The Lawrenceville School Mission:

Through House and Harkness, Lawrenceville challenges a diverse community of promising young people to lead lives of learning, integrity, and high purpose. Our mission is to inspire the best in each to seek the best for all.
THE MAJOR SCHOOL RULES

1. A Lawrenceville student must respect the rights and property of others. Our community does not
tolerate bullying, hazing, harassment of another person, theft, or abuse of personal or community
property.

2. A Lawrenceville student must be honest. Lying, cheating, plagiarizing, or any other type of deceitful
behavior is unacceptable at Lawrenceville.

3. A Lawrenceville student must remain substance free. Using, possessing, or distributing drugs
(prescription or nonprescription) or alcohol, distributing vaporizers or nicotine agents, or hosting a
party at which drugs or alcohol are used is prohibited. (Note: If drugs or alcohol are found on a student,
in a student’s room, or if a student tests positive for illegal substances, whether or not it can be
demonstrated that the substance was used on campus, the student is considered in violation of a Major
School Rule.)

4. A Lawrenceville student must protect the health and safety of the School community. Tampering
with fire safety equipment, smoking, or using fire in any School building in an area not specifically
designated for that purpose is unacceptable, and unauthorized weapons or dangerous combustibles or
explosives are prohibited on campus.

5. A Lawrenceville student must abide by the School’s rules regarding permissions and signing out.
Leaving the House after check in without proper authorization and leaving campus without required
permission are Major School Rule violations, as is unauthorized presence in a School building.

6. A Lawrenceville student must abide by the School’s motor vehicle rules. Boarders may not keep
or operate a motor vehicle at Lawrenceville or in its environs, or ride in a car without proper
authorization; day students may not drive another student without proper authorization.

7. A Lawrenceville student must meet community expectations and the high standard of citizenship
expected of a Lawrentian. Violations of general expectations for proper conduct, including repeated
failure to attend classes and other required commitments, comprise a Major School Rule violation.

8. A Lawrenceville student must abide by federal, state, and local laws. Enrollment at Lawrenceville
constitutes a student’s acceptance of these regulations as the guiding principles for proper conduct.
Moreover, the School, in its sole discretion, may take such action as it believes is in the best interest
of the School.

The Lawrenceville School (“Lawrenceville” or the “School”) Student Handbook (“Handbook”) is published
and distributed to members of the Lawrenceville community for the purpose of providing information on
aspects of student and campus life so that students may gain as much as possible from their experience
at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the
contents of the Handbook, so that each member of the community knows and understands the expectations
of students within our community. While policies in this Handbook will generally apply, the School may
take actions that it determines to be in the best interests of the School, its faculty, and its students. This
Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies, and
procedures, before, during, and after the School year. This Handbook is for informational purposes only. It
is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not
limited to, between Lawrenceville and any parent, guardian, or student affiliated with or attending the
School. Lawrenceville, in its sole discretion, may add, revise, and/or delete School policies before, during,
and after the school year.
Dear Lawrentians,

An education enlarges your perceptions of the world by developing your skills, commitment, and judgment. Schools are supposed to educate, and the tests of a school should be how quickly students become independent thinkers, whether their mindsets develop from fragile to resilient, and what they contribute as partners in meaningful inquiry and purposeful action. We want our students to be able to shape their own purposes, to develop reliable processes, to execute organized plans, and to be ready to do it all without a teacher in the room.

Lawrenceville has become home to students who are committed to securing for themselves their idea of a good life and will act to bring it about. Instead of passively receiving an education, genuflecting to authority, or subordinating their own claims, we have a community of students who seek to generate outcomes and create the conditions they believe are best for all.

We all know that success in any venture is difficult. But Lawrentians are at their best when success is not guaranteed, when nothing is assured, and when only perseverance can overcome doubt. There will also be times in each Lawrentian’s career when they will have to take a risk, show some social courage. Lawrenceville can be just that kind of risk-laboratory, helping to both expand and confirm an identity. On stage, on the fields, at the Harkness tables, and in the Houses, we try out new ways of being ourselves, persist through difficulty, and learn to live out the consequences of our decisions.

This handbook will help you in that work. It clarifies your responsibilities, protections, and opportunities. It sets out the guidelines for work and community membership. And while each generation of Lawrentians redefine what it means to live and work here, the expectations printed here have proven to keep students safe and establish the best conditions for growth.

I look forward to this year, when civil discourse and trust can lead to radical new ideas and insights, when collective effort produces exponential results, and when new student leaders emerge to ensure Lawrenceville’s virtues grow.

Sincerely,

Blake Eldridge ’96 H’12
Dean of Students
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CAMPUS INFORMATION

Non-Discrimination
The School does not discriminate against qualified applicants and students on the basis of race, color, national or ethnic origin, ancestry, nationality, sex, religion, mental or physical disability, gender identity or expression, affectional or sexual orientation, pregnancy, marital, domestic partnership or civil union status, or any other status protected by applicable law in the administration of its educational, admissions, financial aid, athletic, and other policies and programs.

Search and Seizure
The School may conduct a search of a student that is reasonable in scope, and/or a search of the student’s belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects if the School suspects a student may be violating the law or violating a School rule. Lockers and House rooms are the property of the School. Students exercise control over their lockers and House rooms from other students, but not from the School and its officials. As a result, the Head Master and the Head Master’s designees, as well as law enforcement officials, may search lockers and House rooms to ensure school safety and students’ welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard. The School may conduct random searches of lockers and House rooms throughout the year.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

Safety and Security
Public Safety Department: (609) 896-0509 or 4-5555 from any campus phone
Emergency: 911

The School’s Public Safety staff is responsible for security and general welfare of the community. It is important for students to cooperate with the Public Safety staff and respect the important role they play at Lawrenceville. All thefts, as well as any suspicious people or activities on campus, should be immediately reported to Public Safety.

Campus Boundaries
Students may cross Route 206 to use the Post Office or the shops and restaurants in the Village of Lawrenceville. Students may NOT venture into the neighborhoods or areas beyond Main Street, the playgrounds at the Lawrenceville Elementary School, or Village Park. The Manors Shopping Plaza is not part of the Village; trips there require Housemaster permission.

After sundown, students should restrict themselves to lighted pathways and thoroughfares as they move across the campus. The golf course, athletic fields, and the woods surrounding the campus are considered out-of-bounds to students after nightfall.

Emergency Notification System
Lawrenceville uses both an outdoor warning system and emergency messaging system to notify our community of dangerous situations. The emergency notification system sends text messages, emails, and phone calls. The School also runs monthly crisis drills so that students know what to do in different situations.

Other Safety Considerations
ID Cards: Students should carry their campus ID card with them at all times in order to access the Houses. If they misplace their student ID, they should immediately report the loss and can get a replacement from the Office of Student Services in the Fathers’ Building rotunda.

Building Safety: Students should not leave outside doors propped open, remove screens from windows, or let strangers into a House.

Valuables: Students are discouraged from bringing valuables or large sums of money to school. If such items are brought to school, students should keep them locked up. The School is not responsible for stolen items.

Bicycles: All bicycles must be registered with the School, and the School recommends that they are locked when not in use. They must not be stored in hallways, stairwells, or entrance walkways. Any
bicycle found in these areas will be removed immediately and brought to the Facilities Services building. Students bicycling or skateboarding on campus are expected to wear helmets and other appropriate safety gear.

**Rooftops:** Students are not allowed access to any rooftops for any purpose.

**After Dark:** Students should walk in lighted areas when traveling on campus after dark. Public Safety can be called for an escort at any time.

**Route 206:** Students should only cross at the crosswalks and use extreme care.

**Fire Escapes:** Fire escapes should be used in emergency situations only.

**Child Abuse and Neglect Reporting**
State law requires that any adult who has reasonable cause to believe that a minor child (under 18 years old) has been subjected to child abuse must immediately report the case to the Department of Children and Families (“DCF”). Additionally, such adult must inform the Head Master and/or Dean of Students. An individual may inform the Head Master and/or Dean of Students prior to such notification to DCF, but only if the action will not delay immediate notification.

All adult members of the Lawrenceville School community are required to comply with the State Child Abuse and Sexual Abuse reporting law and to report suspected child abuse or sexual abuse to DCF.

Child abuse is defined as a parent, guardian, or a person acting in loco parentis (including faculty, staff, and volunteers), inflicting or permitting to be inflicted upon a minor child physical injury that causes substantial risk of death or disfigurement, or protracted impairment of physical or emotional health, including sexual abuse.

Sexual abuse is contact between a minor child and a parent or guardian (or faculty, staff, or volunteer), for the purpose of sexual stimulation of either that person or another person and includes sexually explicit conduct or stimulation, sexual exploitation, or sexual contact.

**Background Checks (Criminal and Sex Offender)**
With student safety as a priority at the School, all employees, volunteers, and third-party contractors are subject to a New Jersey Criminal History Record Check, as required by state law.

**Asbestos**
This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School’s Physical Plant Office.

**Information Technology Services (ITS)**

**ITS Helpdesk:** (609) 896-3996
Students can access a variety of network resources on campus. These resources include email, Internet access, the Bunn Library Online Catalog and research databases, and curriculum related applications such as PowerSchool©, Lawrenceville’s online course management system (formerly known as Haiku). Note that access to some networked resources is restricted for Lower School and Circle/Crescent students after lights out.

Students are reminded that the use of technology in their rooms and all activity on the campus network must adhere to the guidelines outlined in the School’s Acceptable Use Policy (page 29).

**Cell Phones**
Cell phones are permitted on campus, their usage (including texting and emailing) is not permitted:
- during classes or final exams
- in the dining rooms
- in lectures, School meetings, or during other public performances
- during study hall hours consistent with House policies
- after lights out

Faculty members are authorized to confiscate cell phones when the policy is violated. The student can collect a confiscated cell phone from the Dean of Students’ office. Repeated violations will result in a longer period of confiscation.

**Audio Equipment, Televisions, and Appliances**
Although technological advances have made it possible to have a great number of entertainment options at hand—movies, gaming systems, large monitors, etc.—the presence of those is often at odds with the academic goals for our students. Families are expected to support these goals.

Audio equipment is permitted in student rooms and
day student rooms as long as it is not played loudly enough to disturb anyone. Housemasters are empowered to deal with infractions of these expectations as they deem proper, up to and including confiscating equipment.

Underform students may not have televisions or refrigerators in their rooms. Fifth Formers may have the above items subject to Housemaster approval. Fifth Formers may not subscribe to or access cable television service. Personal computers and audio equipment must not exceed 200-watts.

**STUDENT LIFE**

**Check-In Schedule**

**Weeknights**

Once a student checks in, the student is expected to remain in the House until 6:00 a.m. the following morning. Students must report in person to the Duty Master according to the following schedule from Sunday through Friday: Second, Third, and Fourth Forms by 8:00 p.m.; Fifth Form by 9:00 p.m. We encourage students to check in earlier than the listed times when they have adequate time to complete their work.

All students must remain in their Houses after checking in unless specific permission to be out of the House has been secured from the Duty Master. A student who receives permission to leave the House must check in again upon returning. A student who visits another House in the evening must also report to the Duty Master in the House being visited.

Fifth Formers cannot be off campus after 7:00 p.m. without specific permission, but they do not have to formally check in with the Duty Master until 9:00 p.m. Sunday through Friday.

**Saturday Evening**

There are two face-to-face check-ins for all boarders on Saturdays. All students should check in and confirm evening plans with their Duty Master between 7:00 p.m. and 7:30 p.m. Circle/Crescent and Lower School students must check back in with the Duty Master by 11:00 p.m., Fifth Formers by midnight, and remain in the House until 6:00 a.m. the following morning.

**Lights Out**

Lower School students are expected to be in their own rooms and have lights out by 10:40 p.m. Sunday through Friday. On Saturday evening, lights go out at midnight. Circle/Crescent House students are expected to be in their own rooms by 11:00 p.m. and have lights out at 11:15 p.m. Sunday through Friday. Circle/Crescent House students should have their lights out by 1:00 a.m. on Saturday nights.

There are no rules governing lights out in the Fifth Form, but Fifth Formers are expected to not disturb other members of the House after 8:00 p.m., be in their own rooms by midnight, and remain there until 6:00 a.m. the next morning.

**Weekends**

A weekend permission form is provided to parents in mid-July. They should complete it, indicating the degree of freedom they wish to grant, and return it to the Registrar’s office. All weekend permissions are granted consistent with parental permission and at the discretion of Housemasters or Day Advisors. Weekend permissions are a privilege, not a right.

Each Level has its own guidelines regarding weekend permissions. All permissions require the approval of the student’s Housemaster.

- If a student is going home for the weekend, a parent must call the Housemaster to confirm plans.
- If a student is going somewhere other than home, the student must have a specific invitation from an adult who will be responsible for the student. Parents also need to give permission for the student to go away that weekend to that destination. Parents are expected to speak with the hosts to be certain that they feel comfortable with the arrangements and supervision during the weekend.
- If any changes occur to the approved plans, they must be cleared with the Housemaster.
- If departure for a weekend does not occur until after 7:00 p.m. on a Saturday evening, the student must first check out face-to-face with the Housemaster before leaving campus.
- Unless prior arrangements have been made with the Housemaster, weekend permissions end upon a student’s return to campus or at check-in on Sunday, whichever is earlier.
Off-Campus Permissions
Rules regarding off-campus permissions are taken very seriously. Lower School, Circle, and Crescent House residents may leave campus after classes on Wednesday and Saturday or during the day on Sunday provided the trip does not conflict with any School obligations. They must receive specific Housemaster approval for each trip, sign out in the House register or through the check-out app, and return no later than 7:00 p.m. Special exceptions may be granted by the Housemaster. Friday afternoons are not times for Underform students to be leaving campus.

Fifth Formers may go to shops and restaurants in the Princeton/Trenton area any day of the week until 7:00 p.m., provided the trip does not conflict with any School obligations. Fifth Formers do not need specific permission in these instances if traveling by public transportation or taxi, but properly signing out is mandatory.

Travel beyond the Princeton/Trenton area, and any returns after 7:00 p.m., must be cleared with the Housemaster in advance of departure.

Underform boarding students may not travel in automobiles except with parents. Fifth Formers may travel with licensed drivers subject to the rules outlined under the “Motor Vehicles” policy (page 27). Boarding students may not keep or operate a car, motorcycle, or other motor vehicle at Lawrenceville or in its environs. Off-campus permissions for other times, destinations, or means of transportation not covered by School rules must be specifically requested to the Housemaster, who may grant them at the Housemaster’s discretion. On Monday through Friday nights, the School does NOT grant permissions for attending concerts or sporting events.

Leaving campus is a privilege that can be suspended either by the Housemaster or as a result of disciplinary action.

Vacation Periods
The School does not provide housing or meals during the Thanksgiving, Winter, or Spring Breaks. Students must leave campus promptly at the beginning of vacation and should not return until the day designated for return. The excuse of “We’ve already purchased plane tickets for a particular day,” is not considered a compelling reason to extend vacation times or remain in the House once break has begun. Only in the most unusual situations will requests for early departure or late returns be considered. Such requests must be submitted to the Office of Student Services well in advance.

Missing Classes
We strongly discourage students from missing classes but we understand that special circumstances do arise. Please contact the Housemaster, appropriate Level Director, and Office of Student Services at (609) 896-0402 at least two weeks in advance in order to seek permission to miss classes. Failure to follow this protocol and timeline may result in an unexcused absence. (Please note: even excused absences count toward a student’s absence total and may have implications for receiving course credit.)

College Days
Fifth Formers are allowed to take a maximum of three College Days to visit colleges in the fall and winter term. A College Day is defined as a day in which a student is excused from any classes in order to visit colleges under consideration. College Days must be pre-approved by the Counselor, the student’s instructor(s), and Housemaster or Day Advisor via the College Day Request Form (available in the College Counseling Office) before a student is given permission to miss class. Fifth Formers may take three College Days in the spring term to attend accepted student revisit days. Any College Days left over from the fall and winter term do not apply to the spring term.

Observation of Religious Holy Days
Students wishing to return home to observe religious holy days are encouraged to do so and should clear such departures with their Housemaster.

Pets
Students may not keep pets on campus.

Prefects
Each year, some Fourth Form students are selected by Housemasters to spend their Fifth Form year associated with Circle, Crescent, and Lower School Houses as senior Prefects. Prefects help new students adjust to Lawrenceville, operate in support of House Councils, and work closely with Housemasters in the governance of the Houses.
Transgender and Gender Non-Conforming Students

The School strives to provide a safe and supportive environment that will help students succeed academically and socially. The School will work closely with transgender and gender non-conforming students and their families to strive to honor their wishes with respect to use of School facilities, participation in athletics, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the School’s campus facilities reasonably permit.

Room Safety

All members of the community must observe the following safety guidelines. Violators may have the offending articles confiscated and may also be subject to fines imposed by Lawrence Township.

• Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, clothing, trunks, sporting equipment, suitcases, boxes, trash, etc. may not be placed in any hallways or stairways.
• All extension cords must be six feet or less and equipped with UL approved surge protection. They may not be placed under rugs. Surge protectors are necessary in rooms with multiple electrical appliances.
• Students may not install any window-type or free standing air conditioners without written permission from the Health & Wellness Center and Facilities Services.
• Ceiling hangings of any kind are not permissible.
• No fabric is allowed on walls. This includes banners, tapestries, sheets, jerseys, and flags (“fire-proofed” or otherwise) unless they are encased in a frame with glass.
• Posters may cover no more than 25 percent of any wall. Pictures in glass frames do not count toward this percentage. Plexiglas is flammable and counts toward the 25 percent space quota.
• Empty liquor/beer bottles or cans are not permitted as room decorations and will be treated as violations of the School’s alcohol policy. Posters advertising alcohol or drugs are also prohibited.
• Rooms may not be subdivided by furniture, sheets, blankets, or tapestries that prevent clear access or view to and from the door.
• Lofts not provided by the School are not allowed.
• School bed frames should not be placed on dressers or other structures, and School furniture in general should not be altered. Only approved plastic bed risers are permitted to raise beds and are not to exceed 6” in height.
• Exit routes must not be blocked by furniture and no bunk or loft beds are allowed to be placed in front of any window.
• No lighting or heating device which produces an open flame is allowed in the House. This includes matches, lighters, lanterns, candles, and kerosene lamps. Heat-producing appliances such as hot plates, toasters, toaster ovens, auxiliary heaters, irons, coffee pots, sun lamps, halogen lamps, microwaves, etc., are strictly forbidden.
• Firearms, ammunition, fireworks, or other explosives are strictly forbidden.
• All types of string lighting are prohibited in dormitory rooms, common areas, and hallways.
• Inappropriate use of or tampering with fire extinguishers, emergency lights, smoke and heat detectors, carbon-monoxide detectors, fire alarms, and the door access control systems is prohibited.
• Students may not tamper with electrical fixtures, outlets, switches, or heating sensors.

Room Inspections

At the beginning and end of the School year, rooms will be inspected and inventoried to ensure that the room and its furnishings have been maintained properly. School furniture must remain in student rooms. Housemasters, as well as members of the Public Safety and Facilities Services staff, may inspect rooms for cleanliness and safety compliance. Students are responsible for any damage to rooms, lockers, or other School property and will be held accountable for needed repairs or replacements. If the responsible person(s) cannot be identified, the House will be billed.

Maintenance Requests

All requests for repairs or maintenance work must go through Housemasters.
Student Mail
Boarding students receive their mail in the lower level of the Irwin Dining Center, and are notified over the summer of their individual unit number (campus mailbox). They will keep this unit number throughout their enrollment at Lawrenceville.

Mail to boarders must be addressed as follows:

Student Name
The Lawrenceville School
P.O. Box 6015
Unit (number)
Lawrenceville, NJ 08648

Packages sent to students via UPS, Federal Express, or other shipping companies must be addressed as follows:

Student Name
The Lawrenceville School
Student Center, Unit (number)
2500 Main Street, Route 206
Lawrenceville, NJ 08648

Students who wish to ship personal belongings from School may contact The Synergy Express Center, 160 Lawrenceville-Pennington Road, in the Manors Shopping Center, (609) 844-0025.

DAY STUDENTS

Office of Student Services: (609) 896-0402

The Office of Student Services is located in the first floor of the Fathers’ Building and is staffed from 8:30 a.m. to 4:30 p.m., Monday through Friday, and Saturday from 8:30 a.m. to 11:30 a.m. on those days when classes are in session. The office is closed on Sunday.

Parents who will be away from home for any extended period are asked to call the Office of Student Services before they depart to inform the School who will be in charge at home during their absence. The School is primarily interested in preventing unchaperoned student visits, and appreciates parents’ help in this matter.

Day Student Check-in
Second Form day students who forget to check in will receive the equivalent of a “class tardy.” Any combination of five missed check ins and class tardies will result in a detention. Flagrant disregard of the check-in procedure will result in a more serious disciplinary response. Third, Fourth, and Fifth Form students are not required to check in at the Office of Student Services, but are required to check in with their advisors at least once per week.

Evening Check-in and Check-out

If a day student is attending an organized event (club, etc.) on campus that will extend beyond the student’s check-in time (9:00 p.m. for Fifth Formers, 8:00 p.m. for Second-Fourth Formers), the student must check in and check out with the appropriate Duty Master. If that event is supervised by an adult, however, (Periwig, orchestra rehearsal, etc.) and the student leaves campus immediately following, check-in and check-out are not required.

If a day student is on campus for study purposes or casual social activities beyond the student’s check-in time, the student must check in and check out with the appropriate Duty Master.

On Saturday nights, day students are expected to check in with the Duty Master in their House between 7:00 p.m. and 7:30 p.m. if they are on campus. If they arrive on campus after 7:30 p.m., they should check in with the Duty Master in their House immediately upon arrival. Day students must also check out with the Duty Master before departing campus.

Evenings on Campus

Lawrenceville hopes that all day students will take full advantage of the many opportunities available on campus and encourages them to arrange transportation to make this possible.

When visiting the campus in the evening, the following guidelines apply:

• All day students are expected to make productive use of their evening hours on campus and not just “hang out.” Day parents need to be aware that boarding students are engaged in required study hall/quiet hours after 8:00 p.m. Parents are asked to be aware of their child’s campus activities and to deny permissions when appropriate.
• On Sunday through Friday, day students are expected to leave campus by 10:00 p.m. If their activity or event lasts beyond 10:00 p.m., day students are to leave immediately upon its conclusion. Day students that need to wait for a ride are asked to go to their Houses, check in with the Duty Master, and wait there.

• On Saturdays, day students are expected to check in with the Duty Master between 7:00 and 7:30 p.m. or as soon as they arrive on campus if after 7:30 p.m. Day students must leave campus by 11:00 p.m. (or immediately following House Feed). Fifth Form day students wishing to visit in Fifth Form Houses may do so until 12:30 a.m. Sunday morning.

Students wishing to sleep over on campus must:
1. Ask permission of the Housemaster well in advance,
2. Be clear about with whom (and in which room) they will stay, and
3. Have their parents call the Housemaster to grant permission.

(See Staying Overnight at School, page 13.)

Students may bring only one or two guests at a time to campus. All guests must be introduced to the Duty Master when the student checks in and out. Students are responsible for making sure guests abide by all School rules.

Penalties

If a student neglects to check in or out as described above, the Duty Master will submit a check-in absence to the Office of Student Services. This will count as a regular unexcused check-in absence. The penalty for failure to check in or out properly on a Saturday night is one detention.

Absence from School

Whenever a day student is unexpectedly absent from School due to illness, the parent is asked to call the Office of Student Services by 9:00 a.m. Parents must provide a written excuse to the student’s Day Advisor explaining the nature of the absence. Students are expected to see their Advisor in person with this note immediately upon returning to School. This face-to-face meeting allows the Advisor and advisee to “catch up” after missing classes and review any outstanding issues. The Advisor has the authority to excuse or not to excuse the class absences involved. Day students may be excused from classes only for illness, official School trips, approved weekends, or compelling personal reasons. In the case of absences for compelling personal reasons where less than a full day of classes is involved, day students need to obtain prior clearance from their advisor. When an entire day or longer will be missed, students must obtain prior permission from the Office of Student Services by bringing a note their parents and completing a form. Teachers and Day Advisors do not have discretion to grant permission for these extended absences.

Day students who become ill while at School must report to the Health and Wellness Center. The medical staff will decide if the student should stay at School or be sent home, and will excuse the student from any missed classes. In no case should a student experiencing health issues leave campus without clearance from the Health and Wellness Center.

Fifth Formers wishing to visit colleges need to contact their College Counselor for specific rules. A special permission form must be completed, so students should plan ahead and allow a few days to gather teacher signatures.

Fifth Form day students may leave campus during free periods. No specific permission is needed, but they must sign out and return in time for their next required School appointment. Only in special circumstances will an Underform day student be allowed to leave campus before the end of the last required School appointment. In each instance, specific permission, secured with a parental note, must be obtained from the student’s Day Advisor before departure.

Inclement Weather

Because the largest proportion of faculty members and students live on the campus and can reasonably be expected to carry on normal routines in spite of bad weather, the School does not typically cancel classes when conditions are threatening. At the same time, Lawrenceville recognizes that a significant segment of the School population may sometimes find it hazardous to travel to the campus. We ask day families to use their best judgment in such circumstances. On these occasions, absences will not be charged against the student’s record.
Students may, however, wish to contact a teacher via email or check PowerSchool© for assignments or other instructions. Should the weather cause the School to be closed or to open late, students will be notified via the School’s emergency notification system, the School’s website, and The Lawrenceville School Hotline: (855) 620-SNOW (7669). Community members may also visit the School’s Facebook page (The Lawrenceville School) and/or Twitter feed (@LvilleSchool). If unable to access the website or the hotline, please visit our emergency website at: www.lawrenceville-emergency.org

Driving Rules and Regulations for Day Students

Our campus is filled with pedestrians, and the fewer cars we have driving on campus, the fewer opportunities for accidents. Students may not park or drive in unauthorized places or drive recklessly anywhere on campus. Students who receive a ticket for parking or driving will automatically receive a Saturday detention. Students must strictly follow these rules at all times, including evenings, weekends, and exam periods:

1. All vehicles must be registered with the Office of Student Services and display Lawrenceville student parking stickers.

2. Student drivers must enter the campus from Lewisville Road only, using either the service entrance to the Field House or the Baker Gate. When leaving the campus during the day, students must drive slowly and carefully to the nearest exit on Lewisville Road. The Baker Gate will remain open until 9:00 p.m. for students returning to campus in the evening. The gate opens automatically when approached from the inside of campus and should be used for all exiting traffic.

3. Students must drive slowly and carefully to the designated student parking lots without temporarily parking at any other campus location. This includes no parking at athletic fields during practices, games, or other events. Students may never drive through campus. Should a student wish to move their car from the Kirby Arts Center (KAC) lot to the hockey rink lot, they should depart through the Baker Gate and use the Field House service entrance. They should not use the pond road.

4. Day students must park either behind the KAC or in the lot behind the hockey rink. Cars parked anywhere else around the Field House or in visitor and handicapped spaces will be subject to ticketing. During the winter term only, day students may enter through the Gatehouse on Route 206 and park in the lot near the golf course. The parking lot between the Fitness Center and Kirby House is also available, but only after dusk.

5. At no time may students use their cars to transport themselves, a friend, or belongings from one place on campus to another, including athletic practices. The car is only to travel to and from campus.

6. Only Fifth Form day students may use their vehicles to leave campus during a free period. No specific permission is needed, but students must return in time for their next commitment.

7. A Fifth Form day student who wishes to drive a Fifth Form boarding student must adhere to all rules established by the Director of the Fifth Form, including submission of a parental permission form, which is available in the Office of Student Services. A day student may never drive an Underform boarding student.

8. Underform day students may never drive any boarding students, including Fifth Formers.

9. A day student may drive another day student with the permission of both sets of parents.

Staying Overnight at School

When space allows, a day student may request permission from the Housemaster and the student’s advisor to stay overnight in the House for up to one week. If no bedroom is available, a day student may request permission from the Housemaster to spend a maximum of two nights in a friend’s room. The day student must secure the permission of the boarding student before asking the Housemaster.

The Housemaster has final say in whether the day student may stay overnight. Under no circumstances may a day student spend the night in a House without the Housemaster’s express permission.

Change of Boarding/Day Status

Priority for boarding availability is given to students whose distant residence precludes them
Requests for change in status for current students from boarding to day or day to boarding are ordinarily considered only after admissions decisions have been made for new students who will enter in the fall. Requests for change in status for the following year should be made in writing to the Dean of Students during the spring or early summer. The Dean of Students and the Dean of Enrollment Management will review all change of status requests in consultation with the student’s Housemaster or Day Advisor to determine whether such a change is feasible and appropriate. Changes in status during the academic year will be considered only in cases of unanticipated change in family residence or other severely compelling and immediate needs.

Change of Address/Phone Numbers
Any changes in a student’s home address, home phone number, cell phone number, or parents’ phone numbers should be immediately updated using the Veracross parent portal or reported to the Office of Student Services.

ACADEMICS

Educational Support and Tutoring
The Educational Support Program serves to help students achieve academic excellence as well as realize the School’s overarching goals of thinking critically, communicating effectively, and becoming self-regulated, life-long learners. The program operates under the philosophy that ability is malleable and can be improved through effort and by incrementally refining strategies. Based on feedback from classroom masters and the health services staff, a student’s advisor may contact the School’s Coordinator of Educational Support to refer an advisee to work directly with one of the Program’s specialists in introductory math, writing, reading, and time management.

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

The School is committed to ensuring that students with disabilities are provided with equal access to the School’s programs and services, in accordance with applicable law. Lawrenceville holds a student responsible for disclosing a disability in order to receive services and requires recent documentation of the disability from a student requesting services, generally in alignment with guidelines established by both the College Board and the ACT. Any adjustments to the academic program would be made through an interactive process between the student and the School. Upon receiving appropriate educational or medical documentation, the Educational Support Program develops individual plans to help classroom teachers address the diverse learning needs in their classroom and works with classroom teachers to help identified students achieve academic success by generating appropriate and reasonable academic supports and accommodations.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill the student’s academic requirements satisfactorily. In such instances, the Educational Support Program, the student’s Advisor, the Head Master, or other support personnel may notify the student’s parents that the accommodations put into place may not suffice to ensure the student’s success at the School. At that time, the Educational Support Program, the Advisor, the student, and the student’s parents will discuss whether it makes sense for the student to continue at the School. If there is a disagreement, the School will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

The School’s expectation is that admitted students will not require special tutoring beyond that provided by teaching instructors or any assistance provided through the Educational Support Program. On those occasions when families choose to engage an outside tutor, they are responsible for making all arrangements. Educational support does not provide recommendations for outside tutors, and any recommendations provided by the faculty are to be considered advisory in nature and not endorsements.

Students may request permission to go off campus to receive tutoring. Outside tutors may work with students on campus but only after checking in with Public Safety at the Service Gate and may only meet with students in one location—the Bunn
Before working with an individual student, the tutor needs to register with the School in the Dean of Faculty’s office. The registration process includes successful completion of a background check as determined by the School.

**Course Requirements**

Students in the Second Form must carry/pass a minimum of 15 courses in a year, while the expectation is that students will carry 17. Students in the Third Form must carry/pass a minimum of 15 courses in a year, while it is typical that students will carry 18. Students in the Fourth and Fifth Forms must carry and pass at least 14 courses in a given year, while the expectation is that students carry 15 courses in both Fourth and Fifth Form years.

**Diploma and Academic Probation Requirements**

Students who fail a course or receive a D in any term may be placed on Academic Probation. Fifth Form students with a possible failure at the interim mark will be put on Academic Probation. A Fifth Form student who fails any course during the Fifth Form year faces the possibility of a delayed or denied diploma. The faculty reviews the granting of diplomas for Fifth Formers and placement of any student on Academic Probation. Failure to meet the terms of Academic Probation may result in a separation from the School.

**Graduation Requirements**

Entering Second Formers must fulfill the following term distribution requirements for graduation: Arts 3; English 9; Humanities-English 3; History 6; Humanities-Cultural Studies 3; Interdisciplinary 2; Language through Level 3; Mathematics through a full year at the 400- or 500-level; Religion & Philosophy 2; Science 9.

New Third Formers must fulfill the following term distribution requirements for graduation: Arts 2; English 9; History 6; Interdisciplinary 2; Language through Level 3; Mathematics through a full year at the 400- or 500-level; Religion & Philosophy 2; Science 6.

New Fourth Formers must fulfill the following term distribution requirements for graduation: Arts 1; English 6; History 3; Interdisciplinary 2; Language through two years of high school study; Mathematics through a full year at the 400- or 500-level; Religion & Philosophy 1; Science 3.

New Fifth Formers must fulfill the following term distribution requirements for graduation: Arts 1; English 2 (3 recommended); History 2; Interdisciplinary 1; Language through two years of high school study; Mathematics 1; Religion & Philosophy 1.

If students have a compelling academic reason, they may opt to finish their coursework in one of three disciplines—Math, Science, and Language—after the foundational level with approval of the appropriate Department Chair and the Dean of Academics. Students should first bring their request to their Academic Advisor. The Academic Advisor would then contact the Dean of Academics, who will shepherd the process thereafter.

Students must also complete a Community Service Requirement (read more on page 36). Students entering in the Second or Third Forms must also take a mandated noncredit program of study in personal development. Fifth Formers who fail to satisfy academic, financial, or social service obligations, or are delinquent in the return of athletic equipment, library books, or other property may have their diplomas delayed.

**Homework and Syllabi**

Students are required to complete homework on a daily basis. Homework time expectations are:

200 Level courses (mainly Second Formers):
- 30 minutes per class session in Performing Arts, Language, Math, and Science
- 40 minutes per class session in Humanities-English, Humanities-Cultural Studies, and Visual Arts

300 Level courses (mainly Third Formers):
- 40 minutes per class session

400/500 Level courses:
- 55 minutes per class session

Syllabi distributed by teachers on the first day of a term should clearly state the major assignments for the term and the approximate due dates. A minimum of two nights of homework should be set aside for a major writing assignment and one night of preparation prior to a test or in-class paper. A communal academic expectation is that students
know the homework assignment for their next class within one hour of the end of the academic day.

No homework is assigned for any student prior to the start of a new term. Normal homework assignments, conforming to level guidelines, may be given for the first class period back after a break during a term. No major assignments (tests or papers) are due for the first class period back after any major break. The schedule for last days for major assignments is posted on the School calendar and in the planner section of this Handbook. Teachers will be flexible as regards the completion of assignments when an absence is to observe a religious holiday.

Students may seek homework relief when confronted with three or more major assignments (tests or papers) on a given day. Students should seek relief from teachers following this prioritization of Major Assignments: first, from submitting a paper or project; second, from a single section test or in-class assignment; third, from a multi-section test, in-class writing assessment, or in-class presentation. If students encounter a problem with homework or assignments in a given class, they should contact the teacher first. If students are uncomfortable going to the teacher, they may also contact an Advisor, a Housemaster, the appropriate Department Chair, or the Level Director.

Scheduling of courses for the following year is undertaken during the Winter Term, when the online course catalog is available. Students need to decide upon their schedules for the following year according to the dates set aside as outlined by the Dean of Academics.

Students signing up for year-long courses must honor their commitment to taking the course for the entire year. Only rarely are students allowed to drop the course, and only after consultation with their teacher, Academic Advisor, Department Chair, or College Counselor. In these rare instances of dropping a year course, another course must be picked up (or senior project for Fifth Formers).

**PowerSchool© (formerly Haiku)**

The School’s Learning Management System, PowerSchool©, is an important online resource for students. PowerSchool© allows teachers to store and share documents, assignments, schedules, and other digital resources with their classes.

**Course Changes**

Placement changes and course drops may only occur during first week of a term. Shifting courses at the start of a term is only allowed with the express permission of the student’s Academic Advisor, the Department Chair, Dean of Academics, Registrar, and possibly College Counselor. Students should always discuss any proposed adjustment in their program of study with their Academic Advisor, Housemaster, and parents.

Once the term commences, schedule changes are generally not permitted. However, if students feel that they have been misplaced within a discipline, they should first consult with the appropriate section master and their advisor. The Registrar and the appropriate Department Chair will review the student’s case and make any necessary adjustments.

If a student chooses to withdraw from a course after the midpoint of term, the withdrawal will be denoted on the transcript with either a “WD/PS” (withdrawal while passing) or “WD/FL” (withdrawal while failing). Students wishing to withdraw from a course must do so before the final exam period begins for that term.

**End-of-Term Exams and Papers**

Final examinations are administered and final papers are due at the end of each trimester. The final exam schedule is posted on the online School calendar at the start of the term and can be found in the planner section of this Handbook. All students are expected to take final examinations and turn in final papers when scheduled, so it is important that holiday travel and vacation trips do not conflict with these academic obligations. Most requests to shift an examination are refused; only in urgent cases are examinations rescheduled. Students late to exams or late in submitting written work during the exam period will not be allowed extensions and their grade will most likely suffer as a result. Students not attending exams or not submitting work when due will be assessed a substantial penalty on their final assessments. A student who is ill on the day of the exam should contact the Health & Wellness Center and the Department Chair. Day students need to supply the School with a medical certificate during the exam period to have an exam postponed.
**Academic Reports, Review, and Notification**

Interim reports summarize a student’s progress at the midway point in the term and make recommendations for continued growth. Term-end reports include comments from each teacher indicating accomplishments, efforts, and attitude. In addition, the Housemaster or Day Advisor writes a summary in January and June about student progress in the House.

Academic memos allow section masters to communicate with students, advisors, and parents on a regular basis, outside of the final reporting periods. Academic memos will be emailed to the parents or will be available through Lawrenceville’s online parent portal. Memos are also sent to the student and Advisor.

The Housemaster, Advisor, or Level Director of a student encountering academic difficulty may recommend to the Academic Review Committee that a student be placed on Academic Notice, or in more serious cases, Academic Concern. The purpose of these designations is to provide students with greater oversight and support in order to help them work more effectively and improve their academic standing. The Academic Review Committee, composed of select administrators and faculty members, meets periodically during the year to review the performance of individual students and, if necessary, to make recommendations regarding academic action to the full faculty.

A student with academic problems in several courses may be placed on Academic Probation, and parents are notified. A student who fails to improve upon the terms of Academic Probation may be dismissed for academic reasons. Likewise, a student who fails one or more courses in an academic year risks dismissal for academic reasons. The full faculty generally votes on all cases of Academic Probation and dismissals for academic reasons.

**Honor Code**

*As a student of The Lawrenceville School, I will not lie, cheat, or steal.*

Cheating involves the submitting of work that is not one’s own. This includes improperly giving or receiving assistance or information on assignments and exams. It also includes failing to clearly and unambiguously cite sources of ideas that are not one’s own or that are not facts that are clearly common knowledge.

Stealing involves the willful, unauthorized obtainment of someone’s property without proper permission or knowledge.

Lying involves willfully stating something either written, oral, or with other signals with the intent to deceive or mislead.

**The Lawrenceville School Honor System**

All students of the Lawrenceville School shall be bound by The Honor System. At the beginning of the School year, each new student must sign the Honor Code. Every student shall also write out and sign the Honor Pledge on every test and paper.

The Honor Pledge: *On my Honor, I have neither given nor received unauthorized aid on this exam/assignment.*

**Academic Honesty**

**Introduction**

Lawrenceville expects students to be honest. This expectation is one of our community’s Major School Rules and reflects our conviction that honesty is crucial to each student’s moral growth and essential to creating a healthy, respectful learning community.

Dishonesty can assume many different forms, all of which the School takes very seriously. This section of the Handbook, however, is specifically devoted to Lawrenceville’s policy on academic dishonesty. All students should be thoroughly familiar with the rules and expectations about academic dishonesty, as contained in the Handbook and in supplemental documents prepared by each academic department.

Cheating and plagiarism are the two primary forms of academic dishonesty. Both are serious violations of our community’s expectations.

**Cheating**

Cheating is copying someone else’s work or giving or receiving unauthorized assistance on an exam, test, paper, or other academic exercise in an intentional effort to deceive the teacher into thinking the work is one’s own.

**Plagiarism**

Of the two forms of academic dishonesty, plagiarism often creates more confusion and uncertainty among students. For this reason, it is
vitaly important that students understand what plagiarism is, why the School believes plagiarism is such a serious matter, and how the School handles plagiarism infractions when they occur.

What is Plagiarism?
Lawrenceville’s Plagiarism Policy extends to all work submitted in connection with any academic exercise, including, but not limited to: essays, research papers, lab reports, presentations, works of art, speeches, problem sets, and papers for language classes that have been produced with the help of an electronic translator.

Plagiarism occurs when an individual presents another person’s creative or intellectual products (words, ideas, insights, images, etc.) as if they were one’s own without explicitly acknowledging their influence on one’s work, or when an individual submits work produced for another class or in another context without disclosing that the work was prepared earlier. While particular facts that are “common knowledge” usually do not require a citation, copying a lengthy factual summary from a source and presenting it as the product of one’s own factual synthesis can also constitute plagiarism. (For further clarification on what constitutes “common factual knowledge,” consult with a teacher. Do not make assumptions. When in doubt, include a citation).

When an individual uses a word, idea, insight, image, argument structure, or factual summary from another source, the individual needs to acknowledge—in the form of an explicit citation—that the thinking or choice of words was shaped by the influence of someone else (another writer, artist, creator, thinker, or student). If a student consults a source or receives assistance in the course of completing an assignment, it is the student’s responsibility to keep track of those influences (notecards are an excellent way to do this) and to acknowledge them in an open, transparent way.

If an individual fails to respect these principles by omitting proper citations and acknowledgments, the individual has plagiarized regardless of whether or not it was intentional.

Why is Plagiarism Such a Serious Matter?
It is very important that students understand what plagiarism is; but it is equally important that they understand why Lawrenceville takes plagiarism so seriously. The “why” is not always obvious or intuitive to students, especially those who have grown accustomed to gathering, sharing, and collaboratively creating information in the freewheeling, unregulated medium of the Internet.

Lawrenceville's Plagiarism Policy is not an attempt to ignore new technological realities or to suppress the creative collaboration and democratized flow of information the Internet embodies. Lawrenceville encourages collaboration within our community and believes there is great value in the sharing of information and cross-fertilization of ideas that new technologies have enabled. We want our students to become creators, thinkers, and scholars who liberally exchange ideas. This is how knowledge grows and we learn from one another.

Nevertheless, as much as technology has changed our lives, there are still very specific rules and expectations that govern the process of sharing information and gaining inspiration from the works of others. In short, there are still some enduring moral principles the School seeks to honor, principles we believe to be even more vital in an information age. These principles are at the heart of Lawrenceville’s Plagiarism Policy:

• If a student plagiarizes, the student is compromising the student’s own integrity by presenting the words and ideas of others as if they were their own. The student is, in effect, trying to take credit for something that is not entirely the student’s own creation.

• Besides the injury to integrity, plagiarism also fails to respect the hard work and creative achievements of those whose words and ideas an individual borrowed. A proper citation says: "Thank you for helping to shape my thinking" and honors the creative achievements of those who came before.

• The faculty strives to help students develop their own capacities and understanding. When students submit work that is not their own, the faculty cannot provide the targeted, personalized feedback necessary for growth.

• Proper citations also help future students and scholars track an idea, phrase, or image back to its origins so there is a record of how creative and intellectual products evolve over time and how they influence the works of later creators and thinkers.
In short, Lawrenceville’s Plagiarism Policy is about personal integrity, honoring the work of others, and building an intellectual community that shares ideas in a principled, respectful, and transparent way.

**Disciplinary Response to Academic Dishonesty**

Cheating and plagiarism are the two primary forms of academic dishonesty. Both are serious violations of our community’s expectations and may subject a student to disciplinary action. We believe there is educational value in holding students to a very high, exacting standard in this area. Thus, cheating is a Major School Rule violation reportable on a student’s permanent record.

In general, the first step in any potential plagiarism case is for the teacher, Department Chair, and Dean of Academics, or their designees to make a determination as to whether plagiarism may have occurred. The second step is to determine whether the circumstances of the case rise to the level of a potential Major School Rule violation reportable on a student’s permanent record. At this stage, absent any major mitigating factors, the case will generally be brought before the Discipline Committee where the individual circumstances of the case will be given careful consideration before making a recommendation to the Head Master.

**Transcripts and Student Records**

End-of-term grades are reported on the transcript. The Office of Student Services provides transcripts of a student’s records at no cost. A request for a transcript must be made in writing or by email and must include either the student’s or the parent’s signature and the year of graduation. Transcripts may be withheld pending satisfaction of financial obligations to the School. College counselors may view a student’s record at any time. Students and parents may request to do so at any time.

Overall administration of student records is the responsibility of the Head Master, who delegates to certain School officials immediate responsibility for administration of particular categories of student records. These officers approve the inclusion of any information in a student’s record.

Parental requests to examine a student’s record must be in writing and include the specific categories of information to be reviewed. Individuals external to the School do not have access either to student records or information therein without the written consent of the parents or the student. Information in a student’s record may be shared on a need-to-know basis with faculty, medical staff, counselors, or members of the School. In general, any student work still in possession of teachers is kept for one month after the end of each term. Any request to review such work must be made prior to that time.

**Harkness Travel Programs/Study Abroad**

The Lawrenceville School is committed to providing every student with the opportunity to have a meaningful experience abroad to help foster awareness of global issues and different cultures. Members of the Lawrenceville faculty lead trips in both the spring and summer; those students interested should visit the Harkness Travel Programs Office in the rotunda of the Fathers’ Building.

In addition to School-sponsored trips during spring and summer breaks, there are also opportunities for students to study abroad through outside programs like The Island School or School Year Abroad. Students wishing to pursue such opportunities should meet with the Dean of Academics before any concrete plans are made to discuss potential implications. For information on the possibility of tuition transfer to outside term-long programs or portability of financial aid, please see the Director of Financial Aid in the Admission Office.

**RULES AND DISCIPLINARY RESPONSES**

**Major School Rules**

Rules that the School considers particularly important for the well-being of the individual and the community are categorized as Major School Rules. These represent the most important standards of our community: honesty, safety/health, and respect for others. Our disciplinary system tries to balance what is best for the individual student with what is best for the community. Students who violate our Major School Rules will be subject to disciplinary sanctions ranging from restriction of privileges to dismissal. Recognizing that adolescents sometimes use poor judgment or make impulsive bad decisions, Lawrenceville is generally a “two-strike” school; in most situations, students are given the opportunity to learn from their mistakes.
However, egregious offenses, including those that hurt or endanger the community, may result in suspension, or even expulsion, for first offenses.

**Disciplinary Responses for Major School Rule Violations**

If there are concerns about student behavior or failures to meet community expectations, students will generally meet with their Housemaster, Advisor, and Level Director to determine whether the offense may constitute a Major School Rule violation. If the violation does rise to that level, the case will generally be referred to the Discipline Committee (DC) for review.

Offenses may be reviewed by the Head Master and Dean of Students, or their designees, in their discretion, in lieu of the DC.

**The Discipline Committee and Hearings**

The DC is convened by the Dean of Students, or designee, who serves as both chair and a voting member, and is typically composed of three additional faculty members and three students who all serve as voting members of the DC. The three additional faculty members generally include the student’s Housemaster, Level Director, and an at-large faculty member assigned to the hearing, or these individuals’ designees. The student members generally include the Vice President of Honor and two Fifth Form students who have been selected by Student Council and trained for this responsibility. The student may choose to invite an advocate, either a School employee or a peer, who will be there to offer moral support and who may speak on behalf of the student’s good character and standing in the community when dismissal is a possible outcome. The advocate will not participate in the deliberation phase and will not vote.

The process is a hearing of the facts as best they can be determined under the circumstances, but it is not a court of law. Generally, the DC will hear directly from the student, will consider the student’s perspective carefully, and then will also consider other evidence or testimony that it feels is relevant. Once the DC has gathered what it feels is a complete picture, the student and the student’s advocate will depart, and the DC will deliberate. Upon reaching a consensus, the Dean will deliver the Committee’s recommendation to the Head Master.

Dishonesty by a student in a DC hearing, even if discovered after the hearing, will result in a recommendation for dismissal.

The School, at its discretion, can take actions to discover School Rule violations. The Dean of Students, or the Dean’s designee, may temporarily suspend a student, pending completion of an investigation and/or disciplinary proceedings. The School also may adjust the DC composition and process where there is unusual sensitivity or privacy at stake, or where other logistical issues interfere with the normal process.

In an attempt to foster collective learning and understanding, the School community may be briefed on the details of the case and the outcome. Finally, appeals of decisions may be made in writing to the Head Master and will only be considered if new information is available or agreed upon procedures were violated.

The following are examples of possible responses to violations of Major School Rules:

**Disciplinary Probation**

When a student has committed a violation of a Major School Rule, the student will most likely be placed on Disciplinary Probation.

If it is believed that a student has committed a second Major School Rule violation while on Disciplinary Probation, the student will again appear before the Discipline Committee. Should the Committee find that the student committed a serious violation of another Major School Rule, the student should expect to be dismissed for violating the terms of Probation. If the student has completed the Probation period and commits another violation of a Major School Rule, the student will come before the DC and may face the possibility of dismissal.

Students on Disciplinary Probation are not eligible to run for Student Council or House President. Any student in one of these leadership positions may be required to resign and be placed on Disciplinary Probation during service or after having been selected and awaiting future service. A student may be asked to resign a leadership position, including Prefect, if the infraction compromised the student’s role as that leader.

**Suspension**

In some instances, temporary separation of a student from the community is warranted. The length of the
suspension varies depending on the circumstances. Upon returning to campus from suspension, the student will be expected to meet with the Dean of Students to discuss the student’s reflection upon the situation while away from the School.

**Dismissal**
In some serious cases, or when a student commits a second violation while on Probation, the student may be dismissed from School. The student will be required to depart campus immediately and will not be eligible to complete any remaining academic work.

**Nonparticipation in Graduation Ceremonies/Withholding of Diplomas**
Fifth Formers who violate Major School Rules during the spring term may be barred from participating in commencement exercises and/or have their diplomas withheld, pending resolution of the infraction. Students who violate a Major School Rule within 16 days of graduation may be required to leave campus immediately and, if they are currently meeting all graduation requirements and School obligations, their diploma will be mailed home.

**Disciplinary Responses for Lesser Violations**
The School imposes consequences for minor House or School Rule violations, including, but not limited to, those consequences listed below. Violations of the restrictions may subject the student to further disciplinary action.

**Letter of Reprimand**
This letter serves as a warning that the student’s behavior was not acceptable and that if a similar behavior occurs again, the disciplinary response would be more severe. Parents are notified of this infraction and it is noted on the student’s record. Restrictions and a detention are often part of the disciplinary response.

**Censure**
A student on Censure is not allowed to participate in any extracurricular activities, practices, games, meetings, rehearsals, or performances. Boarding students will be confined to their House except to attend meals, classes, and academic obligations. No off-campus privileges will be granted, and no visitors will be allowed. Students on Censure are required to attend Saturday detention and must return directly to their House afterwards. Day students will be required to leave campus immediately after their last required academic appointment each day and may not return to campus until 7:00 a.m. the following day. The length of Censure varies.

**Detention**
Students who have an unexcused absence for an academic class will be assigned a Saturday evening detention. A student may also be assigned a detention for House infractions or other violations of community expectations. Detention is generally held in the Heely Room and runs from 8:30 p.m. to 10:45 p.m. on Saturday evening. At the conclusion of detention, boarders must return immediately to their Houses and check in for the night; day students must immediately leave campus.

Only the Dean of Students can postpone detention for a student, and that permission must be secured by 3:00 p.m. on the preceding Friday.

**Campus Restrictions**
A student may be placed on Campus Restrictions for repeated unexcused class absences or for other infractions. While on Campus Restrictions, no weekends or off-campus permissions from Friday through noon of the next Thursday may be granted. The student must attend Saturday detention, after which boarders return directly to their House for check in and day students must immediately leave campus.

**In-House Restrictions**
A student may be assigned In-House Restrictions as a disciplinary response to minor School Rule violations. The student will be required to check in at the student’s House at 7:00 p.m. each night and remain there until 7:00 a.m. the next day. Exceptions may be made for academic obligations only. A student may not have any off-campus privileges or visitors from other Houses while on In-House Restrictions. Similarly, a day student will be required to leave campus immediately after the last required academic appointment each day and may not return to campus until 7:00 a.m. the next day.

**Loss of Privileges**
Various privileges—such as taking weekends, hosting visitors from other Houses, going off campus, or participating in School activities—may be withheld as a disciplinary response to minor House or School Rule violations.
Disclosure of Disciplinary Action
Major School Rule violations affect the whole community. When a Major School Rule violation has occurred, the whole community may discuss the specific discipline infractions.

In addition, colleges, universities, and other educational institutions typically inquire on applications about a student's disciplinary or behavioral record. It is our policy to maintain the trust of these institutions and therefore to respond candidly to their request for information.

Dismissed Students
Students who have been dismissed from School or who have withdrawn with discipline pending may not return to campus or take part in School-sponsored events unless they secure advance written permission from the Dean of Students.

Readmission Policy
Students who have been dismissed or who withdraw from School with discipline pending cannot apply for readmission to Lawrenceville for one calendar year after their separation. At that time, a Readmissions Committee comprised of the Dean of Admission, the Head Master, and the Dean of Students (or their respective designees) will evaluate the student’s candidacy.

Withdrawal from School
A student not subject to disciplinary action may withdraw from School upon written notification to the office of the Dean of Students by a parent or guardian. Student records, including transcripts and recommendations, may not be released until all obligations to the Lawrenceville School are satisfied.

A student whose conduct warrants an appearance before the DC may withdraw before the Committee convenes and will have the withdrawal letter stipulate “with discipline pending.” After the DC has been convened, however, the student’s status will be determined by the action taken by the Head Master after receiving the recommendation of the DC. Any claims or settlements arising from a withdrawal or dismissal are subject to the terms of the Enrollment Agreement between the School and the student’s parents/guardians.

June Review
If a student, in the opinion of a Housemaster or Advisor, is not living up to the general, acceptable community standards of the Lawrenceville School, the student may be placed on June Review. A letter will go home to the student’s parents outlining the specific concerns, along with the indicators that must be met in order for the student to remain at the School. Such a letter generally goes out to a family no later than April 15, in order to give the student an opportunity to improve behavior before the end of the year. The Student Review Committee will meet with the Housemaster or advisor in June to ascertain whether the terms of June Review have been met. The Student Review Committee will generally make a recommendation to the full faculty to vote upon at the final faculty meeting.

Lawrenceville’s Policy on Harassment, Bullying, and Hazing
The Lawrenceville School seeks to be a community in which every individual, whether student, faculty, or staff member, is treated with sensitivity and respect. The School celebrates the individuality of every student and does not tolerate unkindness, exclusion, or disrespect.

Harassment
Harassment of any kind is strongly prohibited, whether it is of a general nature or of any of the specific examples described below.

Harassment is behavior that is pervasive or severe and has the purpose or effect of:
1. Creating an intimidating, hostile, or offensive environment;
2. Interfering unreasonably with a student’s academic performance; or
3. Creating a situation where decisions regarding a student depend on the student submitting to and/or not objecting to the behavior.

Examples include limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to the characteristics of an individual or a group or that promote stereotypes. Harassment also includes sexual harassment.
Harassment of an individual or group on the basis of a person’s ethnic origin, religious affiliation, gender, or sexual orientation will not be tolerated. Harassment and discrimination can take many forms. Examples include acts of verbal, written, or physical abuse, and more subtle but equally damaging forms of harassment such as graffiti, epithets, stereotyped remarks, inappropriate pictures, or “humor.”

**Sexual Harassment**

Sexual harassment is a type of harassment. Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a person may interact in the course of attending the School or being present at School-sponsored activities.

Through education and intervention, the School endeavors to maintain an environment that is free from sexual harassment. The School does not tolerate verbal or physical behavior that constitutes sexual harassment.

Sexual harassment between students, and students and employees, is prohibited: it violates both state and federal law and the School’s core values.

**Hazing**

Lawrenceville strives to make all members of the community feel comfortable from the first moment that they arrive at School or in any organization (team, House, or club) within it. Under the laws of the State of New Jersey, it is unlawful for any students to engage in hazing, or to aid or abet any other student in the commission of this offense. The School will not tolerate hazing and prohibits “initiation” rituals and ceremonies that in any way demean or threaten, physically or emotionally, any student. Any group wishing to conduct a ceremony or a tradition of welcoming must first consult the School employee in charge of that group.

**Social Media: Hazing, Harassment, and Bullying**

The School’s high standards for kindness and respect apply equally whether in electronic form or in person. Students should know that all School rules apply without regard to the form of communication or whether the hazing takes place on or off campus or on or off the School’s network (see Acceptable Use Policy on page 29 for more information). The public nature and widespread use of social media has heightened the need for students to be cautious about any electronic posting.

Expectations of privacy are frequently compromised, and intent of communication is easily altered or misinterpreted. For these reasons, students should expect that anything they post may become public and that the School will act strongly if any acts of electronic harassment, hazing, or bullying come to the attention of the School.

**Lesbian, Gay, Bisexual and Transgender Students**

The School promotes respect for all people, and will not tolerate harassment or bullying based on sexual orientation or gender identity that impacts a student’s experience at the School (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology (on or off the School’s campus, and on or off the School’s network).

**Speech and Respect for Community Members**

The Lawrenceville School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people’s identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The School invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another’s speech, whether in person or online, should contact their Advisor, Housemaster, or the Dean of Students office so that the School can take appropriate action.

**What To Do If You Feel You Are A Victim Of Hazing, Bullying, or Harassment**

Students who believe that they have experienced or witnessed any form of bullying or harassment should feel compelled to take action. Below are
some suggested steps to take. Some suggestions may work best in one situation, others in another.

- Speak to someone trusted, such as a Housemaster, a Day Advisor, the Head Master, Dean of Students, or any faculty member.
- Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately.
- Write down what happened. Be as specific as possible, recording direct quotations, actions, and witnesses.

All members of the School community are obligated to take these complaints seriously. Anyone who wishes to report any alleged violation of Lawrenceville’s Policy on Harassment, Bullying, and Hazing should contact the Head Master or any administrator. The School will investigate any allegations of bullying, hazing, or harassment brought by or against a member of the community and will take appropriate action. Members of the community should be aware that, depending on the circumstances and severity or repetition of the offense, the response may range from reprimand up to and including dismissal of a student or termination of employment for an adult. The School prohibits retaliation toward someone making a complaint or who participates in an investigation of harassment, bullying, or hazing.

**Alcohol and Drug Policies**

The School has programs to educate students about the dangers of drug and alcohol use. Furthermore, Lawrenceville prohibits the use of these substances. Students who are found in violation of the School’s substance policies will be required to enroll in education programs at their parents’ expense.

Students found in the presence of alcohol or drugs (including misused prescription medications), or who are suspected of distributing or facilitating the purchase of alcohol or drugs, who are found in possession of paraphernalia (including, but not limited to, vaporizers and e-cigarettes), or in whose rooms such items are discovered, face disciplinary action even if they are not directly taking part in that use. A student who supplies alcohol or drugs to others may be subject to more severe disciplinary consequences, including suspension or dismissal. This also means that if parents invite Lawrenceville students to their home and serve alcohol or drugs to them, their child may be considered the supplier of the substance.

**Substance Testing**

Because Lawrenceville is committed to student well-being, the School may employ drug and alcohol testing for cause, including suspected or actual possession and suspected or past use. A faculty member who suspects that a student has been using drugs or alcohol may request that the student submit to a drug or alcohol test at the Health & Wellness Center. Students who refuse to take this test will be presumed to have consumed illegal drugs or alcohol or to have misused prescription medication. Students who are dishonest about substance abuse may be subject to more serious disciplinary sanctions.

**Drug and Alcohol Education & Assessments**

As part of Lawrenceville’s effort to support young people with guidance in dealing with the issues pertaining to substance use and abuse, students discovered using, or in illegal possession of, alcohol or drugs will be required to attend six hours of educational sessions under the supervision of the Medical Director. These classes take precedence over other commitments, including athletic practices or competitions, planned weekend trips, or extracurricular activities. In addition, such students will be required to undergo a health assessment for substance use and future risk conducted by an outside counselor approved in advance by the Director of Counseling and Psychological Services. The assessment will generally be completed within 30 days of the discovery of substance use or possession. Exceptions to this time limit may be made only by prior arrangement with the Dean of Students. The results of that assessment are shared with the student’s parents and the Dean of Students, and are included in the student’s medical records. The student’s parents are financially responsible for the assessment. Failure to comply with this requirement may result in delay or denial of re-enrollment or graduation.

**Sanctuary Policy and Seeking Help for Fellow Students**

Although a goal at Lawrenceville is to be a substance-free school, we recognize that there may be occasions when our students violate the School’s
policy forbidding the use or possession of alcohol and/or drugs. Because of the School’s concern for the students’ health in these situations, a “sanctuary policy” is in place to allow students to seek help through the Health & Wellness Center without any disciplinary repercussions. This process must be initiated by a student and begin with a phone call to the Health & Wellness Center from the student or from a student assisting. Students confronted by a school employee about alcohol or substance use cannot claim that they had intended to go to the Health & Wellness Center or were en route there. A student who requests sanctuary will still have to go through the drug and alcohol assessment and counseling program. If a student is already involved in the disciplinary process because of suspected alcohol or substance use, this policy many not be invoked. Additionally, if a student subsequently violates the School’s Drug and Alcohol policy, it may be considered a second offense.

Seeking Help for Another Student
If a student is ever concerned about another student’s health, the student should respond by getting help quickly regardless of the possible disciplinary consequences. For instance, if a student encounters another student who has been using alcohol or other drugs, the student should contact the Health & Wellness Center and/or an adult immediately. Students need to get medical help for their friends first and foremost. If another student’s life is in danger, there should be no choice; a community member is obligated to get help for the student regardless of the disciplinary consequences. Our School rules are the guidelines that we aspire to in order to achieve a respectful, healthy, and safe campus. This includes respecting and caring for one another. Students are encouraged to go to a Housemaster or advisor if they have concerns about any member of this community. When concerns are brought to an adult member of the School community about a student's past actions, the School will generally opt for a non-disciplinary approach and will strive to get the student the appropriate help.

Tobacco, Nicotine, and Vaporizers
Students are prohibited from using or possessing tobacco products, electronic cigarettes, vaporizers, and other paraphernalia.

The School, through the office of the Dean of Students and the Medical Director, will arrange on-campus support to assist those who wish to break or assure that they have broken a nicotine addiction. Violation of the rules regarding the use of tobacco products will be treated as outlined below and will be cumulative over the student’s enrollment at Lawrenceville: Smoking cigarettes, cigars, pipes, or other flame-ignited nicotine products in School buildings is a violation of a Major School Rule and a Disciplinary Probation offense.

All students found in possession of nicotine agents are subject to drug testing on campus. Violations of the tobacco/nicotine policy will generally carry the following penalties:

• First infraction: Three-day Censure, Letter of Reprimand, mandatory enrollment in nicotine cessation program (at parents’ expense);
• Second infraction: Appearance before the DC for a Major School Rule violation.

(Please Note: The Athletic Department may impose further penalties for offenses by Captains and student athletes. (See the policy in the “Harmful Substance Abuse” section on page 33).

Inter-House Visitation

Common Rooms
Only House common rooms are open to visitors daily from 7:00 a.m. until 9:30 p.m. for Second through Fourth Formers and 9:50 p.m. for Fifth Formers. Hallways and stairways are not open visitation areas. On Saturday evenings, Houses will close their common rooms to visitors at 11:00 p.m. check in. On Saturday evenings, Fifth Formers may share their common rooms with visitors until 12:00 a.m.

Student Rooms
Second through Fourth Form students may visit with students in other Houses in their rooms in the evening, Sunday through Friday, from 7:00 p.m. to 7:55 p.m. or until the check-in time of the House being visited, whichever is earlier. Second Form students may be granted visitation permission in Lower School Houses only. On Saturday evenings, students may visit each other’s rooms from 8:00 p.m. to 10:30 p.m.

Fifth Formers are allowed to visit other Fifth Form rooms until 8:55 p.m. Sunday through Friday and
until 11:00 p.m. on Saturday night. Day Students may not use a boarder’s room or the day student room to host a guest.

**Student Room Visitation Rules and Conduct**

Students of different Houses wishing to visit in each other’s rooms must follow certain procedures. Both host and guest must secure permission in person from the Duty Master to have a guest go to a specific room. New permission from the Duty Master is required for any change of room. Doors must be open and rooms well-lit. Other expectations will be outlined by the Housemasters and communicated at the beginning of each visit. Guests must check out with the Duty Master. Both host and guest bear full responsibility for violations of visitation rules.

Duty Masters can deny and/or restrict the length of a guest visit. If a Duty Master is not present or is not otherwise available, the privilege is automatically withheld. Under no circumstances may a student proceed on the assumption that permission would be granted because it had been granted on previous occasions, even if the Duty Master is running late. During room visits, students must be considerate of the rights of their Housemates as well as the self-esteem and reputation of others. Behavior which would embarrass passers-by is not appropriate, and may result in the loss of visitation privileges or other disciplinary action.

**Sexual Conduct**

**Respect and Intimacy**

Respect for others is a fundamental Lawrenceville value and is an expectation in all areas of school life. Clear, open communication demonstrates respect and is particularly important when choosing to engage in sexual intimacy. Increased sexual awareness and exploration of sexuality intimacy are aspects of healthy adolescent development. At the same time, Lawrenceville believes that our students are not equally prepared to deal with the possible consequences of sexual activity. Differing cultural norms, differences in maturity, health risks such as STDs, even unwanted pregnancy are among the factors that complicate intimate relationships, and we therefore do not condone sexual intimacy.

We expect that students will refrain from sexual activity and thereby prove worthy of the trust we place in them when living on a residential campus. When students are found in violation of this expectation, the response may include notification of parents, required interview and counseling with a health professional, and in some cases, where warranted, disciplinary action.

**Sexual Consent**

While Lawrenceville discourages physical intimacy, we recognize that students may seek at times to explore their developing sexuality and to engage in sexual behavior. Understanding this reality, we seek to instill in our students the confidence to advocate for themselves, the language to set clear boundaries where appropriate, and the self-awareness to engage respectfully with another student.

With this in mind, when students choose to engage in sexual activity, consent is essential from both parties. Clear communication and trust are both essential for consent, and our expectations are the same regardless of sexual orientation. Both parties must verbally consent to engage in sexual activity and no assumptions can be made without a positive verbal affirmation before each separate intimate act and before every encounter. Past consent does not imply future consent, and each partner must freely agree to engage with no outside pressures. Consenting to one behavior does not imply consenting to others, and a partner may change his or her mind and retract consent at any time.

**Additional Considerations**

Lawrenceville’s expectations regarding sexual activity are not only based on the community values, but also moral and legal concerns. Engaging in sexual activity without consent has legal implications and is considered sexual assault. It is important to note that no individual can give consent if incapacitated in any way, has been using drugs or alcohol, or is under the legal age. Failure to meet any of these expectations would violate our community standards and may subject students to both School discipline and legal implications, including mandatory reporting to law enforcement and the Department of Children and Families.

For students who have questions or concerns, the Health & Wellness Center offers a wide range of confidential services, ranging from counseling to medical services. The Personal Development Seminar in the Second and Third Forms covers topics on healthy relationships including sexually
transmitted infections, birth control, and sexual consent. Students are also encouraged to seek help for themselves or a friend if a person is a victim of sexual harassment, assault, or violence.

Importantly, a victim of sexual assault or misconduct is encouraged to seek assistance anytime and may not be subject to School discipline for any rules violations that were co-incident or co-occurring with the assault or misconduct.

For more information on sexual intimacy and consent, please see Appendix A on page 47.

**Sexting**

The School prohibits students from using technology devices (whether owned by the student or the School, and whether through use of the School’s network or outside of the School’s network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as sexting). New Jersey law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

**Motor Vehicles**

**Day Students**

Day students who have a valid driver’s license may drive a car to School if it is registered with the Office of Student Services. A parking decal will be issued for each vehicle a student expects to bring to campus. Cars must be parked in the area designated for day student cars, and must remain there for the entire time a student is on campus.

**Boarding Students**

Boarding students may not keep or operate a car, motorcycle, or other motorized vehicle (either gas or electric) on campus at any time. Students may not ride in a vehicle with anyone without the proper permissions, as required in the Off-Campus Permissions policy (page 9).

Only Fifth Form boarding students may travel in the automobiles of day students or friends from outside the School community, subject to the requirements set forth in the Off-Campus Permissions policy (page 9).

**The Lawrenceville Policy on Weapons**

The possession, storing, or use on campus of a weapon poses an unacceptable risk to the health and safety of all members and guests of the Lawrenceville School community. The School prohibits weapons from its campus. Any use or display of a weapon or imitation firearm is a Major School Rule violation.

For the purpose of this policy, a weapon is defined as any instrument, article, or substance which may cause death, incapacitation, serious physical injury, or place someone in fear. This includes, but is not limited to: firearms, firearm ammunition, and any gun designed to fire bullets, BBs, pellets, or any projectile regardless of the propellant used, explosive devices, (both incendiary and chemical), air rifles, paint ball guns, slingshots, bows and arrows, martial arts weapons, any imitation of a real weapon, or any knives having a blade over three inches in length (other than small pocket knives).

**The Dress Code**

The dress code at Lawrenceville is not formal, but students are expected to dress in a way that respects the standards and academic purposes of the School. Clothing must be neat, clean, and in good repair. Footwear is required at all times. The School may make exceptions to the dress code in accordance with sincerely held religious tenets. Students who are out of dress code shall be sent back to their House to change and will receive a tardy mark for their class or meeting attendance.

**Class Dress**

Respect for the collective academic endeavor and respect for all community members and the School includes attending to appearance. During hours when classes are in session, including lunch and School meetings, the following dress code applies:

- **Shirts/Tops:** collared shirts, tailored blouses, turtlenecks, or sweaters. Sweatshirts, even with hoods, do not fulfill dress code requirements and may only be worn over an approved top.
- **Pants:** khakis, denim jeans, trousers (leggings or jeggings may only be worn under long tops or skirts or dresses).
- **Shorts:** tailored with pockets and must be fingertip length or longer.
- **Dresses and skirts:** tailored and must be fingertip length or longer.
• Sleeveless blouses are acceptable provided the straps are one inch or wider.

Team members may wear parts of their game uniforms to classes on game days with the approval of their coaches.

**Formal Dress**

On certain occasions, more formal attire is required. Choice of formal dress should be sincere and consistent with the significance of the occasion. For Chapel and other formal School functions, the following Formal Dress applies:

• Sports coat or suit, dress shirt with tie, and long trousers.
• More formal dresses, finger-tip length or longer (strapless only with a cardigan).
• Skirt or dress pants, a blouse, and a sweater or blazer.
• Dress shoes or dress sandals—no flip-flops or sneakers.
• Any comparable ethnic attire.

**Items That Do Not Meet Either Class Or Formal Dress Codes**

• Any clothing that is torn or frayed.
• Pants and shorts which reveal underwear.
• Pajamas, sweatpants, and athletic shorts.
• Clothing which advertises tobacco, alcohol, or drug products, or which contains inappropriate or vulgar messages.
• Clothing which exposes the midriff, bares the back, or has a plunging or low-cut neckline.
• Tube tops and halter tops.
• Plain or imprinted t-shirts.

Hats and caps must be removed in the Chapel, classroom buildings, the library, and dining facilities except in accordance with sincerely held religious tenets.

**Community Obligations**

**Class Attendance**

Students are expected to attend all classes and required appointments. Absence from class is excusable only for:

• Illness, certified by a Health & Wellness Center excuse for boarding students or a note from home in the case of day students.

• Official School trips connected with athletic events, extracurricular activities, and special group activities.

Special requests to miss classes for other reasons must be approved by the Office of Student Services. Permissions are granted rarely and then only reluctantly.

Students who receive multiple Censures for unexcused absences will be subject to increased penalties, including the possibility of dismissal. Students should regularly check their email to determine if they have received an absence or tardy. If so, it is a student’s obligation to, within seven days, seek out their Housemaster or Day Advisor to adjudicate the absence or tardy. Failure to do so will automatically result in the absence or tardy being adjudicated as unexcused. Five unexcused tardies are the equivalent of one unexcused absence.

In subsequent trimesters, the School will give closer scrutiny to any student where class attendance has been considered problematic.

**Forfeiture of Grades or Course Credit Due to Excessive Absences**

Given the integral nature of class participation at Lawrenceville, the accumulation of excessive absences may lead to denial of course credit. If a student accumulates absences, excused or otherwise, in excess of 25% of the classes taught in any course in a term, the student will no longer be able to receive a grade in the class, instead receiving only a Pass/Fail designation for that course. If a student’s absences exceed 40% of the classes taught in any course, the student will not be eligible to receive credit for that course and will be removed from the course. On rare occasions, exceptions to this policy may be granted by a vote of the Department Chairs Group.

If the decision has been made to remove a student from one or more courses due to excessive absences, the Dean of Academics will confer with the Level Director, the student’s Academic Advisor, Housemaster or Day Advisor, and the student’s family to determine how the student might make up the credit(s) in a manner acceptable to the School.

**Consequences of Unexcused Class Absences**

The penalties for unexcused absences depend on the number of absences accrued in a term:
First: Saturday evening detention from 8:30 p.m. to 10:45 p.m. or comparable consequence

Second: Campus restrictions Friday through Thursday; Saturday evening detention.

Third: Boarding Students: In-House Restrictions, and Loss of Privileges Friday through Thursday; Saturday evening detention. Day students must leave campus after last obligation (academic or co-curricular) each day.

Fourth: Four-day Censure; warning letter to parents and student’s file.

Fifth: Five-day Censure; warning letter to parents and to the student’s file; required interview with Housemaster, Level Director, and Dean of Students.

Sixth: Six-day Censure; Probation for Attendance; Probation letter to parents and student’s file.

Seventh: Violation of Probation for Attendance; appearance before the DC or other formal discussion of dismissal.

Class Absences for Athletic Contests
Students are permitted to miss a maximum of four meetings of any class (equivalent to one week of school) over the course of the term to play in athletic contests. This includes classes missed either playing on Lawrenceville interscholastic teams or in athletic contests outside of School.

Meetings and Events
Students are required to attend School meetings, required lunches, and other occasions from time to time. A student who misses a School meeting in a term without justification will receive a detention and more severe penalties for further absences. Absence from other required obligations may result in detention or other penalties.

Absences and Extracurricular Participation
If a student misses two or more classes or an athletic practice during the school day, excused or otherwise, that student may be held out of extracurricular activities (including rehearsals and performances) that day.

Exploration Credits
Until the Spring Term of the Fifth Form, all students are required to accrue two on-campus Exploration Credits per term. There are weekly Buddhist, Catholic, Hindu, Jewish, Muslim, and Protestant services available to fulfill this obligation, as well as other non-religious offerings as determined by the Religious Life Council. Convocations or services attended while at home, on weekends, or during vacations do not count toward satisfying Explorations Credit.

If a student does not complete the Chapel requirement each term, the student may lose weekend privileges, be restricted to campus, and serve Saturday detentions.

Study Hours
Study hours are in effect for all Forms any evening when classes are meeting the next day.

Second through Fourth Forms
Students are not allowed to leave their House after check in to get assignments or socialize in other buildings.

Duty Masters may allow students to visit other House common rooms until 9:30 p.m. and only if the purpose is a group study exercise. Students must check in with the Duty Master, who will monitor whether academic work is being accomplished.

No inter-House visitation for any reason may occur after 9:30 p.m.

Third and Fourth Form students may secure permission to go to the library from 8:00 p.m. to 9:50 p.m. if they can demonstrate the need to use the resources of this building.

In the Lower School, on Sunday through Friday, there is a supervised study hall from 8:30 p.m. to 10:00 p.m. If free periods are available during the day, students are expected to use them to study.

In the Circle/Crescent Houses, students are expected to use free periods during the day and evening hours between 8:00 p.m. to 11:00 p.m. to study.

Fifth Form
Freedom to schedule study hours is considered good preparation for the greater autonomy students will have beyond Lawrenceville. It is expected that all Houses will be quiet, productive areas for study after 8:00 p.m.

Acceptable Use Policy
The School is fortunate to have excellent resources for communication and research. Students are expected to remember that any exchange of information within this community must be made in
line with the School’s general standards of conduct. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled at the School, whether linked to the School’s network from in school or from a remote location or not at all, or using their own communication device or personal computer on or off campus, students are expected to comply with this Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled at the School, as set forth in this Handbook and as further described below.

The School has explicit guidelines for using computers and other electronic devices, both on and off campus, using the School’s network, and accessing the Internet, to which the School expects students and parents to adhere. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

**Students may:**

- use technology for school work or class projects and assignments, at the teacher’s discretion;
- access the Internet with teacher permission to enrich learning related to school work;
- access non-offensive and appropriate internet content in their free time; and
- use technology in ways directed by the teacher.

**Students may not:**

- post personal contact information about themselves or other people;
- access or try to access network resources not intended for them;
- share their passwords or other’s passwords with anyone, with the exception of parents/guardians and teachers;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet in person a stranger;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyber-bullying, harassment, or sexting, in violation of the School’s policies prohibiting bullying, harassment, hazing, and discrimination and related policies as stated in the Handbook;
- access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information—students must follow all copyright, trademark, patent, and other laws governing intellectual property;
- install or download software on to School computers from the Internet, home, or by any other means;
- create or use a mobile hotspot on the School campus;
- remove any School-owned computer equipment (including, but not limited to, network cables and keyboards) from the School without express permission;
- store personal files on the network, except in their own network user account—any information that a student leaves on a School-owned device may be deleted at any time, with or without notice;
- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;
- disclose confidential or proprietary information related to the School or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the network for illegal or commercial activities;
- vandalize, steal, or cause harm to the School’s equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware of software settings, or changing online materials without permission);
- deliberately disrupt or attempt to disrupt the software or hardware of the School network; or
- be “friends” with, or otherwise directly connect to via online networks and services, any School employee on any social networking site that is
not used primarily for educational purposes. If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify their Advisor, Housemaster, or Dean of Students. Students may also register their concerns through the SafeSchools reporting portal.

Students should understand that:

• the use of inappropriate language, harassment, and disrespectful comments in email, texting or a chat room, or on a website or social networking site from either inside or outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled at the School, is prohibited;

• there is no guarantee of privacy associated with their use of the School’s technology resources. Students should not expect that email, voicemail, or other information created or maintained on the School’s network, School-issued devices, or School-administered services (even those marked “personal” or “confidential”) will be private, confidential or secure. The School has the right to access and monitor both student-owned and School-owned computers and communication devices connected to the School’s network. Each student consents to the School’s right to view and/or monitor the School’s network and all of its associated accounts; and

• they will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.

Parents/guardians should understand that:

• it is the responsibility of all parents/guardians to read this policy and discuss it with the student;

• teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and

• if a student damages the hardware or software of any School-owned technology, the parent or guardian may be responsible for paying for the repair or replacement of that technology.

The School may:

• access, view, monitor, and track any information or communication stored on or transmitted over the School’s network, on or over equipment that has been used to access the School’s network, or School-issued devices, or School-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or misdelivery; and

• restrict the material accessed and not permit computers to be used for anything other than educational purposes.

Security

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem. Students should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School’s network.

Reporting Violations

If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another School community member’s use of technology, the student should immediately report the student’s suspicions, feelings, and observations to their Advisor, Housemaster, or Dean of Students. Students may also register their concerns through the SafeSchools reporting portal.

Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the School may initiate or assist in the prosecution of any such violations to the fullest extent of the law.

ATHLETICS

Mission

The athletic experience is integral to a Lawrenceville education. Through interscholastic and intramural competition, lifetime sports/activities, and a comprehensive fitness program, the School seeks to build character, instill team values, and instill a lifelong commitment to positive physical and emotional habits. On the playing field, as in the classroom, Lawrenceville promotes citizenship and leadership, teaches sportsmanship and fair play, and aims to inspire a passionate pursuit of excellence.
Athletic Requirements

Students are required to fulfill a sport or fitness obligation every term. During their Circle and Crescent years, each student must participate on a competitive interscholastic or House team in at least one term. Students must join a team or activity by the end of the first week of every trimester.

Interscholastic Sport Offerings

The following is a list of sports offered at the interscholastic level. In several cases, there are three levels: varsity, junior varsity (no Fifth Formers except by special arrangement), and thirds/freshmen (Second Formers only).

Fall
- Cross Country (b/g)
- Field Hockey (g)
- Football
- Soccer (b/g)
- Tennis (g)
- Volleyball (g)
- Water Polo (b/g)

Winter
- Basketball (b/g)
- Fencing (b/g)
- Ice Hockey (b/g)
- Indoor Track & Field (b/g)
- Squash (b/g)
- Swimming & Diving (b/g)
- Wrestling

Spring
- Baseball (b)
- Crew (b/g)
- Golf (b/g)
- Lacrosse (b/g)
- Softball (g)
- Tennis (b)
- Outdoor Track & Field (b/g)

Interscholastic Affiliations

The Lawrenceville School is a member of the New Jersey Independent School Athletic Association (NJISAA). Lawrenceville is also a member of the Mid-Atlantic Prep League (MAPL) consisting of Lawrenceville, Blair Academy, The Hun School, The Hill School, Mercersburg Academy, and The Peddie School. Most varsity teams have the opportunity to compete for a championship in both of these organizations.

Interscholastic Eligibility Rules, NJISAA/NJSIAA

- Contestants must be amateurs as defined by the National Collegiate Athletic Association.
- Any student who has been registered, accepted, and attended classes in any college and thereafter returns to any preparatory school is not eligible to represent that school on any interscholastic programs.
- Contestants must be under 19 years old prior to September 1st in order to be eligible for interscholastic competition.
- All participants in tournaments shall be enrolled students as of 30 calendar days prior to the start of that tournament.
- The scholastic requirements of athletes will be determined by their respective schools. A student’s Academic Advisor and the Dean of Academics reserve the right to deem a student ineligible for participation in sports if the academic performance is causing concern.

Letter Awards and Numerals

Playing ability, regularity, and spirit in practice; obedience to discipline; faithfulness in training; loyalty to the team and to the School; and length and continuance of service through the season and in past seasons shall be factors in all awards.

The Major L is awarded to members of a varsity squad who have met all requirements set forth by the Director of Athletics and coach.

The Minor L may be awarded to members of a junior varsity team. Form Numerals may be awarded to thirds or freshman teams.

The award for managers of a varsity team is a Minor L. The Major L may be awarded to students for long and distinguished OR exceptional service to that team. All junior varsity, thirds, and freshman team managers should be awarded Minor Ls or Numerals respectively with associated House points.

A letter sweater will be given to the winner of a Major L, but no athlete may earn more than one
sweater. A suitably engraved certificate signed by the head coach and the Director of Athletics shall be given for each Major L, Minor L, and Numeral award won. Upon graduation, Fifth Form students who have earned nine or more Major L awards will receive the Lawrenceville Blanket. Upon graduation, Fifth Form students who have earned 12 Major L awards will receive the L12 Award. All awards will be granted subject to the approval of the Director of Athletics.

Circle and Crescent House Intramural Eligibility Rules

Student participation in Circle/Crescent intramural competition is subject to the following guidelines:

• A member of an interscholastic team may not take part in any House sport during the same term.

• Athletes who have received a Major L for varsity competition in a sport may not participate in the same sport at the House level.

• An athlete who has received a Minor L or Numeral in a sport may participate in the same sport at the House level the following year provided that the student has tried out for and been released from the School team in that sport.

• A student who quits or is dismissed from a School team after that team has made its selections is ineligible to compete in House sports for the remainder of that term. The student may be enrolled in an activity at the discretion of the Director of Athletics.

• Students entering School once the term has begun are eligible, providing they satisfy all other eligibility requirements cited previously.

• Any student previously restricted from House sports due to illness or injury must be cleared for participation by the medical staff and the Athletic Department, and must practice for a period of time determined by the medical staff before entering competition.

• The Director of Athletics may declare any student ineligible for House competition.

Lifetime Sports and Activities Program

Lawrenceville’s lifetime sports/activities are offered to those students in the Second and Fifth Forms who are not participating in interscholastic or House programs. Offerings are designed to promote health, wellness, and fitness while creating grade-level bonding experiences. The Lifetime program includes activities such as (but not limited to) spinning, dance (for all grade levels), ice skating, strength and conditioning, yoga, and farming.

Team Managers

Managers assigned to athletic teams are very important team members. They are an extension of the coaches and play a vital role in the success or failure of a team. Students may serve as managers for no more than two terms in a School year. They are expected to invest as much time in the typical athletic day as do the athletes. Manager selections are subject to approval by the Director of Athletics.

Medical Program

Lawrenceville employs licensed athletic trainers who are responsible to assist with the prevention, treatment, and rehabilitation of sport-related injuries. When an athlete has been injured, the athletic trainer will evaluate and administer any necessary care. If a physician referral is necessary, the athlete will be transported to the Health & Wellness Center for further evaluation. All treatment and rehabilitation for injured athletes will be supervised in the athletic training room (located on the first floor of the Lavino Field House) by a licensed athletic trainer. Athletes under the care of a private physician who require rehabilitation must provide documentation from their physician before any treatment can occur.

Rules for All Athletics Teams

Harmful Substance Abuse

Lawrenceville students must abstain from using alcohol, illegal drugs, and tobacco/nicotine in any form. Any use of these substances or abuse of “over the counter” drugs and performance enhancers by a member of a House or School team will result in suspension from the next two contests (one contest for football and crew). A scrimmage does not count as a contest. The student will continue to practice unless on Censure. Attendance at home contests is permitted, but the student will not participate and will not wear the team uniform. Should a second offense occur, a varsity athlete may be dismissed from the team with no prospect of winning Numerals or a Letter award for that season. The
student may be enrolled in another activity at the
discretion of the Director of Athletics. A second
offense by a junior varsity, freshman, or House
player may result in a second two-game suspension.
A first violation (even prior to the season start date)
by an elected team captain will result in loss of team
captaincy. Violation of drug and alcohol rules may
result in additional School disciplinary action.

The use of performance-enhancing substances such
as creatine, steroids, androstenedione, and others is
prohibited by the School. Herbal supplements are
also prohibited and will be cause for parental
notification and possible disciplinary action.

Attendance
Before each term, the Athletic Department will
publish a list of approved teams and activities
along with their coaches and supervisors. Students
are expected to enroll in one of these sanctioned
activities by the end of the first week of the term.
It is the student’s responsibility to ensure that
attendance is recorded.

If students change from one activity to another, it is
their responsibility to see that their name is added
to the roster of the new activity.

Attendance at all interscholastic, House, and
lifetime sports/activities is required. Students who
know in advance that they will be late or absent
should promptly notify the coach or supervisor. If a
student is medically unable to participate, the
student must be given a medical excuse from the
Health and Wellness Center. Injured athletes are
expected to attend all practices and games.

During the Athletic period of the academic day all
students involved in Lifetime, House, or
Interscholastic sports must speak in person with
their coach/instructor prior to being evaluated by
the Health and Wellness staff. If not, the student
will be asked to report back to the activity venue.
Upon release from the Health & Wellness Center
during the athletic period, students must return to
the team/activity unless otherwise instructed by the
Health & Wellness Center staff.

Students will be given Saturday detention or a work
duty for unexcused absences. If a student has
excessive unexcused absences, the student will be
placed on disciplinary review for failure to meet
community expectations.

Non-School Athletics
All Lawrenceville athletic commitments will take
precedence over non-Lawrenceville sports and
activities. Requests to miss Lawrenceville
obligations must be submitted in writing to the
Director of Athletics two weeks prior to the
proposed absence to be considered. Permission also
needs to be granted by the School team coach and
Level Director. Unauthorized absences from
games or practices due to attendance at non-
Lawrenceville athletic events may result in removal
from the team and additional disciplinary action.

Sportsmanship and Conduct
Students in any athletic competition, interscholastic
or intramural, are expected to meet a high standard
of sportsmanship, including respect for the
opposition and officials, and grace in both victory
and defeat. Lawrenceville athletes do not use foul
language, throw equipment, or otherwise display
loss of poise and perspective.

Spectators are encouraged to cheer for Lawrenceville
teams and to not direct comments or cheers at the
opposition and officials. Cheers which include
profanity or which mock the opposition or officials
will not be tolerated.

Handmade banners at contests are prohibited by the
NJISAA. Electronic sound enhancers are not
permitted. Noise makers of any kind are not
permitted at indoor contests.

Ejection from Games
If the basic rules of sportsmanship are followed,
Lawrenceville students should never be ejected
from a contest. The rules of the state athletic
association stipulate that if an athlete is ejected
from a contest for flagrant unsportsmanlike verbal
or physical misconduct, the student will be
ineligible to compete in the next two games (one for
football and crew). In addition, the Director of
Athletics will review with the coach and athlete the
circumstances surrounding the ejection and
determine the appropriate School response.

Dress Code for Team Travel
Teams traveling to other schools are expected to
adhere to the School day dress code, or wear the
team uniform and/or warm-up.
**Athletic Exemptions**

Fifth Form students may request one term off from athletics to pursue a special academic, arts, or extracurricular interest under the supervision of a faculty member. Forms are available in the office of the Director of Athletics and must be submitted to the Director of Athletics by the end of the first week of the term.

Third, Fourth, and Fifth Form students may apply for a one-term exemption from the Lawrenceville athletics requirement in order to pursue an adult supervised, high-level, on- or off-campus endeavor. Students are required to play an interscholastic sport for the other two terms (with the exception of the Fifth Form). This exemption must be approved in the spring of the previous year. Exemption forms are emailed to the student body each spring.

Each of the following criteria must be satisfied in order for students to be eligible to request an Athletic Exemption:

1. They must be in the Third, Fourth, or Fifth Form (Second Formers are not eligible).
2. They must have earned a Major L in the sport of interest, and have aspirations of competing at the highest athletic level (e.g., collegiate, Olympic, professional).
3. They must participate on the corresponding School interscholastic team during the academic year of the exemption request.

**School Equipment and Uniforms**

School athletic equipment and uniforms will be issued individually and returned after the season according to team schedules. It is expected that all members of the team will be present for issue and return, even if the articles are missing or lost. Failure to return equipment or uniform will result in a detention.

No player may alter School equipment (e.g., cutting jerseys). Only uniforms and equipment issued by the Lawrenceville Athletic Department may be worn. Teams will not be permitted to purchase separate practice or game uniform articles. “Lawrenceville Athletics” t-shirts may be purchased by anyone or signed out individually by varsity teams and returned after the season. During the season, these can be exchanged daily for cleaning. Game uniforms can also be turned in to the equipment room for cleaning after each contest and picked up the next day. Within one week from end-of-season scheduled equipment return date, students who do not return required equipment will be charged up to three times the replacement cost. Students will sign charge sheets or pay with cash or check for missing items. Failure to return equipment or otherwise settle their accounts with the Equipment Manager may also result in School discipline.

**Lockers, Towels, and Lost and Found**

Field House lockers are available to all students and faculty and are assigned by the Athletic Department Equipment Manager. Students are encouraged to use these lockers instead of their House rooms, but must assume the responsibility to see that the locker is secured at all times. The School will not assume responsibility for lost or stolen articles.

Towels may be obtained at the Equipment Room window. Lost articles may be secured by reporting to the Equipment Room window during normal duty hours. Lost and found valuables such as watches, keys, and wallets will generally be retained in the Athletic Department office.

**Lavino Fieldhouse Use and Schedule**

The Lavino Field House is a large complex which is to be used by staff, faculty, and students alike for sports and exercise.

To keep the building secure and safe, it is necessary that certain rules be followed:

- At no time are students permitted in the swimming pool or Al-Rashid Strength and Conditioning Center without proper Athletic Department supervision.
- Unless properly supervised by a faculty member, sports other than basketball, tennis, volleyball, and track are prohibited in the arena area. Pets, skateboards, roller blades, and bicycles are not permitted in any area of the Field House.
- Hockey may be played at the ice rink only during authorized hours. Helmets with full facemasks and mouthpieces must be worn.
- Jogging is not permitted on the upper level walkway of the Field House.
The Field House will be open during the School year from 7:00 a.m. to 8:30 p.m. on Monday through Friday; 8:00 a.m. to 6:00 p.m. on Saturdays; and noon to 6:00 p.m. on Sundays for the use of students and faculty. During vacations and summer, the hours will be 7:00 a.m. to 6:00 p.m. weekdays; closed on weekends. Students should not be in the building prior to or after these times unless accompanied and supervised by a faculty member.

Outdoor Programs

The Lawrenceville School’s Outdoor Programs provide students with experientially-based programs and initiatives to educate them in responsible leadership, community membership, and character development and to provide interactions in the outdoor environment which will enhance both academic and non-academic skills development. These experientially-based learning opportunities are designed to reach across multiple disciplines and enrich the development of students as responsible members of the Lawrenceville and global communities. Lawrentians have traveled the globe through Outdoor Programs courses: scaling glaciers in Patagonia, trekking through the desert in South Africa, and sea kayaking among icebergs in Newfoundland. Athletic credit is given to participants.

CLUBS & CO-CURRICULAR ACTIVITIES

There are nearly 100 clubs and organizations at Lawrenceville, specializing in a range of interests such as writing, acting, debating, music, art, history, religion, science, photography, community service, and culture. Students interested in starting a club should contact the Director of Student Clubs/Organizations.

Student Fundraising

Students wishing to market merchandise on the Lawrenceville campus for fundraising purposes must receive approval from the Dean of Students.

Student Government

The Student Council is composed of the President of the School, the Vice Presidents of Honor and Discipline, Social Life, and Academics, as well as the representatives to Athletics, Arts, Sustainability, Community Service, and Diversity. Additionally, the House Councils fill out the greater body of this group. This body oversees social activities, social service initiatives, the peer tutoring program, and the Big Brother/Big Sister Program. It also serves as a liaison between students and the faculty. Each House elects its own slate of officers who are responsible for the student governance of the House. A member of the Student Council, including a House President, is required to resign the position if placed on Disciplinary Probation while running for office or during incumbency.

Religious Life

Religious life at Lawrenceville is vigorous and diverse, reflecting the School’s commitment to create and sustain opportunities for students to express and strengthen their religious faith as well as learn about the faith practice of others. These opportunities include: regular worship in the Buddhist, Catholic, Hindu, Jewish, Muslim, and Protestant traditions; student-led religious life organizations; and the Religious Life Council, which sponsors activities, programs, and multi-faith dialogue. Questions about religious life may be directed to the School Chaplain.

Community Service

The School's Community Service Program encourages all Lawrentians to connect with the greater community, giving them the opportunity to engage with a variety of people outside the students' immediate world. Because the School wants students to have a common service experience that enhances their Lawrenceville education and builds community within and beyond the gates, the Community Service graduation requirement is not based on a certain number of hours that a student must complete. Instead, students participate in three different types of community engagement.

1. Lawrenceville Community Action Project (LCAP) to be completed during the Second, Third, or Fourth Form years. LCAP examples include: a one-term weekly project (coordinated by the Community Service office); being a counselor at Lawrenceville School Camp or Performing Arts Camp; or participating in a Lawrenceville Harkness Travel Programs Service Trip. New Fourth and Fifth Formers do not need to complete the LCAP.
2. Annual participation in the School’s Martin Luther King All-School Day of Service.

3. One-time events (All-School, House, club or team sponsored) – completion of three one-time events for students entering in the Second, Third, or Fourth Forms, one event for students entering in the Fifth Form.

Students may choose from over 30 different weekly projects in the Trenton-Princeton-Lawrenceville area. Typically, students do these projects during the evening or on Sunday afternoons if they are playing a School sport, or on a Wednesday or Friday afternoon if they are involved in House or lifetime athletics.

Examples of weekly community service projects include:

- Helping with homework and recreational activities in local after school programs.
- Playing with preschoolers from underserved communities.
- Teaching computer skills to senior citizens.
- Teaching children to ice skate on the School’s rink or play golf on the School’s golf course.
- Teaching adults with developmental delays to play tennis on the School’s courts.
- Coordinating on-campus weekly activities for elementary school children.
- Helping with activities at a day program for adults with disabilities.
- Knitting with adults at a senior center.

Students also sometimes develop their own weekly projects based on their interests and talents. Past student-initiated projects include on-campus squash, dance, chess, and art programs for children.

Under the leadership of the Community Service Representative to the Student Council, the Community Service Council (composed of students who take a leadership role in community service) is responsible for organizing community service projects and for keeping the Houses informed about community service matters.

Independent community service not approved by the School will not meet the graduation requirement, but may be considered for tabulation of total community service hours, provided it meets certain criteria and is properly documented.

Students completing 200 hours of community service during their high school years may apply for membership in the OVAL Society, which honors Outstanding Volunteers at Lawrenceville and those completing more than 400 hours may apply to become members of the McClellan Society.

STUDENT SERVICES

Health Care

Al Rashid Health & Wellness Center: (609) 896-0391
Medical Director: (609) 896-0391
Director of Nursing: (609) 895-2174
Director of Counseling and Psychological Services: (609) 895-2176

Lawrenceville’s Al Rashid Health & Wellness Center is staffed by a full-time physician, nurse practitioners, round-the-clock nurses, x-ray technician, administrative assistants, licensed psychologists, and a consulting staff consisting of psychiatrists, orthopedists, nurse midwives, and a registered dietitian. While School is in session, in-patient and out-patient care is available 24 hours a day, seven days a week.

The comprehensive services provided and covered by the medical fee of the School’s tuition include: medical evaluations and treatment of acute illness or injury; overnight in-patient care; post-operative care; individual doses of over-the-counter medications; wound care and first aid treatment; gynecological evaluations by a nurse midwife; general health counseling; initial nutritional evaluations; drug and alcohol education; psychological evaluations and short-term counseling; in-house laboratory diagnostic studies and venipuncture for outside lab studies; in-house orthopedic evaluations, rehabilitation of sports injuries; referral to local off-campus specialists; daily medication pickup, and pharmacy delivery of prescription medication; and last but not least, tender loving care. Services resulting in additional charges to a student’s account include, but may not be limited to: x-ray diagnostic studies; prescription medications; N.J. state mandated immunizations and travel vaccinations; transportation to off-campus appointments; allergy injections; casting;
minor suturing/suture removal; crutches, orthopedic devices, supports and braces; outside laboratory tests; flu tests and drug and alcohol testing; school, college, and summer camp physical exams; and processing fees for late or incomplete medical forms.

Emergent or medical care beyond the Health & Wellness Center’s scope is referred to the nearby Princeton Medical Center in Plainsboro or Capital Health System’s local hospitals.

Health & Wellness Center services include a weekly orthopedic clinic attended by an orthopedic surgeon with expertise in sports medicine and a weekly GYN clinic staffed by licensed nurse midwives. In conjunction with the Health & Wellness Center and guided by specific protocols, two qualified and licensed athletic trainers work with our sports programs, providing immediate evaluation, first aid, and rehabilitation modalities to injured athletes. As an added measure, the School physician attends many varsity athletic competitions. The School physician is available by appointment or referral from an evaluating nurse, and a physician is on call at all times while School is in session. Out-patient clinic hours are from 7:00 a.m. to noon and 1:00 p.m. to 7:00 p.m. Monday through Friday. Accidents and emergencies may report for immediate evaluation at any time. Acute non-threatening medical illnesses and injuries are evaluated during clinic hours when a student has a free period or after classes. Students are discouraged from missing classes unless they are too ill to attend. Medical and sports excuses are only given for classes or sports missed due to significant illness or injury. Retroactive medical excuses are not given.

The Health & Wellness Center keeps all medical history and medical records confidential except as may otherwise be required by applicable law or regulations, or where there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies; or when there is concern about an individual’s ability to function academically, emotionally, physically, and/or mentally within the School environment. When appropriate, parents or students may elect to share pertinent medical information with a student’s Housemaster, Advisor, or the administration. When a student is admitted to the Health & Wellness Center, their Housemaster is notified and the student is encouraged to inform the student’s parents or guardian. In cases of severe illness or injury, the physician will generally contact parents/guardians after medical stabilization. Parents are generally not routinely contacted concerning their child’s non-emergency medical care and treatment, but are encouraged to contact the Health & Wellness Center if they have any questions or need further information.

Students admitted as in-patients should bring appropriate sleep wear, a bathrobe, slippers, personal care items, textbooks, and, if they have one, a laptop computer. In-patient visitation is from 7:00 p.m. to 8:00 p.m.

Counseling & Psychological Services

While each Housemaster and Assistant Housemaster plays an important role as a concerned adult and advisor for students, the School understands there may be times in the adolescent’s life and development when there is a need for professional counseling services. Under the general oversight of the Medical Director, a clinical psychologist specializing in adolescent psychology directs the School’s counseling and psychological services. Three full-time and one part-time licensed Ph.D. psychologists provide 24 hour, 7 days per week on-call emotional crisis evaluations and counseling; routine psychological evaluations, short-term counseling, and support. If long-term treatment is needed, students may be referred to appropriate private licensed professionals in the Princeton area. Students in need of counseling or psychological services may request and schedule appointments through the Health & Wellness Center’s Director of Counseling Services Office. Parents are routinely notified if ongoing treatment is required or if issues of safety arise. In general, the student’s need for confidentiality is respected.

Lawrenceville’s counseling team coordinates with Housemasters and other School programs to provide students with the support they need, including educational support, drug and alcohol education, and spiritual counseling.

Medications at School

Students may not bring, and will not be permitted to maintain, medicine of any kind with their personal belongings.

School policy mandates that the Health & Wellness
Center be notified in writing by the prescribing physician of the medical diagnosis, medication, dose, and dose schedule before a student may take such medications while at School. Medications will be dispensed by the Health & Wellness Center staff or by School personnel who have been designated and trained in accordance with the School’s policy regarding delegation of prescription medication administration. The Director of the Health & Wellness Center (or the Director’s designee), in collaboration with the parent/guardian and the student’s physician, will establish an individualized medication administration plan for any student requesting medication self-administration privileges. Based on this determination, the Director of the Health & Wellness Center will allow or disallow self-administration privileges in accordance with state and federal laws. The self-administration of medication(s) shall include self-administration while on School property or during School-sponsored trips. A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the Health & Wellness Center. It is the sole responsibility of the parent/guardian to notify the School Nurse in order to update the student’s medication administration plan with respect to any medication(s), dosing revisions, and health status changes. Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

Students may not possess medications unless in compliance with School policy. Misuse of the right to self-administer medication(s) will result in immediate revocation of said privilege(s). The School will not assume any responsibility for students not in compliance with this medication self-administration policy. The sharing or selling of such medications by students with other students is dangerous and illegal and will be treated as such. Students who abuse these medications will also face disciplinary action.

Students who have had psychological, psychoeducational, or neuropsychological testing are required to include a copy of the report for the medical record.

**Health Insurance**

All students must have health insurance while attending the Lawrenceville School. A copy of a current medical insurance card and of a prescription card must be kept on file in the Health & Wellness Center. Changes in insurance information must be updated immediately by contacting the Health & Wellness Center. International students, national students who do not have a U.S.-based health insurance plan, and students with state Medicaid coverage must arrange for and purchase the comprehensive student health insurance policy offered by the Lawrenceville School. This insurance information is available from the Comptroller’s office.

**Medical Registration Forms**

Yearly updated medical registration forms, including signed permission to treat, are required before students are allowed to register, attend classes, or participate in athletic events. These records are kept confidential in the Health & Wellness Center and are prohibited from release unless specific written permission is given. Parents should inform the Health & Wellness Center promptly of any new or changed medical treatment at home during the academic year, particularly if such treatment includes prescribed medications or vaccinations.

**Medical Leave Policy**

The treatment for certain medical and psychological conditions and behaviors is best handled outside the boarding school setting. Serious illness, bodily injury, or mental health conditions including severe depression, eating disorders, suicide attempts, self-injury, and substance abuse disorders, generally require more treatment, support, supervision, and guidance than the Lawrenceville School can provide. In some situations, these conditions and behaviors may also create undue disruption in the community and residential life of the School. Should such a situation arise, the School may recommend that the student be evaluated and subsequently placed on a medical leave of absence or a medical separation. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators and the Director of the Health & Wellness Center; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School’s opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.
A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School in its sole discretion) to allow the School to evaluate the leave request, including, but not limited to, at least the following information:

1. A recommendation from the student’s treating medical professionals that the student would benefit from taking a medical leave;
2. A description of how the student’s medical condition limits the student’s ability to participate in required academic or extracurricular activities;
3. The plan for treatment of the student’s medical condition; and
4. An anticipated date for the student’s return.

The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student’s attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

There are generally three forms of medical leave:

1. Short-Term: An approved absence from the School for health reasons lasting no more than two weeks. Once a medical leave decision is made as outlined above, the student’s teachers will be notified. It is expected that section masters and the student will communicate during the period of the medical leave to help assure adequate maintenance of course work. The responsibility of keeping up with the course work lies with the student.

2. Long-Term: An approved absence from the School for health reasons lasting longer than two weeks but no more than one academic year. Often this may require the rest of the current term plus one additional term for stabilization of the student’s condition. The Dean of Academics will consult with the Level Director, the section masters, and Department Chairs to determine the academic consequences of such a leave and will communicate this information to the student and parents.

3. Medical Separation: A voluntary or mandated absence from the School for health reasons requiring more than an academic year. This leave is reserved for the student who may have demonstrated efforts to adjust but, for health reasons, cannot meet the requirements of the School community, academically or socially. While it involves the loss of the student’s space in the School, it is distinguished from a withdrawal or dismissal in that it leaves open the possibility of application for readmission to the School.

The School may require the family (parents and student) to enter into a Medical Leave Agreement detailing the parameters of any leave. The Medical Leave Agreement may include conditions and requirements for the student’s return to school. While a student on leave is excused from attending class, the student must make arrangements to make up missed work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course.

Return from Medical Leave
To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student’s current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School’s confidence that the student can return safely; and that the student’s return will not compromise the student’s continued recovery, interfere with the School’s ability to serve other students’ needs, or place an undue burden on the School. The decision regarding any student’s return to the School from a medical leave remains in the sole discretion of the School. As a corollary
to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activities.

The decision regarding return will be communicated to the student and the student’s parents by the Dean of Students, Level Director, and Registrar, who will determine an appropriate academic program.

**Personal Development**
Second and Third Form students are required to take a personal development seminar course. The seminar addresses adolescent issues such as time management, nutrition, self-esteem, relationships, drug and alcohol use, and human sexuality. The approach is designed to promote communication skills, values clarification, and effective decision-making skills. The adult-led seminar provides for peer discussion and an opportunity to explore development tasks and challenges that affect their lives. Fourth and Fifth Form students will participate in periodic discussion groups led by House teams and outside speakers. Topics will include residential/community life, transition to college life, separation and loss, and human sexuality issues.

**Library**
*General Information:* (609) 896-0076  
*Circulation Desk:* (609) 895-2233  
*Reference Desk:* (609) 895-2235  
*Website:* [http://bunnlibrary.lawrenceville.org](http://bunnlibrary.lawrenceville.org)

**Use of the Library**
All members of the Lawrenceville community are welcome and encouraged to use the library and its services. Study hall hours in the library are supervised and students are expected to be working on academics. In order to provide a pleasant and productive study environment, students should be quiet and courteous towards others. Cell phone usage is restricted to the building’s entryways, and the library should be free of food and drink, which can damage library materials and computers. During the school year, the Bunn Library offers an array of activities, events, and speakers for the entire community. Library hours can be found on the library website.

The Lawrenceville School ID card is also a library card and is required to check out any materials. Students are held responsible for all materials checked out on their cards. Students may check out books and CDs for a three-week period. The Library has an extensive film collection of both documentaries and feature films that circulate for a two-day loan period. Cameras and other AV equipment circulate for two days. Students are required to sign a responsible use waiver and all users are financially responsible for the loss or damage of the equipment. For more information about borrowing AV equipment, speak to a librarian.

As long as no one has requested an item, it may be renewed in person or through the “My Account” feature in the online catalog. Items must be returned when a request is made. Materials may be returned to the Circulation Desk or after hours in the book drop located near the Crescent side entrance to the building. The library does not charge fines for overdue regular circulating materials, but asks that students return/renew the items in a timely fashion. Overdue notices are sent via campus email. Please respond to all communication from library staff in a timely manner. Failure to respond to a third notice may result in a detention. The charge for lost library materials is the price of the item plus a $10 processing fee.

**Reserve Materials**
The Bunn Library home page offers students access to many resources 24 hours a day, seven days a week. The online catalog is the main access point for all of our print, ebook, and multimedia holdings. The online research databases contain articles from magazines, newspapers, scholarly journals, and reference sources. The databases can be accessed from off-campus using the individual’s network login. If off campus, students may simply click on the database link on the Research Databases webpage and log in with their Lawrenceville user ID and password. The Citation Guide is available on the website to help with footnotes and bibliographies. Libguides are available to help students with additional resources and to focus more narrowly on a topic. The home page includes library hours and library policies. Feel free to stop by, call (609) 895-2235, or email any one of the librarians listed on the contact page.

**Library Proctors**
Library Proctors are Fourth and Fifth Form student
leaders who provide assistance to the library staff in order to maintain a quiet and productive study hall environment. Students selected are capable of the leadership and responsibility necessary to assist the librarians in the evening and address peers when problems occur. If interested in becoming a Library Proctor, students should contact the Director of Library Services.

**Dining Services**

Lower School, Circle, and Crescent students eat in the Irwin Dining Center, where each residential House has its own separate dining area. Fifth Form students eat in the Abbott Dining Room of the Upper House. With two exceptions, meal hours are as follows:

- Breakfast: 7:00 a.m. to 9:00 a.m.
- Continental Breakfast: 9:00 a.m. to 9:30 a.m.
- Lunch: Noon to 1:00 p.m.
- Dinner: 5:30 p.m. to 7:00 p.m.

The exceptions are when Abbott closes after dinner on Friday and reopens for breakfast on Monday. Brunch is served in the Irwin Dining Center from 11:00 a.m. to 1:00 p.m. on Sundays.

Meal times may vary during the winter term to accommodate the needs of athletic teams. At Monday lunches, all students dine with their Academic Advisors.

**Storage**

Because much of the campus is in use during the summer, students are not allowed to store personal belongings in the Houses during summer break. Therefore, all student items must be taken home or stored off campus.

**Laundry**

Each House is equipped with coin-operated washing machines and dryers. In addition, students may send their personal clothing to an outside commercial laundry. The summer mailing will have further information from the All Prep Laundry Company [(609) 393-4446] describing their services. Families contract directly with this company. This service is independent of the Lawrenceville School.

**Lawrenceville ID Cards**

The Lawrenceville ID card is the official identification card of the Lawrenceville School. Students use the card for:

- Identification;
- Access to Houses and academic buildings;
- Checking books out of the library;
- Claiming packages in the mail room; and
- Accessing their Big Red account.

Students are required to carry their Lawrenceville ID card at all times. Photographs for ID cards will be taken for returning students in March; new students should submit photographs in May to the Communications Department. Cards are distributed to the students at the start of the school year.

A student found in possession of another student’s ID card may be subject to disciplinary action.

To replace a lost ID card, students can visit the Office of Student Services Monday through Friday between the hours of 8:30 a.m. and 1:00 p.m. and from 2:00 p.m. to 4:30 p.m. Replacement cards are $15.00, which will be charged to the student’s account (no cash).

**The Big Red Account**

The Big Red Account is a prepaid spending account accessed through the Lawrenceville ID card, offering a secure and convenient way for students to make cashless purchases on and around campus at places like the Jigger Shop, the mailroom, and Follett’s Virtual Campus. There are no costs or fees to use The Big Red Account. Instructions on how to create a Big Red Account and how to add money to an existing account can be found online at:


**Insurance**

The School does not take responsibility for students’ lost or stolen items. The School’s insurance policy does not cover students’ possessions while they are at School. Many homeowners’ policies do cover such possessions against theft or loss. The School recommends that parents check their policy to be sure they have riders that provide the appropriate coverage.
RESIDENTIAL FACULTY

Housemasters
Housemasters and assistants are the primary adults responsible for the students living in their residences. Additional duty team members are assigned one night of duty each week, but do not actually live in the building. Housemasters are the first point of connection for parents, and they work with Advisors to help and support the students in their Houses. Housemasters are also asked to maintain safe conditions, order, quiet study times, and observance of School rules as well as help organize House social activities. Housemasters manage weekend permissions (weekends that involve missing classes require permission of the Dean of Students or the Director of Day Students), adjudicate class absences, make room assignments, and work closely with Prefects (Fifth Formers they select to serve as mentors and role models for younger students).

Advisors
Advisors are duty team members connected to specific Houses. This enables students to see their Advisors at least one night a week when their advisor is on duty in the House in addition to the weekly advisee lunch. All Advisors, day and boarding, help with course selection, discuss extracurricular activities, find support and help for their advisees during challenging times, and strive to make lasting connections with their charges. As students shift Houses, Advisors do change, although Lawrenceville tries to keep the same Advisor in place for Third and Fourth Form years.

Level Directors
Level Directors help monitor the well-being and citizenship of students at the respective level, including matters of discipline and academic concerns. The Level Directors in 2018-2019 are:

| Lower School: | Devondra McMillan |
| Circle: | Etienne Bilodeau |
| Crescent: | Emilie Kosoff |
| Fifth Form: | Jason Larson |

Deans
Deans oversee the various realms of student experience at Lawrenceville. The Deans in 2018-2019 are:

| Asst. Head Master: | Chris Cunningham* |
| Dean of Academics: | David Laws |
| Dean of Admissions: | William Richardson |
| Dean of Enrollment: | Thomas Southworth |
| Dean of Students: | Blake Eldridge ’96 |
| Asst. Dean of Faculty: | Alison Easterling |
| Asst. Dean of Students: | Emilie Kosoff |

* Also serves as the Dean of Faculty.

2018 - 2019 House Teams

<table>
<thead>
<tr>
<th>House</th>
<th>Housemaster</th>
<th>Asst. Housemaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>McPherson</td>
<td>Jacobs</td>
<td>Fox</td>
</tr>
<tr>
<td>Reynolds</td>
<td>Magnuson</td>
<td>Chiaravalloti</td>
</tr>
<tr>
<td>Kinnan</td>
<td>Wise</td>
<td></td>
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<tr>
<td>Upper East</td>
<td>D. Wilder</td>
<td>Piper</td>
</tr>
<tr>
<td>Upper West</td>
<td>J. Clore</td>
<td>Figueroa-Ortiz</td>
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<tr>
<td>Carter</td>
<td>Teeley</td>
<td>Leach</td>
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<tr>
<td>Kirby</td>
<td>Calvert</td>
<td>Saxe</td>
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<tr>
<td>McClellan</td>
<td>Hall</td>
<td>Streeter</td>
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<td>Stanley</td>
<td>O’Malley</td>
<td>Uliaz</td>
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<tr>
<td>Stephens</td>
<td>Campbell</td>
<td>Ewanchyna</td>
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<tr>
<td>Cleve</td>
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<td>Collins</td>
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<tr>
<td>Dickinson</td>
<td>Dupee</td>
<td>LaRochelle</td>
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<tr>
<td>Griswold</td>
<td>Cuniff</td>
<td>E. Chaput</td>
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<tr>
<td>Hamill</td>
<td>Inzer</td>
<td>Wallis</td>
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<tr>
<td>Kennedy</td>
<td>Kukla</td>
<td>Lantz</td>
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<tr>
<td>Woodhull</td>
<td>Guido</td>
<td>Negroponte</td>
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<tr>
<td>Cromwell</td>
<td>Von Wachenfeldt</td>
<td>Niu</td>
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<tr>
<td>Perry Ross</td>
<td>Wilcox</td>
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<tr>
<td>Davidson</td>
<td>Flaherty</td>
<td>Findlay</td>
</tr>
<tr>
<td>Thomas</td>
<td>Clancy</td>
<td></td>
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</tbody>
</table>
FACULTY BY DEPARTMENT

Senior Staff
Mr. Steve Murray, Head Master
Ms. Mary Kate Barnes
Mr. Ben Hammond
Ms. Holly Burks Becker
Dr. Chris Cunningham
Mr. Peter DeVine
Dr. Jeff Durso-Finley
Mr. Blake Eldridge ’96
Mr. Marquis Scott
Dr. Bruce Kraut ’75
Dr. David Laws
Mr. Thomas Southworth
Ms. Jennifer Szwalék
Mr. Sam Washington ’81
Mr. Tripp Welborne
Ms. Erika Worthy

Academic Advising &
Educational Support
Dr. Marti Richmond, Coord.
Ms. Annie Wilcox

Admissions
Mr. Thomas Southworth, Dean
Mr. Will Richardson, Dean
Ms. Felicia Aikens
Ms. Christine Ding
Ms. Lisa Ewanchyna
Mr. Harry Flaherty
Ms. Lauren Gold
Mr. Kevin Lawrence
Ms. Vicky Martinez
Ms. Grace Megaffin
Ms. Sara Tucker
Mr. Sam Washington ’81

Athletics
Mr. Tripp Welborne, Director
Mr. Mike Goldenberg
Ms. Karla Guido
Mr. Antoine Hart
Mr. Andrew Kukla
Mr. Jason Larson
Mr. Tony Rienzo
Ms. Nicole Stock
Ms. Nicole Uliasz
Ms. Kelly Wise

College Counseling
Ms. Holly Burks Becker, Director
Mr. Jeff Durso-Finley, Director
Mr. Tim Cross
Ms. Beth Guzzo
Mr. Antoine Hart
Ms. Alexandra Largess

Community Service
Ms. Rachel Cantlay, Director

English
Ms. Christoffersen, Chair
Mr. Champneys Atlee ’62
Dr. Jeffrey Blevins
Mr. Forrest Brown
Ms. Katie Chaput
Dr. Chris Cunningham
Mr. Blake Eldridge ’96
Ms. Rebecca Findlay
Ms. Sarah Heard
Mr. Gus Hedberg
Ms. Enithie Hunter
Mr. Christopher Hyson
Mr. Ronald Kane ’83
Mr. Pier Kooistra
Mr. Steve LaRochelle
Ms. Jessica Magnuson
Dr. Marta Napiorkowska
Ms. Katey O’Malley
Ms. Margaret Ray
Ms. Su Jin Seo
Ms. Bernadette Teeley
Dr. Wilburn Williams

Experiential Education
Mr. John Hughes, Director
Mr. Mike Hanewald ’90
Mr. Sam Kosoff ’88

Languages
Ms. Devondra McMillan, Chair
Mr. Julio Alcántara Martin
Ms. Josephina Aylon-Aylon
Dr. Scott Barnard
Mr. Hunter Cuniff
Ms. Helena Cunningham
Ms. Yangyang Qin Daniell
Mr. Joaquin Gonzalez
Dr. Brian Jacobs
Ms. Stella Leach
Ms. Lizabel Monica
Ms. Elizabeth Montes
Ms. Alison Stewart y Fonseca
Dr. Melissa Verhey
Ms. Cynthia Yu
Dr. Yanhong Zhang

History
Mr. Timothy Doyle ’69, Chair
Mr. Frank Brown
Ms. Claire Burchi
Dr. Erik Chaput
Ms. Kayla Corcoran
Ms. Alison Easterling
Mr. David Figueroa-Ortiz
Mr. Lawrence Filippone
Mr. Harry Flaherty
Mr. Michael Hanewald ’90
Ms. Marisa Hedges
Ms. Cara Hyson
Mr. Andrew Inzer
Mr. Regan Kerney
Ms. Emilie Kosoff
Mr. Elbert Liang
Ms. Kim McMenamin
Ms. Jessica Pine
Ms. Kris Schulte
Ms. Anne-Louise Smit
Ms. Annie Wilcox

Interdisciplinary Studies
Ms. Julie Mellor, Chair
Dr. Jason von Wachenfeldt, Chair
Ms. Dana Kooistra

Library
Ms. Paula Clancy, Director
Ms. Autumn Sinai
Ms. Jacqi Haun
Ms. Liz McCall

Mathematics
Mr. Daren Starnes, Chair
Mr. Miguel Bayona
Mr. Etienne Bilodeau
Dr. Timothy Brown
Ms. Melissa Clore
Mr. Keith Dupee
Mr. Brent Ferguson
Ms. Charise Hall
Ms. Stefanie Harrison
Mr. John Millar
Mr. Ian Mook
Mr. George Negroponte
Ms. Noelle Niu
Mr. Doug Piper
Ms. Arden Rossi
Mr. John Schiel
Ms. Jane Strudwick
Ms. Nancy Thomas
Mr. Stephen Wallis
Mr. David Wilcox
Mr. Benjamin Wright

Medical
Dr. Bruce Kraut ’75, Director
Dr. Dee Apple
Dr. Jonathan Geller ’87
Dr. Jen Lambert

Performing Arts
Mr. Keith Roeckle, Chair
Mr. Matthew Campbell
Mr. Christopher Cull
Mr. James Cuthrell
Mr. Robert Palmer
Mr. Derrick Wilder

Religion & Philosophy
Mr. Thomas Collins, Chair
Mr. Blake Eldridge ’96
Mr. Philip Jordan ’85
Rabbi Lauren Levy
Rev. Sue Anne Steffey Morrow
Dr. Jason von Wachenfeldt

Science
Ms. Ilana Saxe, Chair
Mr. Darcy Brewer
Ms. Sarah Bryant ’12
Ms. Mary Calvert
Ms. Erin Chiaravalloti
Dr. John Clark
Mr. John Clore
Dr. Leah Domb
Mr. Frank Fernandez
Dr. Elizabeth Fox
Dr. John Gaffney
Mr. Gregory Hansen
Mr. Michael Hickey

Mr. Sam Kosoff ’88
Ms. Nicole Lantz
Dr. Steve Laubach
Dr. David Laws
Ms. Jennifer Mayr
Ms. Julie Mellor
Dr. Shinae Park
Mr. Sunho Park
Mr. Grey Simpson
Mr. Jeff Streeter
Dr. Keith Voss

Student Services
Mr. Frank Fernandez, Registrar

Visual Arts
Mr. Allen Fitzpatrick ’73, Chair
Mr. Rex Brody
Mr. Brian Daniell
Mr. Gil Domb
Important Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>(609) 896-0400</td>
</tr>
<tr>
<td>Admissions</td>
<td>(609) 895-2030</td>
</tr>
<tr>
<td>Alumni &amp; Development</td>
<td>(609) 896-1208</td>
</tr>
<tr>
<td>Asst. to the Headmaster</td>
<td>(609) 895-2087</td>
</tr>
<tr>
<td>Athletic Department</td>
<td>(609) 896-0123</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>(609) 895-2055</td>
</tr>
<tr>
<td>Chaplain</td>
<td>(609) 620-6122</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>(609) 895-2046</td>
</tr>
<tr>
<td>College Counseling</td>
<td>(609) 895-2042</td>
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<tr>
<td>Communications</td>
<td>(609) 895-2045</td>
</tr>
<tr>
<td>Community Service</td>
<td>(609) 895-2099</td>
</tr>
<tr>
<td>Comptroller</td>
<td>(609) 895-2027</td>
</tr>
<tr>
<td>Dean of Academics</td>
<td>(609) 895-2057</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>(609) 895-2061</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>(609) 895-2068</td>
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<tr>
<td>Head Master</td>
<td>(609) 896-0408</td>
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<tr>
<td>Infirmary</td>
<td>(609) 896-0391</td>
</tr>
<tr>
<td>IT Services</td>
<td>(609) 896-3996</td>
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<tr>
<td>Jigger Shop</td>
<td>(609) 896-0620</td>
</tr>
<tr>
<td>Kirby Arts Center</td>
<td>(609) 896-0779</td>
</tr>
<tr>
<td>Library</td>
<td>(609) 896-0076</td>
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<tr>
<td>Music Center</td>
<td>(609) 896-0779</td>
</tr>
<tr>
<td>Office of Student Services</td>
<td>(609) 896-0402</td>
</tr>
<tr>
<td>Parent Programs</td>
<td>(609) 620-6001</td>
</tr>
<tr>
<td>Post Office (School)</td>
<td>(609) 620-6970</td>
</tr>
<tr>
<td>Public Relations</td>
<td>(609) 620-6004</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(609) 896-0509</td>
</tr>
<tr>
<td>Registrar</td>
<td>(609) 895-2075</td>
</tr>
<tr>
<td>The Lawrence</td>
<td>(609) 895-2130</td>
</tr>
<tr>
<td>Yearbook Office</td>
<td>(609) 895-2162</td>
</tr>
</tbody>
</table>

Where to go if you...

- Have a scheduling problem –
  Mr. Fernandez in the Registrar’s Office
- Want to go on a college visit –
  College Counseling Office
- Lost something –
  Assistant in the Dean of Students Office
- Need a new student ID –
  Office of Student Services in the Fathers’ Building Rotunda
- Want to do community service –
  Ms. Cantlay in the Community Service Office
- Need transportation to the airport during School break –
  Assistant in the Dean of Students Office
- Have questions about exams –
  Dean Laws in the Dean of Academics Office
- Need to miss classes (day or boarder) –
  Office of Student Services in the Fathers’ Building Rotunda
- Become sick during the day –
  The Health and Wellness Center
- Need information on the SATs or PSATs –
  The College Counseling Office
- See a stranger on campus –
  Public Safety or the nearest adult
- Want a copy of your transcript –
  Office of Student Services in the Fathers’ Building Rotunda
- Want to start a club –
  Ms. Hyson
- Have a question about the Big Red Account –
  Ms. Ball in the Kirby Math and Science Building
- Have a network or computer issue –
  ITS Help Desk in Fathers’ Building Basement
APPENDIX A: SEXUAL INTIMACY AND CONSENT

Age of Consent

In accordance with New Jersey law, the School prohibits students from engaging in nonconsensual sexual activity, considering it to be egregious misconduct and a major disciplinary violation. Consent must be the basis for every sexually intimate encounter. Consent means the voluntary, positive agreement to engage in specific sexual activity. However, certain circumstances may make it impossible for a person to legally give consent.

- By law in New Jersey, there can be no consent to sexual intercourse, oral sex, or any penetrative act if the individual is under the age of 16. The age of consent is raised to 18 if the other individual is a relative, guardian, or an individual with authority (for example, a teacher or boss).
- A close in age exemption exists under New Jersey law that allows a minor who is at least 13 years old but not yet 16 years old to legally consent to sexual penetration or sexual contact with a partner who is not more than 4 years older.
- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated (whether due to drugs, alcohol, or some other condition).
- Consent cannot be obtained by threat, coercion, or force. In other words, if threat, coercion or force is used, any agreement does not constitute consent.
- Consent is ongoing and may be withdrawn at any stage during an encounter.
- Consenting to one behavior does not obligate a person to consent to any other behavior.
- Consenting on one occasion does not obligate a person to consent on any other occasion.

Communicating consent means:

- The person is legally capable of giving consent.
- An ongoing verbal interaction, taken one step at a time, to an expressed and honest “yes.”
- Asking permission to engage in specific activity and to progress to new, different, or more intimate activity – regardless of who initiated the contact.
- Being clear about desires and expectations.
- A clear “yes.” The absence of “no” should not be understood to mean that there is consent.
- Remaining open to and respecting another’s expression of disagreement to engage in a particular activity. “No” means “no” in any sexual encounter.

When sexually intimate activity is accompanied by violations of other School rules (such as inter-House visitation rules, curfew, or abuse of technology), the School may respond with disciplinary action.

The School prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault, and statutory rape. Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.
APPENDIX B: THE LAWRENCEVILLE SCHOOL—A BRIEF HISTORY

From its founding in 1810 as the Maidenhead Academy, what is today known as The Lawrenceville School has maintained two defining characteristics: a willingness to explore and adopt the best practices in education as they have evolved and, at the same time, a commitment to maintaining traditions that continue to resonate with students. From the first Head Master, Rev. Isaac VanArsdale Brown, who introduced then-novel foreign language study and routine exercise to the students of the 1820s, through today, the School has always striven to provide students with the highest quality of education as understood at the time.

Arguably the single most powerful development in the character of the school occurred in 1883, when the school was transformed from a small proprietorial enterprise, owned (and renamed) by each successive head master, to one run by the Lawrenceville School Board of Trustees under the auspices of the John Cleve Green Foundation. As The Lawrenceville School, the institution established many of the traits it is known for today, including its hallmark House System and an intense School spirit. The changes were reflected on the campus itself when the Board asked landscape architect Frederick Law Olmsted, the designer of Central Park, and prominent architects Peabody and Sterns of Boston to design the newly expanded grounds of the school to thoughtfully and deliberately create a strong community atmosphere. The result was the Circle, now a National Historic Landmark.

So distinct was the character of Lawrenceville that it grew to occupy a special place in the American imagination. Owen Johnson, an alumnus of the School, first captured the “new” Lawrenceville in his 1910 novel, “The Varmint,” which recounts the travails and adventures of one Dink Stover as he made his way through Lawrenceville from New Boy to graduate. Stover became one of the country’s most beloved fictional characters, and Johnson followed his success in a series of “Lawrenceville Stories” in what was at that time the most popular magazine in America. In 1950 Metro-Goldwyn-Mayer released “The Happy Years,” a Hollywood version of “The Varmint,” filmed on campus and starring Leo G. Carroll and Dean Stockwell (as Dink).

Throughout the 1900s, Lawrenceville continued to develop as a leader in academic innovation, including early adoption of Advanced Placement (AP) courses and the introduction of nationally and internationally known guest speakers designed to broaden the intellectual horizons of young Lawrentians. Among the most lasting changes was the introduction in 1936 of the Harkness method of education, which sought to bring the benefits of the House system to the classroom by providing an intimate environment for intellectual discourse around a single, large conference table.

In the 1960s, Lawrentians started to demand greater diversity at the Harkness table, seeking to make space for the best minds and students regardless of background. Our first African-American students enrolled in the Fall of 1964. Discussion of coeducation began in earnest in the 1970s, and the Board ultimately elected to accept female students in 1985. The first girls arrived on campus in 1987. Both of these changes brought a new vitality to the campus community. As the 20th century drew to a close, the school embraced the ever increasing diversity of its students in gender, geography, faith, race, and socio-economic group, focusing on the need for a Lawrentian education to include broad exposure to all facets of the global community and an appreciation for and understanding of multiculturalism. More than half of our current students identify as students of color.

For more than 200 years, Lawrenceville graduates have gone on to success in their chosen fields, prepared by their education for the changing world around them. As the School enters its third century of educating students, we welcome you to join the legacy of Lawrenceville and discover what it means to be a Lawrentian in the 21st century.
APPENDIX C: BUNN LIBRARY INFORMATION

Library Hours
Monday - Friday - 7:45 a.m. to 9:50 p.m.
Saturday - 8:00 a.m. to 12:30 p.m.
Sunday - 1:00 p.m. to 9:50 p.m.
Students should consult the Library Hours on the webpage for any changes:
www.lawrenceville.org/page/academics/bunn-library

Contact Information
The Library communicates through email notices. Students are required to respond to these messages.
Circulation Desk: 4-2233 (895-2233 off campus)
Reference Desk: 4-2235 (895-2235 off campus)
Librarians are available to answer research and citation questions. Students may all, email or stop by.

Library Webpage
Available at www.lawrenceville.org/page/academics/bunn-library, the Library’s webpage provides access
to the Online Catalog, research databases, and other library services. Off campus access for the research
databases is available through the Bunn Library Database Page. Students should select the database they
want to use and then log-in using their network user name and password.

Guide to Proper Citation
The following are sample bibliographic and footnote entries in the Chicago/Turabian style. (Based on the
16th edition of The Chicago Manual of Style). For additional information, please consult the library home
page or the appropriate style manual. Students can also manage citations using a Noodletools account on
campus and then use it anywhere.

Bibliography: Bibliography should contain all sources that were used in the development of a paper.
Please note that all indentation is 5 spaces.

|--------------------------------------|---------------------------------------------------------------------------------------------------------------|
Footnotes: are arranged numerically at the bottom of each page and are used to cite a direct quote or an uncommon fact or opinion. The number for the note follows the passage to which it refers and is typed slightly above the line. Again, indentation is five spaces.

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citing the same source directly after the first citation</td>
<td>2. Ibid., 335.</td>
</tr>
<tr>
<td>Shortened reference for previously cited internet work</td>
<td>5. Background Note China, under “History”.</td>
</tr>
</tbody>
</table>

Subsequent References: Once a work has been fully cited, students may use a shorter format for additional citations from the same source. Ibid (meaning “in the same place”) is used when citing from the same source directly following the original citation. The shortened reference can be used once the source has been fully cited elsewhere in the paper. For an Internet site the author is required in the citation, regardless of whether it is a personal or corporate website.

<table>
<thead>
<tr>
<th>Reference Type</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
APPENDIX D: INFORMATION TECHNOLOGY SERVICES (ITS)

Help Desk – Fathers’ Hall Basement: dial 4-HELP (4-4357) on any campus phone

Best Practices for Computer Health

A student’s personal computer is one of the most important tools necessary for completing academic assignments. It is therefore important for students to keep their computers in a highly functional state to avoid the downtime associated with computer repair. The ITS Department can help with this and has found that a few simple proactive steps are much more effective than reactive maintenance.

The Internet is the primary means by which computers are damaged. Internet activities expose students’ computers to viruses, worms, trojans, spyware, and malware—unwanted programs which can make computers slow and unstable and could expose students to identity theft. The best protection against these programs is to run an up-to-date operating system with anti-virus software. To help protect student computers and other devices connected to the Lawrenceville network, students are required to register their computers on the School’s network. As part of the registration process, computers will be checked to make sure they have up-to-date anti-virus software. Another important step that students should take to protect their computers is to back up files on their computers. Services such as Carbonite and Mozy provide automated backup of files, while systems such as DropBox, Google Docs, and SkyDrive provide gigabytes of cloud-based storage for minimal cost.

Acceptable Use

All students must adhere to the School's Acceptable Use Policy (AUP), which can be found on page 29 of this Handbook. The purpose of the AUP is to provide an overview of your rights and responsibilities as a user of Lawrenceville’s network and technology resources and defines the boundaries of “acceptable use.”

Network Access

Student use of the Lawrenceville network, both in and outside of the classroom, must be consistent with Lawrenceville’s educational objectives. When students connect computers to the School’s network, they are using a shared resource. A student’s actions or inactions can affect all of the other computers on the School’s network. Therefore, Lawrenceville requires the following of devices connected to the School’s network:

✓ Computers, phones, and other devices using the School’s network must be registered.
✓ All the appropriate security updates and service packs must be up to date.
✓ Anti-virus software must be installed and up to date.
✓ No personal networking equipment, such as routers, switches, hubs, and wireless access points, may be connected to the Lawrenceville School network.

Devices not meeting these requirements may be restricted from the network immediately and without prior notification. Personal networking equipment will be removed and returned at the end of the School year.

Student Security

Every student is provided with an email account, a PowerSchool© account, and a network account with associated storage space. The passwords to these accounts should not be shared with anyone. The owner of the account is responsible for any actions taken or performed from that account. It is good practice for students to change their passwords every six months. A student can change their network password from the ITS Help Center, located online at help.lawrenceville.org.
Internet Access
Internet access at school is a privilege, not a right. Students are responsible for their actions when accessing the Internet and are expected to follow all approved policies and procedures. Please refer to the AUP for further details.

PowerSchool©
PowerSchool© is the School’s Course Management System—an online source of materials used for classes and other campus activities. The PowerSchool site can be accessed at: http://haiku.lawrenceville.org. Students’ usernames and passwords are the same as their Google credentials. PowerSchool is compatible with most web browsers, although the School recommends Google Chrome as it allows easy access to Google Docs and Google Drive, which are commonly used in Lawrenceville classes.

Email
Students at Lawrenceville are provided with an email account, available at: http://email.lawrenceville.org. Students are not permitted to send mass mailings, and doing so may result in revocation of email privileges. Please refer to the AUP for further details.