

SHALOM SCHOOL

PARENT HANDBOOK 2018-2019

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ABOUT OUR SCHOOL

MISSION STATEMENT

Shalom School's mission is to provide each child with an outstanding education in a nurturing environment that is academically excellent, inclusive, innovative, and inspired by Jewish values and traditions.

ISRAEL STATEMENT

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

ORGANIZATIONAL STRUCTURE

Board of Trustees

Shalom School is incorporated as a 501c3 non-profit corporation. The Board of Trustees governs the school, setting policies, raising funds, adopting a budget, and overseeing the Head of School in order to guarantee Shalom School's long-term success in fulfilling its mission and vision. Board of Trustee members are elected to one or two year terms except for the President of the P.T.F. (Parents, Teachers and Friends) and Past Presidents of the Board, who serve by virtue of their office. All Past Presidents share one vote.

Administration

The Head of School (HOS) is responsible for fulfilling the mission and vision of the school as defined by the Board. The Head of School leads the administrative team. Together they are responsible for the day to day administration of the school. Other members of the administrative team vary from year to year based on the needs and budget of the school. They currently include:

- the **Director of ECE**, who oversees all aspects of the early childhood program including classes for infants, toddlers, and the preschool
- the **ECE Coordinators**, who work with the ECE Director on scheduling, licensing, curriculum, and planning
- the **Academic Coordinators**, who work with the HOS and faculty on curriculum, programming, and planning
- the **Hebrew/Judaic Studies Coordinators**, who oversees Hebrew and Judaic Studies programs, curriculum, and personnel in both the early childhood and the Pre-k - 6 Program
- the **Advancement Director**, who oversees all fundraising, admissions and marketing for the school
- the **Advancement and Admissions Coordinator**, who assists with admissions and marketing
- the **Business Officer**, who oversees employee and student contracts, billing, payroll, accounts payable and receivable and employee benefits
- the **Facilities Coordinator**, who oversees security and maintenance of the facility

- the **Office Manager**, who maintains the Head of School's schedule and is responsible for communications, including the weekly Thursday folder, and maintaining school records

Additional staff members provide administrative support for operations, admissions, development, and community outreach and work on special projects, as needed. An outside security company provides security guards for the school.

Faculty

The faculty is responsible for implementation of programs, curriculum, and class activities in order to produce the student learning outcomes identified by the Head of School, ECE Director, and Coordinators in collaboration with the faculty.

P.T.F.

Parents, Teachers, and Friends is the booster organization for the school. Parents automatically become members of P.T.F. when they enroll their students in the school. P.T.F. raises funds through collection of dues and fundraising in order to provide assemblies, enrichment materials for classrooms, holiday treats for students, and gifts to express appreciation for the staff.

Through classroom representatives, the P.T.F. also coordinates social get-togethers for students and their families.

For a full listing of board, staff, and faculty members, please consult the school's website or contact our office.

ADMISSIONS AND PLACEMENT

NOTICE OF NON-DISCRIMINATORY POLICY

Shalom School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic or other extra-curricular programs.

ADMISSION POLICY

Shalom School seeks families who want an outstanding Jewish and general studies education for their children. Shalom School is committed to quality education for every student admitted to the school, which depends on careful review by the admissions committee to determine whether a student is an appropriate candidate for admission to the school. Final decisions regarding admission and re-enrollment rest with the Head of School (HOS). Shalom School reserves the right to refuse admission or re-enrollment if it determines that such action is appropriate. Please contact the Admissions Office for more information on admission requirements.

Offers of admission and yearly re-enrollment are on a space available basis. The school reserves the right to withdraw an offer of admission or re-enrollment or to place children in a wait pool based on class size and/or teacher-student ratio. While every effort will be made to accommodate students who are placed in the wait pool, the school cannot guarantee placement. Parents are encouraged to enroll or re-enroll early in order to guarantee placement.

Admission to the school is conditional. Students may be asked to leave Shalom School if it is determined that the student's behavior or the behavior of parents or other family members is not consistent with the standards and expectations of the school.

Hebrew competency at grade level is encouraged for admission to grades two through six. The school may recommend or require Hebrew tutoring as a condition of enrollment or if the student fails to make satisfactory progress. The school is happy to help parents arrange tutoring, which is at parent expense.

CLASS PLACEMENT

Shalom School administrators are highly qualified and experienced professionals who understand how to place students to achieve their full potential. School administrators work with parents and teachers to make appropriate student placements, which may also be determined by State regulations. Listed below are the classes offered and some of the factors that determine placement in each class.

Infant Program (Nitzanim)

This program is for children from the age of three months to approximately the age of fifteen months. In accordance with State regulations, the teacher-child ratio is 1:4. Students are

promoted to the toddler program (Keshet) based on their developmental readiness and space availability.

Toddler Program (Keshet, Chaverim, and Parparim)

The Keshet class is for children of toddler age, approximately from the age of fifteen months to the age of two years. Chaverim and Parparim serve children who are two years old and above, and the teacher–child ratio is 1:4 for Keshet and 1:6 for Chaverim and Parparim.

Preschool (Gesher and Yonim): The Gesher class has the youngest preschool students, approximately from the age of two years six months by September 1st of the entry year. Toilet-training is not required. The teacher–child ratio is 1:8. Yonim is for preschoolers over three years of age who are toilet trained and ready for a more structured school experience. This class prepares children to enter our pre-kindergarten classroom the following year, though children who are eligible to enter kindergarten the following school year may ‘skip’ pre-k and move right into our kindergarten. The teacher–child ratio is 1:12.

Pre-kindergarten: This program is for students who will be four years of age by September 1st of the academic year of admission and who are toilet trained. The program is housed on our elementary campus and includes developmentally appropriate academic preparation for kindergarten, including beginning handwriting and pre-literacy curricula.

Though it is often the case that a child’s age and/or developmental readiness clearly indicate which class placement will best serve him or her, sometimes students’ birthdays and/or development stage make placement more complex. Parents of children who are age-eligible for Yonim or pre-kindergarten or for pre-kindergarten and kindergarten are encouraged to meet with school staff to discuss options and help determine the best possible placement. In any case, students **must be age eligible by September 1st in order to enroll in pre-kindergarten or kindergarten.**

Kindergarten: Children entering kindergarten must be five years of age by September 1st of the academic year of admission. Meeting the age requirement does not guarantee admission. All students who meet the age requirement must still be assessed for kindergarten readiness and suitability for the program. Final decisions regarding admission to kindergarten rest with the Head of School.

Grades First – Sixth: Children are admitted to and placed in the appropriate class based on age and a review of the following information: school records, reports from professionals including teachers, counselors, etc., observation, Shalom School assessment, and anecdotal information from the family.

Class placements made during the admission process may not be final. The school reserves the right, at its sole discretion, to change class placement based on its assessment of what will provide the optimum opportunity for the child and his/her classmates to grow physically, emotionally, intellectually, socially, religiously, and spiritually.

TUITION ASSISTANCE POLICY

Shalom School seeks to provide tuition assistance for pre-k – sixth grade families with demonstrated need to the extent that the school's resources will allow. Information concerning tuition assistance is available upon request. Families submit their tuition assistance application to Tuition Aide Data Service (TADS), an outside organization contracted by the school. TADS determines need and makes recommendations to the tuition assistance committee. All information and deliberations by the committee are kept confidential.

SCHOOL OPERATIONS

SCHOOL HOURS

Office Hours

The school office is open from 7:30 a.m. to 6:00 p.m. The main phone number for the school is 916-485-4151. If you are calling after hours, you will receive a voicemail with instructions on how to reach the various classes on campus.

Program Hours

School hours vary by program and are as follows:

- Infant/Toddler 7:30 a.m. – 6:00 p.m.
- Preschool 9:00 a.m. – 12:30 p.m.
- Pre-kindergarten – 6 8:00 a.m. – 3:15 p.m.

Childcare

Before and after school childcare is designed to offer a safe and happy experience for students enrolled in our regular programs. The school strives to create a relaxed atmosphere while offering activities in the arts, physical education, games, and other enrichment options.

- Preschool Childcare 7:30 – 9:00 a.m. and 12:30 – 6:00 p.m.
- Pre-k – 6 Morning Childcare 7:30 – 8:00 a.m. (included as part of tuition)
- Pre-k – 6 Afternoon Childcare 3:15 – 6:00 p.m. (for an additional fee)

Childcare Procedures

- Parents are required to sign their children out of the childcare rooms. If the sign in/out sheet is not complete, parents will be charged for a full day of extended care.
- Parents should be prompt when picking up their children. Pre-k - 6 students who are not picked up within 15 minutes of dismissal will be sent to childcare at their parents' expense.
- Drop-in childcare is available. Prevailing rates will apply.
- Parents of children left in childcare beyond scheduled closing time will be charged by the minute, per child. Prevailing rates will apply.

Early Dismissal Days

On scheduled minimum days, please be prompt when picking up children. Beyond scheduled dismissal time, time will be charged by the minute, per child. Prevailing rates will apply.

Please refer to our published calendar and the Thursday email for these dates.

ARRIVAL AND DISMISSAL

ECE Sign In and Out Procedures for Infant, Toddler, Preschool, and Pre-k

ECE parents/guardians are required to sign in their children every day. An adult must sign students in, making sure to record starting time, as well as a tentative pick-up time. For California State Licensing and legal reasons, it is imperative that a complete signature be used and actual pick-up time be noted. This procedure must be followed or additional charges will

accrue. In case of an emergency evacuation, staff members use the sheets to verify that every child signed in is accounted for and safely evacuated from the building. If someone other than a parent or pre-approved individual from the child's emergency card is to pick-up the student, staff must be notified either verbally or in writing. Upon arrival, the individual's identification will be checked before the child is released.

Additional Information for Preschool

Preschool classes begin promptly at 9:00 a.m. Those arriving early may arrange for early morning childcare. Do not drop off children in the parking lot. Parents and children may not wait on the playground, as it may be in use by other programs. California State Licensing Regulations require that children must be brought into the room by an adult and signed in using a complete signature.

The Preschool Program ends at 12:30 p.m. Parents should pick up their children promptly. Parents must sign their children out by stating time and a complete signature. This procedure is required by California State Licensing and is for the protection of the children.

Our morning schedule is active and the children who are not staying for the extended care program will be ready to go home – please do not make them wait. If a parent is late, his/her children will be sent to the extended care program and the parent will be charged the drop-in rate. If the sign out sheet is not complete, the parent will be charged for a full day of extended care.

Pre-kindergarten - Sixth Grade

Pre-kindergarten - sixth grade classes begin promptly at 8:00 a.m. (see Student Health section for car pool and parking lot procedures). Please make every effort to bring children to school on time in order to promote good habits with respect to academic responsibilities and to avoid disrupting the class. Should your children arrive after the bell has rung, a parent or guardian must bring them to the office and sign them in; a staff member will then walk them to class. Students who are tardy more than three times in any grading period may be required to make up work they missed due to tardiness during morning or lunch recess, at the discretion of the teacher.

It is in your children's best interest to be in class on days when school is in session unless circumstances are unavoidable. The following are considered excused absences: personal illness or accident (See Student Health section), quarantine under the direction of a county or city health official, attendance at funeral services, and observance of religious holidays. Please make appointments (such as doctor and dentist appointments) for times outside of class whenever possible. The parent(s)/guardian(s) and children are responsible for obtaining, completing, and turning in assignments during the children's absence, or in the case of illness, when the children return to school.

Extended vacations during school days or continued tardiness can be academically and emotionally detrimental to the children. If your children must miss school for more than five consecutive days, parents must let the school know in writing or via email at least one week prior to the absence. Teachers will provide students with a packet of make-up work to complete during the absence from school and turn in when the student returns.

Completed make-up work will be graded in accordance with school standards and included when determining report card grades. If the make-up work is not completed or not completed in the specified time frame, the student's grade may drop as a reflection of the missed assignments. The school cannot accept responsibility for maintaining a child's progress at grade level if the child is chronically tardy or absent for extended periods. The school may require outside tutoring by a school approved tutor at parent expense if in the sole discretion of the Head of School it is necessary to maintain the child at grade level.

Absences and tardiness are reported on student report cards.

Shalom School reserves the right to decline re-enrollment to students who are chronically absent or tardy or who fail to complete required tutoring due to absences, at the sole discretion of the Head of School.

STUDENT RELEASE FROM CLASS

Early Childhood Education Department

A parent/guardian or another adult with authorization from the parent/guardian must sign out infant/toddler and preschool students. Any person or persons other than the parent/guardian will be required to show photo identification.

Pre-kindergarten - Sixth Grade

Pre-kindergarten – sixth grade students may only be released from class to a parent/guardian or to another adult with authorization from the parent/guardian. The authorized adult must report to the office to receive a student release form and then wait while the student is called from his or her classroom. Parents or others authorized to pick up students are not allowed to retrieve students directly from their classrooms, and teachers are instructed to release students only to the office for pick up.

CAMPUS VISITATION

All visitors including parents must check in with the school office prior to visiting a classroom or other campus location. Parents are welcome to visit their child's classroom but must contact the teacher at least twenty-four hours in advance to be sure that it is a good time for a visit. Parents who are dropping off an item for children must also check in at the office and leave it there for delivery to the student by school staff; they may not take items directly to the classroom.

Classroom Visitations

To facilitate the classroom visiting process, guidelines are as follows:

- Sit in the back of the classroom
- Do not engage the teacher or students in conversation
- Do not bring younger siblings
- Limit visits to prearranged time frame
- Do not sit at the desk of a teacher without permission

Please be aware that teachers and staff (including Office Staff) have many confidential and personal items in their classrooms, offices, desks, and computers. Please respect their privacy.

BIRTHDAYS AND PARTIES

At Shalom School, birthdays are recognized and celebrated in an appropriate fashion for a school setting. Parents are invited to bring a simple kosher treat or refreshment for the entire class to share in celebration of your child's birthday. Please arrange the day and time with your child's teachers and let them know what will be sent to school and make an effort to supply foods with low sugar content. Remember that all food for the party **must be kosher and unopened** (see section on *kashrut* under Religious Policies).

If parents prefer, they are welcome to donate a book, toy, puzzle, game, or other educational materials to their child's class in lieu of sending treats. Such a gift has a long (and healthier) impact on the child's classmates.

Parents should not bring gifts to school, nor should children bring gifts for each other, as items can be damaged or misplaced.

Shalom School families are expected to be inclusive in inviting classmates to out of school birthday parties. Invitations to birthday or other parties may be passed out at school **only** if every child in the class receives an invitation. If the intent of the invitation is to be more selective, then the invitations should be mailed from home.

SHABBAT AND HOLIDAY OBSERVANCE OUTSIDE OF SCHOOL

Out of respect for those families who are observant and so that all children may attend, **neither personal nor class parties should be scheduled on Shabbat (Friday evening and Saturday) or Jewish holidays.**

Additionally, teachers and staff do not conduct business, take calls, or answer emails on Shabbat or holidays.

COMMUNICATIONS

SCHOOL TO PARENT COMMUNICATION

Parent Handbook

The *Parent Handbook* is designed to be the parents' first source for Shalom School's policies and procedures. The *Parent Handbook* will be updated periodically.

Thursday E-News

Thursday E-News is sent from the office by email each week. It contains information about school activities, special announcements, and reminders. This communication is sent to all families. If you are not receiving it, please notify the office.

Weekly E-Calendar

Each Sunday the school emails parents a calendar of upcoming school events. The school calendar for the year is also attached. This communication is sent to all families. If you are not receiving it, please notify the office.

The Website

The Shalom School website, www.shalomschool.org, offers current information regarding all aspects of the school. In addition, the website offers opportunities for online giving.

Teacher to Parent Communication

ECE teachers will send you a written communication regularly about how your child is doing. Kindergarten – sixth grade teachers also regularly communicate to parents regarding homework, school programs, field trips, and class news through class websites. Contact your child's teacher if you need the website link or other information.

PARENT TO SCHOOL COMMUNICATION

A positive and constructive working relationship between Shalom School and a student's parents/guardians is essential to the fulfillment of Shalom School's educational purpose. Faculty and staff deserve your respect. All parent communications to teachers and staff are to be guided by the simple principles of respect, patience, and civility. The school reserves the right to dismiss a student if the Head of School determines that the actions of a parent/guardian impair a positive and constructive relationship with the school. Shalom School's expectations about the behavior and actions of parents/guardians include both on and off campus behavior and actions.

Messages to Staff

Drop-off and pick-up are busy times for teachers; it is not a good time to discuss issues of concern with them. Parents may leave messages for teachers by calling the office. Teachers will make every effort to respond within 24 hours or the following business day. Parents may also e-mail teachers. Parents and guardians are requested to make an appointment to speak with a teacher or administrator. Parents are always welcome to make an appointment to see the Head of School, whether it is to discuss a concern or just to chat.

Messages to and from Students

Family Emergencies

- For family emergencies that require immediate communication, messages will be promptly delivered to the student's teacher and then to the student.
- Students may use the office telephone to respond to family emergency situations.

Telephones

- Parents and students are not allowed to use the telephones in the classrooms for personal reasons.
- Parents are not allowed to call the pre-kindergarten through sixth grade classrooms directly during classroom hours.
- The lobby phone is available to parents and students for non-emergency calls at the discretion of the Office Staff.

Notes from Parents

- Parents may drop off written notes in the office.
- Notes from parents to their children are generally considered to be confidential and will not be opened or commented upon by teachers, staff, or volunteers.
- Please let the staff know if any message is time-sensitive.

Items Forgotten at Home

Please only bring items necessary for use in school activities. Parents and others delivering forgotten articles during class hours should leave the articles at the school office. Please do not bring lunches, student homework or other items to the classroom, as it is distracting for students and interrupts their learning when adults enter the classroom unannounced. During class hours, please deliver forgotten articles to the Administrative Office. The Office Staff will disperse these items within a reasonable time frame; students may also come to the office at recess or lunch to collect items left for them.

Resolving Questions or Concerns

Parents are encouraged to communicate regularly with their child's teacher. In the case of a question or concern about any classroom matter, parents should first set up a time to speak with the teacher(s) in person or by phone. If the initial meeting does not fully resolve the issue, parents should call or email the ECE Director and/or Head of School to make them aware of the ongoing concern. The administrator(s) can then follow up as appropriate. Strategies for resolving issues include parent/teacher meetings with an administrator, parent/teacher/child meetings, and team meetings as appropriate.

PARENT TO PARENT COMMUNICATION

Please respect the following guidelines to protect the privacy of our students and their families.

Use of School Rosters

Parents are provided with class rosters which are to be used only for school purposes or to arrange carpools, birthday parties, and social get-togethers with Shalom School families. Please do not use rosters or class email lists to advertise businesses or services not provided by Shalom School or to send out non-school communications. Parents may "opt out" of including all or some of their contact information on school rosters. Please let our office staff know if you do not want information included on rosters.

Email/Social Media Policy

The school maintains a Facebook page and Instagram account and invites parents to “like” Shalom School and follow us for photos and news. To protect the confidentiality of our students, parents are asked not to post the names of students or ‘tag’ students or other community members without permission.

Please be aware that your children must be 13 years of age in order to register for Facebook and Instagram. For that reason, teachers have been asked not to “friend” current Shalom School students.

The school asks parents and students to use social media responsibly. Cyber bullying will not be tolerated. If a student uses email or social media to bully another student or make disparaging or hurtful comments about teachers, parents, or students, the student may be subject to disciplinary action up to and including suspension or expulsion, at the discretion of the Head of School. If parents use email or social media to disparage the school or staff, the school reserves the right to cancel the family’s contract and to terminate student enrollment in the school, at the discretion of the Head of School.

Appropriate Communication between Community Members

The school supports the Jewish values of respectful communication and *derekh erez* (behavior that supports the values of the community), and expects that all members of the community will comport themselves appropriately. Abusive or insulting language must not be used, and all adults are expected to model appropriate language.

COMMUNICATION WITH CONSULTANTS AND MEDICAL PROVIDERS

If the school needs information from consultants or medical providers regarding a student in order to meet the child’s needs or guarantee the health and safety of the child and/or his or her classmates or school staff members, parents will be asked to facilitate communication and provide information.

Where appropriate, the school and/or providers will provide release statements to the family for signature. The school holds all information regarding students in confidence and shares such information with staff members on a ‘need to know’ basis. Information is used for the purpose of providing appropriate supports and services to students.

In cases where the school is concerned about a student, staff members may suggest that parents pursue diagnostic or other services and may assist with gathering information and providing resources and referrals. The school works with local school districts to obtain educational evaluations and/or services to which families are entitled.

PARENT PARTICIPATION

EVENT AND MEETING ATTENDANCE

Studies show that parent participation is linked to student achievement. It is important to your children that you attend school performances and events whenever possible. Students spend a great deal of time and care preparing for these, and they look forward to sharing them with family members. Please look at the school calendar and put the events on your family calendar.

In addition to school events, please make note of the following meetings.

Annual Parent Meetings:

- **Class Visit Day.** Class Visit Day is held the day before school starts. It is an opportunity for preschool through sixth grade students to meet their teachers and orient themselves to their classroom.
- **Meet the Teacher.** Each year either prior to the start of school or shortly after school begins, Shalom School teachers of students in preschool through sixth grade meet with parents. This is an opportunity for parents to inform teachers about their children. Parents may use this time to discuss their children's strengths, to talk about changes in the family that may impact their children's academic, physical, social or emotional growth, to communicate information about their children's allergies, to let the teacher know how their children learn best, and/or to communicate their expectations about the coming year. Meet the Teacher sessions for parents of infant and toddler students and for parents of new students in all other classes are held upon enrollment or within three weeks of transitioning to a new class.
- **Back to School Night.** This evening is for both new and returning families at Shalom School. This meeting typically occurs early in the school year. This is an opportunity for parents to ask questions about curriculum, policies, and procedures. No childcare is provided by the school.
- **Preschool/Pre-k Parent/Teacher Conferences.** Parent/Teacher Conferences for the preschool and pre-kindergarten programs are typically held in winter. Sign-up sheets are made available for parents to schedule a conference time. Classes are open during conferences. During conferences, information concerning the child's abilities, needs and progress is exchanged. Parents who would like an additional conference to discuss their child's academic progress, the program, or any other need of their child may arrange an appointment with the appropriate teacher. If the parent is not satisfied with the teacher's response concerning their child, the parent may request an appointment with an administrator.
- **Kindergarten-Sixth Grade Parent/Teacher Conferences.** Parent conferences for the K-6 program are typically held in the late fall and in the spring. Parents phone the office in the weeks prior to schedule conferences. Conferences provide important opportunities for parents to learn about their child's growth, challenges, and ways in which parents can help students to achieve.

Scheduled Meetings:

- **Board of Trustees Meetings.** The elected Board discusses Shalom School policies and funding issues during its meetings, generally held once a month during the school year. If non-board members wish to put an item on the agenda to be discussed at a Board meeting, this must be arranged in advance and approved by the current Board President. To contact the Board President, please email your agenda item with some general information to shalomdove@shalomschool.org. It will then be forwarded to the Board President.
- **P.T.F. Meetings.** The P.T.F. (Parents, Teachers & Friends of Shalom School) meets on a regular basis, and the schedule of meetings is included in the Thursday E-News. All parents are invited and encouraged to attend.

VOLUNTEER HOURS

Parent(s)/guardians(s) of students enrolled in Shalom School must volunteer a minimum of 25 hours of work, per family, over the course of the school year, or pay \$15.00 for every hour of the 25 hours not worked over the course of the school year. Volunteer opportunities are open to all, and volunteers are selected in an unbiased way.

There are many ways to participate that accommodate parents' skills, interests, schedules and school needs. Teachers, office staff, the development department, P.T.F and Board Committee Chairs all have tasks that need to be done by volunteers, both at school and at home. All volunteers are encouraged to take on leadership roles whenever possible. Tasks are often posted in the Thursday e-News, in the classrooms, and sent by email. Parents are encouraged to contact the P.T. F. President or the office if they are having difficulty finding volunteer opportunities.

Please record the Parent Participation hours in the binder available in the school office every time you work in order to have the hours credited to your family. Any family that fails to report the contracted hours by May 1 of the current school year shall pay the difference between the hours worked and the required amount on or before June 1 of the current school year.

CONTRIBUTIONS

As in virtually all Jewish Day Schools, tuition payments cover only about 80% of the actual costs of educating our students. Shalom School's annual campaign and other fundraising efforts help make up the difference, and these activities also support the Shalom School Scholarship Program.

All families at Shalom School are expected to make a meaningful contribution to the annual campaign - meaningful within that family's means. Please inquire in the Shalom School office regarding a contribution form or donate online at www.shalomschool.org. Contributions can be made by check or credit card. Annual campaign contributions are, generally speaking, tax deductible; you should consult your tax adviser to confirm that they are deductible for you.

ACADEMIC POLICIES

ECE GOALS

Shalom School has identified age appropriate goals for the ECE Program.

- Care for the whole child by providing a safe, nurturing, and stimulating environment
- Promote a love of learning
- Provide children with foundational academic skills that will prepare them for kindergarten
- Develop an appreciation and understanding of Jewish values/ethics and identity
- Provide opportunities for children to strengthen and develop their social-emotional, physical, and cognitive skills
- Embrace and encourage the uniqueness and individuality of each child
- Develop an effective and positive relationship between the community, the school, and the family acknowledging that parental involvement is essential

REALIZATION OF GOALS

- Staff will create a warm and inviting environment that is physically and emotionally safe, developmentally appropriate, and allows for experiential learning.
- Staff will guide the child toward the achievement of his/her potential within the social, cognitive, and spiritual domains.
- Staff will provide curriculum that meets and/or exceeds the California Department of Education's Infant/Toddler and Preschool Learning Foundations.
- Staff will cultivate the child's appreciation for the world around them as well as Jewish practices and beliefs.
- The program will maintain a highly trained staff that is experienced and well-educated.
- Staff will bring to life the Shalom School curriculum and adapt classroom practices to meet each child's needs.
- The program will encourage parental involvement, open communication, and provide community resources/support by creating an effective and positive relationship between the families and school.

STUDENT ASSESSMENT IN THE ECE PROGRAM

The ECE Department uses a variety of meaningful assessments, both formal and informal, that take into account the individual child's abilities, interests, culture, and home language. Teachers use two main tools to assess students: The Ages and Stages Child Monitoring System (ASQ) and The California Department of Education's Desired Results Developmental Profile (DRDP). The purpose of these assessment tools is to provide a comprehensive view of the child's development, allow staff to adapt classroom practices to better meet the needs of each child, and to make referrals as needed.

Parents are asked to complete the ASQ upon enrollment or transitioning to a new class. This is an observation and interaction based screening tool based on the developmental milestones for a specific age range. The purpose of the ASQ is to determine if children are developing on

schedule. Parents and teachers will discuss the results of the ASQ by either in-person or phone conference.

All new infant and toddler students are assessed using the DRDP within 60 days of enrollment and then every six months after that. Each child in the infant and toddler program is on his/her own assessment schedule based on the date of enrollment. Each child in the preschool program will receive two DRDP assessments per year. The DRDP assessments are ongoing and conducted in the normal classroom environment by the child's teacher. Parents are either provided with written results of their child's assessment or are given the opportunity to discuss the assessment results through parent/teacher conferences.

Ongoing additional communication with families about a child's learning and development may be done informally through email, written notes, or verbal communication.

For a more detailed explanation, please ask the ECE Director for a copy of the Shalom School ECE Assessment Plan.

ECE Parent Conferences and Assessment Evaluations

Parent/Teacher conferences provide an opportunity to check in on each child's development and review assessment results. Infant and toddler conferences occur in accordance with that child's individual assessment schedule. Parents of preschool children meet with the teachers in winter. Additional conferences may be scheduled at the parents' and/or teachers' request.

Shalom School ECE strives to communicate the assessment evaluations in a sensitive manner. The school works to achieve consensus with the parents about the assessment methods best suited for the individual child's needs.

ECE Parent Initiated Conferences

Parents who wish to meet with their child's teacher regarding their child's academic progress, program, or any other need of their child may arrange an appointment with the appropriate teacher. If the parent has additional questions or concerns, the parent may request an appointment with an administrator.

Addressing Concerns Regarding Student Progress in the ECE Program

If there are concerns regarding a child's progress or behavior, a meeting is coordinated in which faculty and parents discuss the child's developmental progress, behaviors, strengths, and challenges. Together, parents and staff will work to find solutions within the classroom. As part of this program, the school may recommend and/or require medical, psychological and/or educational testing at parent expense. The school will provide guidance and support regarding appropriate testing.

The school will monitor the results of the process and additional meetings with the parents will be scheduled as needed. If the parents fail to participate in the process, to provide the requested support, or if the process has not been successful, the registration of the student may be revoked. This determination is at the sole discretion of the Head of School.

K- 6 GOALS

Goals for the K - 6 Program are called ESLRs, which stands for expected school-wide learning results. These ESLRs have been developed as part of our accreditation process with the Western Association of Schools and Colleges (WASC) and define the expectations Shalom School has for students who graduate from the K - 6 Program. The ESLRs are as follows:

Shalom School students will...

Demonstrate Comprehensive General Studies, Jewish Studies and Hebrew Academic Skills by:

- Communicating effectively through oral and written language in English and Hebrew
- Utilizing critical thinking in the completion of assignments
- Completing project-based learning exercises successfully
- Being an articulate, knowledgeable member of group projects
- Incorporating technology as a learning and communication tool
- Participating in well-rounded programs such as visual arts, performing arts, physical education, and music

Demonstrate strong Jewish Knowledge and Identity by:

- Conversing in Hebrew with fellow students
- Demonstrating content knowledge of Jewish tradition
- Participating in Jewish ceremonies and rituals
- Demonstrating content knowledge of Israel and articulating a personal connection to the land and the State
- Practicing ethical leadership
- Participation and/or involvement in Jewish clubs and organizations promoting Jewish values

Be life-long learners who are confident, independent thinkers by:

- Being self-directed
- Working collaboratively
- Offering thoughtful personal viewpoints and ideas
- Presenting different and varied results to a problem
- Participating in public speaking, Student Council, and/or dramatic productions

Demonstrate social and moral responsibility by:

- Being involved in social action and mitzvah projects
- Volunteering at/for community charitable organizations
- Participating in Shalom School's Buddy Program
- Demonstrating the Six Pillars of Character: Caring, Respect, Responsibility, Fairness, Trustworthiness, and Citizenship

Grade Level Benchmarks:

Shalom School has established grade level benchmarks for achievement of the ESLRS. Benchmarks for General Studies are based on grade level standards for student achievement.

Textbooks:

Each student will be issued the appropriate books necessary for his/her classes. The student is responsible for maintaining the textbooks issued in good condition. There will be a charge of \$75.00 to replace hardbound textbooks that are lost or returned in poor condition. Students are also required to maintain workbooks that are issued by the school. Lost workbooks that are required for class will be replaced for a fee of \$15.00.

Homework Policy:

In the K - 6 Program, students may receive homework assignments. These are given as a meaningful reinforcement of classroom instruction. They enhance learning and help develop a sense of responsibility within the context of Jewish practices. Homework may include:

- Reading assignments
- Completion of assignments started in class
- Practice and application of newly acquired skills
- Work on independent tasks and projects related to lessons
- Work on tasks with parental guidance and input
- Research
- Review of material prior to class discussion and/or assessment
- Projects begun in class and completed at home

Homework in kindergarten is optional. Teachers in first through sixth grade may assign homework on a regular basis four nights per week (Monday through Thursday). Homework is never assigned to be completed on Jewish holidays or Shabbat. Long-term assignments are not due the day students return to school following a Jewish holiday on which the school is closed. Students are not expected to work on long-term assignments during Jewish holidays or Shabbat. Tests are also not administered the day after a Jewish holiday on which the school is closed. Long-term assignment schedules that extend over holidays do take this into consideration.

When homework is assigned, please:

- Provide your child with a quiet place to study
- Help him/her set up a regular homework schedule for after school and weekends
- Encourage your child to write down assignments
- Encourage your child to check with the teacher when s/he is not clear about assignments
- Encourage your child to plan ahead and to work steadily on major projects and long term assignments so they are completed on time
- Encourage your child to do his/her best and remind him/her the homework is assigned to the child, not to the parent
- Please do check to make sure your child has completed homework; please do not do homework or class projects for your child
- If your child consistently experiences excessive difficulty in mastering concepts or skills needed to complete assignments or homework consistently takes longer for your child than the recommended time, contact your child's teacher to set up a conference

If your child in first through sixth grade tells you there is no homework, please check the child's planner or the teacher's website to make sure this is the case.

Shalom School seeks to provide parents with multiple measures of student progress and achievement. These include report cards, portfolio reviews, and standardized test scores.

Report Cards

There are three trimester grading periods during the school year. During each trimester, teachers evaluate students' work on an on-going basis. Student work evaluated may include in-class work, homework, writing assignments, and student projects. The grading system each teacher employs is explained to his/her students. Clear expectations concerning acceptable and unacceptable performance are communicated.

Teachers in first through sixth grade General Studies and Hebrew/Judaic Studies write mid-term progress reports for each child at the halfway mark of the first two trimesters. These reports are designed to keep parents informed of their child's progress between report cards.

Report cards communicate the progress that students are making toward the achievement of grade level benchmarks in General Studies, Judaic Studies, and Hebrew, as well as information on work habits and social skills. General Studies, Judaic Studies, and Hebrew teachers add written comments to the report cards to share more detailed information as necessary.

Report cards for the first trimester are presented to parents at parent conferences. Within two weeks after the conclusion of the second and third trimester grading periods, report cards are mailed home.

Student Work

Student work is shared with parents informally on a regular basis and more formally in conferences and at our annual Celebration of Learning. Students' projects, assessments, and other work provide parents with a richer, more detailed picture of how students are developing as learners, and also provide students, teachers and parents with an opportunity to reflect on what they have learned. In many classes, students also participate in reviewing and explaining their work to parents.

Standardized Testing

Students in third through sixth grade take the Terra Nova standardized test each spring. Standardized test results are a snapshot in time. Test scores may vary substantially from year to year and may not be representative of a student's overall performance and are only one piece of the whole picture of a student.

Standardized tests are nevertheless helpful for a number of reasons:

- Standardized tests give teachers, parents, and students an idea of how Shalom School students are doing in comparison with a national sample of students in other schools.
- The results of these tests can assist the administration and faculty in analyzing the curriculum and using data to plan.
- Test results can help identify academic strengths and weaknesses of individual students. The administration and faculty can use this data to address the specific educational needs of the student.

- Standardized test scores may be helpful to students who seek admission to private middle schools and IB or other selective public middle school programs.
- Taking Terra Nova tests provides students with practice in taking standardized tests, which are widely administered in middle and high school.

Shalom School notifies parents in advance of the dates of Terra Nova testing for their child's class. The school provides results of their child's performance on these tests during the summer following testing. Upon a parent's written request, Shalom School will provide standardized test results to other educational institutions.

Academic Honesty

Students are expected to do their own work. It is never acceptable to copy answers from another student or to plagiarize by copying from the internet.

Parent Initiated Conferences and Assessment Evaluations

Parents who wish to meet with their child's teacher regarding their child's academic progress, program, or any other need of their child may arrange an appointment with the appropriate teacher. If the parent has additional questions or concerns, the parent may request an appointment with an administrator.

A parent/guardian may question the evaluation or assessment of a student by a teacher. The parent/guardian must provide the following:

- A written request to an administrator stating the reason for the concern
- Copies of any supporting documentation

The administrator will consult with the teacher and review the student's report card, test scores, and any other relevant work produced by the student. The administrator will complete the review of the assessment or evaluation within two weeks of the request. The recommendation of the administrator upon completion of the review is final.

Addressing Concerns Regarding Student Progress in the Elementary Program

If a student is not making satisfactory progress, parents will be contacted and asked to attend a meeting in which faculty and parents work together to create a plan to help students meet school benchmarks. The school may also, at its discretion, provide support and resource services for the child at school expense. Students who qualify for Title I services may receive referrals for that program, which is provided through local school districts at no expense to parents. The school may also require medical, psychological and/or educational testing at parent expense. The school will provide direction regarding appropriate testing.

These programs are intended to give students every opportunity for success. The school will monitor the results of the process and additional meetings with the parents will be scheduled as needed. If the parents fail to participate in the process, to provide the requested support or if the process has not been successful, the parent(s)/guardian(s) will be released from the Tuition Contract and the registration of the student will be revoked. This determination is at the sole discretion of the Head of School.

There are several important steps parents can take to help their children achieve academic goals and get the most out of the school year:

Make sure your children:

- Arrive on time and attend regularly
- Have had enough sleep
- Have eaten a good breakfast
- Are clothed appropriately
- Have all materials necessary for the school day
- Have a nutritious lunch and snack
- Are ready to come to school

Support your children:

- By encouraging them to attend to school tasks and participate actively
- By sending them to school in a relaxed, cheerful frame of mind
- By acknowledging your children's areas of strength and by encouraging them to take academic risks, persevere and learn from difficulties in areas of challenge
- By discussing with them the activities of the day when they come home
- By providing your child with a quiet time and place to do homework
- By not scheduling vacations during school days

Show your children Shalom School is important to you:

- By carefully reading all parent bulletins, letters, etc.
- By participating in classroom and school wide events
- By attending school performances and events
- By speaking positively about Shalom School in front of your children
- By fulfilling parent participation hours and becoming active in P.T.F. (Parent, Teachers and Friends)

STUDENT RECORDS

CONFIDENTIALITY

Student records are confidential and they are the property of Shalom School. Current student records are stored in the main office. Parents/guardians may review their child's student records upon request. No student files may be removed from the office at any time. Photocopies of the student's file or any part of the student's file will be made available to a parent/guardian upon written request in order to share information with relevant agencies or other programs.

STUDENT EVALUATION FOR OUTSIDE PROGRAMS

Evaluations or assessments of Shalom School students are based upon the standards established by the administration and staff of Shalom School. These standards may be different than those of other educational institutions, whether they are public or private.

REQUEST FOR STUDENT RECORDS FOR MATRICULATION

Shalom School teachers and administration will fill out student evaluation forms for public school and other independent school programs as requested by parents. Student records will also be forwarded to other schools, upon written request by parents/guardians. The evaluation and student records will be delivered directly to the school or program in which the parents/guardians are seeking enrollment for their child, or these records may be delivered to the parents/guardians addressed to the school or program in a sealed envelope. This process can take up to five working days to complete.

It is the responsibility of the institution or program to which the parent/guardian is applying to determine how the evaluation or assessment is used in determination of the student's acceptance into the program. Shalom School, its administration, and its staff, have no responsibility in determining the admission of a Shalom School student in another institution's academic program.

RELIGIOUS POLICIES

SHALOM SCHOOL'S APPROACH TO RELIGIOUS EDUCATION

Shalom School is a community school that seeks to serve the entire Jewish community. In addition, the school is open to non-Jewish families. Teachers are sensitive and careful in presentations about observance, teaching students to be accepting of others and the range of practices and traditions in the school. Notwithstanding this, Shalom School is a Jewish institution, and has a responsibility to provide a Jewish education to all students regardless of their family's faith tradition.

Our goal is to provide students with knowledge, skills and understanding of Jewish beliefs and practices so that they will be able to participate in their own families and congregations and be able to make informed Jewish decisions as they grow older. Shalom School does not expect parents to observe Jewish customs (that is a matter of parental choice). That said, experience has shown that the best way for children to learn about Judaism is to live Jewishly, and to the extent that parents are comfortable observing or "trying out" home Jewish observances consistent with their beliefs, it will make Jewish practices more meaningful for the student.

Shalom School observes *kashrut* and K- 6 students attend *tefillah*. These might be new to you or your child and are explained below.

***Tefillah* (Prayer)**

Tefillah, or prayer, allows one to voice hopes and fears, express gratitude for the beautiful world in which we live, and reminds one of shared Jewish values. Students in kindergarten through sixth grade regularly meet to engage in *tefillah*. Students in ECE Programs engage in more informal prayer experiences that prepare them for attending services at synagogue and when they enter kindergarten at Shalom School. Students of all ages learn and study the meaning of the Jewish prayers they recite during *tefillah*.

Kippot

Kippot, also known as *yarmulkes* in Yiddish, are head coverings traditionally worn by male Jews. In the past century, some Jewish women have also adopted this custom. Wearing *kippot* is a personal choice. Students at our school are encouraged to follow this custom of covering their heads during prayer; however, no student will be made to feel badly for choosing not to wear one or choosing to wear one during the entire day. A baseball cap is acceptable as a substitute *kippah* at most times.

MEALS AND SNACKS/KASHRUT

What does kosher mean?

The Hebrew word "*kasher*" means fit or proper. Food that is kosher, or "*kasher*," is food that is fit to eat according to *kashrut*, which are the Jewish dietary laws. Food served at Shalom School must comply with the rules of *kashrut*, and those rules can seem confusing for someone who is not familiar with them. Please read the following carefully so that you will be able to determine whether a food you wish to send is appropriate. If you have any questions about the appropriateness of a food, please feel free to contact the Head of School or one of the Coordinators.

What are the Rules of *Kashrut*?

The basic requirements of the Jewish Dietary Laws are as follows:

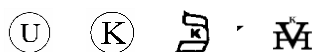
- There must be a complete separation between meat and milk/dairy products.
- Meat must be from a kosher animal and the animal must be slaughtered according to the laws of *shechita*, ritual slaughtering; and the meat must be processed according to the Jewish Dietary Laws.
- When a food or product has no meat or milk products in it, it is called *pareve*.
- Any utensil that is used for non-kosher food cannot be used for kosher food.
- All fresh, uncut fruits and vegetables are kosher and *pareve*.
- All flour and sugar is also kosher and *pareve*.
- All fruit juices that are 100% juice and do not contain grape juice are kosher and *pareve*.
- Food that is baked, cooked, fried, roasted, processed or mixtures (cake, pancake, biscuit, etc.) must have a *heksher* (see below).

In order to ensure that all students may eat food served on our campus without concern regarding its kosher status, kosher dietary laws are strictly observed when food is served to students, whether that food is served by the staff, parents or any other person. This applies to all activities on the campus, including any parties in the classroom and Shabbat foods.

When food is brought only for a child's personal consumption (such as lunch and snack), parents must send foods which are either dairy or *pareve*. No meat, including beef, pork, poultry, or shellfish, is allowed. The office can provide, upon request, a list of food options.



What Is a *Heksher*?

Kosher products are prepared under supervision, or *hekshered*, so that one may identify whether or not products are prepared in accordance with dietary laws. A *heksher* indicates the organization responsible for certifying a product has confirmed it has been prepared in accordance with kosher dietary laws. Most organizations have a logo on the label of the products they certify as kosher. There are over two hundred kosher supervisory organizations worldwide, and it is impossible to list them all here. Some common logos that are acceptable to Shalom School are:



A simple "K" is not acceptable. The school office has a list of other acceptable *hekshers*.

If you are providing food for parties or group activities, please be sure that the items your child brings have the acceptable *hekshers* on the label. These organizations are among the most trusted in the kosher food industry. If there is a product with a different *heksher* on the label, please ask the Head of School or Hebrew/Judaic Studies Coordinator for approval. To help with your purchases, here are a few brand names that can easily be found in most supermarkets that are acceptable:

- Dreyer's Ice Cream with  on the label
- Breyers Ice Cream with a  on the label
- Baskin-Robbins Ice Cream (without marshmallows or cookies grape, or cheesecake flavors)

- Duncan Hines
- Entenmann's
- Haagen-Dazs
- Hershey
- Tofutti
- Quaker
- Stella D'Oro

All of the above products must have a *heksher* on the label. Please check the labels.

KOSHER KITCHENS

Shalom School maintains two kosher kitchens: one on the ECE campus and one on the elementary school campus. The school has set the following rules to maintain the kosher status of the kitchens:

- Parents must ask the school office for permission to use our kosher kitchens and must be under the supervision of one of our staff. Please contact the school office to make arrangements.
- All ingredients brought to campus for use in the kitchens must be kosher as well as dairy or *pareve*. No meat is allowed.
- Only ingredients that are *hekshered* and in factory sealed containers may be brought to and used in the kitchens.
- Whole foods like fruits and vegetables do not require a kosher symbol. They need to be cut at school.
- Parents should not bring dishes or utensils from home; dishes and utensils from the K-6 & ECE staff lounges also are not to be used in the kosher kitchens. Please use what the school has on hand in the kosher kitchens.
- A staff member will review kitchen set-up and rules for parents when using the kitchens.
- Please leave the kitchen as clean as or cleaner than you found it.

Questions are encouraged ahead of time; please have questions directed to the school office or the Hebrew/Judaic Studies Coordinator.

RELIGIOUS AND NON-RELIGIOUS HOLIDAYS AND ACTIVITIES

Shabbat and Jewish Holidays

At Shalom School, students are immersed in study about Shabbat and the Jewish holidays, and throughout the year the school holds Jewish holiday programs and observances. We recognize that many of our families are not familiar with Jewish holiday customs. Please feel free to ask our Judaic Studies teachers any questions you may have.

Tzedakah

Tzedakah means righteous giving. Teachers encourage students to bring some change each Friday, which is collected in a *tzedakah* box and donated to charity. Giving a few coins prior to Shabbat helps students develop an awareness of communal responsibility and a commitment to share with others who are less fortunate. For older students, it is preferable for students to bring their own money (for example from their allowance) rather than their parents' money, as

it tends to make giving *tzedakah* more meaningful.

Kabbalat Shabbat (Welcoming the Sabbath) in the Preschool

Friday schedules include a short service and a special Shabbat activity. Each week, a Shabbat guest – a parent and/or grandparent – is invited to join us for Shabbat activities.

Kabbalat Shabbat (Welcoming the Sabbath) in the Pre-k - 6 Program

On Fridays, the entire Pre-k – 6 Program gathers together to welcome Shabbat by reciting blessings, studying the weekly *parsha*, and celebrating together. Parents are invited to join us for this warm and meaningful part of our week.

Non-Jewish Holiday Observance

Shalom School observes Jewish and non-religious American holidays including Veterans Day, Thanksgiving, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, and Fourth of July. In recognition of the fact that many of our staff members are Christian, the school is also closed on Christmas Day.

While the school recognizes that families may observe Christian and other holidays including Halloween, Christmas, Valentine's Day, St. Patrick's Day and Easter, these holidays are not taught or observed at Shalom School. Parents are asked not to send foods/candies prepared for these holidays even if the foods/candies are kosher, or to send students to school in costume at Halloween or with valentines on Valentine's Day. Thank you for your cooperation. Our staff is happy to provide clarification of this policy as needed.

SYNAGOGUE INFORMATION

Synagogue Participation

Shalom School invites community rabbis to participate in our school community, but the school does not provide the services your family can receive at a synagogue. Sacramento is a small Jewish community. Our synagogues need your support. Shalom School encourages Jewish and interfaith families to join and attend a synagogue on Shabbat and Jewish holidays. This helps reinforce what students learn and provides them with yet another opportunity to "live Jewishly." For your convenience, a list of Sacramento synagogues is posted on the Shalom School website.

B'nai Mitzvah Gifts

Shalom School provides gifts for Shalom School graduates on the occasion of their Bar/Bat Mitzvah. Please be sure to inform the school about your child's upcoming Bar/Bat Mitzvah.

OTHER SCHOOL PROGRAMS

FIELD TRIPS AND ASSEMBLIES

Field trips provide opportunities for experiential learning that support achievement of our curricular goals. Parents will be notified in advance of field trips. Participation is optional, but the school does not provide alternative activities for students who elect not to attend.

Permission slips must be signed in advance for students to participate. Occasionally, there will be a small charge to cover expenses for the trip. Classes often depend on parent volunteers for transportation. Parents must provide evidence of adequate insurance and a current license if they offer to drive students on a school trip. ALL students under 8 must be in a booster seat, per state law. Additionally, safety organizations and the California Highway Patrol strongly recommend the use of booster seats until the child is 4'9". Students must use their own car seats and may not borrow or exchange seats with other students. If parents fail to sign permission slips or provide a car seat for students who require them, students will not be able to attend the field trip and parents will be asked to pick up the students.

We are grateful to parent volunteers who assist with transporting students. Each field trip has its own requirements for the number and role of chaperones, and teachers share this information with families and oversee the selection of chaperones and drivers. Unfortunately, sometimes more parents wish to drive and/or chaperone than there is need for. In such cases, the teacher will explain the selection process and do his or her best to make sure that parents have an equal opportunity to participate in field trips throughout the year. **A parent who is driving and/or chaperoning may not bring additional children, including siblings, along on school trips.**

Students in grades 4- 6 participate in overnight/multiple day field trips. All food served on field trips is either dairy or *pareve*, and parents with concerns about the *kashrut* status of food or any other dietary issue are invited to be in touch with us to make specialized arrangements to meet the needs of individual students. There is an additional charge for participation in overnight/multiple day field trips. Financial support is generally available by confidential request to the Head of School. Please attend the organizational meeting for your child's overnight/multiple day field trip so you will know the costs and be able to plan for the trip.

The P.T.F. also sponsors special programs, assemblies, and/or field trips during the school year. These are intended to augment the curriculum.

You, our parents, are our greatest resource of talent, knowledge, and creativity. Please let us know if you would like to share your expertise with our school family.

LIBRARY

Our library is accredited by the Association of Jewish Libraries and staffed by a professional with a degree in library science. It currently has over 9,000 books in its collection of printed materials. These materials include reference, non-fiction, fiction, and Hebrew language resources. An additional professional teaching collection includes over 700 volumes.

Students, staff, and approved community members may check out materials from the library. The audio/video section of the library is for in-class use only. Students may not check out videos from the library to take home unless special arrangements have been made with the librarian. Charges will be assessed for overdue and/or lost books.

Materials Acquisition Policy

The primary purpose of the school library is to provide our students with a wide range of materials, print and non-print, on all levels of challenge and diversity that allow for the presentation of many differing points of view.

The library accepts cash donations for the purchase of books. Gift materials will be reviewed by the staff. Final approval for inclusion of materials rests with the Head of School at the advice of the librarian.

EXPECTATIONS FOR STUDENT BEHAVIOR

EDUCATIONAL ENVIRONMENT

Shalom School recognizes that the quality of the relationship among its teachers, students, and administrators affects the extent to which the school's educational environment is conducive to learning. Shalom School believes that warmth, acceptance and encouragement are essential to learning. At the same time, the school maintains clear standards of behavior for both students and teachers and expects also that parents will adhere to the same high standards in order to create a healthy educational environment.

APPROPRIATE ATTIRE

Students are expected to come to school in appropriate attire for school activities. Please use common sense when helping your children choose clothes for school. Students' clothing should be clean, mended, and neat.

Please keep in mind that students in pre-kindergarten through sixth grade have Physical Education classes most days of the week. Appropriate clothing and footwear are necessary.

Label all outer garments, as children often wear similar clothing. Staff may refer a child to the administration for wearing inappropriate clothing. It is at the discretion of the administration to determine whether the clothing is inappropriate for school.

Infant/Keshet

Parents must provide two complete changes of clean clothing per day. Please label everything. Families must supply their own disposable diapers and wipes.

Parparim, Chaverim, and Preschool

Parents should dress their children in comfortable, simple clothes. Students engage in a number of messy activities that, despite smocks, may dirty clothes. Please send students in clothes that they can play in without hesitation. Label or mark all garments. Each child needs a change of clean, weather-appropriate clothing in a plastic bag to be kept in his/her cubby.

Kindergarten - 6

Appropriate guidelines are as follows:

- Shirts and tops that reach below the waistline (bare midriffs & visible undergarments are not acceptable)
- Shirts and tops with wide straps (no spaghetti straps)
- Clothing that does not contain messages that are offensive
- Shorts and skirts that are at least fingertip length
- Shoes that provide safety (shoes with open-toes or elevated heels, flip-flops, sandals, and clogs are not acceptable)

Thank you in advance for your cooperation in maintaining decorum befitting a Jewish Day School.

ELECTRONIC USE POLICY

Shalom School offers its entire community a wide range of electronic communications, resources and technologies to support its educational objectives. These include, but are not limited to, Smart Boards, computers, iPads and the internet. Their use is a privilege, not a right. Failure to adhere to standards will result in having the privilege to use these resources suspended or revoked.

Students have no right of privacy when it relates to the school's electronic and technological resources. Shalom School staff has the right to monitor computer use and access student files on flashdrives, computers, iPads and other electronic equipment.

All Shalom School standards of conduct apply in the computer lab. Students are expected to treat electronic equipment with care and respect. Electronic resources may not be used to engage in disrespectful, offensive or illegal communication. Copying material from the internet to use in student projects without attributing the source is plagiarism and is strictly prohibited.

Students are not permitted to use electronic devices in school without specific permission from a teacher or administrator. Any student cell phones should be turned off during school hours and stored in a backpack or cubby. Students needing to communicate with parents are always allowed to visit the office to make a phone call if necessary. All smart watches and other devices with internet/phone/text capability should be left at home or have Wi-Fi and cellular service disabled during school hours. Students who use devices during school hours will be asked to turn the device in to a teacher or administrator and be allowed to retrieve it at the end of the school day.

BEHAVIORAL EXPECTATIONS AND STUDENT DISCIPLINE

Shalom School's approach to classroom management is based upon the Jewish concept that everyone is created in the divine image and deserves to be treated with respect. In keeping with this approach, the school's approach to discipline emphasizes encouraging, acknowledging, and rewarding positive behavior in students. Teachers are expected and encouraged to create a positive atmosphere in the classroom that promotes learning.

Individual teacher's approaches vary as they take the following guidelines into consideration:

- All students and parents understand rules and expectations.
- Students, parents, and teachers are to be treated fairly and with respect.
- Students are taught to take responsibility for their actions.
- Teachers are not to use corporal punishment or the threat of corporal punishment in dealing with students.
- Discipline and expectations will be age appropriate.

When behavior issues occur between students during school hours, it is the responsibility of the school administration and teachers to address them. It is not appropriate for parents to discipline or reprimand a child other than their own, or to ask the child's parents to do so. If you are volunteering in the classroom and students require discipline, please ask the teacher to take charge unless immediate action is necessary to protect the physical wellbeing of students. During after hour school celebrations, teachers are generally "off duty" and parents have the responsibility for supervision of their own children, unless they are expressly told otherwise.

Behavioral Expectations in the ECE Program

In the ECE Program and in keeping with developmental norms, teachers work with students to help them learn to regulate their behavior and express their feelings in a constructive way. Parents are informed of issues regarding student behavior and provided with appropriate referrals when outside support is needed.

Behavioral Expectations in the Pre-k - 6 Program

In the Pre-k - 6 Program, the school works with students to articulate clear expectations for student behavior and teachers reinforce those expectations positively and consistently. Even so, we recognize that at times students will "miss the mark." At those times, it is important for students to understand the consequences of their behavior. In keeping with this, the school has developed a range of appropriate consequences for behavior that falls short of expectations.

The school also expects that students will "return" to the correct path through the Jewish model of repentance, called *teshuvah* in Hebrew. According to Maimonides, a great Rabbi of the Middle Ages, the five steps of *teshuvah* (repentance) are as follows:

- Recognize you did wrong
- Feel regret for the wrongdoing
- Try to fix it
- Apologize
- Don't do it again

Many issues regarding student behavior can be handled in the classroom by the teacher. However, from time to time the teacher may need to remove students from the classroom. Students may be asked to go to the office if their frustration level is interfering with their own ability to learn, if their behavior toward others is disrupting classroom instruction, or in the rare case, that their behavior poses a risk to others.

When students are sent to the office for behavior issues, the teacher identifies the problem behavior and provides information for the administration to help determine appropriate logical consequences for behavior. The teacher may call or email parents to inform them, particularly if a pattern of behavior seems to be developing. An administrator may also call parents or schedule a conference to discuss the student's behavior. Parents are also welcome to schedule an appointment with the teacher and/or administrator so that they can get a clearer sense of what is happening and work as a team with the school to develop a plan to promote positive

behavior in the student.

Ongoing Concerns

When the behavior of students escalates or repeatedly falls short of school expectations, the school may contact parents to set up a conference. At that time, the school may also establish a behavioral plan. Behavioral plans are a coordinated effort by the faculty and parents to help students meet school behavioral expectations which may or may not impact a student's ability to meet academic benchmarks. As part of this program, the school may require medical, psychological, and/or educational testing at parent expense. The school will provide direction regarding appropriate testing.

The behavioral plan is part of a process intended to give students every opportunity for success. The school will monitor the results of the plan and additional meetings with the parents will be scheduled as needed. Parents are expected to participate actively in the process, provide the requested support, and maintain open and constructive communication with the school.

If, in the determination of the Head of School, the process has not been successful and/or the student's participation in the school is negatively impacting the ability of other students to learn and/or threatening the safety of other students and/or staff, the student may be asked to leave the school or denied re-enrollment.

Sexual Harassment Policy

Shalom School prohibits unlawful sexual harassment of students by students or staff members. California Education Code Section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Students who engage in sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school. The school recognizes that reporting sexual harassment may be embarrassing to students and urges students to report sexual harassment to any trusted adult employee, whether the employee is an administrator, teacher, or other staff member. Parents are asked to report claims of sexual harassment of students to the school administration.

All reports will be promptly and thoroughly investigated. Staff members receiving and investigating claims of sexual harassment will hold such information in appropriate confidence to the extent possible to ensure the privacy of the individuals concerned. Should the sexual harassment constitute child abuse, school employees are required by law to report the abuse to the appropriate authorities.

Harassment and Bullying Prevention Policies

Shalom School believes that all students have a right to a safe and healthy school environment. The school will not tolerate behavior that infringes on the safety of a student. Students shall not intimidate or harass another student or students through words or actions. Such behavior includes: direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, whether in person or through electronic communication, and social isolation or

manipulation.

Shalom School does not tolerate bullying. Bullying is defined by Shalom School as a pattern of severe or pervasive physical or verbal acts targeting a student that in the judgment of the school administrators can be reasonably predicted to have the effect of placing the student in fear of harm to the student's person or property, causing the student to experience a substantially detrimental effect on his/her physical or mental health, causing the student to experience substantial interference with academic performance or causing the student to experience a substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

These policies apply to students on school grounds, while travelling to and from school or a school sponsored activity, and during school sponsored activities, whether or not those activities take place on the school grounds.

The school believes that the best way to address harassment and bullying is through prevention. The school does this through the establishment of positive discipline, by teaching and reinforcing positive behavior, through teaching Jewish values including *mitzvot bein adam l'chavero* (mitzvot that concern how people treat one another), and by teaching students how to successfully resolve conflicts with one another. The school may also from time to time hold special student assemblies, invite guest speakers and offer book study groups or parent education programs designed to foster a climate of mutual respect among Shalom School students and families.

Staff are expected to immediately intervene when they see a harassment or bullying incident occur and to report it to the administration. Students and parents are encouraged to report incidents of harassment and bullying to the school administration.

When alleged acts of harassment and bullying are reported, the administration will conduct a thorough investigation to determine whether the accusations can be substantiated. If in the sole determination of the administration the alleged acts of harassment or bullying are substantiated, the student who has exhibited the harassing or bullying behavior will be subject to disciplinary action up to and including suspension or expulsion. If the student is allowed to remain in the school, the school may require psychological evaluation and/or counseling for the student or student and family as a condition of continued enrollment. Parent(s)/guardian(s) who decline will be released from the Tuition Contract and the registration of the student will be revoked.

Suspension and Expulsion of Students

The above procedures allow everyone to understand the general procedures involved in cases of misbehavior. However, it may not be feasible or practical to follow these procedures in all instances, and the school reserves the right to suspend or to expel students without compliance with these procedures. Reasons include, but are not limited to the following:

- Causing, attempting to cause, or threatening to cause injury to another person

- Student's presence causes a danger to persons or students
- Causing or attempting to cause damage to the school or private property
- Theft or attempted theft of school or private property
- Committing an obscene act or engaging in intentional cruelty, profanity or vulgarity
- Disrupting classroom activities or the learning process of others
- Bringing anything dangerous onto campus
- Defying the valid authority of school personnel engaged in the performance of their duties

In the case that a student is expelled, parents or legal guardians may appeal the expulsion. To appeal an expulsion, parents/guardians must give written notice of their appeal within 10 business days of the expulsion; students are not admitted back to class during the appeal process. Written notice should include the reasons for the appeal and any new evidence that the parents/guardians wish the school to consider. Appeals are submitted to the Head of School for consideration. The Head of School will conduct a thorough review and provide the parents/guardians with a response, in writing, within 10 business days of the receipt of the appeal. The decision of the Head of School is final.

HEALTH AND SAFETY

ENVIRONMENTAL SAFETY

The school strives to maintain a safe environment that is free of harmful animals, insects and pests. Whenever possible, the school uses the least hazardous means to control pests and unwanted vegetation. Solid ant traps are used on an occasional basis, and when needed are placed strategically out of the reach of children. Other pesticides and herbicides are used according to manufacturer's instructions and at times when students are not present on campus. If any other application is required, Shalom School will post notification prior to usage. Every effort is made to avoid using toxic substances. When they are used, they are kept in labeled containers out of children's reach and used according to manufacturer's instructions and at times when students are not in the area where the substance is applied. The school's Integrated Pest Management Plan is available to view on our website. Parents who wish to be added to a registry to receive notification of pesticide use may do so in the Main Office.

FAMILY EMERGENCY INFORMATION AND IMMUNIZATIONS

A complete and current Family Information/Emergency form for each student must be on file, including home, work, mobile phone numbers, medical insurance information, and email addresses. Parents must also provide a Student Health History Form and Immunization Record as required by law.

As of February, 2015 the Board of Trustees has affirmed the following immunization policy: In order to attend school or child care, Shalom School requires that all children be up-to-date and fully immunized according to the requirements of the State of California Department of Public Health and the recommendations of the American Academy of Pediatrics, American Academy of Family Practice Physicians, and Center on Disease Control Advisory Committee on Immunization Practices. Shalom School may exempt a child from any specific immunization requirement solely for medical reasons but only if the request is supported by a physician's verification of the specific medical reason. Shalom School will not exempt a child from any specific immunization requirement based upon religious or personal beliefs of a parent, guardian or student.

Please notify the office immediately if there is any change of information. All health and safety information is confidential and kept in a locked area either in the main office for Pre-k - 6 students or in the ECE office for infants, toddlers and preschoolers.

EMERGENCY PROCEDURES AND CONTACTS

The school has created an emergency handbook to guide staff actions in an emergency and conducts periodic in-service training and drilling in emergency procedures, in addition to monthly fire drills. The school utilizes an automated system for emergency notification. In case of a school-wide emergency (fire, earthquake, flood, etc.), if the automated system is

operational and it is safe for personnel to do so, the school will contact parents by phone and/or text to advise them and provide them with instructions regarding student pick up, if needed.

In the event of an emergency, students will be released to persons listed in the student's file.

Evacuation Plan

In the unlikely event that it becomes necessary to evacuate the premises, the school's default location for evacuation is the Unitarian Universalist Society of Sacramento at 2425 Sierra Boulevard. However, it is possible that the school may need to be evacuated to another site. In the event of an evacuation, the school will post a sign on the fence letting parents/guardians know where students can be picked up. If phones are operational and it can be done safely, the school will also send a phone and/or email message to parents/guardians. Students will only be released from the evacuation site to persons listed in the student's file.

STUDENT HEALTH

Illness

Shalom School strives to maintain an environment that is safe and healthy for all children. Participation of students in program is always at the discretion of the teachers and administrators. In order to protect all children and staff members, any child who has symptoms severe enough that he or she is unable to participate fully in program and/or who requires one on one care will be excused from program until he or she is well enough to return.

To protect the health of all the students, parents are asked to keep their children at home if they show signs of illness, as follows:

- A fever of 100.0 degrees or higher
- Conjunctivitis/eye infection (the eye is generally red with yellow drainage being secreted)
- Bronchitis (this can begin with hoarseness, cough and a slight temperature but it gradually becomes productive)
- Rashes that cannot be identified, or that have not been diagnosed by a physician
- Impetigo of the skin (red pimples that become raw and weepy which usually occur in moist areas such as neck, groin, under arms, face and hands)
- Diarrhea (watery or greenish bowel movements that look different and are much more frequent than usual)
- Vomiting
- Severe cold with fever, sneezing, coughing and nose drainage
- Continuous runny nose
- Unusual paleness/tiredness or listlessness
- Contagious diseases (strep or MRSA, measles, chicken pox, roseola)

- Ear or nose infection (if your child is placed on antibiotics, he or she should not be brought back to school until he or she has had medication for at least 24 hours)

If your child has any of these conditions, flu like symptoms, or a fever, your child must remain at home for 24 hours after all symptoms are absent without the use of medication.

Contagious diseases must be reported to the school by the parents as soon as the illness has been diagnosed so that other parents can be notified of exposure. The school makes every effort to maintain the confidentiality of the student, but in a small school community it is not always possible to do so. In order for the student to return to school, the school may require documentation from a health care professional of the nature of the illness and the student's fitness to return to school.

K – 6 students with symptoms of an illness listed above will be sent to the *refuah* and may be sent home. ECE students will remain in the classroom isolated from other children until a parent/guardian can come. Parent(s)/guardian(s) are expected to arrive at school within one hour to take their child home. If a parent/guardian cannot be contacted, an individual listed on the student's emergency form will be contacted to take the student home. Please make sure that your child's emergency form is up-to-date so that the office staff can reach the appropriate individuals.

Medications

Shalom School staff will not dispense **any** medications without written permission from the parent/guardian and written permission and instructions from the child's doctor. This includes, but is not limited to decongestants, pain relievers, and other "over-the counter" medications. All medications and applications must be delivered by the parent, in its original container (with dispenser, if needed), to the school office, and the product name and strength must match the information provided by the physician. Generic medicines may only be substituted for name brands if the generic name is specified on the physician's instructions. All prescription medications must bear the first and last name of the student. The school will not provide any over-the-counter medications. All medications (except Epi-pens) will be stored in a locked cabinet in the *refuah* and only trained office staff and teachers may administer medications. This policy is for your child's safety. Please do not ask us to make an exception.

Sunscreen

Please apply sunscreen to your children before sending them to school. ECE parents must have a complete sunscreen permission form in order for teachers to apply sunscreen. Parents must provide their own sunscreen labeled with the child's first and last name. In the ECE, the teachers will apply it or will help the child apply the sunscreen. Providing sunscreen for students in the K - 6 Program is optional. Sunscreen must be labeled with the child's full name and the K - 6 students will be allowed to apply it at appropriate times. Spray on sunscreen is not acceptable.

Injuries

Minor injuries such as scrapes, minor cuts, minor bumps, etc., will be treated in school. The parent/guardian will be contacted immediately if a child suffers more severe injuries. The parent is expected to come to the school immediately if requested by the staff member.

School staff will determine what constitutes an emergency and will call paramedics to assist as deemed necessary. After calling the paramedics, the school will contact the parent/guardian. If the paramedics recommend the child to be transported and a parent/guardian has not yet been contacted, the school will authorize the paramedics to transport at the family's expense. If the parents have been contacted while the paramedics are on campus, the school will make every effort to allow the parent/guardian to consult with the paramedics directly.

The school does not assume any responsibility for any expenses incurred including transportation or medical costs and will not transport a student for any injury that may occur on campus.

Lice and Nits

Shalom School's Lice Policy is as follows:

- Should a student be found with live head lice or nits, the parent(s) will be notified immediately and encouraged to pick up the child as soon as is practical. The student will be allowed to stay in class or program and encouraged to avoid close contact with classmates and teachers. Staff will do everything possible to maintain confidentiality while also trying to keep the affected child from close contact with others.
- The parent must treat the child and treat siblings or other family members if necessary, including thorough combing of the head before the child may return to school.
- Parents of classmates affected by an outbreak will receive notification.
- Students must be checked in the office and may return to class as usual the following day as long as no live lice are found. Parents should monitor and continue treatment as needed. Treatment references below are provided for your convenience.

Information for treatment is widely available on the internet:

- <http://www.cdc.gov/lice/head/treatment.html>
- http://pediatrics.about.com/cs/conditions/a/head_lice.htm
- <http://www.headlice.org/>

It is the parent's responsibility to periodically check for lice at home throughout the school year and to teach children good habits, such as not sharing hats, combs, clothing, pillows, and bedding. Parents are asked to notify the school if they find lice or nits on their child's head.

The school's responsibility is to provide an atmosphere of comfort for students with lice or nits, free from embarrassment. It is the school's responsibility to contact parents and to provide guidelines and instructions on the eradication of lice.

PARKING LOT SAFETY

Please abide by the posted speed limits at all times and always follow instructions of our security guards and parking lot personnel.

Parking and Security Procedures

Your child's safety at Shalom School begins at the entry gate. Please stop to acknowledge the security officer so that you can be recognized and approved to enter. When the guard is patrolling the campus, the security cameras at the gate are monitored.

All parents/guardians and others who pick up or drop off the students regularly must display the Shalom School parking decal in the windshield of their vehicle. Vehicles not displaying a parking decal will be stopped at the gate by the security officer and must receive authorization to enter the campus.

Your eyes and ears are a valuable part of campus security. If you see or hear anything that seems out of place, unusual or potentially threatening in any way, do not hesitate to notify the security guard at the front gate, office personnel or any general staff member.

Shalom School maintains contact with all levels of local, regional and national law enforcement and is ready to modify its security procedures periodically as needed. The school can implement an emergency communications system to alert families whenever necessary.

Drop-Off and Pick-Up

If you plan to have your child picked up or dropped off by a friend or relative who does not have a parking decal, please notify the school office beforehand to enable the office to authorize entrance for the driver.

As you proceed onto campus, remember that children may be present at any time and observe the 10 MPH speed limit. As you approach the final loop, please further reduce your speed to 5 MPH as posted. For additional safety, it is important that drivers keep their full attention on driving and do not talk to pedestrians, text, or talk on cell phones when driving through the parking lot.

The spaces which are marked green are for visitors. Parents may use these spaces when no other spaces are available. Please leave one of these spaces free for prospective families who may actually be visiting. Other spaces are designated 15 minutes only. These are designated for the delivery and pick-up of ECE students. Two reserved parking spaces marked 'Auction Winners Only' are for families who have made a designated donation to Shalom School. These spaces are available for bid at the annual Shalom School Benefit. Unless your family has won this bid, please do not park in these spaces.

Parking in spaces which are designated for Disabled Persons Only is illegal and is randomly enforced by the code enforcement division of The County of Sacramento. Minimum fines for this infraction are \$250.00.

Parents who are dropping off students on the ECE side only must park and escort the children to class. Parents who wish to drop off elementary students only before 8:00 a.m. or to pick up elementary students at dismissal time may use the pick-up/drop-off curb lane in front of the main entrance. School personnel will assist students getting out of or getting into cars.

Parents who bring both ECE and K - 6 students to school at the same time **must** go through the carpool line first to drop off their K - 6 students and then park their vehicle and walk their ECE students to class. Parents dropping off only K - 6 students are asked to drop off their students using the carpool line. Parents are asked to remain in their vehicles to ensure a speedy drop-off and pick-up for all in line at the curb and wait until a staff person can assist them in getting out of the vehicle. While this may take more time, it will reduce risk to our students by limiting the number of cars that pull out of the carpool line into traffic.

Please do not ever allow your children to walk across the parking lot unattended, even if it seems like the situation is safe. By teaching our children to consistently wait for an adult to cross with them, it will lessen the possibility that they will walk or run out into the parking lot when it is not safe to do so.

STUDENTS WHO WALK OR BIKE HOME UNACCOMPANIED

Older students who will be leaving campus on foot or bicycle unaccompanied by a parent or designated adult must have an *Unaccompanied Dismissal Form* completed and signed by a parent on file in the main office. Students without such a form completed will not be allowed to leave campus.

MANDATED REPORTER REQUIREMENTS

All Shalom School employees who have direct contact with students are mandated reporters in the state of California. As such, they must successfully complete annual training as specified by the state and are required by the state of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency (local police/sheriff's department).

WEAPONS POLICY

In order to maintain a safe and secure environment for all Shalom School students, employees, and visitors, the possession of weapons on school premises is prohibited with the exception of our security team in the scope of their duties. School premises include the offices, classrooms, and the campus. Weapons include firearms, whether carried with a license or not, handguns, knives, explosive weapons, clubs, or any potentially dangerous device made or adapted for the

principal purpose of inflicting bodily injury, death, or property damage.

LOST AND FOUND

School is not responsible for any lost, stolen, or damaged items. Please keep valuable items at home and check Lost and Found regularly. Items in Lost and Found are subject to donation.