



STUDENT-PARENT HANDBOOK

Table of Contents

LETTER TO STUDENTS AND PARENTS

ATTENDANCE AND PUNCTUALITY	Page 1
BEHAVIOR	Page 2
CAR POOLING & PARKING	Page 5
CHARACTER DEVELOPMENT	Page 6
DRESS CODE	Page 7
EMERGENCY FORMS	Page 8
EMERGENCY DRILLS	Page 8
FIELD TRIPS	Page 8
FRIDAY SCHEDULE	Page 9
HEALTH FORMS & RELATED MATTERS	Page 9
HOMEWORK	Page 9
HONOR ROLL	Page 10
LIBRARY	Page 10
LOCKERS	Page 11
LUNCHESES	Page 11
NEWSLETTERS	Page 11
PARENTAL INTEREST/CONFERENCES	Page 11
REPORT CARDS	Page 12
REQUIREMENTS FOR GRADUATION	Page 12
SCHOOL CLOSING/DELAYS	Page 12
SCHOOL PARTIES	Page 13
SCHOOL SUPPLIES	Page 13
STUDENT COUNCIL	Page 13
TEACHER EASE	Page 14
TEFILLAH	Page 14

TELEPHONEPage 14
TESTINGPage 15
TEXTBOOKS.....Page 15
TZEDAKAH.....Page 15
VIDEOSPage 16
VISITORS.....Page 16

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. Rules are necessary for the orderly functioning of the school.

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

We look forward to 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 8:00 a.m. Side entrances will be locked after 8:15 a.m. Students who come to school after 8:15 a.m., but before **9:00 a.m.** should go directly to the classroom. The classroom teacher will mark the student in as late. A student arriving after **9:00 a.m.** must get a late note from the office before going to the classroom.

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.

Absence/Tardiness

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 delay**

Excused absence/lateness must be substantiated with a note signed by a doctor or parent and presented at sign-in to the classroom teacher, or to the office. (As with any note sent to school, please make sure it is written legibly on a proper piece of paper.) **There are no exceptions to this policy.**

All other absences or late arrivals will be considered unexcused.

In case of illness, please contact teacher via email or phone to discuss make-up work. In the case of a planned absence,

students are responsible for all assignments and projects missed. Assignments will be given to them upon their return. Teachers are not expected to give assignments to students before a planned absence nor will they be expected to give extra help for a student to catch up after a planned absence, such as a family trip. Make-up tests will not be given during class time. **We strongly recommend that you avoid scheduling appointments and planned absences (i.e. vacations) during school time.**

Lateness to class (during the day)

When a student is late to a class in the course of the day, unless authorized by a teacher or the principal, 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. In the event of illness or injury, the student should be sent to the nurse or office. If a student must withdraw from school before the end of the school day, a parent must notify the school in advance by phone or signed request. Teachers will be notified by the office upon the parent's arrival. Parents are not allowed to go directly to the student's classroom for pick up during school hours. The student must remain in the classroom and wait to be called down to the lobby. The school will not release a child to any adult other than a parent without prior parental authorization.

BEHAVIOR

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.

Behaviorial Expectations

1. Courtesy and respect to others 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/participation in class & school activities
7. Eating when/where appropriate/ proper birkat hamazon

During the Rosh Chodesh assembly, children in grades 1-8 will be recognized for the following achievements during that month:

Academics, Good Character and Best Effort.

The following behavior will result in a disciplinary action:

- 1) Inappropriate remarks and language
- 2) Ignoring a staff member's and/or teacher's directives
- 3) Leaving class without permission
- 4) Disturbing class by an improper or unruly entry
- 5) Defacing school property
- 6) Non-adherence to dress code

The following disciplinary actions will be given at the discretion of the teacher:

- 1) Verbal warning
- 2) Lunch detention
- 3) Meeting with parents
- 4) Meeting with principal, teacher and parents

Inappropriate behavior that will automatically result in calling for a parent conference, and which might result in immediate suspension are the following:

- * Participation in illegal activities
- * Bullying
- * Leaving a classroom without permission
- * Cheating
- * Use of vulgar or offensive language
- * Skipping class
- * Malicious destruction of school property
- * Violence towards others

A student suspension may last one or more days depending upon the seriousness of the incident and the discretion of the principal.

For minor infractions, teachers may institute individual disciplinary measures according to their own classroom policies.

The Teacher/Staff 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.

Cell phones, electronic games, iPods, and any other technical devices are not allowed in school. If a cell phone must be brought to school it must be kept in the backpack and turned off for the entire school day (3:45 p.m.).

Violation of this policy will result in the item being confiscated and returned at the teacher's discretion only.

There are no laptops allowed in school for any reason. Students may not access the internet via Smart phone or any other electronic device.

CAR POOLING & PARKING

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 in the circle in front of the school.

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 time is: Grades K through 8 **3:45 p.m.**
(except where indicated on the 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 and make the circle in the back lot. Please wait in line until directed by Rabbi Hartmann to the pick-up area. Your passengers will be called to you, and will be dismissed to either the side or front door.

Please do not cut directly into the front circle. This is very dangerous for everyone, especially children. 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. Our dismissal communication ends at 4:00 p.m. After 4:00 p.m., parents should come into school to pick up children.

After School Policy

Any child not picked up by 4:01pm will be directed to the “late pick-up room” to await pick up. Parents, who arrive after 4:00p.m., must enter the building through the front entrance to pick up and sign out their child/ren from the “late pick-up room.” Parents, late more than twice per semester, will be charged \$10.00 per 15 minute increment. You will be required to have a credit card number on file and fees will be charged automatically.

Special circumstances such as weather, traffic etc. will be taken into consideration.

If you know you are going to be detained, please notify the school immediately so that we can reassure your child. There is an overtime charge, but we are reasonable. If saving ten minutes means risking an accident, please drive safely.

CHARACTER DEVELOPMENT

We are teaching our students to follow the principles of **The 7 Habits** both in school and at home. They are: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand Then to be Understood, Synergize, and Sharpen the Saw. The school library has several copies of the Sean Covey book, **The 7 Habits of Happy Kids**. Parents are encouraged to check out a library copy to read at home.

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

- Navy blue, stitched down pleated skirt, made of poly/wool or polyester blend. Length will be below the knee to mid-calf. Denim skirts are not allowed.
- Navy blue, bib front pleated jumper. Length will be below the knee to mid-calf. Denim jumpers will not be allowed.
- A white oxford shirt or blouse with Peter Pan collar.
- A white Polo (properly fitted) with collar is also permitted in grades 1-4.

BOYS

- A white Polo with collar
- A white oxford shirt
- Navy blue pants – no denim, sweats or cargo pants

GIRLS AND BOYS

- The Lands' End maroon sweater w/ logo is the only sweater allowed. Check the SCHA page on the Lands' End website. Our school number is **900128919**.
- T-shirt or turtleneck (white only) may be worn under the shirt/blouse.
- Shirt must be buttoned and tucked in (straight bottom polo or blouse may be worn out)
- No clogs or Crocs

- Girls will wear knee high socks; no leggings
- Sneakers are required on gym days

Jackets, coats, hats and caps, other than kippot, etc., are not to be worn in the building.

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 **essential** that we have updated information and alternate phone numbers to call should the unexpected occur and we cannot reach you.

EMERGENCY 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 both the fire and lockdown drills.

FIELD TRIPS

All students are expected to attend school trips that are educational, and are an extension of instruction. A child, not going on a trip, is not excused from school

When a trip is recreational, the following conditions must be met in order to participate:

- 1) Homework and all assignments completed and submitted
- 2) SCHA Handbook policy followed

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

FRIDAY SCHEDULE

In preparation for Shabbat, with the onset of Standard Time, Friday dismissal is 2:00 p.m. Classes are shortened to accommodate the schedule. Please check the school calendar for the dates.

HEALTH FORMS AND RELATED MATTERS

Our interest is to maintain the maximum health standards for all children. All medical forms including physical exam immunization records and health histories are due in our office before children are allowed to attend 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.)

Since the original satisfactory asbestos inspection by the State of Connecticut in 2005 there has been no change in the condition of the materials listed. Subsequent follow-up inspections, including summer 2014, have also been satisfactory and within the state guidelines for asbestos management.

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 work is related to classroom activity and beneficial to the student, it is very important that it is completed by the assigned date. Grades will be affected when homework is not done.

Students will record their homework in the student assignment books on a daily basis. Make it a habit to check your child's homework, notebook or test papers.

Children in grades 2-8 will be expected to purchase a student assignment book from the School, at a cost of \$4, to record homework assignments.

The times that follow are averages per night and are given at the discretion of the teacher:

1 st grade	20 minutes maximum
2 nd	20 to 30 minutes
3 rd	40 to 50 minutes
4 th	no more than 1 hour
5 th	70 minutes
6 th	80 minutes
7 th & 8 th grades	no more than 90 minutes

HONOR ROLL

Students in grades 3-7 who have an average of 90 or higher will be eligible for the SCHA Honor Roll. High Honors will remain exclusively for the 8th grade and their graduation.

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 is a replacement cost 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 revoked until the property is either returned or paid for. If the book is paid for and then found and returned, the money will not be refunded.

LOCKERS

Students in Grades 7-8 will be assigned lockers. Lockers must be kept clean and free of any outside decorations.

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. An optional pizza lunch may be ordered for Tuesdays for a small fee. Orders need to be made in advance by the month or for the year. Order forms are available in the office. Lunches and snacks may not be shared.

NEWSLETTERS

A school newsletter is emailed twice monthly on Fridays. We aim to keep you posted on all school events and newsworthy items. Please give the office the correct email address for any communication.

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.

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

REPORT CARDS

Report cards, for all students, are available on Teachersase three times a year.

REQUIREMENTS FOR GRADUATION

Students in Grade 8 must have a GPA of 3.0 (with no grade below a C) and have a good record of citizenship and attendance to be eligible for a diploma. Considerations will be given to students with an IEP and/or teacher recommendations.

SCHOOL CLOSING/DELAYS

In the event of school cancellation for any reason, you will receive an automated call with details. This includes early dismissal which may be due to an unexpected storm or occurrences such as loss of heat, etc. Please be sure to inform the office of your preferred contact numbers. You may also get school closing information from News Channel 8, NBC 30 and the school website.

SCHOOL PARTIES

Birthday parties are permitted in the classroom, in grades K-4 with the permission and supervision of the teacher. Birthday party packages are available for purchase through school. There are a variety of items, as well as cupcakes or cake, which should be ordered in advance of any class birthday party. Packages can be purchased through the front office. Please order 1 week in advance.

No other food items, packaged or home-baked, will be permitted.

Please note that we will not permit children in other grades to attend their sibling's birthday party, or any other event.

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 \$4 charge.

STUDENT COUNCIL

Students who are in the 7th and 8th grade may be members of the Student Council. Candidates for office must first write an essay to explain their qualifications, and second ask their teachers to sign their application for nomination.

Students who are in grades 2 through 8 may vote in the election. Student Council members meet to communicate student suggestions and plan activities which involve and benefit all students.

TEACHEREASE

All student information is maintained in *TeacherEase*. Teachers use this for their gradebooks and lesson planning. Students and Parents have access to *TeacherEase* for information such as assignments, progress reports and report cards. At the beginning of each year parents and students are emailed instructions as to how to access *TeacherEase*. For this reason, it is important for parents to keep the office informed as to any changes in their email address.

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.

In Middle School, the grade for Tefillah is averaged into the student's overall final grade (GPA). All other students receive a letter grade for Tefillah.

Please note the tardy policy, as it can affect a student's Tefillah grade.

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.

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 vacation.

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 Kindergarten, 1st, 3rd, 5th and 7th. 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. Therefore, it is imperative that every student scheduled to take the test attend school on that day.

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 and get a badge 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.