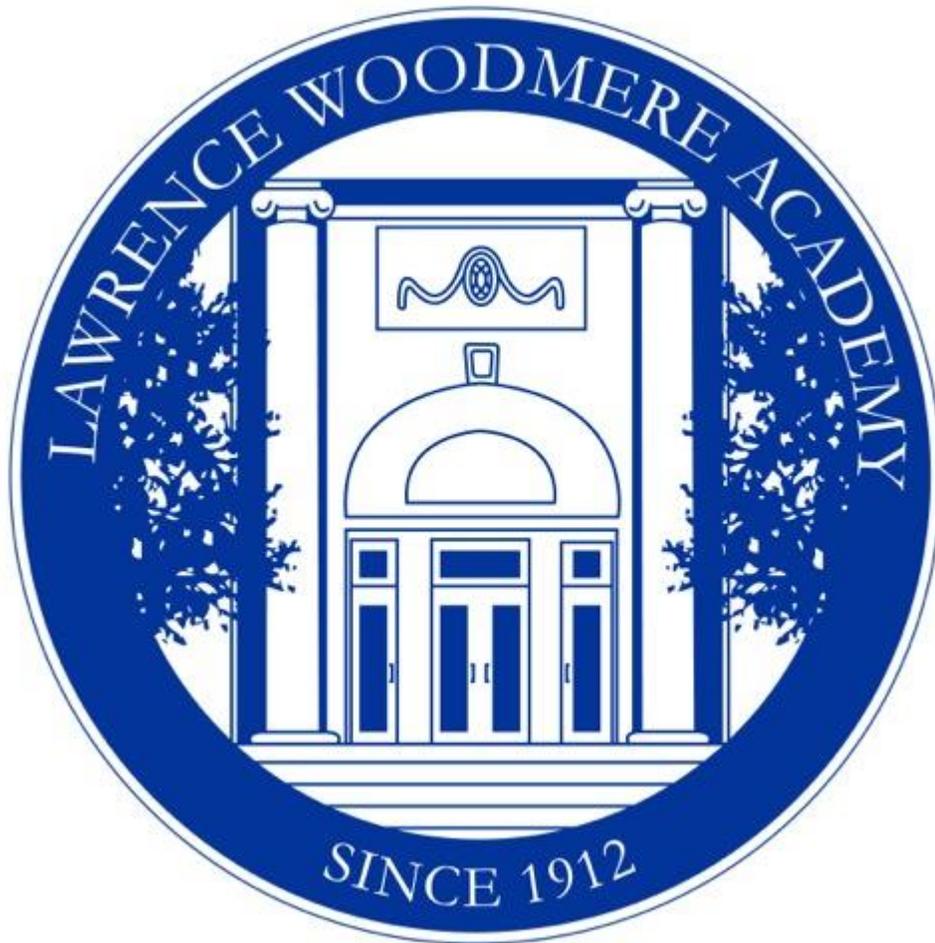


**Lawrence Woodmere Academy
Lower School**



**Family Handbook
2019-2020**

TABLE OF CONTENTS

Introduction.....	1
Mission Statement	2
Guiding Principles.....	3
Lower School Faculty	4-5
Arrival and Dismissal.....	5-6
Assemblies.....	6
Attendance.....	6
Discipline.....	6-7
Bus Transportation.....	7
Dress Code.....	7-8
Emergency Closing.....	8
Extended Day.....	8
Health.....	9-10
Allergies.....	10
Homework.....	10-13
Home-School Communications.....	13
Students' Role and Responsibilities for Communication.....	13
Back-to-School Night.....	13-14
Protocol for Communication.....	14
Reporting to Parents.....	14
Sharing Progress Reports with your Child.....	14-15
Child Study.....	15
Instrumental Music.....	15
Lunch Policy.....	15
Parties and Birthdays.....	15-16
School Store.....	16
Student Council.....	16
Testing.....	16
Telephoning School	16-17
Transportation.....	17
Trips.....	17
Tutoring.....	17
Valuables.....	17
Media & Technology.....	17-18

August 2019

Welcome to the Lower School of Lawrence Woodmere Academy!

Veritas, Integritas, Servitium

Dear LWA Family,

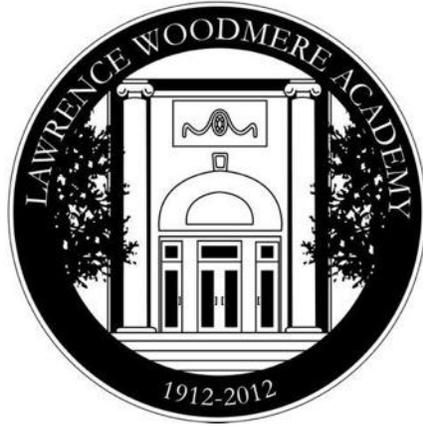
This handbook is written in anticipation of questions you may have and information you may need to ensure effective and efficient home-school communications. No handbook, however, can replace the strong spirit of cooperation that is necessary to best serve the needs of our school community, students and especially your children.

Following are the Guiding Principles of the Lower School. We proudly hold ourselves accountable to their positive child-centered vision.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Fromowitz". The signature is written in black ink and is positioned centrally on the page.

Sherri Fromowitz
Principal, Lower School



Lawrence Woodmere Academy Mission Statement

A premier college preparatory school for students, families and educators who embrace quality education with shared priorities, passions and commitment in an environment that values wisdom and nurtures personal, community and global responsibility.

Guiding Principles

The Lower School of Lawrence Woodmere Academy provides an environment which encourages the social, emotional, intellectual, ethical and physical growth of each child. The curriculum and program reflect and adhere to the following values and guidelines.

Motivation – Children are born curious and have a natural desire to learn. We seek and encourage children who are self-motivated. Our families value learning and understand its inherent joy.

Self-esteem – Self-esteem is crucial to the healthy development of every child. A child's view of him/herself determines the way he/she views this world and his/her capacity to function in that world. The development of self-esteem is a central goal of the Lower School faculty.

Capacity to Learn – Children are born with a capacity to learn that is either developed or diminished by the experiences they have, especially, but not exclusively, in their early years. The development and enrichment of this capacity are major goals of the Lower School program.

Cooperation – The ability to socialize and share with others is a central goal of our program. In the Lower School, students are given daily opportunities for small -group problem-solving activities and collaborations. Students in our Lower School learn the significance of united efforts and shared experiences.

Learning Styles – There are many ways of learning and no one instructional method meets the learning styles of all children. Multiple teaching/learning strategies and techniques are provided by our faculty.

Learning as a Process – Learning is a PROCESS. How the child performs a task is as important as the result achieved and reveals clues to the child's learning style and needs.

Active Learning – Learning is an active, not passive, process and must involve participation in a task rather than mere absorption of information.

Relevant Learning – Learning occurs with greater ease and becomes more readily utilized when the learning is relevant to the child.

Home-School Communication – Each child belongs to his/her family, whom we regard as partners in the education of a child. We provide a climate that offers parents open communication between the School and families.

Global Citizenship –The Lower School atmosphere allows opportunities for an understanding and appreciation of diversity in its many forms, building students' capacity to be responsible citizens of the world.

Praise – Praise and recognition should be earned and used consistently. It is important that the distinction between the task and the child be clear and that any criticism must offer constructive alternatives. Children are verbally recognized for effort as well as achievement.

LOWER SCHOOL FACULTY 2019-2020

Sherry Fromowitz – Lower School Principal

Grade-Level Homeroom Teachers

Pre-School Teacher	Lindsay Breslauer
Pre-School Asst. Teacher	Kelly Sharpe
Kindergarten Teacher	Dawn McCavanagh
First Grade Teacher	Paula Pischel
Second Grade Teacher	Lisa DelPrete
Third Grade Teacher	Beth Palisoc
Fourth Grade Teachers	Marguerite Engelman

Special Area Teachers

Admissions Liaison for Lower School	Sherry Fromowitz
Technology/Language Arts Teacher	Cortney Propper
Reading/Math/Learning Specialist	Marge Udell
Reading/Writing/Math Teacher	Nancy Baron
Science Teacher	James Bogdan
Physical Education Teacher	Karim Shabazz
Art Teacher	Lauren Ferro
Music Teacher	Jennifer Florez
Band Teacher	Lauren Longo
Spanish Teacher (PS – Grade 4)	Roxane Ayala
Hebrew/ ESL Teacher	Colette Marzouk

Non-Teaching Staff

School Psychologist	Dr. Limor Tintweiss
School Social Worker	Dr. Eli Shapiro
School Nurse	Laura Lentini
Lower School Administrative Assistant	Laury Fishman
School Chef	Salvatore Zingalis
Extended Day Coordinators	Lauren Ferro/Kelly Sharpe

Arrival and Dismissal

Grades Preschool through Four begin at 8:00 AM and end at 3:10 PM (Half-day Pre-School ends at 12:00 noon.) Teachers will be on duty at 7:40 AM to supervise the students who arrive by school bus and at 3:10 PM for dismissal.

All students should enter through the Main Entrance of the school. Students who arrive before 7:40 AM will wait in the main hallway until one of the bus duty teachers arrives to escort them to the cafeteria. Between 7:40 and 8:00 AM, students will assemble in the cafeteria. Students may not leave the cafeteria except with permission to use the restrooms. They may not go anywhere else in the building during morning arrival time so that they may be properly supervised. From 8:00 AM on, students should go directly from their bus or car upstairs to their classroom. Students who arrive after 8:00 AM (except those arriving on late-arriving buses) should enter through the Lower School entrance and check in with the Lower School Administrative Assistant. Older students may walk upstairs to their classroom. Younger students should go to the Lower School office and will be escorted to their classroom by school personnel.

Breakfast is available for Lower School students at a cost beginning at 7:40 AM. However, all food must be consumed by 7:55 AM.

It is mandatory that any changes in the usual dismissal procedure at any time should be stated by parents in a note to the Lower School Principal's Office or via phone conversation with the Lower School Administrative Assistant so that the teacher and student concerned may be informed. For example:

(a) If, at any time, your child is to be picked up by you or someone else instead of going home by bus or usual transportation, we must have permission from you in writing or via phone call before **2:00 PM** of that day. If we do not have either written or verbal permission, your child will be sent home as usual. We do not accept unsupported student requests for a change in dismissal procedure. Children may not call home for permission to go home with a friend. Students are not permitted to travel on buses other than their own.

(b) If your child is to be picked up by a person unknown to the school, such as a new housekeeper or friend, it is imperative that the person be introduced to the school. **Children will not be permitted to go home with unknown persons.**

Parents who are dropping their children off are reminded not to escort their children upstairs to their classrooms. Dismissal starts at 3:10 PM and buses will begin to load at this time. Parents should arrive to

pick up their children at that time. Please do not park in the bus loading areas. **Adults who arrive for pick up before 3:10 PM are asked to wait in the Lower School reception area. Everyone must sign his/her child out on the designated sign-out board located on the brown cabinet. Dismissal needs to be safe and orderly.** Please do not go upstairs at this time. It congests the hallways.

Assemblies

Presentations given by students are held in Hessel Hall, the Library and in the classroom. Notice of scheduled programs will be sent home with the students. On Friday afternoons, all students in the Lower School meet in the Kindergarten room for assembly. This is a special time for teachers and students to reflect on the past week and discuss important issues and upcoming events. Poetry and stories are often shared at this time. Student presentations/recitals are encouraged.

Attendance

Illness and important family affairs are legitimate reasons for being absent from school. We encourage families **NOT** to excuse students for extended vacation. Medical and dental appointments should, if possible, be scheduled after school hours. **Regular attendance is so important for young children.** They need consistency and follow-through to absorb the curriculum we have so carefully designed.

In case of absence, a parent should notify the Lower School office by telephone before 8:30 AM. In case of illness lasting 3 or more consecutive days, a doctor's note is required upon return to school. **The Lower School Principal must be notified ahead of time of any reason that may require frequent or extended absences.** Parents should inform the Lower School office, who will inform the School Nurse, if their child has been out with a contagious illness.

Unexcused absences- If a student's family anticipates an unexcused absence, families should give consideration to requesting work for the student during the absence. If, under the circumstances, it is reasonable to expect that a student will be able to complete assigned work, then teachers must be given at least one week's notice to prepare said materials. If a family does not anticipate their student being able to complete work during an unexcused absence, work should not be requested. If a student needs extra support to learn material covered during their absence, we will supply a list of tutors to the family. Additionally, even if a student does complete the work but requires re-teaching of the covered material, then we will make the list of tutors available to families. Teachers are unable to use regular school hours to devote to bringing students up to date after an unexcused absence.

Work that is assigned while a student has an unexcused absence will be assessed as class participation during the unexcused absence.

If a student does not take work along during an unexcused absence, it is expected that they will turn in any work assigned within two days of their return to school.

If a teacher pre-prepares work before an unexcused absence, then the work is due the day the student returns to school.

Discipline

The Lawrence Woodmere Academy's Lower School approach to high standards of discipline begins with the following policy:

We are a community that fosters respect.
No student should prevent a teacher from teaching.
No student should hinder others from learning.
No student should be allowed to hinder his or her own growth by his/her own negative behavior.
We are a community that fosters peaceful conflict resolution.

To this end, each teacher will have clearly stated student behavior expectations, classroom rules and consequences. These expectations are coordinated through a student and faculty collaborative effort. Students who choose not to comply with the classroom rules (which are known to them in advance) will be given appropriate consequences.

When children have patterns of difficulty with self-control and/or conflict resolution, they will meet with the Lower School Principal. Students will complete a “think about it” form. For the most serious incidents the classroom teacher and/or the Lower School Principal will contact the families of the students involved. Incidents of hitting or threatening will result in immediate meetings with the parents and, when necessary, an **in-school or out-of-school** suspension.

The student’s degree of self-control and showing consideration for the rights, sensitivity and property of others are a reflection of both family and school achievement. It is important that we (the school and family) are consistent in our expectations and in our consequences. **We expect that parents support our expectations and follow through appropriately at home.** When children know clearly what is expected at school and at home, they learn to respond in a more consistent, positive way.

At Lawrence Woodmere Academy we expect compliance with bus rules, field trip rules, cafeteria and playground behavior, together with respect for persons and property. All children are expected to demonstrate the ability to live in a peaceful, constructive and socialized manner.

Bus Transportation

The bus companies advise us that they are not insured to transport anyone not officially on their lists. Therefore, they will refuse to take unauthorized children on their buses when students have dates to visit classmates after school. Students must take their regular bus and arrange to visit classmates after they arrive home. Notes and/or telephone calls from parents, or even from Lawrence Woodmere Academy, are not accepted by bus drivers.

Dress Code

NEW THIS YEAR: Mondays - Fridays

Tops: Students are required to wear any color ‘Polo’-style collared shirts (long or short sleeves) or any color (or plaid) button-down long or short sleeved collared shirt.

Bottoms: Students are required to wear khaki, navy, or black pants, leggings, or skirts (of an appropriate knee length). **No other color bottoms are permissible. Jeans, sweatpants and pajamas are not permitted.**

Jumpers: Khaki, navy or black jumpers are permitted and must be knee length.

These items can be purchased at most clothing stores.

Children must wear sneakers and socks every day as they have physical education classes daily. Please note that children MAY NOT wear wheelies (sneakers with wheels) to school.

There will be opportunities for special dress days in all divisions for various fund-raising activities and special events, which will be officially announced in advance.

Students who are not in compliance with the dress code will be asked to promptly change their clothing to dress code standards. Families/Guardians of students who are out of compliance will be contacted to ensure that appropriate dress code requirements are met.

If students wear a crew-neck / V-neck sweater, cardigan or sweatshirt (**no hooded sweatshirts permitted at any time in the building**), they must wear an appropriate collared shirt underneath. Additionally, the sweater or sweatshirt must be solid colored.

Students may wear LWA Spiritwear (fleece and sweatshirts-**no hoodies**) on cold days.

Summer Dress Code:

At the beginning of the school year (September and early October, when the weather is warmer) and at the end of school (mid-May and beyond) students may wear knee length shorts.

PE: . Students must wear sneakers and socks in the gym during PE classes.

Not Permitted Anytime in School Unless Clearly Communicated by Administration

Bare midriffs or exposed undergarments due to low-rise skirts or pants.

See-through clothing

No jeans, sweatpants or pajamas.

Hats, sweatbands, head coverings, hoods

Undersized or oversized garments (too tight, too short, too long, overly baggy)

Sunglasses

Pierced earrings other than on ears

Having students appropriately dressed for school is important and we need the full cooperation of all of the parents. Please discuss this information with your child and plan what look your child would like to wear. Please make sure that your child is dressed properly each morning before he/she leaves for school. We need your support and cooperation to make our dress code a success. Lastly, **PLEASE MARK ALL CLOTHING.** We are trying to limit the amount of lost clothing. A considerable amount of new and expensive clothing is left behind. We donate these unclaimed items to a shelter.

The Dress Code is subject to administrative revision at any time.

Emergency Closing

On days of questionable weather, families will receive an automated call from Head of School, Mrs. Feldman. Parents can also go online at www.News12.com as well as the school website, www.lawrencewoodmere.org.

Extended Day Program

The Lower School offers an Extended Day Program for students in grades Pre-School through 4. The program runs Monday through Friday 3:15 P.M.-5:45 P.M. Please contact the Lower School office if you are interested. Forms have been sent home outlining fees. For students who are not picked up from school promptly at the end of the Extended Day Program, a \$15.00 (per day) late pick-up penalty fee will be assessed for that day and a charge of \$20.00 (per day) will be added for pick-up after 6:00pm. After the third late pick-up event, we may need to suspend the use of the program for your child.

Health

Before a child may attend Lawrence Woodmere Academy, a current physical (within a year) must be on file in the Nurse's office. Doctors must calculate and record a child's BMI (Body Mass Index) and record it on all physical forms. Immunization records must be completed.

Requirements for School Attendance –

Under section 2164 of the New York State Public Health Law, all children attending a school or day care center must be immunized against diphtheria, polio, measles, mumps, rubella, tetanus and pertussis. Requirements may be updated at any time. Minimum requirements include: (see next page)

Vaccines	Pre-School	Kindergarten/ Grades 1, 2 & 3	Grade 4 (and 5)
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis (DTaP/DTP/Tdap/Td)	4 doses	5 doses or 4 doses if the 4 th dose was received at 4 yrs or older or 3 doses if aged 7 yrs or older and the series was started at 1 yr or older	Same as K, 1, 2 & 3
Polio vaccine (IPV/OPV)	3 doses	4 doses or 3 doses if the 3 rd dose was received at 4 yrs or older	3 doses
Measles, Mumps & Rubella vaccine (MMR)	1 dose	2 doses	2 doses
Hepatitis B vaccine	3 doses	3 doses or 2 doses of adult Hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 thru 15 yrs	Same as K, 1, 2 & 3
Varicella (Chickenpox) vaccine	1 dose	2 doses	1 dose
Haemophilus Influenzae type b conjugate vaccine (Hib)	1 to 4 doses	n/a	n/a
Pneumococcal Conjugate vaccine (PCV)	1 to 4 doses	n/a	n/a

The school recommends that parents have their children's eyes examined by a vision specialist at least every two years and have the report sent to school. Yearly dental visits are required and a note from the dentist is to be sent to the nurse.

If your child contracts a contagious disease/rash, **the school should be notified at once**. Notification will be sent by the school to all parents whose children have been exposed to a contagious disease/rash in the classroom. A doctor's note must be provided stating when the child is able to return to school without being contagious. This includes strep throat, fifth disease, chicken pox and conjunctivitis.

It is imperative that parents give the school the name of another family member or friend who can be notified in case of illness or accident. Provision for this is made on the Health Form. This information **MUST BE KEPT CURRENT. This may be done through the My Backpack Parent Portal or by a call to the Lower School Administrative Assistant. Children who are ill and need to go home must be picked up within one hour.** Please make sure to have an emergency contact in the event you, the parent, cannot get to the school in a reasonable amount of time.

Children who are home with a fever may not return to school until 24 hours **AFTER** the fever has subsided.

Prescription or over-the-counter medication including aspirin, asthma or allergy remedies **cannot** be

administered by any school personnel. Under certain circumstances, when the parent submits a written request to the school authorities which is accompanied by a written request from the child's physician indicating frequency and dosage of a prescribed medication, the School Nurse may administer this medication during school hours.

Allergies

It is imperative that all parents notify the nurse about any student's allergies **BEFORE SCHOOL BEGINS**. There are several students in the school with serious allergies. Please remember that food containing nuts or nut products **MUST NOT BE BROUGHT INTO THE SCHOOL**. This includes; birthday cupcakes, cookies, snacks, etc. Please read the "Nut Aware" Policy below.

LWA is "NUT AWARE." We strive to avoid any food containing nuts, nut oils or nut derivatives in the school building.

We recognize that with so much traffic in and out of the building, as well as the difficulty of always determining when a product contains nuts, that it is impossible to be completely "Nut-Free." Members of the school community must understand that the school cannot take primary responsibility for managing a student's food allergy. These policies are designed and intended to assist students in following the practices they and their parents feel appropriate. The school will try in good faith to implement these policies but cannot, of course, guarantee they will be followed in every circumstance. The school's policy cannot substitute the need for students and parents to establish and follow these practices. In addition, the school cannot be responsible for serving food containing nuts when it is not reasonably evident that nuts are in the food.

Events outside the school and rental events in the school building cannot be monitored by the school and therefore are not subject to this policy.

Homework Assignments

1. Homework is any schoolwork done by the pupil at home. It may be based as an outgrowth, continuation or projection of new and/or review learning experience.
2. There are many types of homework. Teachers understand the importance of varying homework while keeping it creative, curriculum-based and age-appropriate. Homework has many benefits for young children. These include, learning about the importance of responsibility, managing time, developing study habits and staying with a task until it is completed.

Types of homework

Reading
Community study
Record keeping
Experiences in Music, Art and Drama
Practice for mastery of academic skills
Collections
Science projects
Practice in listening skills
Special interest reports
Creative writing
Problem-solving
Preparation for discussions

Research projects
Math games

3. The teachers are aware of the many variables relating to the out-of-school life of pupils in a given classroom. There are often great differences in:

- Home environment
- Number and types of outside activities and responsibilities
- Intellectual and emotional development
- Amount of help or direction received from friends and family
- Educational needs of a given pupil

4. Objectives of Homework

- To stimulate voluntary effort, initiative, independence, responsibility and self-direction
- To encourage a carry-over of worthwhile school activities into permanent leisure interests
- To enrich the school experience through related home activities
- To reinforce school learning by providing the necessary practice

5. Individual and group assignments

Homework may be either individualized or group assigned, depending on the type and purpose of the particular learning experience. All assignments should show reasonable consideration for the individual abilities and needs of the pupils. Homework should be of a nature that a student can do the work independently.

6. Frequency and approximate length of time

Homework experience may be provided for Kindergarten, First, Second and Third Grades at the discretion of the teacher. Homework is generally Monday-Thursday. Fourth Grade students have homework on a daily basis.

The following is an approximation that will vary child to child.

Kindergarten	15 Minutes
1 st Grade	15-20 minutes
2 nd Grade	25-30 minutes
3 rd Grade	30-45 minutes
4 th Grade	45-60 minutes

7. **Long-term assignments:** Long-term assignments should be given by the teacher several times a year at the Third and Fourth Grade levels. Such assignments may be based on ongoing study and/or on individual or group special interest and talents. Long-term assignments generally extend beyond a two- week period.

8. Homework on the weekends and vacations

Homework is not, as a rule, assigned to Grades 1-3 over weekends or vacation.

Grade 4 may have weekend homework. When a teacher feels that an exception should be made, the teacher should, when possible, contact the parents involved so that such assignments can be based on mutual cooperation of school and home. Of course, a pupil may find it convenient to work on long-range assignments or projects during such a period of time.

Use of out-of-school media (TV, radio, newspapers, computer, etc.)

Teachers will use discretion when assigning homework requiring the use by pupils of any outside media. It is recognized that differences of many kinds are a reality in the out-of-school lives of pupils. All children K through 4 are encouraged to become familiar with their local libraries and have a valid library card. It is recommended that all LWA families have a daily newspaper for their children in Grades 3 and 4.

9. Suggested parents' role in homework

It is suggested that parents should:

- a. Provide a good home environment in order for pupils to effectively complete assignments. A quiet place and proper lighting are minimum requirements for study periods.
- b. Encourage regular time of study.
- c. Provide supervision necessary to ensure that the pupil applies effort during study periods.
- d. Parents should be encouraged to contact the teacher before attempting to directly *teach* the pupil at home. Parents are requested not to do homework for their child; however, the parents may answer clarifying questions for their child.
- e. If the child is having difficulty, the parent or student (Grade 3 and 4) should write a note to the teacher. **It is recommended that the issue of homework remain between the student and teacher. Parents can provide the proper environment and encouragement but should not become involved in a conflict over the issue.**

10. Procedure for homework assignments

The teacher will write homework assignments on the board, as well as explain orally. Pupils will be instructed to copy down the complete assignment. Students should have a specific place to write down their assignments. Students in Grades 3 and 4 will be given a student planner. Parents are asked to check the planner each evening. Grades 1 and 2 teachers will have a systematic method of assigning homework.

11. Procedure for returning homework

In Grades K, One, Two, Three and Four, each student will be given a bright **RED** folder. All completed homework papers should be placed in this folder and returned to school on a daily basis.

12. Evaluation of homework

Homework will be evaluated by the teacher. The teacher will choose the method of evaluation in light of the type and purpose of assignments, and they will grade in an informal manner. Students should be informed by some type of procedure, comment or symbol as to the acceptability of the work completed in light of its purpose.

13. Homework for the absent student

Generally, if a child is too sick to be at school, he or she may be too sick to do homework. However, in situations where a child is able to do work at home, the following points should be noted:

- a. Doing work pages from a book is not the same as being in class. Our educational program consists of much, much more than reading books and filling in blanks.
- b. Parents should not *teach* the child unless they have conferred with the child's teacher

regarding the purpose of the lesson, and the general methods and techniques that should be utilized.

- c. Books and homework will not be sent home via a child from another family without the expressed consent of that child's parent. This is for health, safety and liability reasons.
- d. Parents should, whenever possible, give the teacher at least one day's notice regarding the preparation of work to be taken home by the parent. Homework can be picked up after 3:00 PM in the Lower School office.
- e. If a child is going to be absent for religious purposes, please tell the teacher a few days in advance so that they may prepare work for the student.

Home-School Communications

At *Back-to-School Night*, teachers will review the homework policy with specific reference to practices for that school year. Also, parents will be told the specific ways that they can be informed of their child's academic and social progress. To enhance home-school communication, each teacher will:

1. Regularly review with the class and/or individual student the learning activities that have taken place. The class will be encouraged to share this information with parents in oral or written form.
2. Hold parent conferences at least twice each school year. In addition, parents will be encouraged to phone, write or visit by appointment with their child's teacher whenever a need or concern arises.
3. Inform parent promptly of any significant change in academic or social progress.
4. Make it clear to parents if a child is functioning academically below or above grade level placement.

Students' Role and Responsibilities for Communication

Each teacher will discuss with the students their responsibilities for home-school communications. Depending on the age and maturity of the student, parents may need to assist their child in establishing these expectations.

1. Each child will be given a **BRIGHT BLUE LWA FOLDER**. This folder will contain all papers and notices for the parents. In return, all parents should put any notes for the school in this folder.
2. Families need to check this folder **DAILY**.
3. There should be an established place at home to put school papers, notes and notices.
4. Back packs should be checked and cleaned out regularly.
5. There should be a time when oral messages are conveyed and a brief discussion of the day's school activities take place. The dinner table can be an effective place for this, and as research has shown, is important to the family structure.

Back-to-School Night

Each September *Back-to-School Night* is scheduled. The following agenda represents the basic topics which will be covered by the classroom teacher at this meeting. At least one parent from each family is asked to be

present

- a) Instructional goals of the year
- b) Social goals of the year
- c) Review of homework policy as it relates to the class
- d) Overview of teacher expectations
- e) Pertinent classroom procedures
- f) How student's work is evaluated
- g) Curriculum topics (general)
- h) Method of communications regarding student progress
- i) Place of rote learning and skill applications
- j) What kind, and frequency, of work samples to be sent home (minimum – every two weeks)
- k) Special area schedules
- l) Party and snack policy
- m) Parent's role
- n) Parent-teacher conferences (procedures and expectations)
- o) Classroom discipline practices and expectations
- p) Parent-School relationship

Protocol for Communication

Usually, communication between home and school is informal and effective. However, when either a parent or teacher has a continuing concern about a child, it is the respective responsibility of each to contact one another. We must try to avoid letting things build up, harboring resentment and concluding blame without proper fact-finding and shared interaction. All of these may lead to ill feelings and, what is worse, detract from effective problem solving. The child is, of course, the most important issue. **The parent should first contact the teacher by e-mail, note, phone or conference with a specific explanation of the problem or concern. If the problem is not resolved, the parent should make additional contact with the Lower School Principal.**

We ask that parents not visit the school to talk with the teacher without an appointment due to the school's schedule. You may call the Lower School Administrative Assistant at any time to make an appointment.

Parents or others wishing to speak with a teacher, deliver messages, articles of clothing, instruments, books, etc., must do so by going through the Lower School office. Parents should not go directly to the classroom. Parents may visit classrooms when:

- (a) There is a scheduled appointment.
- (b) The parent comes to the room accompanied by the Principal or her designee.

Reporting to Parents

Lower School reports are sent home three times a year: December, March and June. Conferences are held twice yearly so that parents and teachers can meet. These dates are on the school's yearly calendar. Reports are written in checklist and narrative form. Numerical or letter grades are not used. Students confer frequently with their teachers and the Principal concerning their academic and social development. Classroom teachers will contact parents regularly to keep them updated on each child's progress.

Sharing Progress Reports with your Child

In Kindergarten, First Grade and Second Grade, it is not necessary to show the children the actual report card. Parents should certainly advise the child of their progress. Areas of strength and growth can also be discussed in a positive, supportive way. In Grades Three and Four, the students are more able to understand the progress report.

This sharing of information should be done together to enhance parent-student communication. If, at any time, there is a special problem which a parent wishes to discuss, an appointment should be made through the school office first with the teacher and then with the Lower School Principal. It is in the child's best interest to channel all parental concerns directly to the school.

Child Study

A Child Study Team conference is called for whenever a school professional or parent wants advice or recommendations about how a particular child's learning can be reinforced or enhanced. Additionally, Child Study Conferences routinely occur regarding new students, as a way of assessing academic, social and emotional transitions to LWA. The team consists of your child's classroom teacher, special area teachers, math and reading teachers, the school psychologist and Lower School Principal. The parents are notified by the classroom teacher in a phone call, and then sent a letter notifying the dates of the evaluation and team meeting. Following the team conference, a meeting is scheduled with parents to review the team findings and recommendations. Parents receive a written report. The report is treated as confidential and is kept in the Lower School Principal's office.

Instrumental Music

Our students, beginning in the Spring semester of Grade 2, will be introduced to musical instruments by learning the recorder. It is expected that the instrument will be taken home for practice. Although classrooms are locked at night, the school cannot be held responsible for instruments left in school. Students in Grades 3 and 4 will learn to play a woodwind or brass instrument. The instrumental teacher introduces the Third Grade Students to the different instruments through a Music Fair held in the late Fall. They will begin individual or sectional lessons in January of their Third Grade year. Students in Grade 4 will have regular band practice and will perform throughout the year. It is important that families help students in both Grade 3 and Grade 4 to remember their instrument for their specific sectional lesson. Families are notified of this schedule in the Fall. **STUDENTS ARE EXPECTED TO PRACTICE THEIR INSTRUMENT AT LEAST 3 TO 4 TIMES A WEEK, 15 TO 20 MINUTES A DAY.**

Lunch Policy

Lunch in PS through Grade 4 is presented family style. Students, teachers and volunteer parents eat together. Appropriate table manners and conversation are expected. Parents will be asked to volunteer on a regular basis during lunch time (11:22-11:52). Please help us if you are available. Students have many choices at lunch. Teachers help monitor healthy eating habits. Please refer to our "Nut Awareness" policy.

Parties and Birthdays

In school, parties should be carefully planned by the parents and teacher. We want to recognize each child on his or her birthday. Parents may bring in a treat to share with the class. However, such treats should be simple. Due to food allergies, it is always good to check with the classroom teacher regarding acceptable ingredients. When planning out-of-school birthday parties, PLEASE BE CONSIDERATE. Mailing the invitations home helps prevent lost invitations as well as hurt feelings. All party invitations brought to school to distribute must include everyone. As a school, it is our expectation that families model including as many children as possible to all parties. We encourage the children to include, not exclude, and parents need to

reinforce this at home. Please remember to RSVP for all events so that host families can be prepared.

School Store

The Second and Third Grade students help a Lower School faculty member run the Lower School Store. The store is open beginning in January. Profits from the store help to restock the inventory and support community projects.

Student Council

The Student Council is comprised of representatives from the Third and Fourth Grade classes. They assist in identifying school needs, planning projects and enhancing communication between students and the Lower School Principal. Additionally, they help run the Friday afternoon Assemblies held in the Kindergarten room.

- 1) Rules to be followed in electing class representatives:
 - a) Three to four selected representatives from the Third Grade class
 - b) Three to four selected representatives from the Fourth Grade class
 - c) A person who is nominated and doesn't win the election may run again the following term (if nominated)
 - d) New representatives are elected each semester (twice a year)
 - e) Voting is by ballot, with a majority vote winning

- 2) A Student Council member should be:
 - a) A good citizen
 - b) Respected by peers
 - c) One who obeys school rules
 - d) Someone who is helpful to classmates and other members of the Lawrence Woodmere Academy community

Testing

Both formal (standardized) and informal tests, written and oral, are used to assess the student's progress. The Grade test is given in the fall to 2nd, 3rd, and 4th grades. This assesses verbal and listening skills. Standardized tests for Grades 3 and 4 are administered each year in May. Informal Reading screenings for grades 1, 2, 3 and 4 are administered throughout the year so that children can be placed in appropriate groups. All Pre-School and Kindergarten children are screened in April.

Telephoning School

Parents are encouraged to call the Lower School office with any questions, concerns or changes in pick-up plans. The main telephone number accesses the Lower School Administrative Assistant who will then take a message, relay a message or contact the Lower School Principal.

Students who frequently forget to take homework assignments, musical instruments or other materials to school will not be permitted to telephone home to request that they be sent. All materials should be assembled each evening by the student, ready to take to school in the morning. This may need your supervision, but it is worth the effort to instill habits of organization and planning ahead.

If a parent desires to speak to a faculty member on the phone, he/she should leave a message with the Lower School Administrative Assistant, or contact the faculty member by email, and the teacher will return the call

or email within 24 hours.

The phone number for the school is:	516-374-9000
The Lower School Administrative Assistant's number is:	516-394-1843
The Lower School Principal's number is:	516-394-1844
The After School Program number is:	516-394-1841
The Pre-School direct number is:	516-394-1841

Transportation

It is a New York State law that parents wishing public school transportation for their children to private school must sign a request for such transportation prior to April 1st for the next school year. This is required so that proper budgetary allotments and routes can be arranged by the school districts. Please check with the office of the Superintendent of Schools in your district (Nassau County only) to determine if you are legally entitled to transportation.

Trips

You will be notified a minimum one week in advance of class trips. Class trips are open to Lawrence Woodmere Academy students only. **Students who do not have signed parental slips will not be allowed on the trip.** Seat belts are always requested for school trips. Sometimes parents are asked to drive for a class trip. All drivers must sign permission slips to be a driver. Students traveling in parent cars will have a permission slip to have signed by their parent or guardian.

Parents are often welcome to join some class trips. It is important, however, that the parents notify the teacher at least a week before the trip about their availability. There is not always room on the school bus for the parents. Parents pay for their own entrance fees.

Tutoring

Our students should normally be able to study, do their classroom and homework assignments, and prepare for evaluation without the help of tutors.

There are, of course, exceptions. Some of these include: the student who has been absent because of illness or for unexcused absences, the student who is new to the school and its courses of study, the student whose teacher recommends special work on the foundations of a certain subject – these children may well benefit from the help that a tutor can give. Tutoring should not be employed without first discussing the situation with the homeroom teacher and Lower School Principal. It is important that the teacher and the tutor have regular and consistent communication about the child.

Valuables

Expensive items such as costly jewelry, iPods, cell phones, and electronic hand-held games should **NOT** be brought to school. The school cannot be responsible for the inevitable lost item. Please do not send your child to school with cash other than noted here. If students do bring in checks for the Business Office, please put the check in an envelope labeled Business Office and place in the Blue Folder. Please remember to use the **BLUE** folder for all home-school communication.

Media and Technology

LWA is committed to your child reaching his/her intellectual, social and creative potential. We strive for the students to be problem-solvers, independent thinkers, community-minded and respectful citizens who are safe, healthy and well-adjusted. Toward these goals, we are ever-cognizant of creating a balance in a technologically stimulating world. We consider parents partners in this commitment.

While we support technological progress and embrace its role in enhancing the learning experience, we also recognize the importance of technology as a tool, not the sole vehicle for learning. There is much evidence to support some negative impacts in learning and brain development from an excess of television watching, video gaming and electronic device usage.

Striking a significant balance benefits the child, the family and the learning environment. Some of our suggestions include:

1. Televisions at home should be in a common area rather than a child's bedroom. The sooner you establish this, the easier it is to reinforce.
2. All families should have a central location for all computer technology. All Internet activity should be closely monitored by adults.
3. Students should have designated time limits for all video games, computer usage and television viewing. Students can help create their own time management plan to foster their responsibility and independence. Parents and teachers can help support and monitor these plans.