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Dear Students and Parents,

Welcome to another exciting school year!

The following is an important list of school regulations which will help in providing an excellent learning environment and foster the overall development of our students. We are concerned for the students' safety, health and general decorum, as well as academic achievement. While rules and regulations are at times cumbersome and difficult to adhere to, they are necessary for the orderly functioning of the school.

While we will do all we can to assure a successful and educationally productive year, we appreciate your support and cooperation in developing the positive attitudes to maximize the potential of our children. Please review the procedures outlined with your children, so that they are fully aware of school expectations.

We look forward to working with you to ensure a rewarding school experience.

ATTENDANCE/PUNCTUALITY

School hours: The school day begins at **8:15 a.m.** Please do not drop your child off **before 8:05 a.m.**, as we do not have adult supervision. Side entrances will be locked after 8:15 a.m. **A student who arrives after 8:15 a.m. must be accompanied by a parent to receive a late note at the office.** Unaccompanied late comers will not be permitted to go to class. Your cooperation is vital to avoid the inconvenience of having to return to school to sign your child in.

Regular attendance and punctuality are essential in accomplishing our goals. We cannot be responsible for the education of a child who is consistently late or absent, and we ask your cooperation to discourage these occurrences. A child who is late not only misses his/her own work, but disturbs the routine of the entire class and the routine of morning davening.

Absences/Tardies

An absence or tardy will be marked as **unexcused, except for the following:**

- A. Absence or lateness due to verified illness.**
- B. Absence or lateness due to doctor's appointments that could not be scheduled outside school hours.**
- C. Family Simcha (Immediate family only).**
- D. Unexpected weather related delays.**

Excused absences/lateness must be substantiated with a note signed by a doctor or parent and presented at the office at sign-in time. (As with any note sent to school, please make sure it is written legibly on a respectable piece of paper.) **There are no exceptions to this policy.** Absences /tardies that do not fall in the above categories will be considered unexcused. **A student will be allowed 3 unexcused absences/tardies per marking period.** After the 3rd incident, the parents will be notified and must make an appointment with Rabbi Francis within 48 hours. If the student is late a 4th time, parents must take the student home. In addition, students who do not attend school will not be allowed to participate in after-school activities.

Parents will be notified each time a child does not meet the criteria of an excused absence or tardy. If the situation is not corrected, a parent conference will be necessary. Students who have excessive absences and/or tardies will be ineligible for honors and special school awards.

In case of illness, requests may be made, prior to 9:00 a.m., for make-up assignments available for pick-up at the conclusion of the day. **We strongly recommend that you avoid scheduling appointments and planned absences during school time.** Students are responsible for all assignments and projects missed during an absence. Teachers are

not expected to give extra help for a student to catch up after an absence such as a family trip. Make-up tests will not be given during class time.

Lateness to class (during the day)

When a student is late to a class in the course of the day, unless authorized by administration, s/he must get a late pass from the office and present this to the subject teacher. The subject teacher will collect the late passes. Every 3 late passes to a class, without authorization, will result in a reduction in grades for the course.

Leaving Early

The school is responsible for each and every student. If, in the event of sudden illness, you must leave school early, report to the office immediately. If a student is to be withdrawn from school before the end of the school day in vitally necessary circumstances, a parent must notify the school in advance by phone or signed request. In such instances, the student will be sent by the teacher to the office upon parent's arrival. Parents should await their daughter at the office. At no time are parents to go directly to the student's classroom for pick up during school hours, nor will we permit a student to wait in the lobby for parent arrival. Please sign your child out and sign in again if your daughter returns to school. The school will not release a child to any adult other than a parent without prior parental authorization.

ASSEMBLIES

School assemblies are held for various occasions during the school year. Students are expected to show their appreciation to presenters by being attentive and respectful participants.

BEHAVIOR & DRESS CODE 1ST – 8TH Grades

We take pride in a student body that understands that respect for teachers, for others and the property of others, as well as respect for themselves, is essential for a successful learning environment.

We expect that a student's daily actions will in no way interfere with the education of fellow students or imply disrespect through offensive remarks, gestures or refusal to obey instructions.

We expect students to treat staff members and fellow students with courtesy and maintain proper decorum in and out of the classroom.

Our plan is to encourage and recognize appropriate behavior at all times.

Appropriate Behavior

1. Courtesy and Respect to other at all times
2. Giving a helping hand

3. Being punctual to school and to class
4. Preparation for class, organization, neatness
5. Keeping school areas clean
6. Leadership/participate in class & school activities
7. Eating when/where appropriate/ proper benching
8. Adherence to dress code
9. Respecting school property

Children in Grades 1-8 will be recognized for their achievement in Academics (which includes good attendance), Good Character and Best Effort.

Inappropriate Behaviors

Inappropriate behavior will be documented by the teacher and put into the student's file. If no further incidents are reported, an addendum noting student's improvement will be recorded. All documentation will accompany student's transcripts. Faculty members will not send out letters of recommendation without administrative authorization.

- ◆ Food – gum chewing, eating candy or food during class or in the hallways without permission (snacks can be eaten during break only, lunch is eaten outside or downstairs) or going into staff lounge for water. Water bottles are allowed in class (if this creates a disturbance, students will be asked to put them away).
- ◆ Leaving materials (books, papers, book bag, etc) outside of locker. Materials left in the hall or classrooms will be picked up and brought to the principal's office.
- ◆ Dress Code violation – Inappropriate clothing (see dress code requirements).
- ◆ Late to Class – (see lateness)
- ◆ Coming unprepared to class (see class preparation)
- ◆ Disrupting the learning process by the following behavior:
 - 1) Calling out/off subject
 - 2) Inappropriate remarks and language
 - 3) Ignoring a staff member's directives
 - 4) Leaving class without permission
 - 5) Disturbing class by an improper or unruly entry

Consequences for inappropriate behavior:

First incident – Teacher's warning.

Second incident –Parent notified and lunch detention

Third incident – In-house suspension. Students will receive a zero on all classwork for that day.

Fourth incident – Student and parents will meet with the head of school and principals to determine further action.

Inappropriate behavior that automatically calls for parent conference:

- * Lying
- * Physical Altercation
- * Skipping Class
- * Cheating

* Defacing school property

For minor infractions, teachers may institute individual disciplinary measures ranging from losing a recess or an assigned non-academic task.

All Students

Teacher's Room is off limits to students, as is the water cooler in the Teacher's Room.

The staff bathrooms are not to be used by students.

Electronic games, electronic devices including cell phones, iPods, figurines, and sports equipment should not be brought to school. Such items will be taken away and returned at the teacher's discretion.

Dress Code

A student's dress and general appearance reflect an attitude towards school. You can help by making sure your child is properly attired before leaving home. Neatness and cleanliness is important to the development of future adults who will bear themselves with dignity. To respect the culture of the school, please adhere to the following uniform requirements:

- Girls: A clean, ironed white or light blue oxford shirt or blouse with Peter Pan collar. A white or light blue Polo with collar (properly fitted), will also be permitted in grades 1-4
- Boys: A white or light blue Polo with collar
- Navy blue pleated skirt or navy jumper(girls)
- Navy blue pants (boys) – no denim, sweats, or cargo pants
- School sweatshirts*, navy blue cardigans or v-neck pullover vests
- T-shirts or turtlenecks (white only) may be worn under shirts.
- Shirts must be buttoned and tucked in at all times (straight bottom polos or blouses may be worn out).
- Shoes (no clogs) and socks. Sneakers are required on gym days.

*School sweatshirts can be purchased at school. No other sweatshirts will be permitted.

Jackets, coats, hats and caps, other than kippot, etc., are not to be worn in the building. (For warmth, you may wear a white turtleneck under your blouse/shirt, and wear a proper uniform cardigan.)

Students who are dressed inappropriately will receive one warning and parent notification. If the dress code is not respected, parents will need to come to school with a change of clothing.

BOOK FEES

The workbooks, paperback and basic material fee for Grades 1-12 is \$175.00 per student. The art and educational materials fee for Daycare, Nursery and Kindergarten is \$100.00 per student. **NO STUDENT WILL RECEIVE ANY BOOKS, WORKBOOKS, OR MATERIALS UNTIL THESE FEES ARE PAID AT TIME OF REGISTRATION.**

Should textbooks or library books be damaged or lost, it will be the responsibility of the parent to pay for the replacement costs.

To protect school textbooks, we ask that all texts be covered during the first week of school and remain covered during the school year.

CAR POOLING & PARKING (See diagram in the back of this handbook.)

Please observe the following rules carefully; they are established for the safety of your children and are the most efficient methods for dismissal we can devise. Please do not park your car in the moving lane or double park.

No cars (faculty or parent) may park in the drive to the right of the school. We ask that drivers keep to the extreme right when they enter from Derby Avenue, make the circle in the back lot, and drop off children at the side entrances. The lanes at all drop-off points are moving lanes only.

If you are coming into the building, please park in the back parking lot between the yellow lines.

DISMISSAL: **PLEASE READ CAREFULLY**

Dismissal times are:	Nursery, Kindergarten, & Grades 1 - 8	<u>3:45 p.m.</u>
	Grades 9 - 12	4:30 p.m.

Except where indicated on calendar.

In our efforts to insure the safety of our children, the following dismissal procedure will be followed:

Parents picking up children are to enter the driveway at the extreme right of the school, make the circle in the back lot, passing the side entrance and moving around the front circle. As your car appears at the front circle, your child and those in your carpool will be dismissed via the front door. Cars must keep moving as soon as pick up is made. This will be a "Non-Standing Zone" so that dismissal runs smoothly and safely. Please drive carefully and do not cut through the lanes.

It is most important that you arrive on time to pick up your children. Official supervision is only provided for 10 minutes after 3:45 p.m.

CHARACTER DEVELOPMENT

At our school, character development is an important component of the educational system.

During the year, we emphasize respect, responsibility and integrity. Please join us in reinforcing these character traits at home.

CLASS PREPARATION

All students need to come to class prepared for work. Students need to bring their textbooks, notebooks, and writing implements with them everyday. If these items are not brought to class and the student is not prepared to work, the student will receive a zero (0) for preparation for that class period. Report card grades will reflect the average of *tests, homework, class participation, and preparation for class.*

EMERGENCY FORMS

An Emergency Form for each student is in your registration packet. Please be sure to complete this year's form and return it to the office. It is clearly **essential** that we have updated information and alternate phone numbers to call should the unexpected occur and we cannot reach you.

FIELD TRIPS

School trips are viewed as a planned educational experience. All students are expected to attend as a regular school day.

Please sign trip permission slips when sent home and return to school promptly.

Should you not want your child to go on a particular trip, please notify the school office explicitly in writing.

A child not going on a trip is not excused from school.

FIRE DRILLS

Students are responsible to follow all emergency procedures, which will be reviewed by the classroom teacher. When the fire alarm is sounded, students should file out of each room in single file, quickly and quietly. Silence and proper decorum will be enforced during a Fire Drill.

FRIDAY SCHEDULE

In preparation for Shabbat, with the onset of Standard Time until March or April, Friday dismissal is 2:00 p.m. Classes are shortened to accommodate schedule.

HEALTH FORMS AND RELATED MATTERS

Our interest is to maintain the maximum health standards for all children. Please read carefully all materials regarding health matters.

All medical forms including physical exam immunization records and health histories are **due in our office before children are allowed back to school**. These records are mandatory for Daycare, Nursery 3-4, Kindergarten, 6th grade, 7th grade, 10th grade and any student new to the school. **Students will not be admitted to class unless they have satisfied immunization requirements.**

According to Connecticut State Law, no medication is allowed to be carried or kept in school by children. Any child who needs medication during school hours must have an appropriate medication form filled out and a supply of medication labeled and brought to school by a parent.

Children who are ill should not be sent to school. (Please read attached health information carefully.)

HOMEWORK

Homework enriches the school program and reinforces skills and concepts introduced in the classroom. We try to coordinate homework assignments so that children will not have an unrealistic amount of work. Since this is work grown out of classroom activity and benefits the child, we cannot stress enough the importance of having your children complete homework as assigned. Grades will be affected when homework is not done. A homework alert will be sent home when 2 assignments are missed.

Make it a habit to check your child's homework, notebook or test papers. If a signature is required, it is important that this comes back to the teacher.

Children in grades 3-8 will be expected to purchase a student assignment book to record homework assignments.

Grades 1 - 3

Your child's teacher will inform you of the homework policy for his/her class, and we appreciate your efforts in providing the necessary supplies and support in making homework a positive experience by emphasizing good homework/study habits. If a student does not turn in homework on the day it is due, one extra day will be given for make-up. Parents will be notified when 2 homework assignments are not done. A repeat of undone homework will result in a reduction in the student's grade.

Grades 4 - 8

If a student does not turn in homework on the day it is due, one extra day will be given for make-up; however the student will receive one grade lower for that assignment. If

homework is not turned in on the second day, a zero will be assigned and the parent will be notified. Missed assignments, due to an excused absence must be turned in the day after return to school for full credit.

HONOR ROLL

Honor Roll students must:

1. Achieve straight "A's" on their report card, including davening.
2. Score no lower than "S" in all conduct grades on their report card.
3. Have a good record of attendance.
4. Be approved by all of the student's teachers.

LIBRARY

The school library is constantly being updated with many new volumes of reading material. All books must be checked out with the librarian and returned by the due date. There will be a charge for books that are not returned. A student who does not return library property or reimburse the school for the replacement cost will have library privileges taken away.

LOCKERS

Students in Grades 7-8 will be assigned lockers. Lockers must be kept clean and free of any outside decorations. A \$25 refundable locker deposit will be required at the beginning of the school year. This will be refunded after final inspection, providing there is no damage.

LUNCHESES

Please send a nutritious Kosher Dairy or Pareve lunch with your child which includes bread for Hamotzie. This will enable all students to recite the Birchat Hamazon, as expected. A fruit or juice pack may be brought for snacks. Pizza lunches may be purchased on Tuesdays. Lunches and snacks may not be shared.

NEWSLETTERS

A school newsletter is sent home with the children (one per family) on Fridays, beginning with the first Friday of the school year. We aim to keep you posted on all school events and newsworthy items. You will have a choice for either an email newsletter or a paper newsletter. Please inform the school.

PARENTAL INTEREST/CONFERENCES

In addition to parental cooperation with school's rules and policies outlined herein, active participation and interest in your child's education enhances the learning process. We encourage your involvement in our PTO and participation in school functions. This demonstrates your support and encouragement for your child and school. PTO provides many opportunities for volunteer efforts.

An evening Parent Orientation will take place early in September. This is to acquaint parents with children's teachers and curriculum. Check the school calendar for the schedule of our Parent-Teacher Conferences to discuss students' progress. Feel free to call us at any time if you have any concerns. We trust that you know you can communicate with us about any matter at any time.

Please check the school calendar for other Parent/Teacher conference dates which follow report card distribution.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued three times a year. Grades are based on class performance, classroom and homework assignments, written work and tests. Progress reports will be sent out before the close of the marking period.

REQUIREMENTS FOR GRADUATION

Students in Grade 8 must pass all their courses in order to be eligible for a diploma.

SCHOOL CANCELLATION

In the event of school cancellation or delay for any reason, parents will be notified via our One Call Now automated phone call system. You may also check the school website (www.schacademy.org) or News Channel 8's website (www.wthn.com). This includes early dismissal which may be due to an unexpected storm or occurrences such as loss of heat, etc.

SCHOOL PARTIES

Birthday party packages will be available for purchase through school. There will be a variety of items, as well as cupcakes or cake, that should be ordered in advance of any class birthday party. Order forms will be available in the front office.

No other food items, packaged or home-baked, will be permitted for classroom birthday parties.

In the event of a class siyum, the teacher will assign a specific item that the child may bring in.

Please be aware that we will not permit children in other grades to attend birthday parties of their siblings, or other events that take place.

SCHOOL SUPPLIES

To facilitate your child's organization and a successful learning experience, please make sure your child is prepared with the necessary supplies requested by the teacher. In this way, your child will be off to a good start. Each child in Grades 3-8 will receive a student assignment book for a \$3 charge.

SPORTS TEAMS

Participation on a sports team is a privilege. Students must have a B average in all classes to try out for a team and must maintain that average throughout the season to remain on the team. If a student's average drops, s/he will receive a warning and will have 2 weeks to bring their average back up to a B level. If, after 2 weeks, the student does not bring up his/her average s/he will be removed from the team. After removal from the team, the student will have 1 chance to bring his/her average up and be reinstated to the team. If the average should fall below a B a second time, the student will be removed from the team for the remainder of the season.

STUDENT COUNCIL

Student Council officers and representatives are elected in Grades 3-8. Student Council members meet to communicate student suggestions and plan activities which involve and benefit all students.

TEFILLAH

Morning Tefillah is an integral part of the school day and trains the child in expressing thanks and appreciation for Hashem's bounties. To affirm the importance and sacredness of this endeavor, students should be punctual in arrival to school, show proper respect during Tefillah, and maintain the sanctity of the place of prayer. The grade for Tefillah is averaged into a student's overall final grades.

TELEPHONE

Children will not be called to the phone during school hours. Please make sure your children leave home with all necessary supplies, and you communicate your intentions for pick-up, to eliminate the need for **non-emergency** phone calls to our office. Children will not be allowed to use the office phone.

TESTING

Assessments provide an opportunity to review and assess what was learned. Tests help teachers evaluate progress and achievement.

To minimize pressure, however, no more than 2 tests will be scheduled on the same day. Tests will not be given on a day immediately following a Chag.

Mid-term exams in February and Final exams in June will be scheduled for students in grades 7/8. Personal time off during exams will not be excused. No make-up tests for finals will be given without a doctor's note.

Achievement Tests are administered to evaluate each child's progress in Grades K, 1, 3, 5 & 7. Results will, as a matter of routine, be shared with parents. We are dedicated to the

total development of every child and are prepared to work with parents should assistance be required in any special area.

TEXTBOOKS

Students are responsible for taking good care of all books issued to them and must pay for any lost or damaged books. All textbooks must be covered.

TZEDAKAH

An important aspect of character training is the teaching of charity. We encourage the children to bring some coins every day for the Tzedakah box.

VIDEOS

Videos may be shown to a class, from time to time, in conjunction with a specific unit of classroom study. Please consult with the classroom teacher before sending any other videos to school with your child. We reserve the right to screen any video before it is shown.

VISITORS

All visitors, including parents, must report to the office before entering any classroom. A parent wishing to confer with a teacher should call the school for an appointment. Teachers have many responsibilities and cannot visit with a parent who has not made prior arrangements. Parents should not confer with teachers during class time.