

# LAHR-WELL ACADEMY

## *PHILOSOPHY AND GOALS*

### **Lahr-Well Academy...**

**is built** on a foundation of respect for scholarship and is committed to helping every child succeed by meeting the needs of the “whole” child;

**seeks to instill** a love for learning and to foster a dedicated scholarly enthusiasm by unfolding each child’s natural potential to learn;

**attempts to provide** each student with a balanced immersion into all the major academic disciplines;

**endeavors to help** every child build a positive self-image and develop self-discipline, concentration, determination, and independent analytical thinking;

**enhances** each child’s type of thinking, through a concentrated effort to present coursework in creative and meaningful ways.

### **PURPOSE**

The purpose of this handbook is to clearly state the day-to-day operating policies and procedures of Lahr-Well Academy as they apply to our students.

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## **CAMPUS HOURS**

Levels I & II Class Time - 8:00 AM – 2:30 PM  
Levels III & IV Class Time - 8:00 AM – 3:00 PM

The school is opened from 7:30 AM – 3:15 PM on days when school is in session. However, to ensure our students' safety, the main door will be locked after 8:00 AM. Anyone desiring entrance after 8:00 AM will ring the office for admittance (by a staff member) and may be required to show ID upon entrance.

Students are rarely permitted to enter their classrooms or walk through the building without a staff member present. Therefore, students shall remain in the Multi-Purpose Room until their core teacher has called them, as a group, to their classroom.

Anyone needing access to the school outside of these hours should make individual arrangements with School Staff.

## **VISITORS**

To ensure our students' safety and keep class disruptions to a minimum, all visitors, including parents, are required to sign in at the office prior to entering other portions of the building. Anyone desiring entrance after 8:00 AM will ring the office for admittance (by a staff member) and may be required to show ID upon entrance. Visitors must also sign-out before exiting the building.

## **ATTENDANCE**

Students are expected to arrive by 7:50 AM in order to prepare themselves for their school day.

If a student is to be absent from school, a parent or guardian is responsible for calling the school and notifying office personnel of the absence by 9:00 AM.

A one-day absence may be considered excused, upon verification from a parent or guardian. However, if a student misses more than one day of school in a regular school week or more than three (3) days in any quarter, a medical doctor's written note will be required in order for continued absence(s) to be excused. Required homework is expected to be completed as soon as possible after an absence, with due dates assigned by the student's core teacher.

Each unexcused absence requires a 7:00 AM – 9:00 AM Saturday morning detention, accompanied by a \$25 fee per occurrence, regardless of attendance. Failure to attend Saturday morning detention will be considered an additional unexcused absence and will carry an additional penalty of ineligibility for the next class/field trip. On the fourth unexcused absence, all quarter grades will be lowered one letter value (Level IV students only). Additionally, all quarter grades will be lowered one letter value for each additional unexcused absence after the fourth unexcused absence.

No work may be submitted for an unexcused absence. All grades issued on days of unexcused absences will be zeroes. (See Discipline Procedures)

## TARDINESS

Students who arrive late for class shall serve time missed plus a 5-minute penalty during their physical education time. (If a student is 3 minutes late, he or she will receive an 8-minute penalty from physical education.) Students arriving late must check-in at the office in order to be admitted to class. Students shall receive a tardy slip which must then be signed by a parent or guardian and returned the following day.

Three tardies shall equal one unexcused absence. Each unexcused absence requires a 7:00 AM – 9:00 AM Saturday morning detention, accompanied by a \$25 fee per occurrence, regardless of attendance. Failure to attend Saturday morning detention will be considered an additional unexcused absence and will carry an additional penalty of ineligibility for the next class/field trip. On the fourth unexcused absence, all quarter grades will be lowered one letter value (Level IV students only). Additionally, all quarter grades will be lowered one letter value for each additional unexcused absence after the fourth unexcused absence.

No work may be submitted for an unexcused absence. All grades issued on days of unexcused absences will be zeroes. (See Discipline Procedures)

Chronic tardiness is the equivalent of truancy and will be treated as such.

## STUDENT DROP-OFF / PICK-UP

For the safety of our students, we maintain a one-way, south-to-north traffic flow in the parking lot.

**Morning Drop-Off:** Please enter the parking lot on the south side, from W Fourth St. Travel north toward the main entrance, stopping in front of main entrance. Please ensure that students in your care have safely entered the building before leaving the parking lot. Exit by continuing to drive north, turning right onto H St.

**Afternoon Pick-Up:** Please enter the parking lot on the south side, from W Fourth St. Form **two lines** of traffic in the parking lot. Parents may park cars (on the east or west sides of the parking lot) and wait outside main entrance, if desired. Students will be dismissed to waiting parents. Traffic will be dismissed by school staff when students and parents have returned to cars.

Parents should provide a list of people who have permission to pick up their child(ren) from school. ID verification may be required of anyone picking up a student and should be expected if staff is unfamiliar with the person picking up a student. Students should be familiar with the person picking them up and should be able to introduce that person to staff.

Levels I and II pickup is scheduled for 2:30-2:45 PM. **Charges of \$5 per minute, per child, may be incurred for late pickup.**

## SEVERE WEATHER / EMERGENCY PROCEDURES

In the event that school needs to be cancelled (for the day) due to severe weather conditions, Lahr-Well Academy will make a decision to close no later than 5:00 AM on the date in question. Severe-weather closings will be emailed to parents, and will be broadcast on most local television stations...as **Edwardsville District 7 weather closings. (Be certain to check your Academy email...for a differentiation in weather/temperature closings.)**

We shall make every effort not to cancel once school is in session for the day; however, in rare circumstances where it would seem to be in students' best interest to be dismissed early due to severe weather or other circumstances beyond our control, parents will be notified by email.

Lahr-Well Academy maintains additional severe-weather and emergency practices. The school will monitor severe weather during school. Students will go to designated "safe" areas during tornado warnings and will NOT be dismissed during a tornado warning. Should a tornado warning be in effect at the end of a school day, we request, also for parents' safety, that pickup be postponed until the warning has been cancelled.

**Fire and Tornado drills will be practiced at least twice during each school year. Evacuation plans are posted in hallways.**

## REQUIRED MEDICAL EXAMS

Medical examinations, including vision and dental examinations, and proper immunizations are required of all pupils entering kindergarten or first, fifth, and ninth grades unless religious practices prohibit immunizations. Such reasoning must be documented by parents in writing.

## SCHOOL ETIQUETTE

Students are expected to treat other students and staff with the same respect with which they would expect to be treated. Students should speak respectfully and when asked...as opposed to speaking out of turn or insubordinately.

Students are expected to treat our school with the same respect they would treat their homes. Anyone caught littering or defacing (including graffiti, doodling, and other forms of disfiguration) school property or the property of anyone else, will be responsible for the damage and will be compelled to repair such damage and/or pay for its replacement. (See Discipline Procedures)

Prohibited behavior includes, but may not be limited to:

- No touching or physical displays of affection
- No forced bodily noises
- No gum-chewing

## ELECTRONICS

Use of electronics is not permitted on campus. No cell phones, iPods, iPads, laptops or other electronic devices are permitted unless expressly requested by staff. Electronics will be collected and returned, daily, by each core instructor.

## DRESS CODE

Uniforms are required 5 days a week. Standard uniform requirements are:

### Boys

- Light blue, collared, polo-style uniform shirt
- Navy or black uniform shorts or slacks
- Navy or black belt
- Navy or black trouser socks with pants; white, navy or black socks with shorts (**above the ankle**)
- Solid black closed shoes (no other colors on shoes)
- Navy or black uniform sweater or uniform sweatshirt (purchased from the school), as weather permits
- Hair cut and combed neatly and above the collar, and not obscuring any portion of the face
- Clean-shaven with no facial hair

### Girls

- Light blue, collared, polo-style uniform shirt
- Navy or black uniform shorts, skirt, jumper or slacks
- Navy or black belt
- White, navy or black socks (**above the ankle**) with shorts, skirt, jumper or slacks; white, navy or black knee socks or tights with skirt or jumper
- Solid navy or black closed shoes (no other colors on shoes)
- Navy or black uniform sweater or uniform sweatshirt (purchased from the school), as weather permits
- Hair cut and combed neatly and not obscuring any portion of the face

Additionally, students may wear a watch. Girls may wear non-distracting hair accessories and non-dangling earrings. Additional jewelry should be kept to a minimum. Any accessories found to be distracting will be removed.

**Clothing must be UNIFORM-style.** Shirts, pants, shorts, skirts, etc., that meet color requirements but are **non UNIFORM-styles** are **not acceptable**. Shorts, skirts and jumpers must reach at least to

mid-thigh for all students. Young students may wear knit shorts under their uniforms as long as those shorts are not visible.

**Colored undergarments or layered clothing, of any kind, are not acceptable!**

Students are not permitted to wear non-uniform clothing on campus. With the exception of the correction of uniform violations, students are not permitted to change clothes on campus, either before or after school. Students should arrive and leave in their uniforms.

The following items will not be allowed. The items will be confiscated and returned only to a parent or guardian:

- Tattooing, body-piercing, or other body-marking
- Distracting hairstyles
- Hats, “do-rags”
- Sunglasses
- Distracting jewelry or accessories of any kind
- Non-uniform sweatshirts or hoodies
- Sagging slacks, skirts or shorts that expose any portion of an undergarment
- Any other item as determined by School Staff

### Field Trip Uniforms

For field trips, students shall wear Academy uniforms ... and tennis shoes with laced or Velcro closures, instead of their regular uniform shoes. Shoes with holes for laces must have laces. Slip-on tennis shoes (without laces) will not be acceptable.

### Dress Code Violations

Parents will be notified if a student violates uniform dress code. The student will either be sent home or wait in the office to obtain proper uniform attire and correct the uniform. Any class time missed due to uniform violations will be considered unexcused. The student will receive a “zero” for any and all assignments given during unexcused absences. (See Discipline Procedures)

## LUNCH / SPECIAL EVENTS

## CLASS SIZE AND POPULATION

Lahr-Well Academy does not provide lunch, snacks or drink service. Students are responsible for bringing their own lunches to school, with the exception of the last Friday of each month when pizza is available for purchase. **All food should be pre-cut, as knives are not permitted.** All necessary dishware, spoons, forks, and napkins should be included with the student's lunch.

Lunch containers should have the student's name clearly displayed and should not require additional heating or refrigeration. Personal coolers or hot packs are acceptable.

We encourage students to eat healthy foods and request that soda and sugary snacks be eliminated from lunches. Students who eat and drink high-sugar lunches are frequently sluggish in the afternoons! We also encourage parents and students to be thoughtful of the environment when packing lunches and to use reusable or recyclable packaging when possible.

Parents are allowed to share lunch with their children in the cafeteria but should keep visits to once a month. Lunch and physical education time are important socialization times for our students. Lunch visits should be prearranged with the student's core teacher, and parents must sign-in and sign-out at the office upon arrival and departure.

Students are not allowed to leave campus for lunch and are not permitted to order-in lunches.

Students are permitted to share snacks with their classes for birthdays. Arrangements should be made with the student's core teacher prior to the birthday. Snacks normally will be shared in the student's core classroom only, not with the entire school. Snacks will generally be shared at the end of the school day.

Lahr-Well Academy is organized into four levels, with typical populations as follows:

	Ages	Grades
Level I, maximum 10 students	@ 4-7	PreK-1st
Level II, maximum 15 students	@ 7-10	2nd-5th
Level III, maximum 15 students	@ 10-13	6th-8th
Level IV, maximum 15 students	@ 13-18	9th-12th

Levels I & II, and Levels III & IV may be combined if the total of both classes, combined, is 15 or fewer students. Should these classes be combined, students will have distinguishing class expectations and activities.

## REPORT CARDS AND GRADES

Report cards are issued for Levels II, III, and IV students at the end of each quarter. High school-aged students are required to maintain a 3.5 GPA per semester, based on a 5.0 scale.

Failure to maintain a 3.5 GPA per semester can constitute grounds for expulsion. The scale will be as follows:

- A – 5 points
- B – 4 points
- C – 3 points
- D – 2 points
- F – 0 points

## HOMWORK / PARENT SIGNATURES

All students are expected to complete their homework on a daily basis.

Each student will have a folder which he or she uses to carry his or her work.

Pages that have been completed and are ready for parent signature shall be stapled and placed on the **left side** of the folder. **Parents** should **review and sign this package** of papers every night. These packages must be returned the next day. Pages/packages returned without parent signature will continue to be sent home until they are signed by a parent. Completed, graded, signed pages/packages will then be placed in the student's completion file to be sent home (permanently) at the end of the quarter.

**Homework pages** will be placed on the **right side** of the folder. Students are expected to complete their homework, on a daily basis, to the best of their ability (with or without parental assistance). **Students who do not submit completed homework will have to stay in at lunch and physical education time to finish their homework. Repeated offenses will warrant \$25.00 Saturday morning detentions.** (See Discipline Procedures.)

## GRADUATION / ADVANCEMENT

All Academy students must study **world history, American History, world geography, earth science, biology, chemistry, physics, and engineering, art through world history, music appreciation through world history, four foreign languages (Spanish / Italian / French / German...on a two-year rotation), macro & micro economics, composition, and computer-programming.** Additionally, **a tailored curriculum is built for every student** (gifted, average, learning-disabled) **that includes math (algebra, geometry, pre-trigonometry or calculus), math word problems, English, map skills, and critical thinking.** Those students in the upper grades are also required to study **world literary masterpieces and world philosophy.**

Students entering high school level, or transferring into Lahr-Well Academy as a home-schooled student, or from another private, parochial, or traditional high school, enter into a unique situation. Lahr-Well Academy does not graduate students on the number of high school credits earned from another system. The Academy graduates students on their performance at the Academy, a solid GPA, as well as good results on their standardized tests, as well as the nationally-standardized **IOWA Basic, ACT and SAT.** On occasion students graduate early from the Academy. This happens for students who, as exceptional achievers, maintain their Academy requirements while also earning an A or B in math or science (on-campus) at a college or university. **(These classes must be taken at a time other than Academy instructional hours.)**

## **STANDARDIZED TESTING**

Nationally-standardized tests will be administered during the first week of each school year and at the end of the fall semester.

Additionally, the **IOWA Basic, ACT & SAT** will be administered during the fourth quarter.

## **PARENT/TEACHER CONFERENCES**

Teachers and Parents are in daily communication via homework folders; however, Parent-Teacher conference weeks will be held at the end of the first and third quarters. These weeks will be listed on the school calendar. Schedules will be available by mid-quarter for sign-up. Conferences will be attended, minimally, by the student's parent(s), and the core teacher.

Additional parent/teacher conferences may be requested by a parent, teacher, or staff member at any time during the school year.

## STUDENT DISCIPLINE PROCEDURES

The following is a list of infractions, followed by their definitions and disciplinary actions. We shall attempt to use examples of any of the listed behaviors as teaching moments. Our goal is not to penalize, but rather to encourage good behavior, work habits and moral values.

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>FIRST INFRACTION</b>	<b>SECOND INFRACTION</b>	<b>THIRD INFRACTION</b>
Cheating	The act of fraudulently obtaining information on school examinations or assignments from other students or other sources	Grade of zero on assignment, parent notification, in-school suspension to complete assignment	Grade of zero on assignment, parent notification, Letter grade drop in course	Course failure for quarter, parent notification, possible suspension or expulsion
Class Disruption	The repeated involvement in behavior which disrupts the educational process	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion
Coercion or "Bullying"	The act of forcing another person to act or think in a given manner by pressure, threats, or intimidation	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion
Destruction of Property	The act of willful destruction or defacement of property belonging to others	Restitution, written apology, parent notification	Restitution, written apology, parent notification, loss of privilege	Restitution, written apology, parent meeting, possible suspension or expulsion
Disorderly Conduct	Conduct which is not in the best interests of the school environment	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion

Disrespect	The insulting or name-calling (verbal or written) of any member of the school staff or student body	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion
Failure to Work / Failure to Submit Work	The repeated failure or refusal to submit work or participate in classroom activities	Parent notification, loss of privilege	Parent notification, in-school suspension	Parent meeting, possible suspension or expulsion
Fighting	The act of involving hostile body contact in or on school property or at any school-sponsored event	Written apology, parent notification, loss of privilege, possible suspension or expulsion	Written apology, parent notification, in-school suspension, possible suspension or expulsion	Written apology, parent meeting, possible suspension or expulsion
Forgery	The act of falsely using, in writing, the name of another person, or falsifying grades or any other data on school forms	Grade of zero on assignment, parent notification, in-school suspension to complete assignment	Grade of zero on assignment, parent notification, letter grade drop in course	Course failure for quarter, parent notification, possible suspension or expulsion
Harassment	Repetitive behavior, intended to disturb or upset	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion
Improper Dress	Refer to "Dress Code"	Uniform correction, parent notification, unexcused absence until correction has occurred	Suspension	Suspension or expulsion
Insubordination	The willful failure to respond to and/or complete a reasonable request by authorized	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion

	school personnel			
Obscenity/Profanity	The act of using or displaying obscene or profane language in verbal or written form, or in pictures, caricatures, or obscene gestures	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion
Possessing Weapons	The act of possessing, using or threatening to use, on school property or at any school-sponsored event, any weapon or instrument capable of inflicting bodily harm...Weapons include firearms, ammunition, knives, or any item which may be used as a weapon	Parent notification, notification of law enforcement, suspension or expulsion	Expulsion	Expulsion
Substance Abuse	The possession, use, distribution, purchase, being under the influence of, or sale of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, or any illicit drug without a medical prescription	Parent meeting, possible suspension or expulsion	Expulsion	Expulsion
Suspected Substance Abuse	The suspicion of the use of any alcoholic beverage or controlled substance, due to	Parent meeting, mandatory drug test	Expulsion	Expulsion

	irregular student behavior			
Theft	The act of taking or acquiring the property of others without their consent	Restitution, written apology, parent notification	Restitution, written apology, parent notification, loss of privilege	Restitution, written apology, parent meeting, possible suspension or expulsion
Tobacco	The use of tobacco products by students (or the carrying of such products) during the school day in school buildings, on school property, or at any school-sponsored event	Parent notification, loss of privilege	Parent meeting, in-school suspension	Parent meeting, possible suspension or expulsion
Truancy ... or Frequent Tardiness	The act or habit of staying away from school without permission	Parent notification...all rules of unexcused absence apply	Parent notification...all rules of unexcused absence apply	Parent meeting, possible suspension or expulsion
Verbal Abuse	The act of verbally, or by gesture, threatening the well-being, health, or safety of any person at school	Written apology, parent notification, loss of privilege	Written apology, parent notification, in-school suspension	Written apology, parent meeting, possible suspension or expulsion

**Definitions:**

Loss of Privilege – Loss of physical education time, removal from classroom activities, ineligibility for field trip participation, or other loss of privilege as agreed between core teacher and authorized directing staff member.

In-School Suspension – Removal from class and requirement to work in the office for duration of in-school suspension. Grades issued in classroom during in-school suspension may be zeroes, depending on infraction.

Suspension – Removal from school for 1-10 days, as decided by an authorized directing staff member and the board of directors.

Expulsion – Removal from school for the remainder of the semester or permanently, as decided by an authorized directing staff member and the board of directors.

## LAHR-WELL ACADEMY AGREEMENT TO HANDBOOK

**By my child's signature (or printed name), s/he agrees to comply with the handbook information.**

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Student's Name

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Date

**I have read, and do hereby agree to comply with the information provided in the Lahr-Well Academy Student Handbook.**

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Parent's Name

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Date