco products on-campus or off-campus at a school-sponsored event will receive disciplinary action, including a referral, and parents will be contacted.



## **8.8 Probation, Suspension, Expulsion, and Dismissal**

[SAIS-SACS Accreditation Standard 5.8 – Established written procedures for termination of any student.]

### **Disciplinary Probation**

Students may be placed on disciplinary probation for a specified period of time for any of the offenses previously mentioned or for repeated and continuous violations of other school rules and expectations. Probation means that any subsequent significant disciplinary transgression will likely result in dismissal or expulsion. Probation status may also jeopardize the student's right to participate in and/or attend Lawrence co-curricular activities. The Headmaster may use a written contractual agreement between the student and the Headmaster, which is witnessed by the parents/guardians, stating the facts of the incident that initiated the need for a contract, the academic and social requirement to be maintained by the student, the length of time of the contract and the consequences if the contract is violated by the student.

### **New Student Probation**

Lawrence Academy strives to maintain a competitive learning atmosphere and a safe learning environment. Because of this all new students coming into Lawrence Academy must undergo a six-week probation period. During this period the student must conform to the rules of Lawrence Academy. If a student during their probationary period receives multiple disciplinary referrals then their contract may be terminated. Students will also be assessed academically. If the student is struggling in several academic classes then their contract may be terminated. After the six week period the student will be assimilated into Lawrence Academy.

### **Expulsion and Dismissal**

Students may be expelled or dismissed for all violations of the school's rules on use of alcohol, drugs, both abuse of legal drugs and the use of illegal drugs, and weapons. The school will notify parents as soon as possible about the incident and the specific process being used to deal with the situation. An expelled student will not be permitted to reapply for admission to the school.

Students may be expelled or dismissed for being disrespectful to faculty, staff and administrators, and for other behaviors and violations that are deemed hurtful to individuals and the school community. The school will notify parents as soon as possible about the incident and the specific process being used to deal with the situation. A dismissed student normally will be permitted to apply for readmission.

### **In-School-Suspension**

In-School-Suspension or ISS is for students who continually have minor infractions of the rules. During ISS students will be separated from their classmates and placed in a room that is empty. The student in ISS will have to do all the assignments given to them by all their teachers during that day. Students will also have to tidy up the school grounds if they finish any assignments early.

## **Out-of-School Suspension**

An out-of-school suspension is a very serious consequence. The work that the student misses may NOT be made up and will NOT be eligible to receive full academic credit. During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus. The decision to expel, dismiss, or suspend a student rests solely with the Head of School.

## **8.9 Campus Regulations**

### **Weapons and Other Dangerous Items on Campus**

[N.C. Gen. Stat. § 14-269.2 – It is illegal to carry any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles or any other weapon of like kind on private school property unless for instructional or sanctioned ceremonial purposes.]

[N.C. Gen. Stat. § 14-60, 67 – Any person who wantonly and willfully sets fire to a private school or attempts to set fire to a private school commits a felony.]

Any gun (toy or real) and knife will not be permitted on the person or in his/her book bags, locker, or vehicle. These items are not permitted on the school property. Violation of this rule will incur serious disciplinary consequences.

Dangerous or potentially harmful items such as, but not limited to, matches, lighters, firecrackers, slingshots, blackjack, metallic knuckles, etc. are not permitted; more importantly, bringing them to school will incur serious disciplinary consequences.

### **Gambling**

Students are not allowed to gamble on the Lawrence campus or on school-sponsored trips. Students will receive disciplinary action for gambling on campus.

### **Book Bags and Lockers**

Students will not enter another student's locker, or use their book bag without the owner's permission. All notebooks, books, and purses should be kept in lockers or other designated areas when not in use. Unattended bags should not be entered or moved by anyone except the owners. Students will not place their book bags, backpacks and gym bags in places that impede the flow of pedestrian traffic on the campus. Book bags, backpacks, and lockers are subject to search by the school with or without cause at any time with or without notice.

## **8.10 Campus Limits**

No student may leave campus without first signing out in the Main Office. Streets, parking lots, the pond, athletic fields, and the woods are off-limits to students at all times unless the students are accompanied by an adult or are in the process of arriving/departing school. Violating campus limits will result in the issuance of one (1) disciplinary referral.

## **8.11 Care of the Campus**

The Lawrence Academy tradition emphasizes student pride and student participation in a well-kept, attractive campus. While school employees carry the major responsibility for housekeeping and maintenance, it is economically prudent and educationally appropriate for students to share the load.

As stated earlier, intentional or careless abuse of property is not allowed. Students will receive one (1) disciplinary referral, be asked to clean up, and in some cases to pay for items defaced, damaged, or destroyed. Posters, announcements, displays, and flyers should be placed on appropriate bulletin boards or display strips installed throughout the school. These items should not be placed on walls, buildings, doors, or painted glass. Certain occasions may call for larger banners or class projects to be displayed on areas other than the ones designated. In such cases, advance permission must be received from the Head of School.

## **8.12 Lunch Room (5-Day Cafe')**

It is strongly suggested that students eat an adequate breakfast before coming to school. The lunch room staff strives to offer a menu which is not only well-balanced and nutritious, but also is sensitive to the many desires of students, faculty, and parents. A hot lunch or a sandwich/salad bar gives the students a variety of nutritious choices.

All students must wait their turn for service and will not "cut the line." The lunchroom should have an ambience that is acceptable to all students, faculty, and staff. We should speak in soft voices, observe good table manners, and have respect for others. Students, faculty and staff are expected to clean their table area, chair, and floor around their chair of all litter leaving the space cleaner than they found it.

### **Lower School**

Each Lower School class is responsible for leaving its section of the lunchroom clean and ready for the next class. After a Lower School student empties his/her food service items, he /she may not leave the lunchroom until the teacher on duty dismisses his/her class.

### **Middle School and Upper School**

After Middle and Upper School students empty their food service items, they may remain in the lunchroom or go to the designated areas outside where students may gather until the next period begins. Students may not gather in classrooms and hallways of buildings during this time because of disturbances to other classes being conducted in those buildings.

## **8.13 Items from Home/Selling Goods**

Items from home that create a nuisance or an undue distraction at school, such as Frisbees, cards, water pistols, squirt bottles, skateboards, and the like, are not permitted at school. Students, faculty, and staff are encouraged not to sell items to others during school hours.

**(effective 9/4/18)** Students should not bring any outside food, condiments, or beverages into the

school or classroom while actively partaking. Students should only have a clear plastic bottle of water in their possession during class time if they so choose. If a student owns an opaque “water bottle” or other juice/beverage container, that container can be kept in bookbag or locker until use at lunch or afterschool activities. Any outside cups, bottles, or type of beverage holder is not to be used in the classroom or in the halls of the campus. Food and drink is to be consumed in the cafeteria only, unless specified otherwise for an area outdoors. Food should not be taken into the locker rooms, bathrooms, rec center, computer labs, media center or classrooms for consumption. (**Exception** - students with special medical conditions/accommodations. Those are on file and provided by the parent.)

*Inserted as 8.13.5 effective 9/2018 - Specific Item (Handbook Committee)*

## 8.14 Other Items

Students who have questions concerning personal items that will be permitted on campus are to contact the Head of School’s office for clarification before bringing questionable or expensive items onto the campus. All items from home should be clearly marked with the student’s name. Students should not bring large sums of money or valuable items to school. The school will not assume responsibility for such items if they are brought to school. Students are not permitted to sell items, such as magazine subscriptions, Girl Scout cookies, or organizational fundraising items, at school without the permission of the Head of School.

If a Lower School child wishes to bring a pet to school, the parents should contact the teacher in advance to schedule a convenient time, and the parent should be present. Specimens of wildlife should not be brought to school. Poisonous plants, animals, or materials are not to be brought to school.

# 9. Dress Code

[SAIS-SACS Accreditation Standard 6.11 – Assures that guidelines for student conduct, attendance, and dress are written and communicated to all students, parents, and members of the staff.]

The Lawrence Academy dress code helps encourage everyone to focus attention on what is inside a student rather than on superficial, outward appearances. Students have always expressed their approval of this long-standing tradition, finding it beneficial to the overall school experience. The school’s philosophy states that Lawrence is a community that values and encourages respect for diversity. Students should therefore take care that the clothing or accessories they wear to school or school events do not include emblems or images that may cause offense, bring about discord, or signal disrespect among members of the Lawrence community. While such emblems may appear elsewhere in popular culture, they do not belong at Lawrence. The Headmaster, along with a faculty

member, makes the final decision regarding the acceptability of attire not specifically covered in this dress code.

## 9.1 Dress Code and Appearance Guidelines

Students are required to arrive on campus properly and neatly attired and groomed. The school wants to instill in the students the feeling of self worth demonstrated through the way the students dress and care for their physical appearance. Lawrence Academy believes that students perform better and feel better about themselves when the dress code, including grooming expectations, are enforced. It eventually builds pride in the students and their school.

Clothing must not interfere or be disruptive to the learning process, either to the student wearing the clothing, classmates in the class, or the faculty member teaching the class. Faculty and staff will enforce the Dress Code by referring students who are inappropriately dressed to the Headmaster. The Headmaster will make the final decision pertaining to the dress of the students. Proper dress for academic contests, athletic contests, field trips, and special events on and off campus will be decided by the coaches of the teams and the teachers/sponsors of the groups attending special events and field trips.

Students who are in violation of the Dress Code will be asked by faculty and staff members to remedy the attire, if possible. The consequences for Dress Code violations of students who are habitual offenders as determined by the Head of School are:

1. **First violation:** Student will receive a verbal warning and must change into appropriate clothing.
2. **Second violation:** Student will receive one (1) disciplinary referral and must change into appropriate clothing.
3. **Third violation:** Parents called to come to the school and disciplinary action applied.

If students and parents are concerned that certain articles of clothing may not meet the requirement of the Dress Code, their decision, when in doubt, should be not to wear those clothes.

## 9.2 Lawrence Academy Dress Code

The following dress code will be enforced by the Head of School, faculty and staff of the school. Violations will be called to students' attention and offenses will be recorded in the student's discipline record.

Lawrence Academy believes that students perform better and feel better about themselves when the dress code, including grooming expectations, are enforced. Grooming expectations are:

- ⇒ Hair will be clean and combed with no exotic hairstyles.
- ⇒ Hair may not be dyed in colors that are not associated with natural hair colors.
- ⇒ Hairstyles that interfere with sight may not be worn.

Proper dress and grooming eventually builds pride in the students and their school and contributes to the positive development of the school culture.

### **Lower School Dress Code**

1. Students may wear tennis shoes or shoes that have a back or a back strap. Students are advised to have tennis shoes for participation in recess and physical education. Shoes with no back or back straps, such as flip-flops, clogs, slides, etc. are unacceptable.
2. Jewelry and accessories are unacceptable if wearing them distracts the student, classmates or teacher from the learning process. For safety reasons, watches and jewelry must be removed for recess and physical education.
3. Hats, caps, toboggans, bandanas, hoods, visors, or sunglasses may not be worn in school buildings.
4. One pair of earrings for girls is acceptable; boys may not wear earrings.
5. Body piercings are unacceptable as are tattoos. Both must be covered with clothing appropriate for the Dress Code.

### **Middle and Upper School Dress Code**

1. Students are not to wear clothing that is soiled, torn, or otherwise in disarray.
2. Skirts, dresses, and shorts should be long enough to hang at or below the fingertips when student stands with arms hanging straight next to his/her body.
  - a. Skirts and dresses must meet this length requirement around the entire circumference of the hemline.
3. Gym shorts are acceptable only in P.E. class. This includes spandex shorts, sweatpants, and other athletic clothing.
4. Leggings and yoga pants may be worn permitting that the top, tunic, or dress worn with the leggings or yoga pants is as long as or longer than the student's thumb when the student stands with arms hanging straight next to his/her body.
5. Tank tops, halter-tops, spaghetti straps, strapless tops and dresses, and muscle tees are not considered acceptable school attire.
6. Shirts must fully cover the midriff and chest with no cleavage showing; bare backs are also prohibited.
  - a. Shirts with "key holes" and small decorative cutouts on the upper back are permitted.
7. T-shirts may be worn; however, T-shirts that advertise or promote the following are prohibited:
  - a. Obscene, suggestive, or insinuating language and graphics
  - b. Alcohol, tobacco, or drugs
  - c. Or denigrates a group of people by gender, race, religion, national origin, ethnicity, sexual orientation, or gender identity.
8. Sleeveless tops and dresses are allowed but straps must be a minimum of 2 finger widths with no exposed or visible undergarments.
9. Undergarments must not be visible at any time, this includes visibility through a student's clothing.

10. Boys are not to have earrings. Girls are permitted to wear earrings. Visible body piercings and tattoos are unacceptable for all students.
11. Jewelry and accessories are unacceptable if wearing them distracts the student, classmates, or teacher from the learning process. For safety reasons, watches and jewelry must be removed for physical education.
12. Hats, caps, toboggans, bandanas, hoods, visors, or sunglasses may not be worn in school buildings/classrooms.

### **High Dress**

High dress is defined as the dress required of students, faculty, and staff when they are representing Lawrence Academy off campus and at some functions on campus. High dress is defined as follows:

- ⇒ Girls' High Dress consists of slacks, khaki pants, belt, skirt, dress, blouse or shirt, sweaters, and dress shoes. No clothes made of denim.
- ⇒ Boys' High Dress consists of slacks, khaki pants, belt, collared dress shirt, tie, sweaters, and dress shoes and socks. No clothes made of denim.

## **10. Academics**

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### **10.1 Lower School**

#### **Class Placement/Teacher Assignment**

Lawrence Academy reserves the exclusive right to place students in an alternate class or with an alternate teacher when the student's previous academic achievement and learning characteristics suggest a particular level of study. The final placement decision is made by the school, based on the student's mastery of basic skills, previous achievement, and level of maturity.

#### **Evaluating and Reporting**

Report cards are prepared at the end of each six weeks and progress reports are sent three weeks into each six week grading period. If a student is in danger of failing at any time during the semester, the parent will be notified. If a parent is concerned about low grades on papers brought home, or a pattern of "no homework tonight" is stated by the student, the parent should call the school or send a note to the teacher inquiring about his child's progress.

#### **Grading**

In Kindergarten through Grade 6, parents will receive grades by "back pack" mail. Progress reports will be sent whenever students are experiencing unusual academic or behavioral difficulty. Grades for students in Lower School are based on classroom performance, homework, daily quizzes, written assignments, effort, attitude, and teacher-made and textbook skills inventories.

The conduct key for all students is as follows:

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **Homework**

Students should have a consistently quiet, well-lighted place to study. Parents can help most by providing a regular time and an appropriate location for homework. Parents may sometimes be asked to help, but never to supply answers. Mistakes in homework point out a need for some review in class; correcting mistakes at home disguises this need.

The times indicated below do not include the 20 to 30 minutes of independent reading that is suggested each night of students in Grades 1–6. Below is a general guide to the amount of homework assigned per day for each Lower School grade level:

10 minutes for Grade 1

15 to 20 minutes for Grade 2

20 to 25 minutes for Grade 3

25 to 30 minutes for Grade 4 (All students are required to supplement HW with reading)

25 to 35 minutes for Grade 5

35 to 45 minutes for Grade 6

### **Parent-Teacher Conferences**

Parents are encouraged to confer with teachers and administrators. The school will initiate conferences; however, parents who sense a change in the student's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to contact the teacher for an appointment. The teacher will determine if the students may also be included in these conferences.

Lawrence Academy schedules parent-teacher conferences in the Lower School. Additional conferences may be initiated by the parent or school as the need arises. Short communications to teachers may be handled through their voice mail, email or through the school office. Evening calls to teacher's homes are discouraged and should be reserved for a genuine emergency. Teachers will return such calls at their earliest convenience.

### **Cumulative File**

All Lawrence families should keep a file containing copies of progress reports, report cards, letters concerning academic and/or disciplinary matters, and certificates of honor. The file is beneficial for planning, communicating with school personnel, and applying to non-Lawrence activities and to college.



### **Summer Reading**

Like other skills, reading is a skill that requires practice; therefore, it is essential that the student maintain acquired reading skills throughout the summer. The reading certainly should be a pleasant and enjoyable experience.

All students are expected to read during the summer from the Summer Reading List. Students are encouraged to read suggested books by appropriate grade level. A record of books read, including titles and authors, should be kept by the student. The required reading is closely coordinated with the regular academic program. It is most important for a student to have read the required reading prior to the opening of school. At the beginning of the school year, students will discuss and write about summer reading selections in some of their classes. Lawrence faculty and staff may also participate in summer reading.

### **Educational Technology**

Technology is integrated into the Lawrence curriculum through computers, the Internet, hypermedia, and a host of other applications. Students use technology in a variety of ways, including writing instruction, researching topics, discovering ideas and practicing skills, presenting projects, and organizing data. Lawrence students have access to computers located in classrooms throughout the school, in the library, and in two all-school computer labs. Lawrence continues to research ways of integrating technology into the K–12 curriculum in order to enhance classroom instruction and student learning.

## **10.2 Middle & Upper School Division**

### **Class Placement/Teacher Assignment**

Lawrence Academy reserves the exclusive right to place students in an alternate class or with an alternate teacher when the student's previous academic achievement and learning characteristics suggest a particular level of study. The final placement decision is made by the school, based on the student's mastery of basic skills, previous achievement, and level of maturity.

### **Evaluating and Reporting**

All Middle and Upper School students should be continually aware of their academic progress through regular student/teacher/parent/advisor communication. Academic evaluation, in the form of report cards, is communicated to parents at the end of each six-week grading period. Also, progress reports are sent three weeks into each six week grading period whenever students are experiencing unusual academic or behavioral difficulty. The report serves as a progress report which is the teacher's best judgment of the student's overall academic progress based on tests, quizzes, class participation, quality of homework, and promptness in completing assignments. The semester report serves as the final evaluation of the work for a semester. If a parent is concerned about low grades on papers brought home, or a pattern of "no homework tonight" is stated by the student, the

parent should call the school or send a note to the teacher inquiring about his/her child's progress.

### **Methods of Evaluation**

**Quiz:** A short announced or unannounced diagnostic tool used to check one or two concepts within a unit of work.

**Test:** A diagnostic tool which may cover from one to several units of work and may last an entire period. Several tests may be given in a course during a six week grading period.

**Examination:** A cumulative test of performance and retention given at the end of a semester. An examination counts up to 1/7<sup>th</sup> of a student's grade, more than any other single testing device. Students who qualify for untimed testing are responsible for making arrangements for these through the Head of School. To qualify for this service, a student must have a full battery of current diagnostic educational testing on file at Lawrence.

#### **Alternative Assessments:**

An alternative to a traditional written examination may be given at the end of a semester. Teachers may choose to assess a student's knowledge and performance through presentations, debates, dramatic performances, or other creative activities. Often cumulative in nature, an alternative assessment may count up to 1/7<sup>th</sup> of a student's grade.

**Re-examinations:** The purpose of the re-examination provision is to make it possible for a teacher to give a student a second chance on an examination. A student is eligible for re-examination, at the teacher's discretion, if he/she had a passing average going into the examination, yet failed the semester by failing the exam. In sequential courses, a student may take only one re-examination per subject during the entire year. The teacher will notify the student that he/she is eligible for a re-exam, and a comment will accompany the grade report. In such cases, the initial semester grade will be Incomplete (I). Re-examinations must be given within 3 days of the date grades are due.

**Examination Absences:** Any deviation from the exam schedule must be approved in advance through the Head of School.

### **Grading**

Evaluation of student academic performance will be communicated by means of number grades as follows:

90 – 100	A	4.0	Excellent work
80 – 89	B	3.0	Good work
70 – 79	C	2.0	Average work
60 – 69	D	1.0	Poor work
0 – 59	F	0.0	Failing work

### **Grade Point Average**

The Upper School applies a system of weights to acknowledge more demanding coursework in honors, advanced placement, and community college dual enrollment courses.

### **Calculating the Grade Point Average**

In calculating a student’s weighted cumulative grade point average, the following apply:

1. All regular academic courses and fine arts courses will count at face value.
2. Honors courses, which entail a greater degree of independence and a more advanced level of work, receive an extra weight of 1.0.
3. Advanced Placement courses, which are designed to follow a prescribed college level curriculum, as well as dual enrollment courses, receive an extra weight of 2.0.
4. The courses which receive a letter grade - pass/fail courses - do not count toward a student’s cumulative average.

### **Headmaster’s List**

The Headmaster’s List, the school’s highest academic category, is published at the end of each six weeks. In order to be included on this list, students in Grades 4-12 must meet the following criteria:

1. All grades of 90 or higher.
2. Have satisfactory disciplinary record, as determined by the Head of School.
3. Have satisfactory attendance record, as determined by the Head of School.

### **Honor Roll**

The Honor Roll List, the school’s second highest academic category, is published at the end of each six weeks. In order to be included on this list, students in Grades 4-12 must meet the following criteria:

1. All grades of 80 or higher.
2. Have satisfactory disciplinary record, as determined by the Headmaster.
3. Have satisfactory attendance record, as determined by the Headmaster.

### **Incompletes**

A grade of Incomplete (I) must be changed within five (5) school days of the reporting date, or it will become an F unless the classroom teacher makes a request for continuance to the Head of School. It is the responsibility of the student and parents to see that proper arrangements are made with the teacher for any continuance.

### **Homework**

Students should have a consistently quiet, well-lighted place to study. Parents can help most by providing a regular time and an appropriate location for homework. Parents may sometimes be asked to help, but never to supply answers. Mistakes in homework point out a need for some review in class; correcting mistakes at home disguises this need. Homework may not be faxed to the school without prior approval by the Head of School. Middle School and High School students should plan to have approximately 15-20 minutes per subject. Subject homework days will be broken into groups, 1st-3rd period Tues & Thurs and 4th-6th periods will be Monday and Wednesdays.

### **Summer Reading**

The Middle and Upper Schools provide summer reading lists that contain both suggested and required reading. The students are encouraged to take notes as they read or to answer the questions to the study guide if there is one for that book. Students should expect some form of evaluation on all of their summer reading during the beginning of the school year.

### **Tutoring**

After school faculty tutoring may be available on an individual basis. The students and/or parents may request a time for extra help. A tutorial session is a time for students to make up missed work, to ask questions, or to receive individual explanation, enrichment, or extra help.

Students who are requested to attend a tutorial session by a teacher must attend. Extra-curricular activities, athletics, music/art lessons, student jobs, etc., are not valid excuses for missing a tutorial session. Parents of younger students will be notified 24 hours in advance, by the teacher, in order for carpool arrangements to be made. It is not an in-depth remediation program. Students are reminded that they should be punctual when attending any tutorial session.

Lawrence Academy supports the classroom teacher as the primary agent in the learning process and the only resource necessary in the great majority of cases. Most Lawrence tutoring is done by the classroom teacher. From time to time “outside tutoring”, tutoring by a paid tutor and not a faculty member at the school, may be advisable. Such a commitment should not be made without consultation with the appropriate classroom teacher, the advisor (in Middle and Upper Schools), and the Head of School. Some of the “outside tutoring” that occurs is unnecessary. The school recommends that this consultation occur before such tutoring is undertaken. It is recommended that any tutor or tutoring organization working with a Lawrence Academy student keep in close contact with the

teachers involved. Without such contact the effects of tutoring are severely diminished. No tutoring for pay is allowed by the student's classroom teachers.

### **Drop/Add Policy**

Before each semester begins, certain days are set aside for students to drop or add courses for the semester/year. The student and parent should consult with the guidance counselor concerning any schedule changes. Under certain circumstances, seniors may be required to notify colleges about spring semester course changes.

1. Before each semester begins, certain days are set aside for students to make approved changes in their upcoming semester's schedule:
2. After the first three weeks of a semester, a student may not add a new course. (This does not apply to teacher-initiated changes from one level of a course to another.)
3. For students permitted to withdraw from a course after the first three weeks of the semester, transcripts will indicate one of the following, depending on their grades at the time of the withdrawal: WP (Withdrawn-Passing) or WF (Withdrawn-Failing). Proper planning should minimize the need for a student to withdraw from a course.
4. If a student does not intend to complete the second semester of a year-long course, he/she must indicate that intention in writing to the Headmaster by the Friday following the fall parent conferences. After this deadline, a student is expected to remain in a year-long course until the conclusion of the spring semester, unless a teacher initiates the change.
5. Any senior who indicates his/her intention of dropping a year-long course at the end of the first semester will be required to write a letter to all colleges to which he/she is applying, informing the colleges of this decision. The Guidance Counselor will mail said letter and retain a copy in the student's file. This letter must be received by the Guidance Counselor within one week of the student's notification to the Head of School of his/her intention to drop the year-long course at the semester's end.

### **Honors/Advanced Placement Policy**

Students selected for Honors or Advanced Placement (AP) courses must have displayed exceptional ability, interest, and work in the same discipline. The student should be highly self-motivated and eager to face extraordinary intellectual challenges and demands.

Students interested in a particular Honors/AP course should discuss their interest with the respective teacher and Guidance Counselor. Students should keep in mind that the Honors/AP course of study at Lawrence Academy is quite challenging.

The following are requirements for enrolling in Honor and AP courses:

1. The selection process may include an assessment of the student's grades, teacher recommendations, standardized test scores, curricular and extracurricular loads, and academic standing. Enrollment in previous Honors or AP courses does not mean

automatic re-enrollment in these sections. Students who enroll in year-long AP courses are expected to remain in the course for the entire year.

2. Once enrolled in an Honors/AP course, the student is expected to maintain superior interest and performance, as evaluated by the instructor. Any student not maintaining these requirements may be removed from the class at the conclusion of the semester. If a senior is removed from an Honors/AP course, colleges to which he/she applied will be notified.
3. Students new to Lawrence Academy will have assessment made by the Guidance Counselor and the respective department heads regarding enrollment in honors or advanced placement courses. He/she may then be enrolled in the Honors and/or AP sections with the approval of the Head of School.
4. Because the AP examination is an integral component of the Advanced Placement Program, AP students are encouraged to take the AP examination. The cost of the AP standardized examination is not included in the tuition and will be billed to the parents or guardians by the Finance Office. With the approval of the teacher and Guidance Counselor, a student not enrolled in an AP course may be permitted to take the examination.
5. In certain disciplines when an entire section cannot be designated AP, the school may designate the student as an AP student. The student must then fulfill the AP requirements as listed in this guide or given to him by the instructor. Honors courses containing AP students will be taught at an Honors level.

### **Parent-Teacher Conferences**

Parents are encouraged to confer with teachers and counselors. The school will initiate conferences; however, parents who sense a change in the student's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to contact the teacher for an appointment. Students may also be included in these conferences.

Lawrence Academy schedules parent-teacher conferences in the Middle and Upper School. Additional conferences may be initiated by the parent or school as the need arises. Short communications to teachers may be handled through their voice mail, email, or through the school office. Evening calls to teacher's homes should be reserved for a genuine emergency. Teachers will return such calls at their earliest convenience.

### **Educational Technology**

Technology is integrated into the Lawrence curriculum through graphing calculators, computers, the Internet, hypermedia, and a host of other applications. Students use technology in a variety of ways, including writing instruction, researching topics, discovering ideas and practicing skills, presenting projects, and organizing data. Lawrence students have access to computers located in classrooms throughout the school, in the library, and in two all-school labs. Lawrence continues to research ways of integrating technology into the K-12 curriculum in order to enhance classroom instruction and student learning.

### 10.3 Academic Progress Standards

**Students must make reasonable academic progress toward graduation.** The Head of School reserves the right to restrict or withdraw extracurricular or social privileges and to request the temporary or permanent withdrawal of any student who, in the sole judgment of the Head of School, is not taking reasonable advantage of his/her educational opportunities.

#### **Lower School (PK – 6)**

Lower School students not successfully mastering the curricular content of two or more subject areas may be obligated to repeat that grade level the following year. The student may be required to have summer tutorial instruction for the failed subjects in order to be reconsidered for promotion. The Head of School and grade teacher will review the case and give final acceptance of promotion. Lower School students not successfully mastering the curricular content of two or more subject areas for two consecutive years may be permanently withdrawn from the school.

#### **Middle School (7 & 8)**

7<sup>th</sup> and 8<sup>th</sup> grade students not successfully mastering the curricular content of two or more subject areas may be obligated to repeat that grade level the following year. 8<sup>th</sup> grade students not successfully mastering the curricular content of one or more subject areas may be obligated to repeat that grade level the following year. The student may be required to have summer tutorial instruction for the failed subject(s) in order to be reconsidered for promotion. The Head of School and grade teacher will review the case and give final acceptance of promotion. Middle School students not successfully mastering the curricular content of two or more subject areas for two consecutive years may be permanently withdrawn from the school.

#### **Upper School (9 – 12)**

Upper School students must successfully complete six courses per year with the cumulative Grade Point Averages (GPA) indicated below:

<u>Class Standing</u>	<u>Courses Completed</u>
Freshman	0 – 6
Sophomore	7 – 12
Junior	13 – 18
Senior	19 – 24

Upper School students who fail to maintain the minimum GPA as indicated above for two consecutive years may be permanently withdrawn from the school. Students not passing an academic course for the school year will be required to repeat the entire course the following year or take an equivalent course at an institution approved by the Head of School.

### Semester Failures

A failure (F) in any subject may necessitate repetition of the course during the summer months or the following school year.

## 10.4 Graduation Requirements

Minimum Carnegie units to graduate: 23

Minimum Carnegie units to enter Grade 12: 16

Minimum Carnegie units to enter Grade 11: 10

Minimum Carnegie units to enter Grade 10: 5

Specific minimum Carnegie units in each discipline (one semester equals 1/2 unit):

### Discipline Units

English	4
Mathematics	4
Science	4
History	4
Foreign Language	2
Fine Arts	1
Physical Education	1
Electives	3
<b>Total Units</b>	<b>23</b>

### Specific requirements by discipline

#### English

English 9

English 10

English 11 or AP Language

English 12 or AP Literature

(NOTE: the University of NC system requires four years of English.)

#### Mathematics

Algebra I

Geometry

Algebra II

Pre-Calculus or Advanced Functions or Calculus or Business Math

(NOTE: The University of NC system requires four years of math, starting with Algebra I.)

#### Science



Earth/Environmental Science

Biology

Chemistry

Physics or Human Anatomy and Physiology

(NOTE: the University of NC system requires three years of science.)

### **History**

Civic and Economics

World History

United States History

Government

(NOTE: the University of NC system requires three years of history.)

### **Foreign Language**

Spanish I

Spanish II

(NOTE: the University of NC system requires two years of the same foreign language.)

### **Physical Education**

One year

(NOTE: the University of NC system requires one year of physical education.)

### **Fine Arts**

One year

A student may receive credit only once per academic course. If a student repeats an academic course for which credit has been granted, the repeated course will have N/C (no credit) indicated on his transcript. Students whom the school permits to enroll in any other programs which necessitate absence from the campus will pay the full tuition indicated on their enrollment contract unless approved in advance by the Head of School.

## **10.5 Senior Year**

### **Exam Exemption**

Fall exam exemptions are for students in grades 9-12. In order for students to be exempt, they must maintain a 95 average or higher and have received no disciplinary referrals. Spring exam exemption will only be offered to seniors. The senior spring exam exemption is a privilege earned by appropriate conduct and academic performance throughout the school year. Seniors whose (1) conduct in their second semester, particularly in the last weeks of the spring semester, is acceptable, and whose (2) un-weighted average in a course is 90 or above at the end of the second semester may be eligible for exemption from the second semester final exam in that course. The individual teacher has the final authority to set the individual parameters for exemption in his course. Seniors who

participate in pranks or other unacceptable behaviors in the second semester will lose that privilege. This exemption does not apply to seniors taking Advanced Placement examinations. In certain courses, the teacher may determine that an examination is essential for an accurate evaluation of all students. The class will be notified well in advance if all students are expected to take the final exam.

### **Graduation Ceremony**

Those seniors who take part in graduation will be in good standing and have fulfilled all of the requirements for graduation from Lawrence Academy. These requirements include having adequate academic credit as well as fulfilling all financial obligations to the school. Seniors who have insufficient credits at the end of spring semester may or may not take part in the graduation ceremony at the sole discretion of the Head of School. They will receive their diploma when they fulfill the graduation requirements and financial obligations.

### **Graduation Honors Determination**

Cumulative averages through the student's senior year will be used to determine honor graduates. Cumulative averages through the final day of the second semester classes of the senior year, excluding senior exams, will be used to determine salutatorian and valedictorian awards. Only students who have attended the Upper School at Lawrence Academy for two or more years and who are enrolled their senior year are eligible for the salutatorian or valedictorian awards. A minimum cumulative numeric average of 90 is required for designation as an honor graduate.

### **Class Rank**

Class rank is calculated at the end of each semester for grades 9-12. This calculation is based on GPA.

### **Valedictorian**

The rank of number one in the senior class is determined by weighted GPA from Lawrence Academy offered core courses. Dual enrollment is a supplemental offering at Lawrence Academy and not a determining factor in Valedictorian GPA calculations. The student with the highest weighted GPA will be ranked number one. If two or more students share the same GPA, the title of Valedictorian will be bestowed upon each student who shares the number one rank in the class. Students must attend Lawrence Academy during both their junior and senior year in order to be considered for Valedictorian.

### **Salutatorian**

The rank of number two in the senior class is determined by weighted GPA from Lawrence Academy offered core courses. Dual enrollment is a supplemental offering and will not be a determining factor in Salutatorian GPA calculations.. The student with the second highest GPA will be designated as the Salutatorian. If two or more students share the second highest GPA in the class multiple Salutatorians will be designated. Students must attend Lawrence Academy both junior and senior year in order to be considered for Salutatorian.

## 10.6 Challenged Materials Policy

[SAIS-SACS Accreditation Standard 3.13 – Assures that the school has a policy and procedure for responding to challenged materials.]

On occasion someone may question or challenge the suitability of certain materials found in the library and/or required by a classroom teacher as part of an assignment.

- ⇒ Questions/challenges to the library collection will ultimately be met by the Librarian with reference to the *Library Bill of Rights* and/or the *Freedom to Read* statement as published from the American Library Association.
- ⇒ Questions/challenges to the classroom assignment will ultimately be met by the classroom teacher with reference to the specific text/material.

The following procedures will be implemented in an effort to deal with such issues:

1. The librarian/classroom teacher will make every effort to handle the question on an informal basis, including the possibility of making arrangements for an alternate assignment that meets the curricular requirement.
2. If the complainant wishes to present a formal complaint, the librarian/classroom teacher will explain the procedure and give the complainant a copy of the *Request for Reconsideration of Challenged Materials Form*, which is available in the Main Office.
3. The librarian/classroom teacher will inform the Head of School of the complaint.
4. The Head of School will name an ad hoc Review Committee composed of the following:
  - a. Two LA faculty, at least one from the questioned field of study;
  - b. Student Government Association President;
  - c. Guidance Counselor; and,
  - d. One community member appointed by the Head of School.
5. The challenged material will be available for use during the reconsideration process.
6. The Review Committee will follow these steps:
  - a. Review the challenged material as it related to the challenge.
  - b. Check acceptance of the material by reading reviews, consulting recommended lists and determine the source of the material.
  - c. Make a determination as to whether or not the material supports the mission of the school.
  - d. Prepare a decision within 30 instructional days of receipt of the *Request for Reconsideration of Challenged Materials Form*. Should a complaint arise during a break in the academic calendar, this time limit will be extended until the appropriate committee can be gathered.
  - e. The Review Committee will make a recommendation to the Head of School pertaining to the Committee's findings.
7. The Head of School will receive the Committee's recommendation and promptly notify the complainant of the Committee's decision.

8. If the complainant contests the decision of the review committee, he or she may present the complaint to the Head of School for final review. The Head of School's decision shall be final.

## **10.7 Library /Media Center**

[SAIS-SACS Accreditation Standard 3.11 – Provides comprehensive information and media services that support the curricular and instructional programs and the mission of the school.]

The Boyd Memorial Library contains books and non-print materials as well as a variety of audiovisual equipment. The primary purpose of the library is to support, enrich, and extend the curricular and instructional programs of Lawrence Academy. To this end, every effort is made to organize library resources and services to facilitate their use by students and faculty.

The librarian provides information seeking skills instruction, reading guidance, and ready reference assistance to individual students or entire classes. Individuals may use the library at any time with permission from the classroom teacher. Entire classes are scheduled in the library by classroom teachers, in prior collaboration with the media center coordinator.

Pre-Kindergarten through fourth grade classes come to the library on a periodic rotation. Stories and library skills instruction are part of the curriculum for each grade. The facility is designed to permit a variety of simultaneous activities; teachers may allow individuals or small groups to come independently or they may bring whole classes.

### **Book Circulation**

Students may check out and renew books for three weeks at a time. Faculty may check out materials for extended periods. Any book requested by another student or teacher will be recalled after a reasonable period of time. Classroom teachers may place resources on overnight reserve for special assignments. The librarian requests prior notice to prepare these books.

### **Overdue and Lost Books**

Library users are expected to pay for lost or damaged books and audiovisual materials. A nonrefundable book processing fee of \$10 will be added to the replacement cost of lost books. These charges will be posted to the subsequent student bill. Students must clear outstanding library obligations prior to receiving their final report card and/or picking up their class schedule.

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# **11. Interscholastic Athletics**

The Director of Athletics is responsible for all facets of the Lawrence Academy interscholastic sports program. In that position he/she must recognize and implement all policies, regulations, and expectations of Lawrence Academy, the North Carolina Independent Schools Athletic Association (NCISAA), the Tarheel Independent Conference (TIC), the Colonial Carolina Conference (CCC), and the National Federation of High Schools (NFHS).

### **11.1 Athletic Eligibility**

Student athletes are required to meet academic standards set by Lawrence Academy. Below are the standards that are upheld by Lawrence Academy. Student athletes are also required to meet the requirements set forth by the NCISAA regarding eligibility.

All students wanting to participate in the interscholastic athletics program must:

1. Be enrolled in the seventh grade or higher;
2. No player shall have reached his/her 19<sup>th</sup> birthday on or before August 1 of the current school year. (NCISAA Rule and Regulations, Section III, Item E);
3. Students may participate in athletics in no more than six consecutive semesters or nine trimesters after enrolling in the 10<sup>th</sup> grade of any NCISAA member school, no more than four consecutive semesters after enrolling in the 11<sup>th</sup> grade of any NCISAA member school, and no more than two consecutive semesters after enrolling in the 12<sup>th</sup> grade at any NCISAA member school, regardless of whether he/she remains continuously enrolled. A student transferring from one NCISAA school to another at mid-year would be considered to have used up one semester of athletic eligibility for that school year; (NCISAA Rule and Regulations, Section III, Item H);
4. Have passed a medical physical examination and have the signed form on file with the Director of Athletics stating that the student athlete may participate in the athletics program;
5. Meet the eligibility rules of Lawrence Academy, the North Carolina Independent Schools Athletic Association (NCISAA), the Tarheel Independent Conference (TIC) and the Colonial Carolina Conference (CCC);
6. Specific to Lawrence Academy, student athletes must maintain a grade of C (70) or better in six (6) of their seven (7) courses in which they are enrolled for every grading period; and,
7. Be in good standing in the school's behavioral expectations.

Students in grade 6 are only eligible to participate in interscholastic athletics if needed to raise team membership to an acceptable level to allow the team to function as an interscholastic team. Please be in mind that Lawrence Academy has used 6<sup>th</sup> graders to fill teams, but this is done on an as needed basis. Sixth graders must maintain a 70 average or above in each/all of their elementary subjects.

The Director of Athletics receives all in-season student athletes' grades every six week grading period and every three weeks for student athletes who have a midterm grade of D or below. Student athletes who have a grade of D or below in a course(s) will be warned, but no loss of eligibility will take place at that time. The loss of eligibility will occur at the end of each six week

grading period once grades are posted. Lawrence Academy does not provide academic probation; therefore the loss of eligibility will be a six week period or after grading periods.

Student athletes will lose eligibility for the following:

1. Receives a grade of D (69) or lower in two or more classes in a six week grading period.
2. Receives an Incomplete (I) in two or more classes. "I" grades can be removed upon the completion of the work needed to remove the "I" grade. If the "I" grade is removed with a passing grade, athletic eligibility will be restored on the day that the grade is removed and recorded in the Office of the Head of School.
3. Receives a "D" in a course as well as an "I" in another course. If the "I" grade is removed with a passing grade, athletic eligibility will be restored on the day that the grade is removed and recorded in the Office of the Head of School.

### **Athletic Suspensions**

Discipline will play an important role in athletic eligibility. Student athletes are role models for younger students in the school community. Student athletes should understand that extracurricular activities, such as the interscholastic sports program, are a privilege and not a right. Therefore, they should conduct themselves in a well-behaved manner.

Suspensions of student athletes will be determined by the Head of School, as are all student suspensions. Student athletes will be suspended from participating in the team's next scheduled contest for the following reasons:

1. Serving an In-School Suspension for any reason;
2. Being ejected from an athletic contest for any reason;
3. Receiving more than two misconduct reports during the team season; and,
4. Failing to comply with team rules. This decision is at the discretion of the head coach with the approval of the Director of Athletics.

Student athletes will be dismissed from a team during a given season for the following reasons:

1. Serving an Out-of-School Suspension;
2. Serving an In-School Suspension more than twice during a given season
3. Being ejected from more than one athletic contest any given season; and,
4. Failing to comply with team rules, which is at the discretion of the head coach with the approval of the Director of Athletics.

### **11.2 Athletics Booster Club & Athletic Awards Banquet**

The purpose of the Athletics Booster Club (ABC) is to work in conjunction with the Director of Athletics and the Headmaster to coordinate efforts for the improvement in all facets of the athletics program through active fundraising and/or donation of time and materials for capital improvements within the athletics program. Specifically, the ABC goals are to work with the Director of Athletics to:

- ⇒ Identify sports within the athletics programs in need of uniforms and/or equipment;

- ⇒ Operate the concessions at all home contests and league tournaments;
- ⇒ Sell advertisement signs to local businesses to be displayed on the outdoor athletic fields' fences and in the gymnasium;
- ⇒ Be financially responsible for hotel accommodations for teams involved in league or state championship tournaments;
- ⇒ Purchase coaching apparel as needed;
- ⇒ Provide funds for professional development activities for coaches;
- ⇒ Be responsible for costs associated with mailings pertaining to the athletics program;
- ⇒ Operate fundraising activities to support the Athletic Banquet and the everyday supply needs; and,
- ⇒ Award a partial scholarship to a senior student athlete who is judged to have written the best essay.

The ABC is actively involved with activities that enhance the athletics program at the school. All parents that have children participating in athletics at Lawrence Academy are encouraged to become actively involved in the organization.

### **Athletic Banquet**

A banquet to honor Lawrence Academy athletes will be held after the conclusion of the spring season. Each team will be recognized for their success at the banquet. For any other information, please see the Athletic Handbook or contact the Athletic Director.

**End of Handbook**