

Lower School

Lower School Office

Elizabeth Rightmyer, Interim
Head of Lower School479-0347
Susan Harlow, Lower School
Administrative Assistant .479-0352
Pamela Lang,
Director of Lower School Student
Services.....479-0358
Lynne Priest, Junior Kindergarten
Director & Lead Teacher..895-5335
Sports Hotline479-0388

Daily Schedule

The school building is open to students during the following hours, except by special arrangement for faculty-supervised activities:

Monday–Friday 7:30 a.m.–3:30 p.m.

The school does not take responsibility for students on campus outside of the regular school hours and programs, or who are dropped off or picked up off campus.

Children whose parents/guardians cannot pick them up by 3:30 p.m. **MUST** be enrolled in the after-school YMCA Program. The program is available for students in JK through Grade 8.

Junior Kindergarten Hours

Full-Day
Mon.–Fri. 8:45 a.m.–2:45 p.m.

Grades KG–5 Hours

Mon.–Fri. 8 a.m.–3 p.m.

Lunch

JK, KG, 1st, 2nd grades

Mon.–Fri. 10:50–11:20 a.m.

3rd grade

Mon.–Fri. 11:40 a.m.–12:10 p.m.

4th grade

Mon.–Fri. 11:30 a.m.–12:00 p.m.

5th grade

Mon.–Fri. 11:20 a.m.–11:50 a.m.

Goal: Communication

The school strives for open communication with parents and works to collaborate with parents to understand and educate each child. Parents are always welcome in the Lower School and we especially invite you to share your talents or hobbies with our classes. Your child's teachers will reach out to you in several ways:

1. Edline and loucol.com. All Lower School news is available on the web. JK-12 news including the all-school calendar can be found at www.loucol.com and you will receive E-news occasionally for schoolwide information. The Lower School Edline page features activities of the whole division, such as assemblies, family-parent conferences, and JK-5 family events. In addition, each homeroom teacher and specialty area has a web-based information page that contains up-to-date class schedules, homework assignments, field trip information, and special activities. To activate your Edline account, contact the Lower School office.
2. Progress reports and report cards
Parents of students new to the Lower School and students who

have special concerns receive a progress report every four to five weeks during the school year. Report cards are mailed home quarterly to parents of 1st through 5th graders, and three times a year to Junior Kindergartners and Kindergartners.

3. Family-teacher conferences. On October 22 and 23, teachers report to parents/guardians students' progress in the academic areas as well as their social/emotional adjustment to school activities.
4. Voice mail and e-mail
Faculty, staff, and office personnel are available by the email and voice mail addresses listed in the Collegiate Directory.
5. Parents Association
All Lower School parents/guardians are members of the Parents Association and are encouraged to attend the general meetings of the Association on October 20, January 14, and March 16.

Parent questions are best answered by the person who is closest to the information.

- Questions about class activities and daily work are best directed to the classroom or specialty teacher (through voice mail, email, or a written note).
- Questions about Lower School or school-wide activities are best directed to the Lower School Administrative Assistant, Susan Harlow: 479-0352 or sharlow@loucol.com
- Questions about athletic schedules or directions to the games are best directed to the Sports Hotline (479-0338) or the link to athletics from the school's website.
- If these lines of communication do not solve an issue, the Interim Head of Lower School, Elizabeth

Rightmyer, can be reached at 479-0347 or erightmyer@loucol.com We are most eager to develop a personal, working relationship with each family and regard your questions and concerns as occasions to build understanding about a child's educational needs.

Goal: The Development of Character

In fulfilling the school's mission of character development and responsible citizenship, students are expected to follow *respectful, responsible, and honest* practices.

Manners and Conduct

All members of the Collegiate community strive to treat each other with respect at all times. This includes manners such as greeting one another and visitors warmly, saying please and thank you, holding the door for each other, and walking quietly in public spaces. The community also accepts human differences and treats kindly those who need assistance. We do not tease, trick, or verbally hurt another person, nor do we physically mistreat anyone.

Respectful Practices Dress Code

Collegiate believes that uniform dress promotes respect for the importance of education, builds a sense of school pride and community, and encourages students to appreciate the talents of others as distinguished from their style of dress. Its simplicity is designed to provide easy enforcement.

Hair is to be of an appropriate length and away from the face and

jewelry should be minimal and appropriate in nature. Students may be asked to remove jewelry which is considered to be dangerous on the playground. Body piercing is limited to ears only. No visible tattoos are permitted. All items of clothing are expected to be neat and clean. No hats, scarves, bandanas, cargo pants, denim clothing, or legwarmers are to be worn. Hair should be natural in color.

School Uniform

Students should wear a clean uniform everyday unless otherwise notified. Students not wearing a uniform will be asked to phone home to receive appropriate clothing.

Girls—Grades K–5

- Plaid jumper
- Plaid skort
- Navy pants with belt loops
- Navy shorts with belt loops
- Belt
- Plain white, short or long sleeved polo shirt only if worn under jumper
- White short or long sleeved blouse with Peter Pan collar only if worn under jumper
- White short or long sleeved polo shirt with Collegiate crest if not wearing jumper (tucked in)
- White turtleneck
- Navy full-length straight leg leggings*
- Navy tights
- Navy or white socks
- Closed toe, closed heel shoes
- Athletic/Tennis shoes
- Solid navy sweater, sweatshirt or fleece
- Navy or black shorts worn under jumpers
- Collegiate sweatshirt or fleece purchased at the Glenmary Shop or issued through a sports team

*Leggings should match those available at Parker Uniforms or Land's End
(When ordering from Land's End, use item #244680 for "Little Girl Regular," #244681 for "Big Girl Regular," or #254184 for "Big Girl Plus," then select color "True Navy.")

Boys—Grades K–5

- Navy pants with belt loops
- Navy shorts with belt loops
- Belt
- White short or long sleeved polo shirt with Collegiate crest (tucked in)
- White turtleneck
- Navy or white socks
- Closed toe, closed heel shoes
- Athletic/Tennis shoes
- Solid navy sweater, sweatshirt or fleece
- Collegiate sweatshirt or fleece purchased at the Glenmary Shop or issued through a sports team

Special Occasion Dress

Formal attire is requested on the first day of school, holiday program school picture day, and special assemblies as announced.

Girls - Grades K-5

- Plaid jumper
- White long sleeved blouse with a Peter Pan collar
- Navy tights (not required in warm months)
- Dress shoes

Boys - Grades K-5

- Navy pants
- Brown leather belt
- White button down oxford shirt
- Blue and Gold school tie
- Navy socks
- Dress shoes

The **Glenmary Shop**, sponsored by the Alumni Association and located in the Upper School offers an array of uniform-approved shirts, sweatshirts, and fleece jackets with the Collegiate logo.

Physical Education Uniform

Physical education uniforms are required and purchased through the Collegiate Glenmary Shop prior to the start of school and, as needed, during the year. All physical education uniforms and sneakers must be marked with the student's name. Each student will be assigned a gym locker for storage of physical education equipment and issued a combination lock to secure belongings. Combination locks (the lock issued at school is required) will be distributed by the Physical Education Department at the beginning of the school year. Students will bring gym clothes home each week for cleaning.

Kindergarten

Students wear classroom clothes to physical education class. Girls need to wear a separate pair of shorts under their jumper for physical education classes. One pair of sneakers should remain at school.

Grades 1-3

Students wear the Collegiate uniform to physical education class. Girls need to wear a pair of shorts under their jumper for physical education classes. One pair of sneakers should remain at school.

Grades 4-5

- Collegiate physical education T-shirt and shorts (worn from the waist) purchased from the Glenmary Shop
- White athletic socks

- A separate pair of sneakers is required for class and should remain in physical education locker.
 - For cool weather: plain navy blue or Collegiate sweatshirt and sweat pants over the gym shorts and T-shirt.
 - Mouth guard (issued at school or purchased on own)
 - Shin guards (purchased on own)
- Three times a year (Thanksgiving break, winter break, and spring break) all belongings left in the physical education lost and found and in the lockers will be removed by housekeeping and donated to charity. Students will be notified in advance and given the opportunity to claim their belongings and clear out their lockers. Students leaving early on these breaks are responsible for clearing their lockers before departing for the break.

Responsible Practices

To be responsible is to be dependable and conscientious. At Collegiate, we strive to be trustworthy, reliable, punctual, and predictable. We also work very hard to keep our youngest students safe and secure during the school day. Walking in the halls, using playground equipment safely, and assisting one's class by performing classroom jobs helps students develop habits of helpfulness and caring.

Carpool Procedure

Morning arrival Drop off for the Lower School occurs along the Glenmary side of the building.

- Once you are in the car pool line, please pull up to the farthest point along the curb.

- Children exit the car on the curb side, not from the driver’s side or the back.
- At 7:45 a.m., a faculty member is on duty to supervise the arrival of students and to ensure that they have a safe transit from the car to their classroom.
- Lower School students arriving before 7:45 a.m. should go directly to the dining room. Supervision for students begins at 7:30 a.m; no student should arrive before that time.

Afternoon dismissal

The dismissal of Lower School students to their carpool and to their walking guardians is a busy time that can be confusing and even hectic. It is our goal to make the end of the school day calm and predictable for the schoolchildren and efficient for you, the drivers and walkers.

Dismissal for JK beings at 2:45 pm and its carpool line queues in the parking lot behind the JK house. Cars of JK students with older siblings can then join the carpool routine of the upper divisions.

Dismissal for K through 5th grade begins at 3 pm. The carpool line for K-5 students forms along the school side of Glenmary Avenue. K-5 students dismiss through the Primary Wing exit, which is the “last” door to the west of campus. There is a traffic guard at the corner of Ray and Glenmary who regulates the admission of cars to the carpool line, and teachers/ safety patrols on the sidewalk who help children into cars. We use a walkie-talkie system to alert students and teachers inside the

building which carpools are next in line.

- Car pool numbers help to ensure an orderly dismissal. Please have your car pool number visibly displayed in the window and encourage your child to know his/ her number.
- Students wait in the Lower School downstairs hallway until their number is called. If someone other than a parent/ guardian is picking up a child, they should have the carpool number prominently displayed and the Lower School office must have been informed prior to dismissal.
- Students are to enter the car from the curb side of the vehicle. Students entering a vehicle on the driver’s side poses a danger to the student.
- Lower School students are not allowed to walk to Burger’s Market.
- Car pools will be given a designated time to arrive: 3:00, 3:10, 3:20, 3:30, or 3:35 p.m. You will be notified of your car pool time before the first day of school.
- Students who are going home differently from their regular way or who are riding with a different adult, should inform the classroom teacher in writing or phone the Lower School Office before 2 p.m. so that a safe transition can be made.
- Parents must have on file in the Lower School office the names of those authorized to pick up their child(ren).

Honest Practices

Collegiate strives to develop in each student pride in achievement and honest endeavor. Collegiate students are expected to be honest, and respectful toward the school and the people who make up our school community. Acts of cheating, lying, stealing, defacing, or destroying property are major violations of the Lower School Code of Behavior.

- Students will not lie. Lying is making a statement one knows is false with the intent to deceive.
- Students will not cheat. Cheating is deception or dishonesty used to obtain an advantage over others or the use of another's work as one's own.
- Students will not steal. Stealing is taking something that does not belong to you without the consent from the owner.

Consequences for violations of this code of behavior will be determined on an individual basis in light of the severity of the act.

Goal: Academic Excellence

Children learn a tremendous amount in the early childhood and elementary years. At Collegiate we strive to provide the very best foundation for future academic success, including a focus on both concepts and skills from the very beginning of school. Student performance is assessed every day using formal and informal methods and student progress is reported several times each year in written form.

Report cards for First through Fifth Grades are mailed home two weeks following the end of the grading periods for the 2009-2010 school year:

1st quarter: October 9, 2009
2nd quarter: December 19, 2009
3rd quarter: March 12, 2009
4th quarter: May 28, 2009

Student skill development in grades 1 through 5 are reported using the following key:

E = Excellent work; Student is performing at an outstanding high level
M = Meets grade level expectations; Student is performing at a successful high level
I = Improvement needed; Student is performing below grade level
Blank = Not measured this quarter; This skill has not been presented or practiced sufficiently this quarter for assessment to occur.

Students are graded using the following percentages in grade 5:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 or lower

Students are graded using the following key in grades 1 through 4:

4 = Consistently outstanding performance

3 = Good effort and steady progress
2 = Need improvement in effort or performance
1 = Unsatisfactory effort or performance

Report cards for JK and K are discussed at the family-teacher conference on October 22-23, and mailed home twice more during the school year after the following dates: February 5, 2010 and May 28, 2010

JK and K students are assessed using the following key:

* = Usually
= Sometimes
~ = Seldom

Homework

Homework is a corollary to class work. Its purpose is to help children establish independent work habits and to practice skills already learned in the classroom. Although students vary individually, a general rule of thumb for length of homework time is 10 minutes per grade level. The following guidelines for homework are usual:

- K: 10 minutes of reading in the at-home family reading books
- 1st grade: 10 minutes of homework, plus 10 minutes of reading
- 2nd grade: 20 minutes of homework, plus 15 minutes of reading
- 3rd, 4th, and 5th grades: 40-50 minutes of homework, plus 20 minutes of reading

These times may vary depending on the rate at which an individual student works. If your child is spending an inordinate amount of time on homework, it should be brought to the attention of the classroom teacher. Likewise, if there seems to be little or no homework, the teacher should also be informed. Generally, homework is not given on vacations, weekends, or religious holidays.

Placement/Teacher Assignment Policy

Lower School - Determining the make-up of each Lower School section is the shared responsibility of the sending teachers and the Division Head. They rely on their professional in-class experience with the students to make decisions based on a number of factors. The sectioning is intended to provide the best possible grouping to encourage

the potential of each child. All students and parents will be notified of teacher assignments during the summer.

Extra Help Sessions

Teachers may make themselves available for extra help for students at a mutually convenient time when such help is requested. If a student is staying after school, it is important that parents arrange to have the student picked up promptly at the assigned time.

Standardized Testing

Students in grades one through five are administered the ERB Comprehensive Testing Program 4 in the spring semester. Parents will receive copies of the results of that testing during the summer.

Goal: To develop leadership and provide for enrichment opportunities

Lower School Activities

Safety Patrol

Fifth grade students contribute to the Collegiate Lower School community by serving on the Safety Patrol. It is expected that all fifth graders participate, performing their duty with integrity and leadership. These students, distinguished by their orange vests, assist teachers in promoting safety during morning and afternoon carpool by escorting children to and from their cars. They are also stationed throughout the hallways during these times to offer assistance as well as to encourage proper behavior.

Adventure Club:

After school programs are available through the Adventure Club. Information is sent to parents in the mail and appears on Edline. They include but are not limited to classes and clinics in art, music, fencing, chess, dance, drama, coed soccer, coed basketball, field hockey, flag football and lacrosse. There are applicable fees for each of these offerings. Information is available through the Director of Lower School Student Services, **Pamela Lang** at 479-0358.

Athletics:

Athletics information is mailed in early spring for the following school year. This information is also available through the athletics office, Lower School office and the athletics web schedule (http://www.loucol.com/school_life/athletics). All athletics materials, i.e. participation forms and athletics physicals should be returned to **Janice Jones** in the Athletics office.

Specific team information regarding practice sites, any time or date changes, and any other pertinent information is mailed to interested student-athletes from their coaches prior to the beginning of fall season. Completed participation forms are used to generate the mailing list for each team, and e-mail is often used for communication. It is, therefore, very important that participation forms are completed accurately and returned in a timely manner.

Sports offerings for Lower School students include:

Fall

- Soccer (Coed), Grade 5

Winter

- Basketball (Boys), Grade 5
- Basketball (Girls), Grade 5

Spring

- Blue Lacrosse (Boys), Grade 5
- Amas Lacrosse (Girls), Grade 5
- Blue-Gold Tennis (Coed) Grades 4-5

Miscellaneous Information

Birthdays

Lower School students are welcome to bring a “birthday snack” for their class. The birthday child’s parents should make arrangements with the child’s teacher a few days prior to the occasion. Refreshments on such occasions should be limited to a simple treat. Students may also choose to donate a book to the library to honor the occasion more permanently. The librarian or your child’s teacher have many suggestions for such books.