

**The Lowell School**  
**24-20 Parsons Boulevard, Whitestone, N.Y. 11357**  
**718-352-2100**

**Website: [www.thelowellschool.com](http://www.thelowellschool.com)**

Dede Proujansky, Executive Director  
Email: [tlschool@aol.com](mailto:tlschool@aol.com)

Principal's Office- 718-352-2156 or 2160

Elizabeth Simona, Principal  
Email: [esimona@thelowellschool.com](mailto:esimona@thelowellschool.com)

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**Lowell Website**

Please check the Lowell School website, [www.thelowellschool.com](http://www.thelowellschool.com), for periodic updates.

**Staff Email**

Staff member's first initial followed by the last name, followed by [@thelowellschool.com](mailto:@thelowellschool.com) (i.e., [esimona@thelowellschool.com](mailto:esimona@thelowellschool.com))

**Absence/Illness**

*For attendance purposes, parents MUST CALL the school before 9:00 a.m. on the day(s) his/her child will be absent. A dated and signed absence note is mandatory upon returning to school. It must contain the student's name, legal reason for absence, and date(s) of absence (personal illness, medical appointment, quarantine, death in family, religious observation, transportation, inclement weather, approved college visit, court appearance, disciplinary detention, military obligation, other).*

**School Closings**

If NYCDOE schools are closed, The Lowell School will also be closed. School closings will be announced on our website, school messenger system, WCBS 880 radio and WCBS TV.

**School Hours 8:00 - 2:30**

First period begins promptly at 8:15 a.m. If you drive your child to school, you MUST escort your child to the Main Office. In the afternoon, you must ring the bell at the front door to announce arrival.

For any student being picked up early, the parent must notify the school, in writing, by 9:00 a.m., and include the pick-up time and the name and relation of the person picking up your child. Photo identification is required.

## **Grading Policy**

The Lowell Elementary/Middle School's grading policy reflects our effort-based learning philosophy to improve student achievement. The goal is to ensure fair and credible evaluation of student learning from classroom to classroom and grade to grade.

### **Academic/Content Areas (English, Math, Science, Social Studies, Spanish, Health):**

- 40% Classwork, quality, effort, participation
- 30% Assessments/Projects, quality, effort
- 30% Homework, quality, effort

### **Specials (Computers, F.A.C.S., Art, Music):**

- 55% Classwork, quality, effort, participation
- 45% Project outcomes, effort

### **Physical Education:**

- P= Pass- Prepared for class, participates in activities, shows good sportsmanship
- F= Fail- Unprepared four times and/or removed from activities four times

## **Classwork**

Participation, effort, and conduct in the classroom are important aspects of our daily routine. Expectations:

- Come to class on time, with necessary materials.
- Follow directions, and ask for assistance as needed.
- Participate in class during discussions, lessons, and activities.
- Make appropriate use of class time and complete quality class assignments.
- Display a positive attitude.
- Be respectful and considerate of others.
- Submit assignments on time.
- If absent, take responsibility to obtain notes and make-up missed work in a timely manner.

## **Homework**

The primary purpose of homework is to provide additional opportunities to practice skills learned in the classroom and to develop a sense of responsibility and accountability. Assignments are short in duration and skill specific. For elementary students, an adult should supervise homework by providing a consistent place and time for completion, answer questions the child may have, and review the homework for accuracy and completeness. Students are expected to perform the work independently, but should ask questions if clarification is needed.

**\*Missed homework must be made up.**

## **Teacher Assessments**

Assessments measure a student's academic performance and offer students formal feedback and reinforcement for content mastery. Assessments allow teachers to formulate and communicate learning objectives, to identify strengths and weaknesses, to plan differentiated instruction, to provide insight into individual learning styles, and to adjust learning objectives and expectations for the class. Assessment dates will be posted on the teacher's website, with accompanying study information, at least one week in advance of tests.

## **Academic Honesty**

Academic Honesty is expected of all students. All schoolwork submitted for the purpose of meeting class requirements must represent the efforts of the individual student. All teachers will educate students as to what constitutes academic honesty and what is acceptable.

**\*Grading procedures become more stringent and student accountability increases with every grade level. Our goal is to assist our students to become more independent as they prepare for high school.**

## **Mid-Quarter Academic Updates**

Midway through each marking period, parents will receive written notification if a student is in jeopardy of failing.

## **Report Cards**

Report cards are issued four times a year and are mailed directly to parents. Progress reports are issued three times a year. If your child attends summer session, an additional progress report will be mailed to the parent.

## **Honors and Awards**

All students have the opportunity to be recognized for their achievements in academics, the arts, athletics, service, and leadership. Middle School students (grades 6-8) who achieve an overall average of 85% or higher in the major subject areas (English, Math, Social Studies, Science), and also achieve 80% or higher in all minor classes (Art, Music, Computers, FACS, Spanish, and Health), will earn Honor Roll for that marking period. Students who achieve Honor Roll for all four marking periods are inducted into The Lowell School Honor Society.

### **Positive Behavior Modification System**

The Lowell School utilizes a positive behavioral modification system ensuring the opportunity to learn and develop the skills necessary for success. Students are expected to behave in a respectful manner at all times. To remind students of their responsibilities, each student uses a point sheet throughout the day. Points are earned for exhibiting appropriate behaviors, completing assignments, being prepared for class, respecting peers, staff, and school property, as well as meeting individual target behaviors. These points allow students to participate in Clubs and earn the 8th graders out-of-building lunch privileges.

### **Out-Of-Building Lunch Privileges**

With points earned, the 8th grade students who have written parental permission for the Out-Of-Building Lunch Program may be escorted by staff to and from the shopping center on specified days. All other students will eat lunch in the cafeteria.

### **Breakfast/Lunch Program:**

Breakfast and lunch are served daily. For breakfast students may choose cereal, breakfast bars, fruit and a beverage. Lunch options include hot or cold meals from School Eatery.com, as well as scheduled classroom lunch sales. In addition, students may order Pizza on Fridays.

### **The Lowell School Activities**

*The Lowell School offers a wide variety of academic, social, and community activities. Students are encouraged to participate.*

**Field Trips:** Throughout the school year, individual classes will go on field trips related to the current curriculum or to celebrate special days. Trips may also be planned by the Art or Music Teachers. Parents will be advised of upcoming field trips, including date and cost, if any. Students must have a signed permission slip submitted to the teacher prior to the trip. If there are extenuating circumstances as to why a student cannot attend a field trip, please notify your child's teacher or counselor prior to the day of the trip. If a student chooses not to attend a field trip, he/she is expected to attend school and complete assignments for the day, for credit).

**Student Government:** Our student government is comprised of student representatives as well as student elected officers. Many school activities are sponsored by this organization, as well as raising money for charitable organizations.

**Ambassador Program:** Student Ambassadors are selected by the Principal and Director of Admissions. These students assist during Open Houses and school assemblies. In addition, they attend the New Student Breakfast held every year where they meet and greet new students accepted to Lowell and answer any questions they or their parents may have.

**Yearbook Committee:** The Yearbook Committee works with a teacher advisor in gathering articles and helps with the layout of the actual yearbook.

**Community Service Program:** Charitable donations are made throughout the year to local food pantries, children's hospitals, and veterans hospitals. Donations have also been made to St. Jude's Research Hospital, The Smile Train, and many other organizations.

**Intramural Program:** Interested students may join teams and compete in weekly scheduled intramural sports, during school hours.

**Theatre Program:** Interested students participate in our annual school play. Students rehearse once a week under the supervision of a professional Children's Theatre Director. In addition, scenery is created by our students. There is a morning and evening production. Previous productions have included *Annie*, *Fiddler on the Roof*, *Into the Woods*, *Beauty and the Beast*, *Shrek*, *Alice in Wonderland*, and *Peter Pan*.

**Music, School Chorus, and Shows:** The music program highlights the many talents of our students, including instrumentals and vocals. Interested students may join the school chorus, which affords them the opportunity to work with peers and perform at various school events, including the Winter Holiday Show and the Spring Variety Show.

**Guest Speakers:** Guest speakers enhance our curriculum through assemblies and workshops. Past speakers have included children's book authors, motivational speakers, and actors/actresses.

**Walk-A-Thon:** Students participate in our annual Walk-A-Thon, obtaining pledges from family and friends. Proceeds fund educational and curriculum based field trips, as well as our theater program.

**Scholastic Book Fair:** The Book Fair is a Parents Association sponsored event. Monies raised are used to enhance the school library, individual classroom libraries, and the general school curriculum.

**Fall Fundraiser Gift Sale:**

Students can participate in a school wide sale purchasing items from a catalog. Monies raised help to defray the cost of the annual Yearbook.

**Harvest Festival:** Students are permitted to wear costumes to school and participate in a day of fun planned class activities.

**Friendship Dance:** A Friendship dance, with a D.J., is held annually on February 14th.

**8th Grade Trip:** The Lowell School's Senior Class, along with the Senior Advisor, plan the end of year Senior Trip. Past senior day trips include Rye Playland, Splish Splash and Club Getaway.

**Diversity Celebration:** Classes study diversity by researching, participating in creative activities, and presenting projects recognizing the unique characteristics of our school and the world.

**Science Fair:**

Our annual Science Fair allows our students to present their projects in various mediums, including brochures, PowerPoint, and presentation boards.

**Awards Ceremony:** The Awards Ceremony, held in June, gives our students the opportunity to be recognized for their achievements in academics, the arts, and athletics. The ceremony also features a slideshow presentation of the past school year's events.

**Field Day:** Field Day is held in June. The students are given the opportunity to compete in a variety of sports and participate in many activities.

**Career Day:** In the spirit of collaboration, Parents, community members, and public figures are invited to educate students on the importance of furthering their education and the vast career opportunities that are open to them.

**Special Persons Day:** Students invite a special person in their lives to come to school to visit their classroom, meet their classmates, and participate in special activities.

**Student Appreciation Day:** Every spring, students will get a special lunch and treated to ice cream with the Ice cream truck.

**Graduation:** The commencement ceremony is held in June of each school year for the eighth graders.

**Parents Association:** Funds raised will support school programs, and guest speakers. The annual dues are \$50.00 per family.

**Additional Policies**

Copies of The Lowell School Policies are distributed in September at Meet & Greet. Please review these policies with your child and stress their importance. All families will receive a copy of The Lowell School Code of Conduct and Procedural Safeguards. The following is a list of the policies which must be signed by the parents and child, and returned to school:

- \*The Lowell School Code of Conduct
- \*The Lowell School Anti-Bullying Policy- Respect for All
- \*The Lowell School Internet, Computer, and iPad Use Policy
- \*The Lowell School Electronic Device Policy

**Annual Appeal:** **The Annual Appeal is one of the most important ways families can support The Lowell School. Every gift, no matter the amount, helps. Unrestricted funds help meet the immediate operating needs of the school. Making a donation to the Annual Appeal, every year, makes a statement to corporations and foundations when they consider the school for grants. Your contribution is the best way to ensure the future vitality of our school and success of our students. It also demonstrates that our parents, alumni, and friends believe in our longstanding academic mission.**  
**WE NEED EVERY FAMILY TO PARTICIPATE.**

**The Lowell School  
is happy to welcome returning and new  
students, parents, and staff to our  
Elementary/Middle School!  
We look forward to a wonderful  
2024 - 2025 School Year**

## **PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

In accordance with the requirements of New York Education Law § 2-d, added to the New York Education Law in 2014, The Lowell School provides the following Parents' Bill of Rights with respect to maintaining the privacy and security of student data:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes and cannot be shared with third parties without written parental consent;
- 2) Parents have the right to inspect and review the complete contents of the education records of their children and have all rights guaranteed by the Family Educational Rights and Privacy Act (FERPA);
- 3) State and federal laws protect the confidentiality of personally identifiable information. In accordance with Education Law § 2-d, safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred. Towards this end, The Lowell School has implemented the following safeguards to protect personally identifiable information about students against unauthorized disclosure.
  - All databases that have student information are protected by a secure password and login. Logins are monitored, and passwords are kept up-to-date.
  - All databases that have student information are protected by a secure firewall, and intrusion detection. All data bases that contain student information are encrypted with 256 bit secure socket layer protection.
- 4) Parents may access the NYSED Student Data Elements List, a complete list of all student data elements collected by NYSED, at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
- 5.) Parents have the right to have complaints about possible breaches of student data addressed. Parents should address complaints to Dede Proujansky, Executive Director, at 718-352-2100. If concerns cannot be addressed at the School level, complaints may be directed to Termitope Akinyemi, Chief Privacy Officer for the New York State Education Department at [Privacy@nysed.gov](mailto:Privacy@nysed.gov).

Additional information is available on the New York State Education Department's website at <http://www.nysed.gov/astudent-data-privacy/student-data-privacy-bill-rights-parents-bill-rights>

# The Lowell School



Dede Proujansky  
Executive Director

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy ACT (FERPA) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by The Lowell School. If you wish to make an appointment to review the education record, please send a letter to the Building Principal. You will receive a response with 5 business days suggesting two alternate dates for an appointment to review the record. If these dates are not convenient, we will make every effort to accommodate your schedule. We are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The Lowell School may charge a fee of \$0.25 c per page for copies.

Parents or eligible students have the right to request that The Lowell School correct records which they believe to be inaccurate or misleading. This request must be made in writing to the Building Principal. You will be contacted, in writing, within 30 calendar days. If the school decides not to amend the record, the parent or eligible students then has the right to a formal hearing with the Executive Director. This request must be in writing and you will be provided with two dates for a meeting to be held at The Lowell School. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows school to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

# *The Lowell School*



Dede Proujansky  
Executive Director

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, Schools must tell parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parents have the right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington D.C. 20202-4605

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Dede Proujansky  
Executive Director

## **ALL STUDENT ABSENCES REQUIRE A WRITTEN EXCUSE**

The Lowell School policy requires all parents to provide a written and signed excuse **WHENEVER** your child is absent.

What to include in a written excuse:

An excuse must include:

- Your child's name
- Date of the absence(s)
- Reason
- Parent/guardian's signature as well as date

What is an excused absence? (Please be specific)

Students are considered legally absent from school due to:

- Personal Illness
- Illness or death in the family
- Family Emergency
- Religious Observance
- Transportation Issue
- Impassable roads due to weather
- Quarantine
- Required court appearances
- Attendance at health clinics
- Approved college visits
- Military obligations



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Dede Proujansky  
Executive Director

July 2024

Dear Parent,

This letter is to inform you of how The Lowell School is prepared to evacuate the building in an emergency.

Both sites of The Lowell School have an Emergency Preparedness Plan. It lists three levels of emergency, which range from evacuation of the building, as we do for fire drills, to evacuating to another location.

The Whitestone site locations are: PS 21 Edward Hart  
147-36 26<sup>th</sup> Avenue, Flushing 11354  
(718) 445-8833  
Contact Person: Michael Swirsky, Principal

Whitestone Lanes  
30-05 Whitestone Parkway, Flushing 11354  
(718) 353-6300  
Contact Person: Lisa Macaluso

The Flushing site locations are: P.S. 120  
58-01 136<sup>th</sup> Street, Flushing 11355  
718-359-3390 ext. 2133  
Contact Person: Mr. Robert Marino, Principal

New York Presbyterian-Queens  
56-45 Main Street, Flushing, 11355  
718-760-2000  
Contact Person: Mr. Greg Wayrich  
Enter: Booth Avenue Employee Entrance to Lang Auditorium

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Elizabeth Simona  
Principal

# The Lowell School

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Dede Proujansky  
Executive Director

July 2024

Dear Parents,

During the course of the school year, some classes may show movies in full, or in part, which have been rated PG, Pg-13 or R.

We believe that showing your child movies as part of the class curriculum enables him/her to benefit from another medium as an additional educational resource. Movies go beyond dry facts and help bring events “alive”.

The Lowell School requires parental permission for your child to view movies that are used in classes which have one of the above ratings. Be assured that proper discretion will be used.

You will receive an individual permission slip for each movie that will be shown.

Sincerely,

Elizabeth Simona  
Principal