

# Family & Scholar Handbook



Lawrenceville Summer Scholars  
Summer 2021

## **Welcome to the Lawrenceville Summer Scholars Program!**

The Family & Scholar Handbook handbook serves as a guide and a set of standard for expectations of Summer Scholars and their families. The handbook is filled with information about Lawrenceville Summer Scholars (LVSS), including rules and policies, procedures, and general information. Please take the time to read it carefully. If you have any questions, don't hesitate to reach out to our administrative team. The staff, faculty, and administration are here to help you, and to partner with you, to ensure that you and your student have an unparalleled experience with us at LVSS this summer.

## **Our Mission**

The goal of The Lawrenceville Summer Scholars Program is to produce innovative leaders, breakthrough thinkers, and imaginative problem solvers who achieve academic and personal growth, experience adventure, and join a supportive group of scholars and faculty from across the country and around the world. We encourage scholars to learn in powerful new ways, engage in active inquiry, and develop a lifelong commitment to personal, environmental, and community responsibility.

## **Policy, Rules, & Regulations**

The safety, health, and overall well-being of our Scholars, staff, and community is most important. The following rules and regulations are designed to foster an inclusive environment where everyone feels safe and valued. Failure to abide by any of the below policies, rules, and regulations may be grounds for immediate dismissal from the program.

1. Act with integrity, purpose, and truthfulness: dishonest acts, such as plagiarism, cheating, lying, or deceitful manipulation of others' words or comments will not be tolerated..
2. Practice independence with responsibility: You have a responsibility to your peers, your family, LVSS faculty, and the physical grounds at the Lawrenceville School. Our expectation is that our scholars **will not**:
  - a. Leave the Lawrenceville School campus or enter unauthorized areas on campus is prohibited.
  - b. Removal or destroy materials from any facility on campus.
  - c. Remove personal belongings or property of the Lawrenceville School.
3. Help create an inclusive, safe, and engaging community through healthy choices and relationships. Our expectation is that our scholars **will not**:
  - a. Haze any student on campus is prohibited. Hazing is defined as harassing, intimidating, bullying, or coercing another student with the purpose or result of embarrassment, disturbance, or humiliation.
  - b. Engage in Substance Abuse, which is the purchase, possession, usage, or being under the influence of alcoholic beverages, illegal/illicit drugs, tobacco, unauthorized prescriptions, other people's prescriptions, or drug/alcohol paraphernalia (including, but not limited to, empty alcohol containers, vaping supplies, etc). This includes using, possessing, or intending to use

- over-the-counter medication not authorized by the medical staff or using authorized medication in a manner that is not consistent with product instructions.
- c. Gamble for money and selling items.
  - d. Accumulate behavioral concerns that may not constitute an explicit breach of expectations, but can be damaging to the community or oneself. These concerns will be documented and communicated to families to help scholars learn from mistakes yet not repeat mistakes.
4. Foster and maintain safe conditions in our shared physical space. Our expectation is that our scholars **will not**:
- a. Participate in any actions that create a fire hazard is prohibited, including smoking (which is not permitted during LVSS at all) or having any open or close flame, possessing or using firecrackers, or tampering with fire extinguishers or fire alarm systems.
  - b. Use or possess any weapons is prohibited, including but not limited to those used for martial arts, any type of knives, firearms, stun guns, TASERs, or airguns of any sort (including BB guns and paint guns).
  - c. Use drones, skateboards, scooters, rollerblades/skates, bicycles or any other wheeled vehicle or device, except a wheelchair or necessary ambulatory device is prohibited.

### **Disclosure Statement**

The rules and regulations outlined in this handbook apply under normal circumstances. However, from time to time, there are situations that require immediate, nonstandard responses. In such circumstances, LVSS reserves the right to take actions deemed to be in the best interest of the Lawrenceville School, its faculty, and its scholars. This document, as written, does not limit the authority of LVSS to alter its rules and procedures to suit any unusual or changed circumstances.

### **Acceptable Use of Technology**

The School is fortunate to have excellent resources for communication and research. scholars 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 using their own communication device or personal computer on or off campus, scholars are expected to comply with this Acceptable Use Policy.

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 scholars and parents to adhere.

The examples below are just examples and are not an all-inclusive list of requirements and possibilities. scholars 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.

scholars 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— scholars 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 or 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 the Director of scholars

scholars 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. scholars 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 scholars 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.

The following rules and regulations of the Acceptable Use Policy must be followed while you are participating in The Lawrenceville Summer Scholars Program. Failure to do so may be grounds for dismissal.

### **Bullying & Harassment**

LVSS seeks to be a community in which every individual, whether student, faculty, or staff member, is treated with sensitivity and respect. LVSS celebrates the individuality of every student and will not tolerate unkindness, exclusion, or disrespect.

Bullying or harassment of any kind is strictly prohibited in all its forms, including physical, verbal, social, and cyber bullying. 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 includes both easily identified acts of verbal, written, or physical abuse, and more subtle, but equally damaging, forms of harassment such as graffiti, epithets, stereotyped remarks, and inappropriate pictures or "humor." Sexual harassment will also not be tolerated. Sexual harassment is not social or courting behavior, and includes, but is not limited to, sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior and unwelcome touching or pressure for sexual involvement.

The School's high standards for kindness and respect apply equally whether in electronic form or in person. scholars should know that all School rules apply without regard to the form of communication.

### **Campus Boundaries**

Scholars may not leave campus at any time without LVSS faculty supervision. All scholars are expected to remain on Lawrenceville's main campus, which includes their House, academic buildings, and Irwin Dining Hall, at all times. Access to other locations for various activities, both on campus and off, will be under the supervision of staff. Scholars will be dismissed following the proper procedures for check-out and pick-up.

### **Cell Phones & Mobile Devices**

The Lawrenceville Summer Scholars program works to encourage both independence and interdependence within a living community. To succeed in this area, we require that scholars keep their cell phones turned off and stored in a personal belonging during program hours.

### **Class Attendance and Absences**

Scholars are expected to attend all scheduled classes. Parents of scholars should call the LVSS Office at 609-620-6683 to report their child's absence before 9 a.m. scholars may not receive

final comments if classes are missed due to vacation, prolonged illness, late arrival, or early dismissal.

### **Daily Schedule**

8:30 AM - 8:45 AM	Student Drop-Off
8:45 AM - 9:15 AM	Community
9:20 AM - 10:30 AM	Class #1 (70min)
10:30 AM - 10:45 AM	Snack
10:50 AM - 12:00 PM	Class #2 (70min)
12:00 PM - 12:45 PM	Lunch
12:50 PM - 1:40 PM	Activity
1:50 PM - 3:00 PM	Class #3 (70min)
3:05 PM - 4:15 PM	Class #4 (70min)
4:15 PM - 4:30 PM	Student Pick-Up

### **Dress Code**

Dress is informal and the expectation is that student dress is appropriate in nature. Clothing should not be distracting to classmates. This includes statement clothing. Hats are prohibited indoors. scholars must wear shoes in all academic buildings and the dining center.

Sneakers/athletic shoes may be required for some activities. If any clothing is questionable, faculty and administration may ask the student to change attire.

### **Food & Dining Service**

Abbott Dining Hall and Irwin Dining Hall are centrally located dining facilities with multiple dining areas where scholars can enjoy fresh, delicious, and healthy food choices. Since 2004, the Lawrenceville School has been committed to campus sustainability and serves meals that are not only healthy and delicious, but also prepared in a manner that contributes to the conservation of the community ecosystem.

A variety of hot and cold food choices are available at each meal. Vegetarian and vegan choices are available, as well as a salad bar and sandwich bar. Please report any food allergies on your medical form. We can accommodate most food allergies. Our food service provider and LVSS Health Director will assist the student to select appropriate food choices. Lunch is included in the tuition for scholars.

### **Snack and Water**

LVSS does not provide scholars with snacks during the program. scholars should bring their own snack and water bottle. All snacks must be peanut and nut-free, and water-bottle filling stations are available to scholars throughout the day.

### **Harkness Teaching Method**

Classes take place around wooden Harkness tables that provide an intimate setting for deep, focused content learning and individual development. The program's faculty are experts in their disciplines and dedicated to using the Harkness teaching method to deliver the best learning experience for the scholars. Classes are kept small to facilitate discussion and critical thinking through constant interaction with their peers and our passionate faculty members.

### **Health Check-In**

All scholars must have the proper medical paperwork in order to attend class. If necessary, scholars will meet with an LVSS nurse or the LVSS Health Director to be sure that we have a completed health form and any necessary medication that needs to be dispensed during the day or as needed ("PRN"). scholars will not be permitted to attend class without the proper medical paperwork.

### **Medication**

ALL scholars must have their healthcare provider complete the medication consent section of our Physician's Evaluation Form. Medication can only be dispensed by our health professionals. Medication must be in its original container with the student's name on the prescription label. All medications, including daily medications and vitamins, PRN medicines, prescription and non-prescription medications, must be dosed and administered by our Health Center or our health director in residence.

### **Sick Policy**

To ensure the health and safety of everyone, we request that scholars stay home to rest and recuperate upon the onset of the following conditions:

- a temperature of 100.5 or above
- experiencing the contagious phase of any illness.

Please call the Summer Scholars Office to report an absence. If a student shows signs of illness, fever, or contagious symptoms while in class or on campus, we will have our on-site nurse assess the student and contact home to discuss a plan of action.

### **COVID Protocols Update**

Based on the recent updates to the CDC guidelines for summer camps, masks will be required throughout the day for scholars indoors (unless eating or drinking) and when social distancing cannot take place. Masks may be removed when outside and social distancing can be observed. scholars will provide their own masks.



Prior to the first day of the program, all scholars will be required to submit a negative Covid-19 test. In addition, scholars will complete a daily health screening in order to attend class.

### **House Tradition**

The tradition of House at Lawrenceville is one that is an unforgettable experience for all who are fortunate enough to be a part of it. The House System is unique among independent schools in the United States and has been an important part of Lawrentian life for more than two centuries.

Each House is a small group within the larger community that fosters pride, responsibility, and respect for the contributions of others. All LVSS scholars are assigned a House.

### **Homework**

Scholars should expect an average of 15-20 minutes of homework per course daily (approximately 1 hr total per night). Scholars should be prepared to budget their time accordingly in order to successfully participate in class.

### **Student Fob**

Upon check-in, scholars will receive an LVSS fob. The fob is used for:

- Identification
- Access to Houses and academic buildings

scholars are required to carry their ID tag at all times. Please care for your ID tag, but if it gets lost, please report the loss immediately to the Program Manager.

### **Transportation Information**

Our drop-off and pick-up process is designed to be safe, easy, and convenient. Our staff will be there when you pull up and parents are in and out quickly. We have several security procedures in place for this process, and all parents will receive further information during orientation.

Just a few reminders:

- Please drop-off and pick-up at the designated areas in front of Edith Memorial Chapel.
- Please follow the procedures provided by LVSS staff at the drop-off and pick-up areas.
- Please don't use your cell phone when in the car line.
- We cannot accommodate any early or late arrivals; please arrive during our designated drop-off time (8:30-8:45 AM) and our designated pick-up time (4:15-4:30 PM).

### **Closing Note**

We are committed to making sure that our scholars have an unparalleled, transformative, safe, and fun experience at LVSS. The safety and care of our scholars and the commitment to our families is of utmost importance. All rules, policies, and procedures are in place so that scholars can have a safe, successful, and fun summer! We appreciate your partnership in abiding by our rules, policies, and procedures, and we thank you for entrusting the care of your children to us.

Sincerely,

Drew Burton  
Director of Students  
Lawrenceville Summer Scholars, 2021