Solomon Schechter Day School
of Greater Hartford

# Handbook

# for

# Parents and Students

## 2019-2020 / 5780

**Student/Parent Handbook**
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## MISSION

To develop each child in an academically challenging and nurturing Jewish environment so that each child applies learned wisdom and compassion to successfully navigate an ever-changing world.

## VISION

The Solomon Schechter Day School of Greater Hartford graduates students who are bold, creative, resilient and flexible; students who know how to ask questions and learn, who are guided by a solid moral compass and a sense of urgency to improve the world. Schechter graduates will be positioned to contribute in a meaningful way to both the Jewish and American communities and be outstanding role models for goodness.

## SCHECHTER CORE VALUES

Schechter Core Values guide behavior and decision making on all levels of the school community. Each individual member of the Schechter community agrees to uphold these Core Values. Please take the time to read them carefully and discuss them with your children.

**Wisdom (*Chochmah*)** – Deep learning happens both between teacher and students as well as among peers. Our students transform knowledge into wisdom by learning to think through multiple perspectives of an issue, ask complex questions and present thoughtful responses and solutions. Schechter develops students' ability to live with uncertainty, to embrace wonder and .know that not everything demands concrete answers

**Community (*Klal Yisrael*)** – Our strength is rooted in the ideal that inter-personal connections and networks sustain individuals as well as communities. The Schechter community is multi-generational, cross-grades, reaching beyond the walls of the school to Greater Hartford, the United States, .and the global Jewish community with deep connections to Israel

**Good Heart (*Lev Tov*)** – The habits of the heart developed at Schechter are extended beyond our walls on a regular basis, providing our students with both the values and action necessary to live with a good heart. Schechter nurtures members of our community to develop deep empathy for all living creatures and the ability to be guided by that insight. Everyone deserves the opportunity to make amends and grow.

## BOARD OF TRUSTEES

***Officers***
Lauren Eisen, *Presidents*
Sharon Kochen and Jessica Zachs, *Chairwomen*
Gregory Patchen, Gayle Temkin, Avi Patt, *Vice Presidents*
Jason Kay, *Secretary*
Boris Levin, *Treasurer*

***Trustees***
Jill Dulitsky
David Golder
John Kaufman
Steve Leshem
Riva Lewinter
Stefanie Ochs
Erica Smith-Rapaport
Lauren Tafrate
Benjamin Zachs

## THE CHILD AT SCHOOL

### *School Hours*

**Grades K-8**

*Monday, Tuesday, Thursday, Friday (EDT)*

| | |
|---|---|
| Student arrival | 8:00 a.m. – 8:20 a.m. |
| School day | 8:30 a.m. – 3:30 p.m. |

*Wednesday (year-long), Friday (EST)*

| | |
|---|---|
| Student arrival | 8:00 a.m. – 8:20 a.m. |
| School day | 8:30 a.m. – 2:30 p.m. |

Extended Day available until 6:00 p.m.
(3:30 on Short Fridays in the winter)

**Early Childhood**

*Monday, Tuesday, Wednesday, Thursday, Friday*

| | |
|---|---|
| Student Arrival | 8:20 a.m. – 8:25 a.m. |
| Morning Program | 8:30 a.m. – 12:45 p.m. |
| Extended Day Program | 8:30 a.m. – 2:00 p.m. |
| Full Day Program | 8:30 a.m. – 3:30 p.m. |
| Late Afternoon Program | 3:30 p.m. – 6:00 p.m. |

(3:30 on Short Fridays in the winter)

**Early Morning Programming**

| | |
|---|---|
| Early Morning Program | 7:00 a.m. – 8:20 a.m.* |

*Early morning care is available at a cost of $12.50 per day. Arrangements need to be made ahead of time.

Students arriving between 8:00 a.m. and 8:20 a.m. are supervised by a staff member in the school lobby until 8:20 a.m. when they are invited to go to their classrooms.

### *Drop Off*

Students arriving by car are to be dropped-off and picked-up at the curb of the main entrance. All cars must wait their turn to move up the line and then out of the parking lot. **Do not pass cars pulled-up to the curb and dropping off students. Additionally, students may only exit cars on the curbside.** Alternatively, parents may park in the lower parking lot and walk their children into school. **Please do not leave your vehicle parked along the fire lane curb of the main entrance.**

As part of our efforts to help students become independent, after the first week

of school, students in 1st grade and up should be dropped off in the front of school or in the school lobby. **Only parents of Early Childhood Program or Kindergarten students are allowed to escort their child(ren) to classrooms after the 1st week of school**.

***Pick Up***

If you are unavoidably delayed at dismissal time, please notify the school office at least ten minutes before the scheduled pickup time. If your delay is more than fifteen minutes, your child will be sent to aftercare at **a cost of $10 an hour or part thereof**.

If your child must leave school early on a particular day, please notify **the office and teacher** in advance. *It is essential that the office is notified. Change of transportation plan may not only go to the classroom teacher*. When picking up your child, please come into the school office and your child will be called to the office. Students must be signed out of school in order to be released.

**If someone other than yourself, or identified caregiver, will be picking up your child after school, please notify the office in advance, in writing.** Both written notes and emails are accepted. The school will not release a child to anyone other than the parent or identified caregiver without such written notice. If for some reason this is not possible, please call the office prior to 12:00 noon so we can make appropriate arrangements.

If your children generally ride the bus, **please notify the office in advance, in writing.** If for some reason this is not possible, please call the office prior to 12:00 noon so we can make appropriate arrangements.

***Punctuality***

To give students time to greet their peers and get organized for the day, we recommend dropping off your children before 8:20 a.m. each day. **Punctuality is a life skill and a sign of respect for others (*Community – Klal Yisrael),* which is one of our core values.** Arriving late on a regular basis has a detrimental effect on a student's learning and disrupts the learning of other students. **We ask that you take this value to heart as you plan your morning routines.**

Students who arrive after the 8:30 bell should report to the office to sign in and obtain a late pass.

Frequent and repeated tardiness may require a conference between student, parent and the school and may result in administrative action. Students are not considered tardy if their bus is late.

***Attendance/Absences***

**If your child is absent on any given day, please contact the office as early as possible. You may leave a message at extension 300 at any time.** Parents are asked to inform teachers in advance of anticipated absences.

**Please do not send children with fevers, serious coughs, or serious colds to school. For details, please see the Health Policies section below.**

Middle School students can check RenWeb to find out what has been assigned.

In the case of a prolonged absence (3 days or more) due to illness, we recommend that the student (5th grade and up) contact teachers via phone or email to inquire about missed work.

If you plan on taking your children out of school for a family vacation, the responsibility of completing missed work falls on the student and the family. It is expected that you will inform the school and the teachers of the planned absence two weeks before your vacation**. If you are requesting work from the teacher, that request MUST be made two weeks before the departure date.** While Schechter teachers are committed to the learning of each child, they are not expected to meet with the student outside of class time to catch them up. You are welcome to communicate directly with the teacher and make a request that works with his/her schedule, otherwise you are responsible for helping your child complete the missing work.

***Telephone Communication to Students***
The School Office will only accept urgent phone messages for students. In cases of emergency, the office staff will deliver a message to a child's teacher.

Students may not use the telephones in any classroom in the school, but may use the phone in the main office in case of emergency.

Students may not use cell phones in the school building. We discourage students from bringing them to school.

***Emergency Communication System***
Schechter uses the **Honeywell Instant Alert** to make announcements about weather-related school closings and other emergencies. Parents will be notified of any school cancellations, early closings, or late openings via the Honeywell Instant Alert system. Cancellation or delayed openings on snow days are also announced on radio stations WDRC and WTIC, and television stations WFSB and WNBC. **Schechter follows the cancellation practices of the West Hartford public school system.**

When the Town of West Hartford notifies us about a **delay in bus service**, we will relay that information to you though the Honeywell Alert System as well.

The Honeywell Alert System allows you to establish multiple points of communication and to designate times of the day in which they will each be active. You will receive separate notification about how to set-up your account. Returning families should review their profile to ensure that it is accurate.

## Health Policies

***Health Services***
The Town of West Hartford provides nursing services for our school. The school nurse is available at all times during the school day. The school nurse is the point person for all matters concerning the health of your student. Should you have a health related matter to discuss, please contact our Nurse, Jaime Goldsmith, at nurse@ssds-hartford.org or at extension 356.

***Health Records/Immunizations***
Connecticut State law requires that immunization records be completed and presented to the school prior to opening day in order for a child to be admitted to class. A physical examination form completed by a licensed physician or nurse practitioner must also be submitted for each student.

Annual health updates need to be completed by parents before the start of each school year. Additional health information will be requested from parents periodically, as required by state law.

***Minor Complaints***
Students experiencing minor discomfort will be treated appropriately by the school nurse, or designated school personnel. If a student is not well enough to remain in class or is found to have a contagious condition, the parent will be called to take the child home. If the parent or the emergency contact cannot be reached, the child will stay in the nursing area.

Parents are asked to notify the school if their child experienced any symptoms of illness and/or took any medication before coming to school.

***Emergency Form***
Each student must have a current, accurate, signed Emergency Form on file in the office, listing alternate emergency contacts who can be easily reached and who have agreed to take full responsibility for the child's care if the parent cannot be located. On days when a child's health is questionable, be sure to let us know which parent(s) or other contacts will be available.

***Emergencies***
In the event of a medical emergency, Emergency Medical Services (911) will be contacted when appropriate, and parents will be notified immediately. If the parents cannot be reached, the child's physician and emergency contacts will be notified. If transport is necessary, Emergency Medical Services will take the child to the hospital.

***Contagious Conditions***
If a child develops a contagious illness or condition, please keep the child at home and notify the school at once. If the condition is discovered at school, we will ask parents to pick up the child immediately.

Children with diarrhea, vomiting, fever, heavy cold symptoms, conjunctivitis, or a rash of unknown origin should be kept at home until the condition is properly diagnosed and treated. Please keep your child home at least 24-hours after illness including vomiting, diarrhea, or fever. If a child develops any of these conditions while at school, we will ask parents to pick up the child immediately.

***Dispensing Medication***
Connecticut State law requires that all medications, both prescription and over the counter, be stored securely in the office. It will be dispensed by the school nurse or by properly trained and supervised designated school personnel. **Only if special arrangements have been made for a supervised program of self-administration with the school nurse** (i.e. arrangements to carry and self-administer asthma inhalers) may students carry their own medication.

If your child requires medication during school hours, state law requires that the following guidelines be observed:

- Medication must be brought to school in the original labeled container from the pharmacy/physician. (Pharmacists will provide a second labeled pharmacy container for school if you ask.) For safety, we request that you put the medication securely in a sealed, labeled envelope and enclose a signed instruction note.
- All medications must be turned in to the office when the student arrives at school.
- A parent or guardian must fill out and sign a Written Consent for Medication Administration form (available in the school office).
- A licensed prescriber (e.g. physician or nurse practitioner) must fill out and sign a Medication Order, except in cases of short courses of prescribed medications (i.e. antibiotics) that are delivered in a labeled pharmacy container.

No more than a 30-day supply of medication should be brought to school. Emergency medications (i.e. asthma inhalers, allergy medications, Epipens) may be kept in the office for the duration of the school year as long as they meet the above requirements.

Certain over-the-counter medications (i.e. Tylenol, Ibuprofen, Benadryl) may be dispensed, with parental permission, by the school nurse.

* The school nurse is on site until 3:30 each day. If your child requires an Epi-pen, a second one is required for our Extended Day Program.

***Pediculosis (Lice)***
Head lice are a communicable condition common among children. Lice are usually transmitted by direct contact with infested persons through their clothing, combs, brushes, or other implements that touch the hair. Please

remind children that hats, *kippot*, combs, brushes, barrettes, etc. may **not** be shared.

We request that parents check their children's heads carefully prior to the start of school, and routinely throughout the year. If a child is found to have lice, the school nurse will check the heads of the student's classmates.

Schechter has a **No Nit Policy**, which is an administrative, public health policy for control and prevention of head lice outbreaks. A student found to have lice or nits will be sent home for appropriate treatment and complete nit removal. (Parents should consult their pediatrician about specific recommended treatment. The school nurse will provide instruction in procedures for treating the affected individual, checking other family members, and treatment of personal articles and the environment.)

The student may return to school only after all nits have been removed from the hair. The child's head will be checked upon readmission to school, and if nits are still present, will not be permitted to remain in school.

## RESPECTFUL DRESS

Schechter is a place where students play, pray, study, think, solve problems, and ask questions. What we wear often sets the tone for the way we feel and interact with others and the environment. Consistent with our Core Values and recognizing the importance of a safe and respectful learning environment, Schechter has developed the following guidelines for students. These guidelines are in effect at all school functions, including class trips, family education programs, social events, and at graduation in June.

If a student comes to school or a school program improperly dressed, parents may be called and asked to deliver a change of clothing.

**Footwear**

- Students must wear sneakers to Physical Education classes.
- Students must wear closed shoes or sneakers (no open-toed shoes) to Science Labs.
- Students may not wear flip-flops at any time.

**Pants-Shorts-Skirts**

- Pants must be neat and clean without rips, tears, or writing on the "rear end."
- Pants must be worn at the appropriate waist level (i.e. no underwear or skin showing).
- Pajamas, pajama pants and scrubs may only be worn on designated Pajama Days.
- Shorts and skirts must reach fingertips when student is standing.

**Shirts/Tops**

- Shirts/tops must cover the torso.
- Shirts and tops should not contain inappropriate language.

***Kippot***

- Boys are required to wear *kippot* at all times (except for recess and PE), including school-related activities outside the building (excluding sports games). Girls are encouraged to wear a *kippah*. Clips or hairpins may be used to secure *kippot* during activities. There is to be no sharing of *kippot* or other headwear.

***Dress for RELISH***

To help create a sense of communal unity and anticipation of Shabbat, we ask that on Fridays, students wear their blue Schechter shirts.

## SCHOOL LUNCHES AND SNACK

Students can bring a dairy or *parve* lunch from home. Children may not share snacks or lunches. For safety, food cannot be heated at school.

School lunches can be purchased by signing up prior to each month. Monthly menus are available on the school's website www.ssds-hartford.org, and students may sign up for the particular days they desire lunch. All meals are *kosher*.

- For grades K-8, dairy meals are offered on Monday/Wednesday/Friday. Meat meals are offered on Tuesday/Thursday along with *parve* alternatives. Please note: on meat days, lunches brought from home must still be dairy or parve.

- Early Childhood lunches are offered on Monday through Friday.

Students are welcome to bring a nutritious *dairy/parve* snack. Suggestions for snacks include: fruit (fresh or dried), nuts, cheese, vegetables, yogurt, crackers, and bagels with cream cheese (already spread). Please do not send soft drinks, candy or junk foods to school. Do not send any item in a glass jar.

***Birthdays***

We have adopted a "food-free" birthday policy for in-school celebrations. Each class decides on creative ways to celebrate their birthdays. Please do not send in any food products for your child's birthday.

## COMMUNICATION

Schechter recognizes that education is enhanced through the family-school partnership. Our family-school partnership is based on our shared goal of helping each student achieve his/her potential in a safe and nurturing

environment. The home-school partnership is fostered through parent-teacher and other communications outlined below.

***RenWeb***
Schechter uses RenWeb, an internet-based school software program for its student management system.

***Teacher to Parent Communication***
*Curriculum Night:* Each fall, we sponsor an evening during which parents can meet their child's teachers and learn about the curriculum for the year. Parents are strongly urged to attend this important and informative evening. Check the updated school calendar on the school website for dates and times.

*Teachers will contact parents* by phone or email if concerns about a specific student become evident, including missing assignments, poor assessment scores, or behavior-related concerns.

We hold *Parent-Teacher Conferences* about student progress in November and March.

*Report Cards* are sent home 3 times a year (approximately November, March and June).

***Parent to Teacher Communication***
Parents should not hesitate to contact teachers with questions and concerns. Teachers are available via their school email address and by phone. Teachers are not available to speak with parents during the school day unless an appointment has been made in advance. **Please be mindful that the teachers are responsible for the entire class and cannot have private conversations in the morning as they are welcoming the students in for the day**.

Parents may leave messages directly in the teacher's voice mailbox, or email. (All Schechter staff have email addresses consisting of the first initial of their first name followed by their last name, and ending with @ssds-hartford.org.) Teachers are expected to check voice and email regularly and to respond in a reasonable amount of time.

**Please do not contact teachers at home.**

If a parent still has concerns **after** discussion and follow up with a teacher, please contact, Nancy Rosen, Director of Teaching and Learning nrosen@ssds-hartford.org.

***Website***
Please remember to check our website www.ssds-hartford.org on a regular basis as well as the Schechter Facebook page for news about special events, programs, trips, assignments, etc.

## RECESS

Schechter students enjoy recess outside each day unless it is determined otherwise. All students are to be dressed appropriately each day according to the weather. If a child does not have a coat, a parent may be called to bring one to school or the child may be required to stay indoors for recess. In the winter, it is expected that all students are prepared to play outside in the snow.

## PERSONAL POSSESSIONS

Students are responsible to keep track of their belongings. Clothes and personal property should be clearly labeled. Students are not to bring electronic or other expensive personal items to school. The school has a designated Lost and Found box. Items not claimed by the end of the school year are given to charity.

Students should not to bring toys from home to school. Students who do so will be asked to return the items to their backpacks.

## STUDENT BEHAVIOR

At Schechter our first priority, aside from the physical safety of our students, is to assure that each child has the opportunity to learn in the best environment possible and comports him/herself as a kind and respectful member of our community. Such an environment is respectful, honest, emotionally and physically safe, and balances the individual learning needs of each student and the learning community. We strive to uphold, at all times, Schechter's Core Values of Wisdom – *Chochma*, Community – *Klal Yisrael*, and Good Heartedness - *Lev Tov*.

In order to work successfully with the students to maintain a conducive learning environment, the administration, along with the faculty, are taking a multi-pronged approach to behavior management, carefully balancing the individual and the school. The systemic approach includes: building and maintaining a positive classroom community, communication with students and parents, explicit classroom norms, and a system for cumulative consequences for 4th-8th graders.

With *Lev Tov* (Good Heartedness) as our guide, we are committed to ensuring that our students feel safe, heard and part of the community. As an educational institution we believe that growing children requires explicit guidance to assure kind & respectful behavior and that our students need clear boundaries and consequences to address their negative behavioral choices. We have adopted Restorative Practices as an educative approach committed to community building and repair.

**Restorative Practices** is an approach and philosophy, not a strict system. The approach uses informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing. The building block of this community building is circles. Each classroom utilizes circles from the very first day of school to create a safe space for sharing, getting to know one another, looking each other in the eyes, and deep listening.

> The circle process allows people to tell their stories and offer their own perspectives (Pranis, 2005). The circle has a wide variety of purposes: conflict resolution, healing, support, decision making, information exchange and relationship development. Circles offer an alternative to contemporary meeting processes that often rely on hierarchy, win-lose positioning and argument (Roca, Inc., n.d.).

We recognize that in cases of repetitive behavior, we also need to have a process in place, that includes conversations with student and parents, an opportunity and expectation of repair, as well as cumulative consequences.

***Explicit Classroom Norms***: During the first week of school, each classroom works as a community to develop a social contract, which is then used as a guide for classroom behavior. Students discuss strategies for remedying problems in the classroom as a first step. If necessary, teachers will contact the families to discuss on-going issues to create a cohesive plan to help the student.

***Communication with students and families***: These conversations take place between teachers, students and families in diverse ways. Teachers speak with students on a daily basis regarding the classroom norms and behavioral expectations in the school. Teachers also communicate directly with parents via email, phone calls and in person as necessary. At Schechter, we believe that the school-home partnership is essential in supporting the students; as such, we actively seek out this team approach.

*** Levels of Consequences for Unkind Behavior - 4-8th grade will be handed out during Curriculum night**

## 2019-2020 SCHECHTER STUDENT ACCEPTABLE USE POLICY (AUP)

The Schechter network is established for the educational and professional use of Schechter students, faculty and staff. When accessing the network from any device, personal or school-owned, students are expected to be respectful and responsible digital citizens. Any online actions by Schechter students should be consistent with the rules and values represented in the Schechter Student Handbook. Students will be held accountable for their use of the network—this

access is a privilege, not a right, and may be revoked at any time if abused. Students may be given access to accounts created by the school, including, but not limited to, Google Apps accounts. Use of these accounts is subject to the guidelines set forth in the AUP, as well.

To ensure the safety and security of the Schechter network, any and all activities on this network may be monitored and logged. This information can be retrieved, as necessary, if a violation of the AUP is suspected. Devices may only be used in class at the discretion of the teacher. Violations of the AUP may result in loss of computer privileges or other appropriate disciplinary actions (such as suspension or expulsion). Depending on the nature of the offense, law enforcement may be contacted. Access to the Schechter network is contingent upon students and their parents/guardians reading and signing the AUP.

Students are responsible for the stewardship of their chromebooks, including maintaining the general tidiness and care of the devices. ***Parents/guardians are solely responsible for covering the cost to replace or repair any student chromebooks, chargers, and protective cases that have been lost or damaged beyond repair as deemed by the Director of Technology.***

While using technology at Schechter, students are expected to uphold Schechter's Core Values of Wisdom - *Chochma*, Community - *Klal Israel* and Good Heartedness - *Lev* Tov through the articulation of the following:

**Respect** – I will not plagiarize other's words or intellectual property. I will properly cite my sources when using others' ideas, words, pictures, music, video, etc. I will truthfully represent my identity in any online interactions. These interactions can include forums where intellectual debate often occurs. While these discussions can be effective ways to express opinions and learn about others, I will make sure to keep these debates respectful. I will not access or alter another person's files.

**Educational Leadership** – I will be a role model when interacting online. I will not post anything online that I would not want friends, parents, teachers or future employers to see. I will respect others and think first before any online interactions.

**Responsibility** – I will use responsible language. I will not swear or use vulgarities or any other inappropriate language. I will not surf web sites that I know contain objectionable or inappropriate content. In addition, I realize that school-owned technology is for the use of all students and faculty. Therefore, I will handle these items with care.

**Loving Kindness** - I will remember that we are all created *B'tzelem Elohim*, in the image of God, and I will speak/write kindly and respectfully of others.

**Appreciation** - The use of computers in the classroom and access to the Schechter network are privileges maintained by appropriate use. Using technology in the classroom for educational purposes only is a way to show appreciation to your teachers and peers. Therefore, I will not abuse this privilege for my own personal amusement or entertainment at the

risk of disrupting the classroom setting.

Consequences:

**Chromebooks/iPads** - Each situation will be handled depending on the severity of the abuse. Violations may result in loss of computer privileges or any other appropriate disciplinary actions. Schechter's commitment to fostering a good sense of Digital Citizenship encourages students to learn and grow from their mistakes in a safe, supervised environment.

**Cell phones** - During the school day, students are not allowed to have cell phones. If a cell phone is visible without permission, it will be taken away for the rest of the day. Repeated offenses will result in additional disciplinary action, if necessary.

**Use of technology outside of school** - Inappropriate use of the Internet and electronic devices outside of school can greatly affect a student's relationship with peers while at school. The inappropriate use of electronic media includes, but is not limited to, hurting or teasing, bullying, public humiliation, making real or false accusations, the posting of pictures or video via social media without the permission of all the people depicted, harassing phone calls or postings, etc. This behavior will not be tolerated and consequences of these actions will be implemented at school when the school and learning environment has been impacted by these actions.

## AFTER-SCHOOL PROGRAMMING

***K-8 Program***

Schechter will offer its Extended Day Program for students in Kindergarten through 8th Grade from 3:30-6:00 each afternoon, with an earlier end time on Fridays during the winter (3:30). Students who participate will have a chance to do homework, have snack (please provide your own dairy or *parve* snack) and participate in a variety of physical activities (both indoors and outdoors) and/or game time. Enrichment activities such as sports, yoga, robotics, art, MakerSpace, Playhouse on Park and chess club will also be offered this year. If you are interested in any of these special programs, please contact Karen Shakun for information about times and fees. **Please note that there is no Extended Day Program on half days for holidays.**

Aftercare is $10.00 per hour. To sign up for Extended Day for K-8th grades, please contact Karen Shakun at 860-561-0700 ext. 368, by email at kshakun@ssds-hartford.org.

Drop-In option: Anyone needing Extended Day on an occasional basis must sign in on the Extended Day program clipboard in the main office and pay by cash, check or credit card. If you are phoning in a request for Extended Day, someone will sign in your child and you will be billed.

***Early Childhood Late Afternoon Program***
The Early Childhood late afternoon program is offered daily from 3:30 p.m.- 6:00 p.m. It is a well balanced program that includes a multitude of exploratory activities including:

**Classroom** exploring creativity through art, music and science

**Game time**

**Access to the library** for reading and use of the computer lab

**Outdoor play**

**Snack** (provided from home)

## GUEST POLICY

As a general rule, students are not allowed to bring a guest to school. If a friend or relative is a potential student and wants to visit our school, arrangements should be made through the admissions office. Please contact our Admissions Coordinator, Karen Shakun, at kshakun@ssds-hartford.org

## JEWISH LIFE

***Kippot***

- Boys are required to wear *kippot* at all times (except recess and PE), including school-related activities outside the building (except for sports games). Girls are encouraged to wear a *kippah*. Clips or hairpins may be used to secure *kippot* during activities. There is to be no sharing of *kippot* or other headwear.

***Tallitot***

- Boys and girls are both required to wear a *tallit* during prayer service after they make their own *tallit* in 6th grade.

***Tefillin***

- Boys are required to wear *tefillin* at *tefillot* (prayer services) starting at the beginning of 7th grade, or 6 months before their service of Bar Mitzvah, whichever comes first.
- Girls are required to wear *tefillin* for the first three months of 7th grade at *tefillot* (prayer services), and are encouraged to do so afterward.
- For more information about *tallit* and t*efillin*, please contact Rabbi Steve Chatinover (schatinover@ssds-hartford.org).

## *Kashrut* (Jewish Dietary Laws)

As part of our school's mission, Schechter is dedicated to maintaining and educating about the practice of *kashrut* consistent with the teachings of Jewish tradition as interpreted by the Conservative Movement through the Committee on Laws and Standards, the official *halachic* decision-making body of the Rabbinical Assembly (RA).

While the laws of *kashrut* are complex and detailed, they are based upon the following three principles:

- Jews are forbidden to eat certain animals.
- Animals that are permitted must be slaughtered in a particular way.
- Milk and meat may not be consumed together.

Schechter is committed to building a community in which everyone can feel comfortable. By setting a communal standard, we hope to maintain an environment that creates a shared sense of obligation and community.

**Personal Consumption**

- All foods brought into the school building should be dairy or *parve* (*parve* means not dairy or meat).

**Events, Meetings, Activities**

- All food that is served at Schechter events, meetings, and activities must be provided by an approved kosher caterer or be served from previously unopened certified kosher products.
- **Products that are prepared in private homes and kitchens may not be served.**
- Events, meetings, and activities that take place outside of the building should not be held in non-kosher establishments.

**The Classroom**

- All food that is served during class must be provided by an approved kosher caterer or be served from previously unopened certified kosher products.
- Products that are prepared in private homes and kitchens may not be served in class.

**Events Not Sponsored by Schechter**

We strongly encourage members of the Schechter community who organize or host events involving members of the Schechter community to adhere to the Schechter standards of *kashrut*.

### *Shabbat and Holiday Observance*

Schechter observes Shabbat and Jewish holidays. Work should not be done for or on behalf of Schechter on Shabbat or Jewish holidays.

Schechter programs and activities held on Fridays (or the afternoon before a holiday) must end in sufficient time for all participants to arrive home at least

one hour before Shabbat or the holiday begins. Programs and activities held Saturday night (or the evening following a holiday) may begin one hour after Shabbat or the holiday has ended. Setup for these events cannot begin until Shabbat has ended.

**Birthday Parties**
As a member of the Schechter community that has adopted the core values of Wisdom - *Chochma*, Community – *Klal Israel* and Good Heartedness – *Lev Tov*, **please do not hold birthday parties on Shabbat or Festivals.** In addition, all food served at parties or other events should be kosher (refer to *kashrut* policy above). Members of our school community should never be put in a position of having to choose between the observance of Shabbat or *kashrut* and attendance at a social function.

We work hard with our students to teach them the value of inclusion, of not judging others and of learning from everyone. In order for our community to thrive, it is essential that we, as parents, also support this message. When hosting an out-of-school birthday party, please plan your child's birthday party with two of Schechter's Core Values in mind; *Klal Yisrael* - Community and *Lev Tov* - Good Heartedness. Please be sensitive to the feelings of other children and do your best to include all of the students in your child's class. If inviting the whole class presents a hardship please send invitations by mail or email.

## ACADEMICS

***Grading Scales for Report Cards***
At Schechter, teachers evaluate students' work in a variety of ways. In all grades K-8 the report cards are skill and mastery based. Each student is assessed by what extent he/she has mastered the specific skill. From EC2-5$^{th}$ letter or number grades are not used on report cards. The Rogow Middle School does assign letter or number grades to students' work.

*Middle School*

| | | |
|---|---|---|
| 90-92=A- | 93-96=A | 97-100=A+ |
| 80-82=B- | 83-86=B | 87-89=B+ |
| 70-72=C- | 73-76=C | 77-79=C+ |
| 60-62=D- | 63-66=D | 67-69=D+ |
| Below 60=F | | |

***Support Services***
Schechter provides an environment that supports individualized learning. As part of our mission each student that attends Schechter will be treated as an individual and is supported holistically. Schechter provides a talented and committed team of educators and care providers to supplement and enhance the classroom experience.

At Schechter, we have a team of specialists who work together to support students. The Learning Specialist supports and works with a licensed registered nurse, and a school counselor.. These services are available to all students at Schechter. In addition, a speech and language clinician and an occupational therapist can provide support services at the school on a fee-for-service basis.

At any time during the school year parents, teachers, or students with questions or concerns about a student's progress can speak to the classroom teacher and follow the outlined Steps to Refer a Student to the Academic Learning Specialist*. If necessary, Schechter personnel will assist parents in requesting evaluations and related support services from the public school system.

Most services are delivered during regular school hours and coordinated with classroom schedules and activities. As needed, support personnel collaborate with teachers to modify materials and classroom programming to meet the needs of individual students. In some cases, support service personnel provide direct services to individuals or small groups in the classroom, in a resource room, or in the office of the specialist.

*** Steps to Refer a Student to Academic Lab Support**

1. Parent discusses concerns with student's teacher.
2. Parent/teacher fill out form for referring student to Academic Lab (form goes to Learning Specialist).
3. Learning Specialist receives referral form, discusses reasons for referral with parent/teacher.
4. Learning Specialist meets with student's team of teachers to discuss reasons for referral.
5. If need is indicated, Learning Specialist asks parent(s) permission to evaluate student using the Woodcock-Johnson Tests of Achievement, a comprehensive collection of tests measuring level of achievement in reading, mathematics, written language, and knowledge and/or the Test of Written Language, a norm-referenced, comprehensive diagnostic test of written expression, etc.
6. After testing, Learning Specialist meets with parents to discuss results.
7. If student is in need of support, plan will be created for classroom teachers, and amount of time spent in Academic Lab will be established.
8. Periodic and ongoing reevaluation will be planned to assess need for intervention.

**Rogow Middle School**

### *Lockers*

Each student is assigned a locker. All books, jackets, notebooks, personal items, etc. must be stored in the student's locker. Students may not put their belongings in another student's locker or in an empty locker. Nothing is to be stored on top of the locker.

- If a student's backpack, after it is emptied, does not fit in the locker, it will be placed in a designated space. Backpacks left in the hallway will be taken to the office.
- Students should not bring large amounts of money to school. Money is not to be stored in lockers. If a student is collecting money for a social action project, it should be given to a teacher to be locked up for safekeeping.
- Food or beverages may not be stored overnight in lockers.
- Electronic devices may be stored in lockers at the student's own risk. The school is not liable for damage or disappearance.
- Students may not open another student's locker.
- Students may personalize their lockers, as long as nothing is written or attached to the outside of the locker. Scotch or masking tape may be used; no stickers, please. Students are responsible for removing all decorations and tape at the end of the year. All decorations must be in good taste and consistent with Schechter's core values.
- Lockers are school property and the school may elect to open any locker at any time.

## SPECIAL EVENTS

### *Field Trips*

Field trips are a regular part of the Schechter curriculum and are planned throughout the year. Parents are asked to sign and return a Universal Field Trip Permission Form to the School Office indicating permission for their children to participate in all field trips during the year. Parents will be notified in writing before each trip as to the time and place. All trips are chaperoned by Schechter staff and, sometimes, parent volunteers.

Students are expected to act in accordance with the three Core Values of Wisdom, Community, and Good heartedness toward all individuals they encounter off the school grounds.

## NONDISCRIMINATORY POLICY

The Solomon Schechter Day School of Greater Hartford admits students of any

race, color or ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at the school. The School does not discriminate on the basis of race, color or ethnic origin in the administration of education policies, admission policies, scholarships, or any other school-administered programs.