

Lawrence Woodmere Academy



Middle School

Parent - Student Handbook

2019 - 2020

Lawrence Woodmere Academy
Middle School Parent-Student Handbook
2019-2020

Table of Contents

Director's Greeting	4
Calendar of Events	5-6
Declaration of Respect	8
I. Academic Information	
1. Philosophy of the Middle School.....	9
2. Advisory Program.....	9
3. Electives and Activities	10
4. Field Trips/Outdoor Education	10-11
5. Community Service	11
6. Physical Education and Athletics	11
7. Homework	11-12
8. Final Exams	12
9. Standard for Written Work	12-14
10. Honesty, Cheating and Plagiarism.	14
11. School Supplies	14-15
12. Extra Help.....	15
13. Reporting and Grading	15-16
14. Progress Reports	16
15. Standardized Testing	16
16. Public Library	16

II. Rules and Regulations

1. School Day	17
2. Attendance	17-18
3. Arrival and Dismissal.....	18
4. Behavior on Buses	18
5. After School Policy.....	18-19
6. Dress Code	19-20
7. Snack	21
8. Electronic Devices.....	21
9. Valuables	21
10. Other Guidelines.....	21-22
11. Discipline Procedures	22-24

III. Other

1. Lockers/Student Property	24
2. Parents or Other Visitors	25
3. Birthday Celebration in School	25
4. Food	25
5. Parties.....	25
6. Computer Use	26
7. Acceptable Use Policy for Technology	26-28
8. Snow Days	28
9. Health Regulations	29-31
10. Parent-School Communication.....	31
11. Messages & Telephone	31
12. Books	31

August 2019

Welcome to the Middle School of Lawrence Woodmere Academy!

Veritas, Integritas, Servitium

LWA 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.

This Handbook outlines the school and divisional policies which we ask parents, guardians and students to read and discuss together. The information contained in this Handbook allows us to begin working together with a common understanding of the practices and policies whose goals are to support a safe, productive and harmonious school environment. The School's partnership with families is very important to achieving these goals and we thank you for the attention you will give in familiarizing yourselves with this information.

We are guided by the Mission Statement and school motto. Our school life is rich and our program challenging as we provide our Middle School students with a broad range of learning experiences to help them grow into citizens of an increasingly global world. To that end, we pair individual achievement with the practices and value of cooperation, teamwork and concern for others; qualities central to the Mission Statement and motto and to the fruitful functioning of the Middle School. Policies and practices have been developed with the principles of the Mission Statement and school motto in mind.

The Declaration of Respect, which you can find on page 8, is crucial to our day-to-day interactions, and could, in fact, summarize the details contained in this Handbook. Please give special attention to this page as we aim to live its tenets on a daily basis.

These policies are but the starting point for parents, guardians, students and the School to all work together. I look forward to many conversations with you all in the exciting year ahead of us!

Sherrri Fromowitz

Middle School Principal

SEPTEMBER

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LWA 2019 – 2020

September

- 02 Labor Day, School Closed
- 03 Faculty Meetings
- 04 Student Orientations, Grades K-12
- 05 School Opens
- 07 Back to School Barbecue
- 10 US Boat Trip
- 12 LS Back to School Night, 7:00 p.m.
- 13 LS Trip to BounceU
- 13 MS Trip to Bounce Trampoline Sports
- 14 ACT Test
- 16 Portrait & Class Photo Day, Photo ID Day
Senior Photos & Senior Class Photo
- 16 Parent Association Meeting, 7:00 p.m.
- 18 Senior Family College Night, 6:30 p.m.
- 19 MS Back to School Night, 7:00 p.m.
- 23 US Challenge Day
- 26 Grade 9 Outdoor Education Trip
- 30 Rosh Hashanah, School Closed

November

- 02 SAT & SAT Subject Tests
- 04 Parent Association Meeting, 7:00 p.m.
- 06-08 Grades 5-6 Outdoor Ed Trip
- 07 4th Grade Parent Introduction to
Middle School, 7:00 p.m.
- 11 Veterans Day, School Closed
- 12-14 Book Fair
- 13 L.S. Pajama Party
- 14-17 Model UN
- 21 US Parent Conferences (Late Afternoon-
Evening)
- 22 US Advanced Drama Production, 4:00 p.m.
- 26 Harvest Festival
Pre-School Thanksgiving Festival
12 Noon Dismissal for Pre-School only
- 27-29 Thanksgiving Holiday, School Closed

OCTOBER

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October

- 01 Rosh Hashanah, School Closed
- 03 Grades 7/8 Outdoor Education Trip
- 03 U.S. Back To School Night, 6:30 p.m.
- 05 SAT & SAT Subject Tests
- 07 Parent Association Meeting, 7:00 p.m.
- 09 Yom Kippur, School Closed
- 10 Financial Aid Workshop – Junior &
Senior Families, 6:30 p.m.
- 14 Columbus Day, School Closed
- 18 Faculty Show, 7:00 p.m.
- 19 Homecoming, Alumni Reunion, 4:00 p.m.
- 26 ACT Test
- 28 Photo Retakes & Make-Ups
- 30 PSAT (Grades 10&11)
- 31 Pre-School-4 Costume Parade

December

- 02 Parent Association Meeting, 7:00 p.m.
- 03 8th into 9th Orientation, 6:30 p.m.
- 05 LS/MS Parent Conferences (Late
Afternoon-Evening)
- 07 SAT & SAT Subject Tests
- 10 US Concert, 7:00 p.m.
- 13 LS Winter Arts Festival, 9:00 a.m.
- 14 ACT Test
- 17 Faculty & Staff Holiday Luncheon
MS Concert, 7:00 p.m.
- 18 Winter Vacation begins at 3:30 p.m.

JANUARY

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January

- 06 School Reopens
- 06 Parent Association Meeting, 7:00 p.m.
- 17 Martin Luther King K-12 Day of Service
- 20 Martin Luther King Day, School Closed
- 21-27 US Midterms
- 25 Chinese New Year
- 30 Junior College Night, 6:30 p.m.

FEBRUARY						
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February

- 03 Parent Association Meeting, 7:00 p.m.
- 06 First in the Cultural Art Series, Chinese New Year Celebration, 10:00 a.m.
- 08 ACT Test
- 14 LS International Day (LS Dismissal 12 noon)
- 17-21 February Vacation
- 24 In-Service Day (No Classes) Community of Educators Appreciation Day
- 25 School Reopens
- 27 Second in the Cultural Art Series- Black History Month Celebration, 10:00 a.m.

MARCH						
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March

- 02 Parent Association Meeting, 7:00 p.m.
- 05 MS Science Fair, 7:00 p.m.
- 10 Sophomore College Night, 6:30 p.m.
- 12 LS/MS Parent Conferences (Late Afternoon-Evening)
- 14 SAT & SAT Subject Tests
- 20-21 US Musical Friday, 4:00 p.m. Saturday, 7:00 p.m.
- 24 Cultural Arts Culmination – Multicultural Assembly, 10:00 a.m.

APRIL						
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April

- 03 MS Play, 7:00 p.m.
- 04 ACT Test
- 06 US Parent Conferences (Late Afternoon-Evening)
- 09-17 Holiday Recess, School Closed
- 20 School Reopens
- 29-30 Grade 4 Outdoor Education Trip
- 29-30 Grades 7-8 Trip to Boston
- 30 Global Scholars Symposium, 5:30 p.m.

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May

- 01 Grade 4 Outdoor Education Trip
- 01 Grades 7-8 Trip to Boston
- 02 SAT & SAT Subject Tests
- 04-15 Advanced Placement Tests
- 04 Parent Association Meeting, 7:00 p.m.
- 08 LS Spring Concert, 9:00 a.m.
- 11-12 MS Standardized Testing (Grades 7&8)
- 14 MS Spring Concert & Art Show, 7:00 p.m.
- 15 MS/US Field Day
- 19 US Spring Concert & Art Show, 7:00 p.m.
- 20 US Academic & Athletic Awards, 9:00 a.m.
- 20 Senior Dinner, 7:00 p.m.
- 21 LS Field Day, Noon Dismissal for LS
- 22-25 Memorial Day Holiday, School Closed
- 26 School Reopens
- 28-29 US Final Exams

JUNE						
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June

- 01-03 US Final Exams
- 01-03 MS Standardized Testing (5&6)
- 01-03 MS Final Exams (7&8)
- 04 Pre-School Song Festival, 9:00 a.m.
- 04 Last Day of Classes Kindergarten through Grade 8
- 04 No Classes 9-12
- 04 Junior/Senior Prom
- 05 Last Day of Classes 9-12
- 05 K-4 Moving Up Day, 8:30 a.m.
- 05 MS Honors Ceremony, 10:30 a.m.
- 05 Grades 5-12 Dismissal, 12:30 p.m.
- 06 SAT & SAT Subject Tests
- 08 Senior Breakfast, 9:00 a.m. Graduation Rehearsal, 9:45 a.m. US Graduation, 4:30 p.m.
- 13 ACT Test

Declaration of Respect

What We Value

Being honest and caring.

Liking yourself.

Appreciating differences.

Taking care of your possessions and those of others.

Appreciating each other's abilities and accomplishments.

Exhibiting a sense of humor that does not hurt anyone.

Risking an act of kindness.

Taking care of other people's creations.

Being a problem solver.

Offering words of encouragement and praise.

Considering other people's feelings and opinions.

Striving to give one hundred percent.

I. Academic Information

Philosophy of the Middle School

Middle School is a time of tremendous growth, transition and change. Our program is designed to support and celebrate this very unique time in students' lives; balancing a structured, respectful, safe environment and the personal freedom students this age need. The Middle School program responds to the changing intellectual, physical, social, emotional and ethical needs of early adolescents. Activities and experiences promote intellectual curiosity, positive problem-solving skills, decision-making skills, self-discipline, respectful and responsible behavior and increasing independence. Both in and outside the classroom the goal is to support the students' self-esteem in their search for their own identity. Our curriculum, pedagogy, and programs are based upon the developmental readiness, needs and interests of young adolescents to help them develop into responsible, motivated community members.

Learning in the Middle School

In our learning community, we have high expectations of each other; educators and students alike. We begin with the premise that early adolescents are active learners and responsible community members. Our program is designed to set students up for success. We work each day to create an inviting, supportive, and safe environment for each student to find that success. This confidence promotes positive attitudes and behaviors and motivates students to tackle challenging learning activities. We promote in-depth learning that enhances students' physical and emotional well-being. Therefore, students are encouraged to experiment, take risks, make mistakes, learn and grow. **Our**

program:

- Recognizes that students have different learning styles and varied rates of learning
- Utilizes an active, hands-on, discussion-oriented approach with a wide variety of activities that are often interdisciplinary
- Encourages discovery and exploration with opportunities for each student to understand new ideas and concepts
- Is based on the belief that teachers are instructional facilitators • Allows students to work cooperatively on assignments so they can teach to and learn from each other
- Emphasizes the process over the product
- Is based on the belief that students should “uncover” the curriculum, not just “cover” the curriculum

2. Advisory Program

A strong advisory system is an integral part of the Middle School's overall program. The advisor is responsible for overseeing and supporting each student's progress. The advisor is the primary communication link between the school and the home and between the student and the school. Parents and advisors should feel free to contact each other whenever there is the need. As the student's advocate and confidant, the advisor plays a vital role in monitoring the advisee's academic, social, and emotional

progress. Please direct all questions first to the advisor, who is in communication with all of the student's teachers and knows the student the best. If concern continues, the Middle School Principal should be consulted. The goal of this system is to maximize communication between school and parents. If in doubt as to whom to contact, parents should always feel free to call the Middle School Principal.

Advisors meet with their advisees regularly both as a group and individually. Each advisory group engages in a variety of activities. For example, an advisory group may discuss a school or world issue, clean out their backpacks and lockers, have advisory lunches or birthday parties, be involved in a community service project, or have a chess tournament. Advisors and advisees meet individually to discuss Progress Reports, social or discipline issues, or chat informally.

3. Electives and Activities

Each trimester students choose a FAME (Fine Arts and Miscellaneous Electives) class. Offerings have included: Studio Art, Drama, Strategic Games, Sports FAME, Scrapbooking, and Improv Drama.

Students may also choose to be involved in clubs. Club offerings have included: Student Council, Yearbook, Multicultural Club, Sports Talk, Helping Hands, Dance Club and ABC (Anti-Bullying Club). In addition, students are encouraged to become involved in assemblies and other special programs such as those for Martin Luther King, Mix-It-Up Day, Multicultural Assembly, and Black History Month. Clubs and special programs are a terrific way to get to know students in other grades and to expand a student's experiences and learning.

4. Field Trips/Outdoor Education

Students will be taken on a variety of trips during the course of the year. Trips are a wonderful opportunity for students to learn first hand about something they are studying. Since trips are an integral part of the curriculum, it is expected that students go on all trips. Grades 5 and 6 go on a 3-day Outdoor Education trip, usually to an environmental camp. Grade 7 and 8 go to either Boston or Washington D.C.

Outdoor Ed trips are listed on the annual school calendar. Kindly take note of the dates that apply to your student's grade level trip. Parent permission slips will be sent home in advance of the trip. These should be signed and returned immediately along with a check to cover the cost. It is important to have these returned in a timely manner so that teachers coordinating the trip can make accurate reservations. Students who do not have written permission may not go on the trip.

Please make sure you are aware of the time a trip is returning. If the trip is returning after dismissal time, students will call parents approximately half an hour before they arrive at school. Please be at school on time so that chaperones do not have to wait for late arriving parents.

5. Community Service

Community Service is performed by the Middle School as an entire student body and in smaller groups such as an advisory group, a grade level, a club, or a specific class. At times, there are optional community service projects open to interested students.

6. Physical Education and Athletics

- All students participate in Physical Education. All students are required to change for Physical Education class in the required PE attire. Please see details under Dress Code. For safety reasons, students must wear sneakers. Shoes with rubber soles are not allowed. Students will be assigned lockers for their clothes and valuables. It is imperative that students always assure that their gym lockers are locked before going to class.
- In fifth and sixth grade, students may participate in an after-school intramural program. Information about the specific dates for the program will be sent home prior to each sports season.
- The Middle School's interscholastic athletic program is open to all seventh and eighth grade students. It includes soccer, basketball, baseball, and softball. Athletic uniforms will be issued to each team member for the appropriate season and collected at the end of that season.

7. Homework

Homework is assigned regularly to explore, reinforce and expand upon course material covered in the classroom. The goal is to promote self-reliance and to create efficient study habits and organizational skills while providing worthwhile learning experiences beyond the school day. Be wary if your child says there is no homework. This would be a great opportunity to contact your child's advisor to talk about this question.

Assure that your child has a quiet place equipped with the necessary supplies where he/she can focus to complete homework, read and study. It is important to create a regular time and routine to do homework. Parents should never do their child's homework. Helping students with homework is fine. If a student is having trouble, the student should tell his/her teacher so appropriate extra help can be put in place. This gives the teacher good feedback about student progress and aids the student in becoming a more independent and self-reliant learner.

All Middle School students will be given a Student Assignment Book in which they are expected to write down their homework every day. Please support your student in keeping track of due dates for reports, projects and upcoming quizzes/tests. We encourage families to have students add this information to your family calendar. Teachers will do their best to arrange long-range project due dates and tests so that students are not overwhelmed. All reports, papers, and projects will be broken down into steps with each checkpoint due separately. Checkpoints may include notes, outline, rough draft and final draft. Students will not have to turn in more than one long-range project on one day or have more than two tests on a given day. Major tests will be announced a week in advance. Quizzes will be announced at least two days beforehand.

In addition, teachers post all assignments on Google Classroom, the Middle School's on-line homework assignment board.

Students are encouraged to share their Moodle password with parents so that their parents may support their organizational efforts.

If a child has not satisfactorily completed assigned work, a Progress Report will be sent home to alert parent(s) to the situation.

Middle School teachers will assign homework according to these average guidelines:

Grade 5 = 15 minutes per academic class (1 1/4 hours per night)

Grade 6 = 15-20 minutes per academic class (1 1/2 hours per night)

Grade 7 = 20-25 minutes per academic class (2 hours per night)

Grade 8 = 25-30 minutes per academic class (2 1/2 hours per night)

Long-range projects and studying for tests require additional time. Weekends are a good time to work on long-range projects.

READING:

In addition to regularly assigned homework, please make sure your child reads for pleasure for at least 30 minutes every day. Research has shown that reading improves students' reading, writing, and thinking skills. It is also enjoyable. Reading before bedtime is the perfect way to wind down from the day.

8. Final Exams

In June, students in grades 7 and 8 have final exams in English, Math, Science, Social Studies and foreign language. In large part, the goal of these tests is to help students learn strategies to study significant amounts of material, an important skill as they prepare for Upper School. At the end of the year, teachers will guide students in reviewing their work to study for final exams. Students must bring in their books to return on the day of the exam.

9. Standards for Written Work

Grades 5-6

- Use blue or black ink.
- Write name, date, and subject on top of first page.
- Use identifying heading (title of assignment, page number, etc.).
- Skip a line under heading, then start writing at top of page.
- Use consistent margins; indent paragraphs.
- Turn in work that is neat, legible and clean (no perforated edges, no tears or crumples).
- Type, print or use script as specified by the teacher.

- For final copies, use pen (except for math which should be done in pencil unless you are told otherwise).
- Use standard size loose-leaf paper or typing paper (8 1/2" x 11").
- When you use a pen, cross out with one line. Do not scribble out.
- Proofread all work for punctuation, capitalization, spelling, and usage.
- Write all homework assignments in complete sentences (unless you are told otherwise by the teacher).
- If answering questions, write out question or problem or integrate question into your answer. Staple multiple pages.
- All posters must be done in a rough draft first in pencil and shown to the teacher before going over them in pen or marker.

Grades 7-8

Homework/Journals/Class Notes:

- Use blue or black ink.
- Write name, date, and subject on top of first page.
- Use identifying heading (title of assignment, page number, etc.).
- Skip a line under heading, then start writing at top of page.
- Use consistent margins; indent paragraphs.
- Submit work that is neat, legible and clean (no perforated edges, no tears or crumples).
- Type, print or use script as specified by the teacher.
- Use standard size loose-leaf paper or typing paper (8 1/2" x 11").
- Proofread all work (punctuation, usage, capitalization, spelling).
- Write all homework assignments in complete sentences (unless you are told otherwise by the teacher).
- If answering questions, write out question or problem or integrate question into your answer.
- Staple multiple pages.

In-Class Essays/Written Exams:

- Write name, date, and title on top of first page.
- Use blue or black ink.
- Write legibly.
- Indent paragraphs; use consistent margins.

- Proofread before turning in to teacher.
- Reports/Research Papers/Take-home Essays:
- Put name, date, and class on first page or cover page.
 - Title your work.
 - Number all pages.
 - All major papers consist of the following checkpoints:
 - proposal and/or notes
 - outline
 - rough draft (s)
 - final draft (typed and spell checked)

Labs/Visual Aids:

- Science labs must include titled sections: materials, procedures, results (with visual aids), and conclusions.
- All charts, tables, drawings and graphs must be neat and clearly labeled. Use graph paper or a computer for all graphs.
- Posters with written components must be proofread by students and teachers and corrected by students before being posted in classrooms and on bulletin boards.

10. Honesty, Cheating and Plagiarism

Students are expected to do their own work at all times, unless they are told by a teacher that they may work with a classmate. Turning in work copied from someone else does not help a student learn or practice the skills or concepts being taught.

Plagiarism is the act of representing the work or ideas of another as one's own work. Plagiarizing (copying) a portion of something written by another person, including online or a commercially- prepared paper and turning it in as your own work will be seen as cheating. This includes copying a classmate's answer(s) on homework, a quiz or a test. All acts of plagiarism are serious offenses. Students who give work to others to copy or allow others to copy homework, classwork, or an answer on a quiz or test are equally guilty of cheating.

Cheating offenses (including copying homework or classwork) will result in a zero for the assignment. Parents of all students will be notified about the incident. Repeated incidents of cheating could result in suspension, academic probation, or expulsion.

11. School Supplies

For students to do their work properly, it is crucial that they always have the necessary supplies . Please help your child keep their supplies fully stocked by making sure he/she always has the necessary items. The supply list, which is posted on the school's web site www.lawrencewoodmere.org , can be used to make sure everything is there. Encouraging

your child to go through his/her backpack or book bag once a week to organize it and check for supplies will go a long way!

12. Extra Help

Our goal is to have students become responsible for their own learning. To that end, students can get help in a given subject during Advisory periods or other times of the day. Students should be encouraged to take the initiative to seek out a teacher if they are confused or having trouble with an assignment. At times, students will be assigned to work with a teacher, so they can get extra help in a specific subject.

Under unusual circumstances when faculty and administration mutually determine that an alternative such as tutoring is the only way of assuring a student's success, private outside testing and/or tutoring may be recommended or mandated. The school will counsel families in selecting outside professionals and will, until the student's need for these services is ended, coordinate the student's educational program with the outside professional and with the family.

Faculty members may not tutor, for a fee, any student during the school day. A faculty member is not permitted to tutor, for a fee, a student in one of his or her classes. Students are not permitted off campus during the school day for purposes of tutoring. Any exceptions must be approved by the Middle School Principal.

13. Reporting and Grading

The school year is divided into three trimesters. Reports are written at the end of each trimester about the progress of each student in each subject. These reports are reviewed with the student with his or her advisor and parents during conferences that are held each fall and spring. In addition, Progress Reports discussing how a student is doing in a specific subject are written as needed.

In the fifth grade, all classes are Pass/Fail during the first two trimesters to help the students adjust to the expectations in Middle School. Some classes are Pass/Fail at all grade levels. In such classes, as in all classes, pay particular attention to the effort indicators. It is reasonable to expect your children to receive a 5 or 4 in effort.

Teachers follow these guidelines when assigning grades for student work:

A+ 97-100 A 93- 96 A- 90-92	Excellent to Outstanding
B+ 87-89 B 83-86 B- 80-82	Good to Very Good
C+ 77-79 C 73-76 C- 70-72	Satisfactory

D+ 68-69 D 65-67	Passing but Unsatisfactory
F Below 65	Failing

Effort indicators are:

5	Demonstrating unfailing diligence; whole-hearted application and interest; extra or unassigned work; showing extra interest
4	Satisfying all requirements with favorable responsibility and interest; work complete and well done; good attitude
3	Working adequately but not using all abilities; less than could be reasonably expected; quality of assignments or concentration is erratic
2	Incomplete work; late work; lack of care in doing work; poor performance and attitude; inefficient study habits; lack of self-discipline and maturity about learning
1	No attention paid to tasks

A student who repeatedly receives failing grades on his/her report card will be placed on Academic Probation.

14. Progress Reports

Teachers use Progress Reports to inform parents, the student, the advisor and the Principal about a student's academic progress. Progress Reports can be sent to inform parents about missing homework, a project, quiz or test or work in general. When you receive a Progress Report, it is crucial that you talk with your child about the contents and if necessary, a strategy to improve the situation. Progress Reports can also be sent for exceptional work or progress.

15. Standardized Testing

All students take standardized tests. These tests are used to help the Principal, the Learning Specialist and subject teachers assess student progress. Fifth and sixth graders

take them during the last week of school; seventh and eighth graders take them in the spring. Parents will be notified in advance, so they can make sure students eat breakfast and get a good night's sleep.

16. Public Library

It is important that your child have a library card, so he/she can borrow books for research projects.

II. RULES AND REGULATIONS

1. School Day

Classes begin at 8:00 a.m. and end at 3:20 p.m. All students need to be in school by 7:55 at the latest in order to have time to get the necessary books and materials from their locker. Any student who arrives after 8:00 a.m. must sign in with the Main Office.

2. Attendance

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

Requests for homework when a student is absent should be made prior to 9:30 by calling Mrs. Vacchio, the Middle School Administrative Assistant in the Main Office.

In keeping with our strong beliefs about the importance of daily attendance, we ask parents not to take students out early for vacation, and we ask them not to plan extended weekends or trips during other school times. Students who are absent without a medical excuse will be marked as having an UNEXCUSED ABSENCE. Exceptions to this policy must be approved by the Middle School Principal.

Parents are asked not to schedule medical, dental or other appointments for their children which conflict with the school day except in clear cases of medical emergency. If such an appointment must be made during the school day, the student must present a note to that effect to his/her advisor and the Main Office prior to the scheduled appointment. Parents are asked to hold such occurrences to an absolute minimum. If you absolutely must take your child out of school before the 3:20 dismissal, please sign him/her out in the Main Office. Children who are not feeling well must be seen by the School Nurse. Parents will be notified by the School Nurse if the child needs to be picked up before the end of the school day. Please do not pick up your child upon their request. Parents should not go directly to the classroom unless cleared by school personnel in the Main Office.

Honoring commitments is important to a smoothly functioning school. Students are expected to follow their schedule at all times. This includes classes as well as Advisory, lunch, recess and any assigned school activity or event. They are expected to meet after school extra-curricular commitments including athletic, dramatic, and musical events

regularly and promptly. It is important to be considerate of fellow students who are counting on you to honor your commitments.

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 teach 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 reteaching of the covered material, 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 graded in lieu of 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. The student's grade will be lowered by one-third of a letter grade for each day it is tardy.

If a teacher pre-prepares work before an unexcused absence, then the work is due the day the student returns to school. If the pre-prepared work is not completed, the grade will be lowered by one-third of a letter grade for each day it is tardy.

3. Arrival and Dismissal

At arrival and dismissal time, private automobiles constitute a hazard to students being dropped off or picked up by buses in the entry driveways. In the morning, parents may drop off students in the front driveway if they exercise extreme caution. However, the bus congestion and high concentration of students in front of the building at dismissal time make it absolutely necessary for the school to require that parents should not drive or park cars in the front driveway from 2:45 p.m. to 3:30 p.m. If you are parked in the side lot near Hessel Hall, you may not exit via the circular driveway. Please respect these rules which are made in the best interest of the safety of all our children.

School buses are not insured to transport anyone not officially on their lists. Therefore, if students have dates to visit classmates after school, they must make other arrangements. Notes or telephone calls from parents or teachers are not accepted by bus drivers.

4. Behavior on Buses

The driver is charged with the responsibility of providing safe transportation. We expect students to maintain proper behavior while on a school bus coming to or from school or on a trip. The school reserves the right to suspend any child from a school bus, if, in our assessment, an existing disciplinary infraction has not been corrected. The public-school

district also has the right to suspend a student's bus transportation without consulting the school.

5. Middle School After-School Policy

- Students may not stay in school after 3:30 unless they are involved in a school-sponsored activity (sports practice, game, intramurals, rehearsal).
- If a student is staying after-school for an activity, he/she must make sure to tell their bus driver that they are not going home on the bus.
- Students staying for after-school activities must be with the teacher/coach in charge from the time they are dismissed until when they are picked up by a parent/guardian at the end of the activity.
- Students may not leave school for any reason (including going to Friendlier's between dismissal and the start of the activity).
- If your child stays after school for athletics, practice or comes to school in the evening for a dance, it is essential to pick him/her up on time.

6. Dress Code

LWA Dress Code for Middle School Students

- **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. Button-down shirts must be closed.
Bottoms: Students are required to wear khaki, navy, or black pants or skirts (of an appropriate knee length). **No other color bottoms are permissible.** Jeans and leggings are not permitted.

These items can be purchased at most clothing stores.

- **Foot wear is student's choice for comfort and style; however no high-heels, moccasins, flip-flops, slippers, or open-toed shoes for safety reasons. Sneakers and socks must be worn for PE class.**
- **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 anytime 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 (fleeeces 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 uniforms: Students are required to wear shorts, sweatpants and plain T.Shirts for PE . Please note that T Shirts must be school appropriate and not contain any inappropriate images or phrases). 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, tops that are too short, or clothing that is too brief to adequately cover the student when moving or sitting
- See-through clothing
- No sweatpants (except in the gym).
- Outerwear once in the building – all outer jackets and coats must be put in lockers
- Hats, sweatbands, head coverings, hoods
- Undersized or oversized garments (too tight, too short, too long, overly baggy)
- Sunglasses
- No rips, shreds, tears, holes, excessive patches or frayed bottoms
- Dangerously high heels, moccasins, flip-flops, slippers, open-toed shoes
- Pierced earrings other than on ears
- Visible tattoos
- Headsets for iPod type devices worn as jewelry around the neck

Having students appropriately dressed for school is important and we need the full cooperation of all 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.

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

If any questions remain, please contact me. Students who appear in clothing that violates the dress code will be asked to have their parents bring appropriate clothes to school.

8. Snack

All Middle School students may choose juice or milk each morning at 10:15-10:30. We encourage students to bring a healthy snack each day to eat during this time. In addition, the cafeteria sells cereal, bagels and muffins. Fruit is always available at no cost. Should a student want to buy food, \$2.00 per day is sufficient to buy a snack to go with the juice/milk.

Periodically, an advisory group or club may have a bake sale to raise money for a worthwhile community service cause or event.

9. Electronic Devices

Music Devices:

iPods, MP3s, music feature on cell phone, and other portable music devices may not be used from when a student enters the building until 3:20. Students who use a musical device will have it taken away.

Cell Phones:

Cell phones may not be seen or used during the school day. This includes being used for text-messaging, as a camera, or for playing a game. **We ask that parents not call their children or text-message them during the school day.** All of these are extremely disruptive to the learning process. In the event a student needs to call a parent, he/she is welcome to use a school phone. If you need to reach your child in an emergency, call the Main Office and ask one of the administrative assistants to convey the message. Students using cell phones inappropriately risk having them confiscated. Should a student repeatedly violate this rule, the parents will be called in for a meeting with the student and the teacher and/or Middle School Principal before the phone is returned.

Computers:

Students may use computers in school to do research or school work. Recreational use of technology such as e-mailing, instant messaging, or playing games is only permitted with the approval of faculty.

10. Valuables

Students should not bring large amounts of cash or expensive electronic gadgets to school. Nor should students wear expensive jewelry to school. Unfortunately, there have been instances of theft in the past and the school cannot be held responsible. Items such as calculators, musical devices, and instruments should be clearly labeled with the student's name. Students should not leave bags or other valuable items unattended. If valuables or money must be brought to school, students should leave them with the Middle School Principal or an administrative assistant in the Main Office.

11. Other Guidelines

- Matches, lighters, fireworks, and weapons of any kind are strictly prohibited.

- The hallways must be kept clear of all books, clothing, etc. Students' belongings should be kept in their lockers. With teacher permission, students may be able to leave specific items in a classroom.
- For safety and security reasons, the following places are off limits to students: kitchen, basement, boiler room, roof.
- No one may sell merchandise at school for personal gain. Special sales to support school projects may only be held with permission of the Middle School Principal.
- No student is allowed to use or possess tobacco, alcohol, or illegal drugs in school or during a school-related activity.
- All over-the-counter drugs and prescription drugs should be held by the school nurse unless other arrangements are approved by the Middle School Principal. According to state law, no medicines (aspirin, Tylenol, etc.) may be distributed by any member of the faculty or staff, including the nurse.

12. Discipline Procedures

The term "discipline" comes from the Latin word "*disciplinarius*," which means "to teach." We aim to tie any disciplinary actions to the inappropriate action of the student so that learning can take place. The goal of our discipline policy is to establish an environment in which the maximum amount of learning can take place and students are respectful of other people's feelings and property. No student should prevent a teacher from teaching or hinder other students from learning.

Student misbehavior is dealt with in a variety of ways, depending on the individual situation. In all cases, the goal is always for the student to understand why certain behavior is not acceptable in an attempt to correct it and avoid similar actions in the future. Infractions are divided into minor and major infractions and dealt with accordingly.

We take relational aggression very seriously in the Middle School. Behaviors, including oral comments, any type of electronic communication, exclusion of any student or even other subtle negative social cues that cause other students to feel targeted will be dealt with equal consequences to physical bullying.

Minor Infractions:

Minor infractions include, but are not limited to, the following:

- Disruptive behavior in class
- Inappropriate comment (orally or in writing)
- Late homework
- Lateness to class
- Dress code violation
- Eating or drinking outside the cafeteria except in the classroom during morning snack time or an advisory lunch or party
- Backpack or other belongings in the hallway

- Using a cell phone, iPod or mp3 player between 8:00am – 3:20pm

For minor infractions a student will first be reminded to stop the behavior. If a reminder does not work, he/she will be given a consequence. Consequences may include, but are not limited to, the following:

- Progress Report or Discipline Report
- Missing snack time
- Lunch/recess detention
- Taking away cell phone, iPod, MP3player

Major Infractions:

Major infractions are serious matters which can disrupt the learning environment or show a lack of respect for another person or the school. They include, but are not limited to, the following:

- Pattern of incomplete work
- Cheating on a quiz or test
- Plagiarizing or copying someone else's work
- Pattern of disruptive behavior
- Pattern of lateness to school or class
- Unexcused absence from class, advisory, lunch, recess, or an assigned activity
- Disrespectful behavior including racist, sexist, or degrading comments (orally, in writing, or on-line)
- Using vulgar or rude language
- Disrespectful of another person's property (including destroying, hiding, or stealing)
- Disrespectful of school property (including vandalism or theft)
- Lying
- Kicking, hitting, fighting or other physical behavior
- Threatening or bullying a student
- Leaving the building without permission
- Possessing matches, lighter, fireworks, or weapons
- Possessing or using tobacco, alcohol, or illegal drugs

All major infractions are seen as serious incidents requiring parental notification and involvement. Repeated offenses will result in more serious consequences. Possible consequences include one or a combination of the following:

- An apology note to the offended party
- Written essay about the incident
- Community service

- o A research project related to infraction
- o Lunch/recess detention
- o Discipline report
- o After-school detention
- o Loss of privileges (snack time, recess, non-academic classes)
- o In-school suspension (non-academic classes or all classes)
- o Home suspension
- o Expulsion

If a student has an after-school detention or suspension, he/she is not allowed to participate in any after-school or evening events on the day(s) of the suspension.

Consequences for student misbehavior are intended to help the student understand that as future adults in society they need to respect others so that the community can function harmoniously. Please take any Discipline Reports or calls from a teacher or administrator seriously. If a student misbehaves, it is crucial that parent(s) and student discuss the incident at home. Work with your child to further understand his/her role in causing the incident and how he or she might have handled the situation differently. For disciplinary actions to be successful and help your child grow, we need parent(s) to support the consequence and the school's expectations. Anything less than this support signals a lack of both school and parental authority to the child. Teachers, administrators, and families must work together as a team to address the issue in a constructive and supportive manner.

If a teacher writes up a Discipline Report a copy will be sent to the student's parent(s), advisor, and the Middle School Principal. Student and parent should sign the Discipline Report and return it to the student's advisor the following day.

A student with serious and ongoing negative behavioral issues may result in him/her being put on a Behavior Contract and Disciplinary Probation. Failure to correct the situation that caused the student to be put on probation may result in the student being counseled out. Students on Disciplinary Probation may not be permitted to participate in after school activities including sports, drama, and evening events.

III. Other

1. Lockers/Student Property

Students will be assigned two lockers (one on the third floor and one in the gym locker room) and given a combination lock for each one. Advisors will keep master lists of combinations in case a student forgets his/her combination. All backpacks, book bags, clothing, books, and other personal belongings should be kept in these lockers. Musical instruments that do not fit in a locker should be left in the band room or a space indicated by the advisor in the Middle School during the day. Instruments or other property of worth should not be left in school overnight. The school cannot be responsible for lost or stolen items.

The school will supply locks to the students. Students may not use their own locks on their lockers. Any unauthorized locks will be removed. Under no circumstances should students share their locker combinations with other students. It is their responsibility to

keep that information private. Students are responsible for the locker's condition at all times. Keep it clean and orderly. A locker caddy can help you organize your locker. Lockers are the property of the school and may not be written on. Decorate with tape only - no stickers, markers, paint, etc. Lost locks will be replaced for a fee of \$7.00. Students who do not return their locks at the end of the year will be billed \$7.00 per lock. Lawrence Woodmere Academy assumes no responsibility for the contents of a student's locker. Lockers may be inspected at any time.

2. Parents or Other Visitors

Parents may not go directly to the classroom. Parents who wish to speak with a teacher should make an appointment via e-mail or phone. Teachers cannot confer with parents while they are teaching a class or supervising students. Should a parent need to deliver something to their child during the school day, they should drop off the item in the Main Office. The personnel in the Main Office will facilitate the delivery of the item. Student guests must be cleared by the Middle School Principal at least a day before the visit. The guest should be here with the purpose of attending an athletic event or activity or to visit a class, not just to socialize. The host must see that his or her guest meets the Middle School Principal. The host is responsible for the guest's behavior and must accompany the guest throughout his or her visit to the school.

3. Birthday Celebrations in School

Students or parents are welcome to celebrate a student's birthday by sending in a special treat. Please coordinate with your child's advisor at least a day in advance. This is especially important for advisory lunches, so the cafeteria can be notified in advance. Treats should be enough for either the child's advisory group or the entire grade. Please take note of the section that follows "LWA IS NUT AWARE".

4. Food

No students are allowed to order food to be delivered to school nor may fast food be brought into school. If an Advisory or club lunch is arranged, the teacher coordinating the lunch must notify the Middle School Administrative Assistant, order the food, and make arrangements for delivery and payment.

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

5. Parties

Feeling excluded from a party can be hurtful at all ages, but it can be devastating in preadolescence when children long to be a part of the group. Therefore, we ask you to either invite all girls or boys in the grade; if a mixed party, please invite all students in the grade. While not ideal to exclude anyone, if you must, please limit whom you invite, keep it to less than a third of the gender or grade. **Invitations must be mailed and not be given out in school.** Please support us in our goal to make all children feel included.

6. Computer Use

Our expectation is that students conduct their electronic behavior as responsible members of the LWA community, both in school and at home, just as they are expected to conduct themselves in face-to-face interaction. Students should follow the LWA Acceptable Use Policy (see below).

7. LWA Acceptable Use Policy

Technology Acceptable Use Policy

I. Purpose

We believe in the power of technology to facilitate learning and to transform education. That said, technology resources at Lawrence Woodmere Academy are made available to members of the school community--faculty, staff, and students-- specifically for purposes relating to the school's mission and activities. Further, all activity conducted with school technology resources should reflect the values expressed in the school's motto: *veritas, integritas, servitium*: truth, integrity & service. In this regard, the school's computing technology is intended for educational or operational use only and the school reserves the right to restrict or monitor activity to ensure that resources are used accordingly. This policy has been drafted to make explicit the expectations that guide the use of technology resources at Lawrence Woodmere Academy.

II. Personal Responsibility

It is the responsibility of every member of the school community to ensure that technology resources are used appropriately and remain useful to everyone. Each community member is responsible for his or her own actions, especially as they affect others in the community, regardless of the medium for those actions. Students are expected to reflect the values of the school and follow the behavior guidelines outlined in the school handbook both on and off campus in regard to electronic communication or interaction. Teachers and staff are expected to uphold the expectations of

this policy as well as set an example in appropriate use of technology for students.

Use of a school-issued network or email account represents an agreement to take responsibility for all activity conducted with that account. This extends to all files saved or downloaded to user folders or network shares. Therefore, it is a direct violation of this policy, as well as a breach of personal integrity, to knowingly use another person's network or email account or access their user folder without their knowledge. Every user is responsible for ensuring that network or email account passwords remain secret and for respecting the passwords of others by not attempting to ask for, guess or otherwise obtain them. Best practices for passwords include changing passwords regularly and using passwords that are at least 8 characters long and comprised of letters, numbers and other characters to ensure that they cannot be guessed. Passwords should not be written down unless also stored in a locked drawer or cabinet.

Connecting a personal computer or any device with wired or wireless networking capability to the school network or using any device with a cellular network connection anywhere on school grounds represents an agreement to uphold the expectations and abide by the consequences of this policy in its entirety, especially the restrictions highlighted in section IV below.

III. Privileges and Rights

In addition to the responsibility that goes along with using computing resources at school, members of the LWA community are entitled to certain rights and privileges associated with those resources. This includes fair and equitable access for all members of the school community to shared resources for educational or operational purposes. Every effort will be made to ensure that shared resources are kept in working condition and made available on a first-come, first-served basis. Accommodations or modifications for difference or disability will also be made within the confines of available resources and in accordance with the law.

Members of the school community also are entitled to reasonable privacy in regard to the contents of their user folder or electronic communications, except as indicated in the restrictions outlined in section IV. All electronic documents or communications created with school resources are the property of Lawrence Woodmere Academy and the school administration reserves the right to monitor or examine such files or communications at any time. However, administrators will make every effort to conduct such examinations only for educational or operational purposes and only when absolutely necessary.

School community members have a right to use computing resources safely. This pertains to physical safety as well as safety from inappropriate, disrespectful or otherwise harmful content. All community members are asked to follow ergonomic guidelines, including maintaining proper posture, taking regular breaks when engaged in repetitive activities such as typing, and arranging

displays so that they can be viewed while sitting in a neutral position. All content viewed on computing devices on school grounds should be age-appropriate for all potential viewers; in public areas such as the library or cafeteria, this includes lower-school students. The school administration reserves the right to remove, filter or block content that could be construed as inappropriate, disrespectful or otherwise harmful.

Additionally, community members have a right to reasonable self-expression as demonstrated through computing resources. This does not extend to the creation or display of content that is inappropriate, disrespectful or otherwise harmful to others. All reasonable effort will be made to ensure that the diversity of opinions and beliefs represented in our school community are allowed equal expression.

IV. Restrictions

All community members are expected to abide by the following restrictions to the free use of computing resources for educational or operational purposes:

Respect computing resources belonging to the school or others. Protect equipment from damage or theft through proper care and handling. Ensure that every community member has equal access to shared computing resources such as Internet bandwidth, server storage capacity, and printing supplies. Use the school's Internet connection only for educational or operational purposes; delete or archive files that are no longer needed from network drives; conserve paper, ink and toner by printing only when necessary--especially when printing in color.

Respect any boundaries set on network resources, including network firewalls, the content filter, server or workstation security, and physical locks. Refrain from using physical or electronic means to circumvent these systems. Only use approved computer applications and devices; refrain from running or installing applications or devices without the knowledge and permission of the Director of Information Technology and/or Middle School Principal.

Respect the personal safety of every community member. Report dangerous or unhealthy conditions related to computing equipment or the operating environment. Notify the school administration of any electronic activity, on or off campus, that puts a student or other community member at risk. Refrain from viewing, downloading, copying, or distributing inappropriate, disrespectful or otherwise harmful content on any electronic device on school grounds; report the accidental exposure of a student to such content to the appropriate division principal immediately.

Respect the privacy of every community member. Protect private or identifying information by not disclosing or publishing such information in any online forum. Students may not access or view the content of any user folder other than their own without the express permission of the folder's owner. Faculty may access the content of any student user folder at any time but may not access or view the content of any other faculty or staff member user folder without the express permission of the folder's owner. School administrators may access the content of any user folder at any time but only for educational or operational purposes and should do so without permission from the folder's owner only when absolutely necessary.

Respect intellectual property and copyright. All electronic content used in any school publication, assignment or project must be created by and credited to a community member unless the source is

properly cited and permission is obtained from the author or publisher. Files downloaded through the school's network should be used for educational or operational purposes only and only with the permission of the author or publisher.

V. Consequences

Any use of computing resources that violates the restrictions outlined in this policy or fails to uphold the values of the school will result in consequences for inappropriate behavior as outlined in the school handbook. The school administration reserves the right to remove any electronic content stored on school computers or devices that is not for educational or operational purposes or that it deems inappropriate, disrespectful, otherwise harmful. The school administration reserves the right to restrict access to network resources for community members that fail to observe the guidelines of this policy.

8. Snow Days

- IV. On days of questionable weather, the School will call you if the school will be closed. Parents can go online at www.News12.com as well as the school website, www.lawrencewoodmere.org.

9. Health Regulations

The responsibility of the school is limited to the administration of first-aid to school children who are injured or become ill while under school supervision.

- **All students must have a current emergency contact form on file with both the nurse and the main office. Please include an e-mail address where we can reach you.**
- **A health examination form from all students – filled out by the student’s physician and turned into the office – is required by the New York State Education Department.** These forms must be on file prior to the start of the school year. Physicians must now calculate the student's BMI (Body Mass Index) and record it on the physical form. Students participating in inter-scholastic sports are required to have a new health form on file each year they participate; clearance to play sports must be given by both the doctor and the parents.
- Students must meet all New York State Department of Health and Immunization requirements. Any child entering or attending school must show proof of compliance with the requirements of Section 2164 of the New York State Public Health Law for the immunizations outlined below (other immunizations may also be required by the Public Health Law). **No child will be admitted to school or allowed to attend school in excess of fourteen (14) days without appropriate certification of the immunization requirements listed below:**

Vaccines	Grades K - 12
Diphtheria, Tetanus and Pertussis (DTP)	3 doses
Polio	3 doses
Measles, Mumps and Rubella (MMR)	2 doses of measles 1 dose each of mumps and rubella
Hepatitis B	3 doses

- In order to meet these requirements, the school must have proof that your child has been fully immunized. The only acceptable proof is certification from your doctor or the Health Department.
- The intent of these provisions is to increase the immunization levels of children and thereby protect children from serious vaccine-preventable diseases.
- Yearly dental visits are required and a note from the dentist must be on file in the nurse's office.
- 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 the school.
- If your child contracts a contagious disease/rash, **the school should be notified at once** so that the school can take any appropriate action in a timely manner. A doctor's note must be provided stating when the child is able to return to school without being contagious – this includes, but is not limited to, strep throat, chicken pox, and conjunctivitis.
- When it is necessary for the student to take medication (prescription or OTC) during school hours, the school will cooperate with the family physician and the parents upon written request from both, and with proper dosage and frequency indicated. Medications, including aspirin, Tylenol, asthma or allergy remedies will not be administered, even in emergencies, to any student by school personnel. Only the school nurse may administer such medication under the above-stated circumstances. All medication should be brought to the school nurse

or the Middle School Principal, if the nurse is not present. No student should carry medication with them.

- **Students who become ill during the school day should report to the nurse's office after receiving permission from their teacher.** Students returning to class need to bring a note from the nurse with them. Students will not be permitted to leave school without a parent/guardian's permission during school hours. However, in the event that a parent/guardian is unavailable when a child is injured or becomes ill, it is required that the school be furnished with the name of a relative or friend who can assume responsibility in such an emergency. **This information must be kept current. The school nurse will call home if the student needs to be picked up. Students, themselves, should not call home requesting to be picked up.** Children who are ill and need to go home should be picked up within the hour, or other transportation arrangements must be made to get them home safely in a timely manner.
- **Allergies:** It is imperative that all parents notify the school nurse about any student's allergies **BEFORE SCHOOL STARTS.** Please remember that food containing nuts or nut products **MUST NOT BE BROUGHT INTO THE SCHOOL.** This includes; birthday cupcakes, cookies, snacks, etc. There are several students with severe allergies. Please read the following "Nut Aware" policy carefully:

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

10. Parent-School Communication

In order to foster a partnership between families and the School, we encourage Parent/School communication. The first line of communication for any issue should be to the student's Advisor. The Advisor is the center of the hub of communication-teaching the student, meeting in Advisory (whole group and one-on-one) and receiving formal and informal feedback from faculty. The family communication connection is essential to the full functioning of the Advisory system. Advisors keep the Head Teachers and Division Principal apprised of communication with families. In cases where parents have communicated with the Advisor and need further discussion or guidance, please contact the Division Director via e-mail or phone.

11. Parent Messages and Telephone Use for Students

Parents calling to leave messages for students should restrict this practice to situations of absolute necessity. It is impossible for the office staff to fulfill their office duties and

deliver messages personally to all students who receive them in the course of the day. Messages received after 2:15 will not necessarily reach the student before the school day ends since not all students are on the third floor after that time. Outgoing calls can be made only during morning snack, lunch, recess or advisory. Please encourage your student to limit use of school or cell phones to the absolute minimum.

12. Books

Lost books should be reported to the teacher; a new book will be ordered or, if available, will be replaced. Students may not get a new textbook until they have paid for the lost book. At the end of the school year parents will be billed for any missing or lost books.

All information in this handbook and all policies and rules are subject to revision by the administration at any time.