

Northwood Academy Lower School Information & Procedures 2024-25



The mission of Northwood Academy is to engage, empower, and equip students with an emphasis on college preparation through academic and character development supplemented by the arts, athletics, and the humanities, with Christian values forming the underlying foundation.

Student Morning Drop-Off

Parents will either park and walk students to the assigned glass door or use the designated drop-off zone between the 2 tall yellow poles marked by the purple cones. Charger Drive may NOT be used for morning drop-off. Charger Drive may be used for tardies after 8:30 and early pickup.

<u>Arrival Time</u>	<u>K -2nd</u>	<u>3rd-5th</u>
7:00- 7:30	Cafeteria	Cafeteria
7:30- 7:50	Cafeteria	Gym (Use Gym Foyer Doors)
7:50- 8:15	Classroom (Use Cafeteria Doors)	Classroom (Use Cafeteria Doors)
8:16-8:30	Students are tardy and must enter through the cafeteria glass doors.	
8:30 +	Students are tardy and must enter through the main office on Charger Drive.	

Student Afternoon Pick-Up

- **Car line will be the access for dismissal from 3:00-3:15 PM**
- **After the Car line has closed; all students will be signed into After Care**
- **3:15-6:00 PM- Gym Foyer Doors (all grade levels)**

Dismissal Car Line Tags

Car line tags will be distributed to all families during our Parent/Student Drop-In. An electronic form will be available on our website to request additional car line tags.

- Car line tags will only be issued to custodial parents.
- The security of the car line tag is the responsibility of the custodial parent. For example, giving your car line tag to a person permits them to pick up your child.
- The dismissal car line may not be used unless you have a car line tag.
- If you do not display a car line tag during dismissal, you will be directed to park in the lot near the cafeteria, walk to the glass doors and a staff person will assist you in getting your student. Please bring a picture ID.
- Please display the car line tag until your student is in your car.

Car Line for families with Upper & Lower School students (3:00-3:15 PM)

- Upper School siblings wait outside the LS cafeteria doors and join their siblings in the Lower School car line. US siblings need to be alert, watch for their siblings to come out to the car line, and be ready to get into the family's car.

Park & Walk at Dismissal Time - Cafeteria Doors

This is for emergencies only, i.e., missing a car line tag or an approved pick-up person without a car line tag. You can anticipate that Park & Walk students will be notified to come to the cafeteria after the initial car line rush.

After Care

All students remaining on campus after the car line has closed, approximately 3:15 PM will be signed into After Care service.

Pick Up Lists

Those eligible to pick up students must be listed on the application. Call the office for temporary changes. Permanent changes must be made in writing; an email from the custodial parent is sufficient.

Parking and Driving on School Grounds

1. Drive slowly on campus, following the appropriate arrows.
2. Never leave a parked car running or children unattended in the car.

Picking Up Students Early

Parents coming during school hours to pick up a student for medical/dental appointments are to come to the school office. Students will be called out of class when the parent or responsible party arrives in the school office to sign them out. After 2:30 pm, classes will not be interrupted to call an individual student for pick-up.

Daily Schedule

Kindergarten through 5th- 8:15 AM– 3:00 PM; After Care available 3:15 – 6:00 PM

Lunch- held from 11:30 – 1:00. Duration: 30 minutes

Weekly Special Areas - Physical Education, Music, Spanish, Art, Media

Chapel- held once a week

Recess- held once or twice daily and lasts at least 20 minutes

Bathroom Breaks- scheduled throughout the day

Chapel

Weekly Chapel is offered as reinforcement and application to the Christian values taught at home, at church, and at school. The chapel program includes worship time, a Christ-centered lesson, prayer, acknowledgment of special events, and other activities that bring glory to God.

Outreach Programs

Thanksgiving Project – Turkey Outreach (in partnership with Northwood Church)

- Families in the Tri-County area in need of food are blessed with a Thanksgiving meal.

Christmas Projects

- Operation Christmas Child – Samaritan's Purse shoebox ministry
Students are invited to participate and help a child in a third-world country experience Christmas.
- Class outreach project - all classes reach out and bless a local community group.

Missions Month

The month of March is focused on missions. Bible class is dedicated to teaching about missions. Each grade level is assigned a specific mission organization and challenged to do extra chores around the house or neighborhood to raise money for that particular organization.

Monthly Missions Days

The last Friday of each month is a Missions Out of Uniform Day which allows students to wear non-uniform attire if they bring in at least \$5.00 for missions. This will always be announced ahead of time.

School Supplies

A copy of the supply list appropriate to each grade is available on the Northwood Academy website under Resources.

Bookbags

All students need a bookbag without wheels. Kindergarten and 1st graders will typically keep their bookbag at school during the week and bring it home on Fridays. Second -5th graders will bring their bookbags back and forth daily. Please establish a good habit of cleaning out the bookbag weekly; extra stuff equals extra weight.

Tests

Tests will be sent home for you to review but will not need to be returned unless specifically requested by the teacher.

Weather

For FULL DAY weather-related closures, we follow Berkeley County Schools. However, for delayed starts and early dismissal, we will make our determination. This will be communicated to you through our regular communication venue; email, text, voice message, social media, and our website.

Volunteers In Northwood Education (V.I.N.E.)

The Lower School has established V.I.N.E. (Volunteers in Northwood Education) for those interested in serving the Lower Campus. Within the first 2 weeks of school, a V.I.N.E. meeting will take place to explain where volunteers are needed. Additional V.I.N.E. Meetings will be scheduled on an as-needed basis.

FACTS SIS

FACTS SIS is the school management software used by Northwood Academy. Parents Web/Family Portal is a feature of FACTS SIS that families use to access student grades, 1st-5th grades. Kindergarten students receive a skills-based report card and will only be able to see grades at the end of each quarter.

Please note that parents can anticipate access to the grade book section may be limited or blocked during specific times throughout the year when teachers are entering grades (end of a quarter and end of the year). Further, FACTS SIS access may be suspended for families with delinquent student accounts.

Northwood Academy Website & App

www.northwoodacademy.com

Northwood Academy provides a robust and resourceful website that may be used to gain access to pertinent information, such as school calendars, athletic events, forms, and ongoing sign-ups.

The Northwood Academy App may be found in your App Store. The App merges the Northwood Academy website and key features of the FACTS SIS site.



Also, follow us on Facebook & Twitter: @NAChargers

Smartwatches and Cell Phones

Lower school students may not have a cell phone at school or After Care. If a cell phone is found with a student, it will be taken from them and may be picked up by the parent in the school office. Watches and other devices activated for communication will be subject to the same policies as cell phones. In the children's world, there are now many watches that look like smartwatches but may or may not be smartwatches. Students wearing anything that looks like a smartwatch will be asked to place the watch in their book bag until the end of the day.

Food Services

Breakfast

Students are expected to eat breakfast before arriving at school.

Water Bottles

Students must bring a 14-25 oz, leakproof water bottle with a built-in straw or built-in spout. The water bottle must contain only water and be labeled with the student's name.

Water Bottle requirements:

- 14-25 oz.
- Leak-proof (if it tips over it will not pour out)

- built-in straw or built-in spout



Morning Snack

Second-5th grade students will be allowed to bring a healthy morning snack. Since the snack takes place within the classroom, we ask that no nuts/peanut butter be sent for snack time. The snack is typically eaten at their desk, so neatness is essential.

Students may bring the following snacks:

- Fresh fruits and vegetables, cut and ready to eat
- Dried fruits (raisins, apricots, etc.); Dried meat, i.e. Slim Jim
- Half of a sandwich (No PBJ for snacktime)
- Cheese cubes
- Goldfish, Cheez-Its, or cheese crackers
- Fruit or yogurt pouches
- Please do not send the following for a mid-morning snack: anything that requires a spoon or fork, snack cakes, cereal bars, chips, or drinks.

Lunch

Each class will have a scheduled lunch period. Lunch that is provided from home must be ready for students to eat. There are no provisions to heat or warm food at the Lower School. Please make sure your students can manage the food/containers themselves. *Kindergarten students save their dessert-type food for afternoon snack time.* Students in 4th & 5th grade may bring soda from home.

Ordo Lunch Program

Lunch may be purchased through the Ordo website. All payment and food service questions will be handled through Ordo, www.ordo.com.

Afternoon Snack

Kindergarten and 1st graders will eat an afternoon snack daily in the classroom. (No nuts/peanut butter during this time). Please limit the amount to a snack-size baggie of crackers, cookies, fruit, etc. Second through fifth graders may eat a snack, sent from home, during After Care.

Emergency Lunch

Emergency lunch provisions are available in the Lower School cafeteria during the student's assigned lunch period. The cost of the emergency lunch will be charged to your account.

Birthday Treats

Individual treats may be sent to school to celebrate your child's birthday. Please contact the teacher before sending it to verify that it is an appropriate treat.

Progress Reports and Testing

Homework

Homework is designed to reinforce skills that have already been taught in school. Depending on the grade level, homework will be sent home electronically through *Seesaw*, *Google Classroom*, or a homework pad.

Report Card

Student progress can be monitored through FACTS SIS. The end-of-quarter report cards are emailed home.

Standardized Testing

Students in Kindergarten through 5th grade are required to take the IOWA/CogAt Achievement Test in the spring.

Parent Conferences

Teachers are available for conferences. Email the teacher or call the school office to schedule a conference. A conference will be required during the 1st semester to ensure a complete understanding of the student's academic progress. To contact a teacher by email, please use the *first initial and last name @northwoodacademy.com*.

Administration Communication of Upcoming Events

Email - A weekly newsletter is emailed each Friday afternoon, *The Weekly Wrap*. Short mid-week emails will be sent out with brief reminders.

Phone Call/Voice Message- This will contain recorded announcements from the administration.

Text Message - Used for reminders about an upcoming event, weather closure updates, or announcements that the school will need to get out quickly. The message will be addressed from "NA-SC".

All of these forms of communication pull your email or phone information from FACTS SIS so please always make sure it is current and up-to-date.

Lost and Found

Please ensure everything is labeled including outerwear, lunchboxes, bookbags, water bottles etc.

Students are responsible for any items or money they bring to school. If an item is lost or stolen, Northwood will assume no responsibility for its replacement. Items that are found with the student's name will be returned to the student. Lost textbooks will incur a replacement cost.

Fall Fundraiser

The Lower School participates in one annual campus-wide fundraiser in the fall.

Accelerated Reader

Accelerated Reader is a computerized reading tool used by the Lower School to help students improve reading comprehension, and test scores, and develop a love of reading and critical thinking skills. The program is introduced in the 1st grade (2nd semester). It is used daily in the 2nd-5th grades.

Textbooks

Textbooks are issued to the students at the beginning of the school year; a few are borrowed. Students may be charged for the book's cost if their care of the returned textbook appears to be beyond normal wear and tear. Older grades may also be given access to e-textbooks for use at home.

Media Center/Library

The Lower School library is open daily for students to check out Accelerated Reader-approved books.

School Pictures

A professional photographer is retained annually to produce student picture packages for purchase by parents as well as yearbook class portraits.

Yearbook

Purchase of the school's yearbook, ASTRAPÉ, is optional and available to all students. Yearbooks are purchased through our publisher, Jostens, on-line system.

Documenting Student Absences

If your child is absent, please email your child's teacher stating the reason for the absence.

Medication

Immunization forms must be in the office and current. All medication is administered through the school office. Children needing daily meds must have a "Medical Permission" form on file. These can be found on our website. Vitamins are considered medication.

Business Office

The Business Office is beside the Lower School gym entrance. Their hours are 8:00 AM-4:00 PM. FACTS manages your tuition payments. If you have questions regarding your student's account contact accounts@northwoodacademy.com or 843-764-2278.

Uniforms

All students will purchase uniforms from *Read's Uniforms, Lands' End, or Bold Impressions Now*. All students must wear closed-in shoes. Throughout the year, uniform t-shirts will be sold or earned and may be worn as a uniform shirt throughout the year. Please see our website (accessing the "shirt" icon at the top of the page), to see a listing with photos of what can be worn as a uniform shirt for the current year. Uniform t-shirts are typically good as a uniform shirt for only one school year; previous years uniform t-shirts will be worn on nonuniform days and school spirit days. *For detailed dress code information, reference the Student Handbook located on our school's website.*

Northwood School Store (Bold Impressions Now)

Northwood School Store is located on our school website. It offers uniform-approved outerwear, uniform-approved polo shirts, and general spirit wear. Whenever shopping on this site make sure you are careful to note if what you are ordering is general spirit wear or uniform-approved.

Security

All exterior doors are locked during the school day. There are security cameras throughout the Lower School buildings and playgrounds. The School Office may be accessed from Charger Drive from 8:00 AM-4:00 PM. All approved visitors will be asked to sign in should they need to enter the school building.

School Resource Officer (SRO)

A Security Resource Officer (SRO) employed through the Goose Creek Police Department, is on campus daily covering the Upper School, Lower School, and Preschool.

Parent's Inside the Building

In order to balance the security of our students with your desire to feel a part of your child's education, here are the times that you will be welcomed inside the building:

- When you are volunteering for a specific task that we have requested
- When you have been invited to a special lunch event
- When your child's class is performing in chapel
- Specially announced events
- When you are conferencing with your child's teacher

Athletics

The purpose of the Lower School athletic program is to allow students to try different sports, develop skills, have fun playing with their classmates, and learn good sportsmanship. Academic restrictions are the prerogative of the parent. There is a fee to play each sport, which provides each participant with a uniform. The cost of each sport is identified on the sign-up form.

Soccer

Lower School students are eligible to play soccer in the fall. Sign-ups are in August with games beginning in late September and ending in November. All games will be played at the Northwood Academy Athletic Complex.

Flag Football

Kindergarten-5th graders are eligible to play flag football in the fall. Sign-ups are in August with games beginning in late September and ending in November. Games will be played at the Northwood Academy Athletic Complex.

Cheerleading

K-5th girls are eligible to cheer for the flag football teams in the fall. Sign-ups are in August with games beginning in late September and ending in mid-November.. Games will take place at the Northwood Academy Athletic Complex.

Basketball

Basketball sign-ups take place in November with games in January and February. Games will take place in the Lower School gym.

Volunteer Coaches

Volunteer coaches are a necessity for our Lower School Athletic program to be successful. Parents may sign up to volunteer their time to assist. A brief testimony and background check (S.L.E.D) is required (at our expense) for all volunteer coaches.