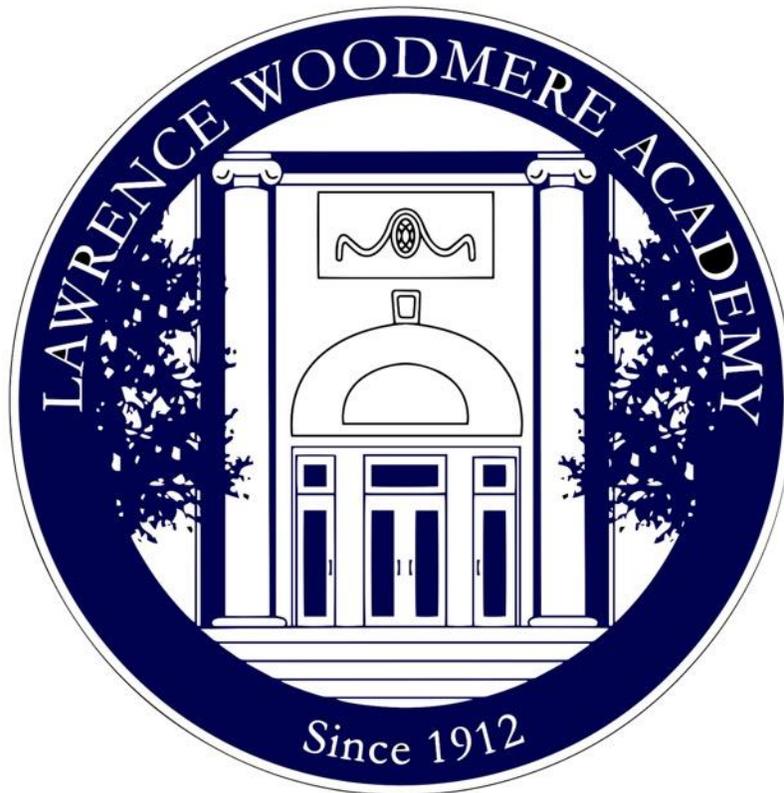


# Lawrence Woodmere Academy

## Upper School



August 2019

Dear Parents/Guardians and Students:

Lawrence Woodmere Academy is a small, close-knit community in which students flourish through valuing the educational opportunities offered and respecting the community and its values. Common sense, a concern for others, and an ability to place general principle above personal inclination are necessary if the community is to remain an orderly, productive, and joyful learning environment.

Cooperation and communication between the school and the family are essential to the success of our students. The policies outlined in this handbook are designed to help us fulfill the principles stated in the school's Mission Statement. We ask students and parents to read this handbook carefully, discuss the rules, and abide by them. All students and families will be held responsible for this. Your help and support are invaluable to us all.

Sincerely,

Marc Hoyle  
Upper School Principal

LAWRENCE WOODMERE ACADEMY

PARENT – STUDENT HANDBOOK

2019 – 2020

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ADMINISTRATIVE STAFF

2019 - 2020

MARY BARTON, 2019

Head of School

B.A. Trinity College  
M.S. Brooklyn College

LUKE DAVIS, 2019

Director of Marketing & Admissions

B.A. Salisbury State University

SHERRI FROMOWITZ, 2001

Lower & Middle School Principal

B.A. Queens College  
M.S. Queens College

MARC T.H. HOYLE, 2001

Upper School Principal

B.A. SUNY Stony Brook  
M.S. Ed. Dowling College

SUSAN LETTIERI, 1994

Director of College Guidance, Global Education  
& Curriculum

B.S. Fordham University M.A. Hofstra  
University

CANDICE MORGENLANDER 2019

Director of Summer  
Day

STEVE OSTROFF, 2014

B.B.A. Hofstra University  
A.C.S. New York University

Director of Technology

PATRICIA RICIOPPO, 1993

B.A. Binghamton University  
M.B.A. Pace University

Accounting Manager

JEFFREY WEISS, 1988

B.A. C.W. Post  
J.D. Hofstra University

Director of Athletics

UPPER SCHOOL FACULTY  
2019 - 2020

ALEX ALTIERI, 1989

B.A. Copeland School of Music

Music

BRIAN CARUFE, 2019

M.S. Florida State University  
B.A. Florida Gulf Coast University

English

MICHELLE CICILLINI, 2016

B.A. SUNY Albany  
M.A. Columbia University

English

JENNIFER CONNELLY, 2017

M.A. SUNY AT OLD WESTBURY  
M.A. MOLLOY HONORS COLLEGE

History

MARISSA DULISSE, 2019

B.A. FASHION INSTITUTE OF TECHNOLOGY

Art

ANGELA EATZ, 2016

B.A. Hofstra University  
M.S. Touro College

ESL

LUKE FEDER, 2017 Ph.D. Stony Brook University M.A. Stony Brook University B.A. Eastern Connecticut State University	History – Curriculum Coordinator
JOSEPH FLORKO, 2016 B.S. SUNY Albany M.A.T. Stony Brook University	Science
STACEY GREENGOLD, 1993 Ph.D. SUNY Stony Brook B.S. SUNY Stony Brook M.S. Adelphi University	Science - Curriculum Coordinator
SUSAN LETTIERI, 1994 B.A. Fordham University M.A. Hofstra University	Director of Global Education, Curriculum & College Guidance
LAURA MAFFEI, 2005 B.A. Binghamton University M.A. University of Texas at Austin M.F.A. University of Texas at Austin	English
ERICA MARTINELLI, 2016 World Lang. – Curriculum Coordinator B.A. SUNY Cortland Spanish	
COLETTE B. MARZOUK, 1992 B.A. Hebrew University, Jerusalem M.A. Hebrew University, Jerusalem	Hebrew & ESL
HOWARD MO, 2019 B.A. New York University	Technology
LUIS MONTOYA, 2016 B.A. SUNY College at Old Westbury M.A. Hunter College	Spanish
DAVID O'KEEFFE, 2019 B.S. Dowling College M.A. Adelphi University	Physical Education, Health, Director of Soccer, Contingency Coordinator
LA ZHONG PARINO, 2012 B.S. SUNY Stony Brook M.S. SUNY Stony Brook	Science

TASHA PARTEE, 2015		Theatre
B.F.A.	Virginia Commonwealth University	
M.A.	New York University	
MARK PIROUET, 2006		Science
B.S.	University of Durham	
M.A.	Columbia University	
M.Phil.	Columbia University	
MARC PUMA, 2017		French
B.S.	Fordham University	
MARY SAKOWICH, 2004		Math-Curriculum Coordinator
B.S.	Fairfield University	
M.Spec.Ed.	C.W. Post	
ROBERT SCHAEFER, 2004		Learning Specialist
B.A.	Quinnipiac College	
M.S.	Molloy College	
NICOLE SIEGEL, 2019		Math
B.A.	SUNY New Paltz	
LOUIS TOLENTINO, 2000		History
B.A.	Hofstra University	
M.A.	Hofstra University	
MARGARET TUCKER, 2016		Math
B.A.	SUNY Cortland	
M.S.	Touro College	
JEFFREY WEISS, 1988		Physical Education/Health - Curriculum Coordinator, Director of Athletics
B.A.	C.W. Post	
J.D.	Hofstra University	

## **I. ACADEMIC INFORMATION**

### **A. ADVISORS**

A strong advisory system is an integral part of the Upper School's overall program. Daily contact with the advisor is a very important aspect of student life in the Upper School.

The advisor is the primary communication link between the school and the home. As the student's advocate and confidant, the advisor plays a vital role in monitoring the advisee's academic, social and emotional progress. If academic problems arise in a particular subject area, students and parents should first contact the subject teacher, then the advisor. If concern continues, the Principal should be consulted. Questions of a general academic or social nature should first be brought to the attention of the advisor. The goal of this system is to maximize communication amongst the student, school and parents.

### **B. MINIMUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

#### **Graduation Requirements**

<b><u>Subject Area</u></b>	<b><u>Credits</u></b>
<b>English</b>	<b>4</b>
<b>Mathematics</b>	<b>4</b>
<b>Science</b>	<b>4</b> <i>includes required courses: Biology + Lab and Chemistry + Lab</i>
<b>History</b>	<b>4</b> <i>includes required courses: World History, US History + Geography (beginning with Class of 2019); World History, US History, American and Global Civics, World Geography ( beginning with Class of 2020)</i>
<b>World Language</b>	<b>3</b> <i>(of same language). English language learners waived of this requirement</i>
<b>Music</b>	<b>1</b> <i>(grades 9 and 10- Class of 2018-2019); starting with Class of 2020: grade 9 only)</i>
<b>Electives</b>	<b>4</b>
<b>PE</b>	one year required

#### **Freshman, Sophomore, Junior and Senior Seminars**

*Note: These are only minimum requirements for graduation; they are a combination of New York State Department of Education and Lawrence Woodmere Academy requirements and are subject to change. Students must take the minimum course load each year as defined during the registration period. A requirement may be waived in rare instances only when the approval of the Head of School and departmental permission are obtained in advance of registration.*

*All students should seek academic planning advice from their teachers, advisors, and the Director of College Guidance and Curriculum in order to best shape their academic profile. Please refer to the Upper School Curriculum Guide for a detailed description of courses.*

## Policy on College Courses

- **Summer Courses**

College courses taken during the summer are not listed on the LWA transcript; however, students are advised to request official transcripts from the institutions they have attended and to forward them to the colleges to which they are applying. They should also send a copy to LWA College Guidance.

- **Courses Taken During the School Year**

At the discretion of the Director of Curriculum and Principal, students may be permitted to take college courses during the school year in lieu of or in addition to required courses.

## **C. REPORTING AND GRADING**

The school year is based on a Semester schedule, with most courses yearlong. Grades are reported quarterly. Letter grades and checklists only are reported at the end of the third and final quarters. Other interim or progress reports may be issued at any time for any student whose work has shown a precipitous decline.

The official transcript reflects only end-of-course grades using the following A+ to F scale (GPA equivalents are listed as well – please see section “E” for more information on GPAs):

Numerical Grade	Letter Equivalent	GPA Equivalent
97 and Above	A+	4.3
93 – 96	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
65 – 66	D	1.0
Below 65	F	No Credit

## **D. ACADEMIC REPORTING & CONFERENCE SCHEDULE 2019-2020**

- Thursday, September 5 First Semester Begins
- Thursday, October 3 Upper School Back-to-School Night
- Thursday, November 21 Parent-Student Conferences (4 – 8 p.m.)\*
- Monday, April 6 Parent-Student Conferences (4 – 8 p.m.)\*
- Friday, June 5 Last day of classes grades 9 – 12 (Dismissal at 12:30 p.m.)
- Friday, June 12 Final report cards can be accessed

**\*Assessment Reports will be available online prior to the November and April Conferences.**

## **E. GRADE POINT AVERAGE (GPA)/CLASS RANK**

The overall GPA is based upon the four-point system used by most colleges and preparatory schools and is reported to colleges on the school's official transcript. The cumulative weighted and unweighted GPAs are noted on the transcript.

The weighted GPA is calculated by adding the following amounts to the yearly unweighted GPA, and then averaging those GPAs:

0.10 for each Advanced Placement course

0.075 for each Honors course

0.050 for each academic core course beyond five

The Upper School does not calculate class rank for the purpose of college admissions. Recommendations from the Director of College Guidance and subject teachers provide colleges with qualitative information about the student.

Students with outstanding GPAs are eligible for academic recognition and awards (see section "N" for more information on awards). A separate weighted GPA (based on a 10 point scale) will be used to determine the valedictorian, the salutatorian and membership in the Cum Laude Society.

## **F. ACADEMIC PROBATION**

Students are expected to maintain a C+ average. Students whose GPAs are lower than this may be put on progress reports, placed in study halls, required to attend mandatory extra help, or lose off-campus privileges. Students whose GPAs do not meet the guidelines below may be placed on academic probation. *Students who are on academic probation will not be allowed to participate in after school activities or sports.*

- Freshmen: GPA of 1.7 or less (C-)
- Sophomores: GPA of 2.0 or less (C)
- Juniors and Seniors: GPA of 2.3 or less (C+)

Students' progress will be monitored closely by their advisors and by the U.S. Principal. If the situation does not improve, students may be offered conditional contracts for the following year or "counseled out" through a series of conversations and meetings with the Principal and Head of School.

## **G. WITHDRAWAL FROM COURSES**

Students should not assume that they may withdraw from a course. A student may add an elective as well as add/ or switch to a different core course in the same discipline during the first two weeks of school. Such changes are contingent upon availability of those classes in the student's schedule. No withdrawals are allowed unless a teacher recommends the withdrawal or there are unusual mitigating circumstances. All changes must be approved by the Director of Curriculum.

## **H. INCOMPLETES/FAILING GRADES**

A grade of “Incomplete” may be given to a student who has not completed required work by the end of a quarter. The most likely reason for assigning an "Incomplete" occurs when a student has missed classes due to an extended illness that is documented by a physician. Without documentation from a physician, students will not be eligible for an “Incomplete” and will be graded accordingly. Though a student may fall behind for other reasons, “Incompletes” will not be given to students who have failed to complete work without a valid reason. In questionable cases, it is at the discretion of the teacher, Principal and the Director of Curriculum to decide whether an "Incomplete" or a letter grade should be recorded. In any case, all work missed must be made up according to the following guidelines:

Students are expected to make up missed work immediately upon returning to school (in the case of Out of School Suspension work must be made up, but teacher discretion plays a role in the due dates). If an assignment was due on the first day of the absence, students should be prepared to hand the assignment in on the day they return to school (see section “C” under “Rules and Regulations” for penalties for late work). Students are expected to take the initiative in the “catching-up” process.

- All quarter grades of “Incomplete” must be made up as soon as possible. The teacher and the Principal will set the deadline for completion of work. Extensions may be granted only under extenuating circumstances and then only at the discretion of the teacher and the Principal.
- Any "Incomplete" may be changed to a "Failure" if a student fails to observe the above guidelines.
- Students who receive a D+ or D may be required to do work over the summer in order to move on to the next level in the subject area; their progress will be evaluated by sitting for a cumulative exam at LWA at the end of the summer.
- Students who receive a failing grade (F) as the final grade for a course must make up the course in summer school in order to move on to the next level. Any courses taken either during the school year or the summer vacation to address the failure must be approved by the Head of School and Director of Curriculum. This coursework must be successfully completed to allow the student to move on to the next level. The grade for the course will reflect the summer work, but only to a maximum of a “C”, and only if taken at an LWA approved formal summer school program. Students may be required to sit for a cumulative exam at LWA before receiving a grade adjustment. Failures that are not made up over the summer could result in a student not meeting the requirements for an LWA diploma (which could result in the student being counseled out), or a student being required to repeat the course if it does not affect the graduation requirements.
- Students who receive failing grades in more than one course may be denied promotion to the next grade level or denied the opportunity to continue at LWA (see section “O” for more information).

## **I. HOMEWORK AND TESTS**

### **Establishing a Routine and Meeting Deadlines**

At the Upper School level there is always homework, such as reading, writing, reviewing, and/or preparing for a test, quiz, or long-term project. Establishing and maintaining an at-home study routine is crucial to both Upper School success and college readiness.

Work must be ready to be handed in at the start of class on the date it is due, or earlier for electronic submissions as per teacher instructions. Late work will incur penalties, unless the student obtains prior consent from the teacher. Consequences/penalties may include, but are not limited to:

- A reduction in grade (each day that a long-term project is late will result in a 10 percent reduction in grade)
- The issuance of a Progress Report and required homework detention during the student's free period(s)
- Mandatory extra help utilizing 10<sup>th</sup> Period

Students will receive a "contract" from each teacher at the beginning of the year explaining course policies and procedures for late/missing homework. Not all classes allow make-up homework to be done; please read all the contracts carefully.

### **Managing Coursework and Activities**

Students are encouraged to get involved in extracurricular and co-curricular activities. Occasionally this will result in missing a class to meet other commitments. Students are expected to:

- Communicate to their teachers in advance when activities may necessitate missing a class so that they are always aware of homework assignments and scheduled quizzes and tests.
- Arrange any make-ups in advance.
- Arrange for tutorials on an ongoing basis, at least during the time/season in which they are participating in time-consuming activities.
- Check Google Classroom (or the equivalent technology) for resources and assignments for missed classes.
- Organize their time efficiently and effectively. Students are responsible for all homework, reading and class notes.
- Confer with their advisor about setting up an effective, efficient and manageable schedule.

## **DAILY SCHEDULE**

The formal school day begins at 8:00 a.m. and ends at 3:20 p.m. after the last period is over. If your child calls to tell you they have no classes left for the day, and can leave early, please ask to

Speak to someone in the Main Office to check on this (as we expect students to remain in school until 3:20 pm). Students must be on time and remain on campus according to the following rules:

### **Freshmen and Sophomores**

- Freshmen and sophomores are not allowed off campus at any time unless accompanied by their advisor for an off-campus lunch or teacher for an educational trip approved by the Principal and with a signed permission slip from a parent.
- Freshmen and sophomores who need to leave the campus for the day prior to 3:20 p.m., for any reason, must sign out in the Main Office. Parents must come in person, call the school, or send a written note to give their child permission to leave early. **Students who are ill must get a pass to see the nurse, who will then determine if they need to leave school and call the parent. Students may not call their parents to come pick them up without seeing the nurse or speaking to either the Head of School or the Principal.**
- Students arriving late to school must sign in at the Main Office; otherwise, they risk being marked absent for the day.

### **Juniors and Seniors**

We expect that by the time LWA students reach their junior year they have the knowledge and the maturity to conduct themselves appropriately in all situations that are likely to occur in the Woodmere town environment. Respect for our neighbors, their property and the local community should be of the utmost concern to all students going off campus, as they represent LWA at all times. Junior and Senior students are required to adhere to the following rules:

- Be at school at 8:00 A.M. every day. Students may not leave campus during community events such as assemblies. All students are expected to be in attendance at all functions unless explicitly told otherwise.
- Go off campus only during lunch. Students may not leave campus during any other times, including break or free periods.
- Be back on campus in time for 8<sup>th</sup> period (1:22 p.m.) (whether they have a scheduled class or not) after lunch.
- May not, under any circumstances, take freshmen or sophomores off campus with them.
- If leaving the campus for the day prior to 3:20 p.m., for any reason, students are required to sign out in the Main Office, and present written permission to do so from their parent/guardian or have the office receive a phone call giving permission. Parents may also send a note giving students permission to leave early. Please try to keep medical and other appointments that involve missing a class to an absolute minimum; any missed class time is disruptive to the learning process.
- Juniors and seniors who feel ill must see the nurse who will determine if they need to leave school; the nurse will contact the parents. If your child calls you directly, please direct them to see the nurse and then have the nurse call you back.

- Students who have not signed out or have in any way demonstrated a lack of maturity and an inability to conduct themselves in an appropriate manner will lose their off-campus privileges for an appropriate period of time.
- Students arriving late to school must sign in at the Main Office; otherwise, they risk being marked absent for the day.

## **J. ACADEMIC SUPPORT**

### **In-School Tutorials (Extra Help)**

One of the principal strengths of our school is the ability to accommodate the individual academic needs of its students. All teachers are willing to provide, as a normal part of any school day, "extra help" to students who may request or need it. The Principal and/or teachers may require that students experiencing difficulties in their classes attend mandatory tutorials. Students are expected to treat scheduled tutorials as they would any other class and to attend each session; class rules apply to tutorials.

### **Mentoring/Peer Tutoring**

Upperclassmen are available to serve as mentors or peer tutors for lowerclassmen.

### **LWA Writing Center**

The Writing Center, led by trained peer tutors, provides support as well as enrichment opportunities for students to hone their writing skills. At any stage of the writing process, students can schedule sessions in the Writing Center for guidance and skill building on writing assignments in any discipline. Students may also be mandated by their classroom teacher to attend such sessions.

### **At Home Professional Tutoring**

When faculty and administration determine that additional outside support is necessary for a student's success, private outside testing and/or tutoring may be recommended. The school will counsel families about selecting outside professionals and will, until the student's need for these services is ended, coordinate the student's educational program with the tutor and with the family.

**Note:** The following policy will apply:

*Under no circumstances may a faculty member 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.*

## **K. COLLEGE GUIDANCE**

LWA College Guidance is a four-year, comprehensive and individualized program in which the students prepare for college with the tools and guidance to optimize their experience. The College Room, located on the first floor, is designed to give students a space and a place for all

aspects of the college planning and application process. College Guidance Seminars are built into the students' school day so that they are prepared for each stage of the process.

- **Freshman Year**

The college process begins in the ninth grade with teachers, advisors, and *Freshman Seminar* to help students in developing and building time management and study skills, transitioning to Upper School life, as well as planning a course of study, service and club activities that best fit their unique interests and passions. *Freshman Seminar* provides students with a small group class experience to guide students in navigating freshman year.

- **Sophomore Year**

All sophomores attend a small group seminar, 2x/cycle, to focus on SAT and ACT test preparation and strategies. During *Sophomore Seminar* students use an online test prep program, Method Test Prep, for weekly lessons, strategies, reviews, quizzes and evaluations. Guided by the Seminar instructor, this test preparation program can be accessed by the students throughout their Upper School years.

Advisors and the Director of College Guidance continue to work closely with sophomores to make sure that they are following a rigorous academic course of study, as well as meaningful extracurricular, co-curricular and service endeavors.

All sophomores take the PSAT during the school day in October. The test is administered and scored under real test conditions and provides sophomores with an opportunity to experience this test and to use the diagnostic for skill building in specific areas of that test.

Academic advising by College Guidance is an integral part of the program, in particular as students prepare their course of study for junior and senior years in which electives, Advanced Placement courses, and the shaping of an academic profile become a key aspect of the program. Students meet individually with the Director of College Guidance to shape that course of study. Resources for summer enrichment programs are available in the College Room.

- **Junior Year**

At the mid-point of junior year, students begin the initial steps of the college application process when they attend *Junior Seminar*, a twice per week small group class taught by the Director of College Guidance. During these classes, students explore what to look for when choosing potential colleges and how to create their college lists. Additionally, they write their resumes and engage in many reflective writings designed to prepare them for the college essay and interviews. Requests for teacher recommendations are completed during these classes as well. All juniors and their parents have individual meetings with the Director of College Guidance to discuss their college list, college visits, and how to approach the summer before senior year.

Juniors generally take for the first time the SAT and/or ACT in the spring of this year. Prior to this, they will have taken the PSAT in October and a full-length ACT Practice Test in December. Once the students receive the score reports, LWA advises students to begin an SAT and/or ACT Prep Class or individualized tutoring to best prepare for these tests in the

spring. We strongly recommend at least twelve weeks/sessions prior to the first test administration.

● **Senior Year**

LWA seniors participate in *Senior Seminar*, a 3x/cycle small group class in which students are guided step-by-step through the college application process. College application essays are written in this class with individual and extensive feedback from the Director. All aspects of the college application, from creating an application deadline plan to completing each part of the application, including feedback on all essays and short answers, are addressed during this class as well as at scheduled times after school and during seniors’ free periods and lunches. Students also work with the Director of College Guidance on interview techniques, visit follow-ups, and mid-year updates to the colleges.

**College Nights:** College Nights, specific to each pivotal point in the Upper School years, are led by College Guidance, financial aid consultants, and peer mentors. It is extremely important that parents (and students where indicated) join us at these sessions so that they are fully prepared with the tools, language and information needed to successfully navigate the college admissions process. The College Nights listed below all begin at 6:30 p.m.:

Wednesday, September 18	<i>The Application Process</i>	Senior Parents Only
Thursday, October 10	<i>College Financial Aid Workshop</i>	Junior & Senior Parents Only
Wednesday, January 30	<i>A Guide to the Next 12 Months of Your Life</i>	Juniors & Junior Parents
Tuesday, March 10	<i>Designing Your Path, Shaping Your Story</i>	Sophomores & Parents

**College Admissions Testing:** All Upper School students are provided Method Test Prep (<http://connection.naviance.com/lwa>), an online program of lessons, quizzes, full-length tests and vocabulary builders, to supplement their college preparatory course of study.

**College Admissions Visits:** College admissions officers visit LWA every fall to share overviews, insights and admissions criteria for their schools. All juniors and seniors are invited to attend these meetings which take place in the College Room by signing up via Naviance - “College Visits” tab. Students are strongly encouraged to attend these sessions as they develop both the language and a keen understanding of the character and profile of various types of colleges.

**L. END OF THE YEAR AWARDS AND ANNUAL AWARDS ASSEMBLY**

The Cum Laude Society, which corresponds to the Phi Beta Kappa Society of the colleges, inducts its members at the Academic Awards ceremony in the spring. Only juniors and seniors with superior scholastic averages are eligible to be considered for membership in Cum Laude. At the Academic Awards Assembly students with outstanding achievement in academics, fine and performing arts, and community service are recognized.

Attendance at all of the awards ceremonies is mandatory. Parents will be notified in advance, and all parents are invited to attend these assemblies. Please make sure your child knows he or she is getting an award. Students who are receiving awards who are dressed inappropriately may not be allowed to go on stage to receive them. Only students in good standing (satisfactory attendance, behavior, and GPAs) will be eligible to be recognized at the awards assemblies.

## **M. GRADUATION: RECEIVING A DIPLOMA**

In order to receive a diploma, students must have met the met the distribution requirement as outlined in this handbook, the Upper School Curriculum Guide and during the registration process. Exceptions to this rule will be granted on an individual basis, only if the circumstances warrant it, as determined by the Head of School. Furthermore, students must pass all courses each year. If a student fails any course in any year, the student will not be considered as having fulfilled the graduation requirements and therefore will not be eligible to receive a diploma, unless the student has made up the course.

In addition to meeting all academic requirements, all financial obligations must be met in order to receive a diploma and have final transcripts sent to colleges.

### **Attending the ceremony**

It is expected that seniors attend all senior events unless the following circumstances preclude them from attending:

- Seniors with poor behavior or poor academic performance during their senior year may not be allowed to attend the graduation ceremony or any other year-end school or class function including the Senior Dinner, Prom and the Senior Breakfast. A classification of poor behavior can result from a single serious transgression or from numerous less serious transgressions, including, but not limited to, excessive absences, lateness or cutting, smoking on or near the campus, disruptive behavior and/or use of foul language.
- Seniors with good behavioral records who fail to meet the academic and/or community service graduation standards may attend the graduation ceremony if they are enrolled in an LWA approved summer program that will allow them to fulfill any remaining requirements. However, an actual diploma will not be presented at the graduation ceremony. The diploma will be issued only after all requirements have been met.

## **II. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

The school sponsors a wide variety of co-curricular and extracurricular activities. Although organizations may be added or phased out as student and faculty interest changes, the activities described below traditionally enjoy student and faculty participation each year:

### **A. ATHLETICS**

LWA's interscholastic athletic program includes competition at both the Varsity and Junior Varsity levels. The sports teams compete in the Private School Athletic Association (PSAA) and the Independent Private and Parochial School Athletic League (IPPSAL). The Upper School fields teams in soccer, basketball, tennis, and baseball for boys, and in soccer, basketball,

volleyball, tennis and softball for girls. Other sports, such as golf and cross-country, are also offered based on student interest. Participation in extracurricular sports is open to all students.

We expect our athletes to maintain appropriate GPAs and be students in good standing. Athletes on academic or disciplinary probation may not be allowed to participate in after school athletics.

## **B. FIELD TRIPS/OUTDOOR EDUCATION**

All ninthgrade students are required to participate in an Outdoor Education trip on September 26th. Freshman go on a day trip, where they will take part in a number of different activities that encourage them to challenge their limits, as well as foster relationships between students and teachers.

Students will be taken on a variety of day trips during the course of the year. These trips are meant to increase a student's understanding of the material being presented in class. As such, they are considered an integral part of the curriculum and it is expected that students go on all trips. Students must be in school for all classes prior to a trip. Students arriving late to school who have missed classes may not be permitted to go on the trip.

**Travel Abroad/Domestic Travel Program:** As cross-cultural engagement is at the core of our school's mission, Upper School students are offered opportunities to participate in our travel program. All school policies are in effect for all trips.

For all trips, parent permission slips will be sent home at least one week prior to the trip. These should be signed and returned immediately along with a check to cover any fees involved. It is important to have these returned in a timely manner so that teachers can be given an accurate list of students who will not be in their classes. Students are expected to get work ahead of time from classes they will miss. Students who do not have written permission will not be allowed to go on the trip; if they do not go on the trip, they will be expected to attend school for the entire day. All students are expected to return to the school at the end of the trip; **any travel exceptions must be requested in writing at least a day before the trip and must be approved by the Principal.**

*Note: Please make sure you are aware of the time a trip is returning. Students will call parents within half an hour of our arrival at school. Please be at school on time or have other arrangements in place if you cannot be there. It is not fair to make chaperones wait for late arriving parents. You must notify the Principal in advance if there will be any problem picking up your child.*

## **C. FINE AND PERFORMING ARTS**

Students in Chorus, Select Chorus, Wind Ensemble and Jazz Band perform at two evening concerts, one in December and one in May. Attendance at concerts is mandatory, as they are considered the equivalent of mid-term and final exams. Students are expected to be present for the entire concert in order to show support for their fellow students' performances.

Appropriate dress for concerts (Monday dress code style, with a dark jacket, white shirt, tie, dark slacks for boys; blazer, white blouse, dark slacks or loose skirts no more than one inch above the knee, no flip flops or extremely high heels for girls) will be discussed with students and a letter

will be sent home to parents prior to each concert. Students not appropriately dressed may not be allowed to perform in the concert; appropriate consequences will be assigned.

Student artwork is displayed at both the winter and spring concerts.

#### **D. STUDENT PUBLICATIONS**

- THE PRISM (newspaper)
- PORTFOLIO (yearbook)
- NOVATONE (literary magazine)

#### **E. STUDENT GOVERNMENT**

The Student Senate is a group of elected and appointed students from all four grades. Elections for Student Senate are held in the fall, for all grades. All students in good standing are eligible to run for office if they meet the guidelines established by the Student Senate. Only seniors who have been in Student Senate can run for School President.

*Elected Positions:* School President & International Student Liason, Grade President & Vice-President, Treasurer.

### **III. RULES AND REGULATIONS**

#### **A. 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 an 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.** Link to those requirements: [https://www.health.ny.gov/publications/2370\\_2019.pdf](https://www.health.ny.gov/publications/2370_2019.pdf)

- 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 over-the-counter) 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. All medication must be brought to the school nurse or the main office, if the nurse is not present. Students are not allowed to carry medication with them. Medications, including aspirin, Tylenol, asthma or allergy remedies, will not be administered, even in emergencies, to any student by school personnel other than the school nurse.
- 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. This regulation also applies to those students who drive their own cars to school. 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.** 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**. There are several students in the school with severe allergies. Please read the following "Nut Aware" policy carefully: *LWA is 'NUT AWARE'. We strive to avoid bringing any food containing nuts, nut oils or nut derivatives into the school building.*

We recognize, however, 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. Our policies are designed and intended to assist students in following the practices they and their parents feel appropriate.

## **B. ATTENDANCE**

- Students are expected to be in school and to follow their schedules at all times. Absences not only hinder student performance, but also inconvenience other students and teachers. Time usually given to students who need extra help is instead diverted to catching up absent students. While teachers are happy to provide time for all learners, students must carry their share of the responsibility for their education. A very important part of that responsibility is being here every day.
- In keeping with our strong beliefs about the importance of daily attendance, parents should not take students out early for vacation, nor should they plan vacations during other school times. Exceptions to this policy must be approved by the Principal or the Headmaster. If taking the students out is unavoidable, students are responsible for all work missed while they are away; they are expected to communicate any anticipated long-term planned absences to teachers ahead of time, so teachers have time to prepare the work they will need to do while they are away. If too much work is missed, parents may be required to provide outside tutoring to help students make up the work in a timely fashion.
- Under no circumstances is an unexcused absence allowed. Unexcused absences are dealt with as explained in the policy below. Participation in sports and field trips does not count as an absence. **In the case of an illness lasting three or more consecutive days a doctor's note is required upon return to school in order to have the absences deemed excused.** The Headmaster must be notified ahead of time of any reason that may require frequent or extended absences.
- If a student accumulates medical absences for over 20% of either semester, a conversation must occur with administration to evaluate the student's ability to advance to the next grade level.
- If a student is absent because of illness or personal emergency, parents are requested to notify the school by 8:15 a.m. by using the email [attendance@lawrencewoodmere.org](mailto:attendance@lawrencewoodmere.org). Students are responsible for all assignments missed during their absence from school. They should call a friend for the assignment, email their teacher, or check on Google Classroom (or the equivalent technology). Parents can also request daily assignments when they contact the school in the morning; the assignments may then be sent home with another student, parents may pick them up, or when possible, assignments can be faxed or e-mailed. Parents must inform the school nurse if their child has been out with a contagious illness. Parents must notify the school as soon as possible if their child will be out for more than 3 days.
- Parents should schedule medical, dental or other appointments for after-school hours. If such an appointment must be made during the school day, the student should present a note to that effect to the front office prior to the scheduled appointment. Please try to let us know in advance so that teachers can get work together for classes that are missed. Parents are asked to hold such occurrences to an absolute minimum.

- All students leaving school early (before 3:20 p.m.) must sign out in the Main Office *only after* the administrative assistant or administrator receives parental permission. No student may leave without parental consent. Not following proper sign-out procedures will result in disciplinary consequences. **Students cannot sign themselves out of the school – only parents/guardians or administrative assistants may do so.**
- Students who feel ill during the day may request a pass to the nurse, who will then contact parents. Students may not go home without the nurse’s approval, parental consent and signing out. Students may not call home themselves to request parents come to get them early; they must see the nurse to obtain permission for a parent to be called by the school.

Note: *If a teacher does not appear in class at the beginning of a period, Upper School students may not leave the room until specifically authorized to do so by an administrator. One student should go to the Main Office to report the situation. **There is no time limit after which students may assume a class has been cancelled.***

### **Absence/Lateness**

Both absence from school or lateness to school or class can compromise a student’s progress, as valuable class discussion time cannot be made up. There is no substitute for being instructed in class. Therefore, unless parents send in a doctor’s note and/or notify the Principal of extenuating circumstances, students with excessive absences and/or latenesses will be reviewed according to the following:

- **College Visits**

1. Three college visits will be allowed as excused absences
2. During the decision-making period prior to committing to a school, an additional two college visits will be excused absences

- **Road Tests** should be scheduled outside of the school day (after 3:30 – most locations allow tests to be scheduled between the hours of 4 and 6).
- **The 6th unexcused absence** in an academic class in a quarter will automatically drop that student’s grade to a 60 for that class that quarter.
- **The 21st unexcused absence** in an academic class, regardless of which quarter it occurs in, will automatically drop that student’s grade to a 60 for that class for the **year**.
- **For half year classes, the 11th unexcused absence**, regardless of which quarter it occurs in, will automatically drop that student’s grade to a 60 for that class.
- **2 unexcused latenesses** will equal one unexcused absence and be counted towards the total of unexcused absences (but will not count as additional point reductions when combined as absences {see below}).
- **Additional absences during the quarter or the remainder of the year** may place the student in danger of receiving an “Incomplete” for that course (only under extenuating circumstances). Students who are excessively absent from school may be counseled out.

- **Excessive absences or lateness** may become part of a student's permanent file.
- At any time, additional privileges may be revoked: i.e. participation in sports, theatre or other extracurricular activities.

**Students who are late to school are subject to the following:**

- Students who are late to school for any reason must sign in at the Main Office upon arrival at school and receive a pass in order to be admitted to class. Not signing in will result in consequences. Parents must notify the Main Office that their child will be late to school; notification should be made before 8:15 a.m.
- The school considers an excused lateness to be medical (**as long as the office is notified by 8:15 a.m.**), death in the family, late buses, and accidents. (*Unexcused lateness means unexcused by the school; parents can send a note explaining the lateness, but only the school can determine if it is a legitimate excused lateness*). Unexcused lateness to school will be dealt with by the Principal.
- Students who arrive in school after 10:45 a.m. will not be allowed to participate in after school activities or sporting events.
- Students who arrive after first period on the day of a trip will not be allowed to go on the trip.
  - Students are required to be in school for the whole day, regardless of when the trip is leaving.
- Students who do not attend classes may forfeit their participation in Field Day.

**The Effect of Excessive Absence and Lateness On Grades**

Teachers may lower grades or fail a student due to excessive absences or latenesses, even if a student has performed well on exams and projects. Absences caused by suspension may also have a negative effect on a student's grade; students are responsible for all work missed during a suspension. Excused absences and lateness include medical (**as long as the office is notified by 8:15 a.m.**), death in the family, late buses, teacher passes, and accidents.

Under unusual circumstances or a long-term illness, every effort will be made to allow the student to make up the work and earn credit for the class. If this is not possible, repeating the course the following year or in summer school will be necessary.

Note: *Absences shall be interpreted to mean absence from school or any assigned place in school (classes, homeroom, assemblies, etc.). Unexcused absences mean unexcused by the school; parents can send a note explaining the absence, but only the school can determine if it is a legitimate excused absence (or lateness). Lateness to school, and early sign-out, if they involve missing a class or part of a class, are considered unexcused absences unless validated by administration.*

Since being in class daily and on time are so important to a student's success, the following policy regarding absences/latenesses applies to all Upper School students in all subject areas:

- Unexcused Absences:
  - If a student has 4 unexcused in a quarter, the student will lose 3 points from the quarter grade of the class.

- When 5 unexcused in a quarter is reached the student loses 5 points from the quarter grade of the class.
  - When 6 unexcused is reached the student fails (receives a numerical 60) the class for the quarter.
- Unexcused Latenesses
  - Latenesses are tallied and divided by 2 for point reductions for each class per quarter. (Example; 5 unexcused latenesses would result in 2 points off the quarter grade of that class).
- If a student accumulates 13 *excused* absences in a semester the student will fail (receives a numerical 60) for that class. (Doctor's notes and Headmaster's discretion do not count towards this number).
- If a student is absent the day of an exam, the student is expected to make arrangements with the teacher to take the exam the day they return to school. Each day the student is in school after missing an exam and fails to take it may result in a 10 point grade reduction per day.
- All work/projects assigned during an absence are the student's responsibility. Once a student returns, he/she must meet with the teacher on a free period to clarify the directions for the project and get any information he/she may have missed. If a student is absent on the day that a project or paper (or any other work) is due, it is expected to be handed in or presented on the day he/she returns, or the student may suffer a 10-point grade reduction for each day the work is late. If a student is out for a few days before a long-term paper or project is due, the student must contact the teacher to work out a reasonable time frame to get the work in.
- Students who are absent are expected to get the notes (they can photocopy them) and assignments they missed from a classmate, and to complete those assignments to the best of their ability. If extra help with a teacher has been arranged, students are expected to come prepared with the notes and their work on the homework to make the extra help session as productive as possible.
- Students with excessive absences/lateness may not be allowed to attend field trips or other extracurricular activities.

The policies above are for short-term excused absences only. Teachers understand that when students are ill they may not be able to complete all work; however, a good faith effort is expected. Illnesses or extenuating circumstances resulting in long term absences are dealt with on an individual basis. Parents should notify the Head of School as soon as possible if a student will be out for more than three days.

In addition to the aforementioned consequences regarding unexcused lateness and absence, a student's participation grade may be impacted negatively as absences and/or lateness increases. The student's participation grade is a percentage of the quarter grade.

Unexcused absences and lateness include returning late from off campus lunch period, family trips or any other reason that does not fall into the above categories for excused.

## C. GENERAL DISCIPLINE POLICY

The Upper School discipline policy is based on the school's Mission Statement. Fortunately, at LWA, the vast majority of discipline problems that arise are minor. However, the fact that they are minor does not mean that they can go unchecked and without consequence. **Of the highest priority is the establishment of a safe environment in which quality learning can take place.** This includes both the learning that occurs within the classroom and the socialization that occurs among students, faculty, administration and guests within the greater school community. No student may disrupt the learning environment by either preventing a teacher from teaching or other students from learning. Students are expected to respect the feelings and property of others at all times. Behavior that demonstrates a lack of respect for either oneself or for others, or disrupts the learning environment, is unacceptable.

In a school that seeks to develop mature, self-directed, cooperative learners, students must learn to be aware of how and why their behavior has disrupted the learning environment so that they can take control of their behavior and prevent similar incidents in the future. At LWA, discipline is seen as a learning experience and students are expected to learn to engage in a meaningful discussion of their behavior with other students, faculty and administrators.

At the same time, students must learn that all actions have consequences. Constructive behavior has positive consequences; behavior contrary to a positive social and academic environment has negative consequences. Students should understand that the consequences that are imposed upon them are a result of the choices they make.

### **Infractions and Corresponding Demerits**

Below is a list of infractions and the demerit value assigned

i. Unexcused Absent/Tardy From Homeroom.....	1 Demerit
ii. Out of Dress Code .....	0 Demerit
iii. Food or Drink out of Café.....	1 Demerit
iv. Did not Clear Table.....	2 Demerits
v. Inappropriate Cell Phone Use/Technology.....	2 Demerits
vi. Lack of Civility.....	2 Demerits
vii. Cutting Lunch Line.....	2 Demerits
viii. Out of Headmaster Dress.....	2 Demerits
ix. Disrespect to Peers	
Consistently Disrupting the Learning of Others.....	3 Demerits
Directing Inappropriate Language at Someone.....	5 Demerits
Slurs in Person or Through Social Media Relating to Gender, Ability, Sexual Orientation, Social Class Religion, Cultural Background, Ethnicity, Race, Beliefs, and Body Image.....	20 Demerits
x. Foul/Inappropriate Language.....	3 Demerits
xi. Ordering Food.....	3 Demerits
xii. Vandalism (Pen/Ink).....	5 Demerits
xiii. Leaving Campus.....	5 Demerits

xiv. Insubordination/Disrespect to Adults.....	10 Demerits
xv. Vandalism (Irreparable).....	10 Demerits
xvi. Cutting Class.....	10 Demerits
xvii. Rough Housing .....	10 Demerits
xviii. Theft.....	20 Demerits
xix. Cheating/Plagiarism.....	20 Demerits
xx. Fighting.....	20 Demerits
xxi. Contraband.....	20 Demerits
xxii. PDA (or non-public)	
Kissing, Cuddling, Sharing the Same	
Space in Public.....	5 Demerits
Any Sexual Interaction.....	20 Demerits
xxiii. Safety Decorum	
Not Following Safety Procedures.....	3 Demerits
Endangering Self or Others.....	20 Demerits
Tampering with Alarms .....	20 Demerits
xxiv. Filed Trips	
Creating a Disturbance.....	5 Demerits
Out of Room.....	10 Demerits
Late for Curfew.....	10 Demerits
Not Following Communicated Policies.....	10 Demerits
Being Sent Home due to Behavior.....	20 Demerits

As demerits accumulate the consequences are as follows:

- a. **At 5 demerits** there is a conversation with the Principal and the student. A warning/reminder of the next level of consequence is communicated.
- b. **At 10 demerits** there is another conference scheduled with the Principal. The Head of School and the student's parents may be included.
- c. **At 15 demerits**, in addition to another conference with the parents at the school, student receives an Out of School Suspension (number of days to be determined by Administration).
  - i. Student remains responsible for all class work, homework, quizzes and exams.
  - ii. Classroom participation grade may be affected as part of consequence.
  - iii. Cannot participate in sports or other extracurricular activities when assigned OoSS.
  - iv. These are considered excused absences.

In the unfortunate event of an OoSS, upon the day of the student's return to school, the parent/guardian will accompany the student into the building and a meeting will take place with a member of the administration. This meeting will be used to review the student's choices/actions that resulted in the OoSS and to also review the student's standing in the school.

-Certain actions may result in an immediate OoSS even if the accumulated demerits do not add up to 15. These actions include the following:

-Cheating/Plagiarism

## -Insubordination/Disrespect to Adults

\*\*\*the Administration reserves the right to issue an OoSS for other actions that may not be listed as Infractions or do not result in 15 demerits but are deemed inappropriate and/or unsafe in our school community.

It is our hope that situations that necessitate these consequences will not occur frequently. We all wish and strive for a productive, positive environment on a day to day basis. We will continue to recognize and acknowledge students who are meeting our community expectations and hope that everyone is invested in and excited about the activities and opportunities that are in development.

Our community exists to prepare students for the voyage of life; not solely the accumulation of facts and data (though knowledge is just as important), but also to be upstanding citizens able to navigate situations and individuals they encounter and to be adaptive to other communities they find themselves in. Structure, expectations, consequences, and reflections are all essential parts of that preparation process. It is much less costly and much easier to learn these traits in the safe and comfortable environment LWA offers than to wait to begin in the wider world. Hence the community expectations we have put in place.

### **Restorative Discipline**

LWA uses restorative practices (including restorative discipline) as important components of our community-building, character-building, and disciplinary processes.

Restorative practices are evidence-based practices that:

- strengthen relationships (student-student, student-faculty, student-school)
- teach empathy
- emphasize students' roles as members of the LWA community
- give every student a voice
- set clear behavioral expectations and limits
- teach students to understand the impacts of their actions on others
- hold students accountable for their actions
- require students to actively participate in disciplinary discussions and decisions- restore community and a sense of well-being after disciplinary incidents

To achieve these goals, we will employ such practices as community-building circles, individual restorative discussions, group restorative discussions, and formal restorative justice circles.

In addition, it is generally expected that teachers and students will work out any issues quickly by discussing and clarifying the problem and setting clear expectations. However, when a situation occurs that necessitates the imposition of consequences, steps are taken to ensure a timely response to that situation. Consequences may be, but are not limited to, the following (in addition to the consequences from the Demerit system).

- Loss of free periods
- Writing a reflective essay/apology
- Loss of off-campus privileges
- Exclusion from extra-curricular activities such as field day, senior day, prom

- Expulsion

Consequences may also be assigned for academic issues. Students who fail to do work in a timely manner may be assigned the following in order to help them make up the work:

- Loss of free periods until the work is done; mandatory study halls
- Additional assignments on a topic to replace the work not done on time

Note: There are times when the teacher will refer the student to the Principal who will take further action. In some cases the Head of School, in consultation with the Principal and the advisor, may recommend or require professional counseling; in some cases, professional counseling may be required as a condition of continued attendance or re-issuance of a contract. In cases where counseling is recommended, the school must be allowed to be in contact with the therapist in order to know how to best support the student's progress.

**The Head of School may be involved in disciplinary action at any point.**

Students and parents should work together to avoid the following discipline situations:

- Failure to follow the Acceptable Use Policy
- Failure to follow the rules for electronic devices/technology
- Use of inappropriate language and/or images on Google Classroom and all school media platforms
- Out of dress code
- Wearing headphones outside the cafeteria
- Eating or drinking outside the cafeteria
- Failure to return library books or disruptions of the library environment
- Bringing food in/ordering food from outside sources without permission
- Disruptive in class
- Disrespectful of persons and property in school
- Inappropriate language and/or comments
- Disrespectful of persons and property in relation to our neighborhood. For example: loitering on neighbors' lawns or on their sidewalks, leaving food containers and other garbage on their lawns or the sidewalks in front of their houses

**Teachers will fill out a Reprimand form indicating the demerits and consequence(s) assigned based on the frequency and seriousness of the violation. If student behavior over time is not improving, the teacher will refer the student to the Principal and Head of School for further discussion and action, which could lead to more serious consequences (i.e. extended Out of School Suspension or expulsion).**

Students who are on disciplinary probation will not be permitted to participate in afterschool activities or sports, and may also lose all off-campus privileges, and be assigned supervised free periods.

**The Administration has the right to amend this process at any time.**

a. **Major Violations** (*in addition to the demerit system consequences where and when applicable*)

All major violations such as smoking, cheating, harassment, fighting, use of foul language to teachers, staff, or administration should be brought directly to the attention of the Principal or the Head of School. A Reprimand will be written and made part of the student's record. Such violations may necessitate parental notification and the imposition of either an in-school or out-of-school suspension; severe or repeated infractions could result in disciplinary probation, a conditional contract for the following year, or even expulsion. Parents may be required to come to school for a conference with the Head of School, before the student will be allowed to return to school. **Stealing or the use of or bringing to school illicit substances or items of a dangerous nature will result in serious consequences, up to and including expulsion.** Professional counseling may be required.

**The consequences listed above are guidelines only and may be modified as needed. The Head of School may impose consequences in any matter. The Head of School has the sole authority to expel a student.**

2. **Parent Involvement in Student Discipline**

Most discipline issues are minor and are resolved rather easily by the student and teacher or administration. However, repeated misbehavior or major infractions of the rules will require parent involvement. Teachers, advisors and administrators will notify parents as necessary. The accumulation of 10 demerits will require a meeting with the parents/guardians in school and perhaps the imposition of further consequences at home. We highly recommend that discipline problems be made part of the discussion at regularly held family meetings and that discipline discussions be conducted in a positive, firm, fair and constructive way. Maintaining open lines of communication among parents, students, teachers and administration is vital to the success of our discipline system.

Students receiving numerous reprimands could be required to withdraw from the school. Please take all reprimand notices seriously. Discuss them with your child in a positive, firm, constructive way. Speak to the advisor, teachers, the Principal or the Headmaster as often as necessary.

**Note: Parents are expected to sign and return the Reprimand form as soon as possible so that we know you received it. Please discuss these Reprimands with your child and impose appropriate consequences at home.**

We hope that through discussion, counseling, character education, restorative discipline and the imposition of consequences, both at school and at home, students will begin to understand the rationale behind the discipline policy, and come to share our belief in the moral and ethical, as well as academic and intellectual, environment that the discipline policy is designed to maintain. Parents are expected to support the school's policies and trust our sense of fairness. Anything less than this support signals to the student a lack of both school and parental authority. Part of a student's security and emotional and social growth comes from knowing that adults have set clear, fair and consistent limits that they are expected to follow.

### 3. Dress Code

At LWA we recognize the fact that studies have been done that show a significant positive correlation between more “formal” dress and improved academic and social performance at the high school level. LWA dress code strikes a balance between preparing students for aspects of the world they will live in once they graduate and allowing them some choice when it comes to individuality, keeping in mind the responsibility that comes with those choices. It should also be kept in mind, whether you agree or disagree, people are often judged by appearances, and first impressions are important.

Therefore, just as adults must dress appropriately to attend work, students are expected to dress appropriately for their workplace – school. The dress code is designed to help our students develop a “habit of mind” about appropriate dress and presentation of self in our school community as well as to help them become accustomed to wearing more formal clothing on a regular basis.

Finally, the dress code serves to foster a feeling of pride in oneself and the school. Students are expected to be appropriately dressed daily. Advisors will check students’ attire each morning.

#### LWA Dress Code for Upper School Students

##### Upper School

- **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 trousers, slacks or skirts (of an appropriate knee length or longer). **No other color bottoms are permissible.**

- Foot wear is student’s choice for comfort and style; however, no High heels, moccasins, flip-flops, slippers, open-toed shoes for safety reasons.
- These items can be purchased at most clothing stores.
- There will be opportunities for special dress days in all divisions for various fundraising 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. If students cannot comply, then parents will be contacted to come to school with appropriate clothing. If the parent cannot be contacted or cannot bring the clothing to school then the student will serve an Out of School Suspension the following school day. The student may also be restricted from classes when not complying with dress code.**
  - o Please be aware that any assessments missed during the Out of

School Suspension cannot be made up and therefore will result in a zero.

- 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 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.

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

### **Not Permitted Anytime in School Unless Clearly Communicated by Administration**

- Bare midriffs, sleeveless tops or exposed undergarments due to low-rise trousers, slacks or skirts.
- Undersized or oversized garments too tight, too short, too long, overly baggy.
- No rips, shred, tears, holes, excessive patches or frayed bottoms.
- 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.
- Sunglasses in the building.
- High heels, moccasins, flip-flops, slippers, open-toed shoes.
- Headsets/earbuds of any kind.

### **Dress-down Days:**

Dress Down days will be thematic supporting a cause or movement and possibly allowing the students a chance to wear clothes that may not normally be allowed. Some expectations remain, reflecting our dress code: jeans may not have holes or patches or be frayed at the bottom. A guideline would be that the jeans have to be loose around the leg and ankle; pants that are tight-fitting at the ankle and/or skin tight on the leg are not allowed.

Having students appropriately dressed for school is important and we need the full cooperation of all the parents. Since the goal of the dress code is to foster a feeling of pride in oneself and in the school, students are expected to be appropriately dressed daily. Please discuss the dress code with your child, sit down and look at the website together, 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.

## **D. ELECTRONIC DEVICES/TECHNOLOGY**

**Music Players:** The use of any portable music device is only permitted with earbuds and in the cafeteria during school hours

### **Mobile Phones:**

Mobile phones are collected at the start of every class session and returned at the end unless used for educational purposes.

Mobile phones and similar devices may not be used to make calls in the school building for any purposes.

They should not be seen during the school day, nor heard ringing nor used in any way (textmessaging, IMing, as a camera, or game playing) unless in the cafeteria during lunch or break, and only then for text messaging or game playing – not vocal calls.

Students using their cell phones (or any electronic device) any place outside the cafeteria improperly may receive demerits and could face the following consequences:

- 1st time – phones (or other devices) taken away for the day
- 2nd time – phones (or other devices) taken away for the day, parents will be called by the Principal to make arrangements for the student not to be allowed a phone (or other devices) during the school day

If a student must make a call on a cell phone, they may step outside the courtyard or front doors during lunch, break or a free period. **We ask that parents not text-message or call their children on their cell-phones during the school day.** All of these are extremely disruptive to the learning process. If you need to leave a message for your child, then please call the Main Office; one of the administrative assistants will get the message to your child. In an emergency, do not send a “911” text. Please call the Main Office, and tell them it is an emergency; someone will get the message to the student in a timely and appropriate manner, or get an administrator to help deal with the problem.

**Appropriate Use of Technology:** Students may use computer technology in the school to support class work or assignments (or other electronic devices, when asked by a teacher). Recreational use of technology, e-mailing, texting and engagement in other social media is only permitted when in support of school activities or with the approval of faculty. Unauthorized or inappropriate use of technology in school will result in disciplinary consequences. The school's policy is as stated below:

### **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, either on or 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 composed 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.

## **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 privileges and rights 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 and electronic/digital 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 and electronic/digital 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 and electronic devices 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.

Respect the personal safety and dignity 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, either on or off campus, which puts a student or other community member at risk or is hurtful, embarrassing or offensive. Please be aware that faculty and staff members are only to interact online with current students in school-sponsored "spaces," including school email and school media platforms. Social-networking sites should not be used for communication with students.

This policy only applies to students who currently attend LWA, and does not apply to alumni. 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 director immediately.

Respect the privacy of every community member. Protect private or identifying information by not disclosing or publishing such information in any online forum. This includes the distribution or external publication of still images or video clips of any community member without their express permission. 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, or otherwise harmful. The school administration reserves the right to restrict access to network resources for community members who fail to observe the guidelines of this policy.

### **E. HONESTY, PLAGIARISM, CHEATING, THEFT**

We expect our students to act honorably and responsibly at all times in all situations. Students caught lying or acting dishonorably or irresponsibly will face severe consequences, up to and including suspension or expulsion.

- Plagiarism is the act of representing as one's own work the work or ideas of another. Plagiarism includes, but is not limited to:
  - Submitting as one's own essays or portions of essays written by other people, including commercially prepared term papers.
  - Failing to acknowledge through proper citation and bibliographical entries the source of ideas essentially not one's own.
  - Failing to indicate, through proper use of quotations and citations paraphrases, ideas and verbatim expressions not one's own.

- Use of copyrighted material, such as trademarks, photographs, music or video content without appropriate citation and permission from the author or publisher.
- Submitting for one course an essay written for another course without getting prior permission from both teachers.
- The use of online language translators for submitted work (Google Translate, etc.)
- Cheating is a serious offense. In addition to the penalties listed in the “Major Violations” section, a student who copies another student’s work or who cheats on quizzes or tests, including midterms and finals, will get a zero for that particular assignment or exam, regardless of when during the exam the cheat sheet/device/activity was discovered. Students giving work to others to copy, or who allow others to copy on quizzes or tests are equally guilty of cheating. Other penalties for cheating are suspension, academic probation or expulsion, depending on the circumstances. **Cheating a second time on a mid-term or final exam or on a major paper or project will result in a possible expulsion.**
- Theft will not be tolerated. **A student caught stealing will suffer serious consequences, up to and including expulsion.** Professional counseling may be required.

## **F. ARRIVAL AND DEPARTURE**

### **Driving/Parking**

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 these driveways 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 not drive or park cars in the circular driveway from 2:45 to 3:35 p.m. If your car is parked in the front, you will not be able to move it until the buses are gone.** parked in the side parking lot, exit. Please respect these rules which are made in the best interest of the safety of all our children.

### **Building Safety**

All students and visitors should enter through the front doors only.

Students arriving late must sign in with the receptionist in the Main Office and get a pass to go to class.

Students should not be in school after dismissal unless they are involved in a school-sponsored activity. Other than the teachers/coaches supervising the activity, there is no supervision of students in other parts of the building. Please make arrangements to have your child picked up after school or other activities in a timely manner. If you need to pick your child up after school hours, you must notify the Principal. The school is not responsible for students in the building after school hours unless they are involved in a specific, supervised event.

Students who remain in the school after dismissal to attend an after-school event, such as athletic practice, game or rehearsal, must remain in the cafeteria until the event begins. Students are expected to follow school rules for behavior even after school ends; however, they may use their cell phones after school. Students found elsewhere on campus, or behaving inappropriately

during after-school hours, will be asked to leave immediately. Disciplinary consequences may be imposed.

### **G. FIRE DRILLS**

Fire drills will start promptly after the beginning of the school year. The signal is a loud continuous ringing. **Students are expected to be silent for the duration of the fire drill. Failure to do so will result in serious consequences, including suspension from school.**

### **H. BEHAVIOR ON BUSES AND MOTOR VEHICLES**

The driver is charged with the responsibility for providing safe transportation. We expect students to behave properly while in transit. 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. **Students should make sure to tell the bus driver if they are not going home on the bus in the afternoon.**

### **I. STUDENT PARKING/DRIVING**

The parking spaces next to Hessel Hall (facing the brick wall) are reserved for seniors only. Students may only park in the side parking lot. They may not park in the front, and they should never park or drive through the back parking lot or down the driveway by the courtyard under any circumstances.

All student drivers must give a copy of their license to the Headmaster's administrative assistant. They must also give her the make, model, color and license plate of their car.

Students are expected to drive carefully and slowly on campus. Students not following any of the above may have their on- and off- campus parking privileges suspended.

**Only students with valid senior licenses may park or drive on campus.**

*Note: Students with junior licenses are not allowed to drive to and from school unless accompanied by an adult. Special permission is required from the Department of Motor Vehicle for work/study programs; driving to a regular school and/or to work may not qualify for these permits.*

### **J. ILLICIT SUBSTANCES**

Lawrence Woodmere Academy is an educational institution devoted to the greatest possible mental and physical development of all its students. In such an environment, mind-altering substances such as drugs and alcohol have no place. We cannot ignore the existence of the drug culture, but we can together erect barriers which limit outside pressures and provide personal support within the school community. A first step is observance of the following policies:

- Any student who is known to have used or possessed any non-prescribed drug on school premises or during a school-related activity or function will be subject to expulsion from the school. The school may require students to have drug-tests done outside of school as well as attend a drug treatment program. The school must be given permission to get results of the drug-tests and updates on the student's progress from the treating professional.
- The term "drug" will be taken to include any non-prescribed drug, narcotic, marijuana or marijuana extract, hallucinogen, barbiturate or amphetamine, or alcohol.
- "Use" or "Possession" includes possession, consumption, and/or the appearance of being under the influence of a drug.
- Students may not have in their possession, on school grounds or in their vehicles parked on school grounds, any drug-related paraphernalia which would include, but are not limited to, rolling papers, pipes and cocaine spoons, whether used or kept as decorative pieces of jewelry. The possession of drug-related items will be interpreted as suggesting probable drug use, encouraging drug use by others, and/or condoning the use of drugs and their presence on our campus. Consequences include suspension for a period set by the Administration and possible expulsion.
- Any student who is known to have sold, given, or offered any drug to another student on school premises or during a school-related activity or function during or after the school day will be expelled.
- If a student violates any of these major rules the responsibility for evaluation of evidence of a student's involvement and decision as to appropriate punishment rests with the Head of School.
- All rules regarding illicit substances apply to students during any school-related activity or function whether on or off school premises during or after the regular school day. Students who are involved in a school-related activity off-campus are liable to punishment for any violation of these rules which may occur during that time.
- Students involved in substance abuse off-campus during non-school hours also may be subject to sanctions if off-campus behavior is thought likely to have a significantly negative influence on our efforts to promote and maintain a substance-free environment.
- The Administration will notify parents of any rumors of suspected drug/alcohol use, at any time, on or off-campus, so that we may best protect the health and well-being of all our students.

### **Smoking**

No student is allowed to smoke (this includes e-cigarettes and vaping) on school property or in the school neighborhood. The evidence is very compelling that smoking is detrimental to health and that tobacco is a drug. We hope that students choose not to smoke at any time, but we feel obligated to give them a strong message by establishing this rule. This same rule applies to

smokeless tobacco. Students who use tobacco on school property or in the school neighborhood risk being suspended. Repeated offenses will result in expulsion.

### **Other**

Students may not bring matches, lighters, fireworks, knives or weapons of any kind into school or onto school grounds. A student caught with any of these items will suffer serious consequences, up to and including expulsion.

### **K. FOOD**

Food/drink is not permitted outside the cafeteria, except under the supervision of a teacher. Food/drink is never allowed in Hessel Hall or in the hallway leading to Hessel Hall.

*No students are allowed to order food to be delivered to the school. If an Advisory or club lunch is arranged, the teacher must notify the receptionist in the Main Office, order the food, and make arrangements for delivery and payment. Juniors and seniors may not bring in food from restaurants, etc. for freshmen and sophomores.*

### **L. PROM**

The Prom is held after final exams for juniors and seniors. Sophomores and freshmen may be allowed to attend with permission from the Prom Coordinator and the Principal.

## **IV. MISCELLANEOUS INFORMATION**

### **A. COMMUNICATION WITH THE SCHOOL**

#### **1. Phone contacts**

You may reach your child's advisor or teacher either by email or calling the main office and leaving a message for them. Other phone numbers you may need are listed below as well.

- Main Office: 516 374-9000
- Roz Friedman, Administrative Assistant to the Head of School: 516-374-9000 Ext. 820
- Marc Hoyle, Principal: 516 – 374-9000 Ext. 846
- Susan Lettieri, Director of College Guidance and Curriculum: 516-374-9000 Ext. 821

#### **2. Electronic resources**

In an effort to “go green” and to communicate more efficiently with our parents and alumni, LWA uses the following electronic forms of communication:

- **Website:** Please visit our website at [www.lawrencewoodmere.org](http://www.lawrencewoodmere.org) to learn all about the wonderful events taking place in all three divisions. Hear from the Head of School, keep informed about the Parents Association, and see the calendar and daily reminders for important dates and schedules. School news, upcoming events, lunch menus, Academy 411 publications, parent resources and parent association details can be found in the parent portal. Additionally, parents can manage their contact information, view parent and faculty/staff directories, and access student grades through My Backpack. Click on

the “My LWA” link to begin. All concerts, athletic events and drama productions are announced. Stay informed daily!

- **Email:** Each member of the faculty and staff has an email address. The email structure used at LWA is FirstInitialLastName@lawrencewoodmere.org.
  - **E-Notifications:** Community emails with announcements and invitations are sent to parents weekly and to alumni monthly. Please make sure you register info@lawrencewoodmere.org into your address book to avoid having these communications read as spam.
  - Remember to check that your email is up to date by logging in to the Parent Portal above and clicking “View and Manage My Profile” in the “My Profile portlet.
- **Google Classroom:** is a learning management system where teachers share resources and develop interactive activities for each course that they teach. Summer assignments for each course are posted either on the course’s Google Classroom page, or in a separate course within the given department entitled “Summer Assignments”.

The content on Google Classroom is password protected. Upper School parents are not given a Google Classroom login to allow students to have open and honest communication with teachers and assume a growing level of responsibility.

- **Family Connection:** LWA has a partnership with Naviance, a secure website that links College Guidance with students and parents to optimize course and college planning. It forms a link between home and school that provides:
  - College search and comparison tools
  - Scheduled visits by college representatives (Grades 11 & 12)
  - Online registration for LWA classes
  - Links to college application process websites
  - College Guidance updates
  - Student Activity List to update as needed

With their course registration username and password, LWA students have access to Family Connection at [connection.naviance.com/lwa](http://connection.naviance.com/lwa).

- **Facebook:** LWA has two Facebook accounts: 1) an official group whose purpose is to connect alumni who are active within this social networking site and 2) a page for current students and families to keep up with what’s going on around the school. The Alumni community can be joined by going to <https://www.facebook.com/lawrence.woodmere> and selecting ‘Add Friend’. The school page can be joined by going to <https://www.facebook.com/LawrenceWoodmereAcademy> and clicking ‘Like’.
- **Twitter:** LWA has an official Twitter feed, @LWAcademy, which can be followed by anyone with a Twitter account. Its purpose is to give up-to-the-minute updates about campus activities and events.

### 3. **Messages**

On occasion students will receive messages from home or friends at school. It is almost impossible for the staff to fulfill their office duties and deliver non-emergency messages personally to all students who receive them in the course of a day. Therefore, except in

emergency situations, we ask that messages for Upper School students be kept to a minimum. Please do not call your children on their cell phones or text them “911” in an emergency; please call the Main Office and one of the administrative assistants or an administrator will be happy to deal with the matter in an appropriate and timely manner.

## **B. LOCKERS AND VALUABLES**

9<sup>th</sup> Grade students will be assigned a lock and locker. All other students who want a lock and locker should see Roz. All personal belongings, books, bookbags and outer jackets are to be kept in this locker. Loose books should not be left about the building. Students may not wear outer jackets during the school day. Students should not bring large sums of money or valuables, such as expensive jewelry or electronic equipment, to school; if necessary, students should see the Principal to secure money or valuables. Students should not keep money or valuables in their lockers.

If students must bring valuable items to school, such as jewelry, musical instruments, computers, cell phones, Sidekicks, iPods, digital cameras, etc., the parent should look into securing private insurance against their loss or theft. **Students should never leave backpacks, pocketbooks or valuable items unattended. The school is not responsible for loss or theft of any items.**

All Upper School students, who are given locks, are expected to return them to their advisor at the end of the year. Students who have lost their locks or do not return their locks will be billed \$7.00 per lock at the end of the year.

**Students may not use their own locks on their lockers.** Unauthorized locks will be removed. Under no circumstances should students share their locker combinations with any other individuals. Lawrence Woodmere Academy assumes no responsibility for the contents of a student’s locker. Students will be given instructions on gym lockers and allowed locks on the first day of PE class.

Prior to summer vacation, lockers must be cleaned out and locks returned. Any articles left will be discarded.

*All school lockers are the property of the school and are subject to inspection at any time.*

## **C. GUESTS**

Students are not allowed to have guests at any time unless approved in advance by the Head of School. All guests must register in the Main Office. Juniors and seniors who are meeting

friends for lunch should make arrangements to meet off campus. Please be advised that we will notify the police of any person loitering around the school on or off the campus.

## **D. SNOW DAYS**

On days of questionable weather, the School will call you if the school will be closed. Parents can go online at <http://www.News12.com> as well as the school website. <http://mylwa.lawrencewoodmere.academy/>

## **E. BIRTHDAYS/CELEBRATIONS**

As LWA is “Nut Aware,” please do not send food or candy containing any type of nuts to school. Latex balloons may not be brought into school. Students wishing to buy balloons for their friends should get Mylar only.

## **F. TEXTBOOKS**

Textbooks are extremely expensive; most cost upwards of \$60, if not more. We ask our students to treat their textbooks (and all school property) with care and respect. Lost textbooks should be reported to the teacher; a new book will be ordered or, if available, will be replaced. The cost of a lost book or damaged book will be added to the student’s account. Unpaid balances at the end of senior year may result in not receiving final grade reports, not receiving a diploma, or not having a final transcript sent to colleges.

*The faculty and administration appreciate your adherence to all the policies, procedures and rules included in this handbook. All information in this handbook and all policies and rules are subject to revision by the administration at any time. Furthermore, students are subject to all policies at all times at off-campus school related functions or trips.*