

Shalom School Parent Handbook

2022 – 2023

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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.

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 PTF (Parents, Teachers and Friends) and Past Presidents of the Board, who serve by virtue of their office. All Past Presidents share one vote.

Administrative Leadership

The Head of School 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 **Preschool Director**, who oversees the licensing, curriculum, and daily operations of the early childhood program including classes for Preschool and Pre-k
- the **Director of Jewish Life and Learning**, who creates and implements rich, Jewish experiential learning for students across all ages and grade levels and oversees the Hebrew and Judaic Studies curriculum of the whole school
- the **Director of Curriculum and Instruction**, who oversees curriculum, assessment, and best practices in the delivery of an excellent academic experience in the K - 6 program and delivers resources and enrichment in order to execute student learning plans
- the **Advancement Director**, who oversees all fundraising, admissions, and marketing for the school
- the **Business Manager**, who oversees employee and student contracts, billing, payroll, accounts payable and receivable, and employee benefits

- the **Technology and Facilities Manager**, who oversees technology, security, and maintenance of the facility
- the **Office Administrator**, who manages the front office, maintains school records, and assists with students' health concerns

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

Faculty and Staff

The faculty and staff are responsible for implementation of programs, curriculum, and class activities in order to produce the student learning outcomes identified by the Head of School, Preschool Director, Director of Curriculum and Instruction, and Director of Jewish Life and Learning.

Parents, Teachers, and Friends (PTF)

PTF is the booster organization for the school. Parents automatically become members of PTF when they enroll their students in the school. PTF raises funds through collection of dues and fundraising in order to provide enrichment opportunities, holiday treats for students and families, and staff appreciation activities throughout the year. PTF also coordinates social get-togethers for students and their families. To contact PTF, please email shalom.ptf@gmail.com.

For a full listing of Board and faculty and staff members, please visit the school's website at www.shalomschool.org or contact our office at 916-485-4151.

ADMISSIONS AND PLACEMENT

Notice of Non-Discriminatory Policy

Shalom School admits students of any race, color, national and ethnic origin, sex, gender identity, or gender expression 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, sex, gender identity, or gender expression in administration of its educational policies, admissions policies, athletic or other extra-curricular programs.

Admissions Policy

Shalom School seeks families who connect with and support the mission of providing each child with an outstanding education in a nurturing environment that is academically excellent, inclusive, innovative, and inspired by Jewish values and traditions. Shalom School is committed to quality education for every student admitted to the school, which depends on careful review by the Advancement Office 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 Advancement 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.

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 programs offered and some of the factors that determine placement in each class:

Preschool

The youngest Preschool classes (Parparim, Chaverim, and Dagim) are for students who are two years old and above; the teacher-child ratio is 1:6. The Gesher class is for students who are approximately two years and nine months by August 1st of the entry year; the teacher-child ratio is 1:8. Students are not required to be toilet-trained in Parparim, Chaverim, Dagim, or Gesher. The Yonim and Dubim classes are for students over three years of age; the teacher-child ratio is 1:12. Students are required to be toilet-trained in Yonim and Dubim (students may not wear pull-ups at

nap time, must be wiping independently, and need to be able to communicate when they need to use the restroom).

Class placement may be based upon multiple factors including age, developmental readiness, toilet training, demographic balance, and overall enrollment numbers.

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.

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 demonstrate Kindergarten readiness and suitability for the elementary school program. Final decisions regarding admission to Kindergarten rest with the Head of School.

First – Sixth Grade

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 optimal opportunity for the child and the child's classmates to grow physically, emotionally, intellectually, socially, religiously, and spiritually.

Tuition Assistance

Shalom School seeks to provide tuition assistance for Pre-k – 6th 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 Aid 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 am to 6:00 pm. The main phone number for the school is 916-485-4151. To contact the school office, you may also email shalomdove@shalomschool.org.

Program Hours

- **Half-day Preschool** - 9:00 am to 12:30 pm. Half-day Preschool families also have an option to enroll in early morning care from 7:30 am to 9:00 am for an additional fee.
- **Full-day Preschool** - 7:30 am to 6:00 pm. Parents may drop off or pick up at any time during those hours as long as it is not during nap time.
- **Pre-k – 6th grade** - 8:00 am to 3:15 pm. Students may be dropped off as early as 7:30 am free of charge. Pre-k – 6th grade students who need care from 3:15 pm to 6:00 pm may enroll in Moadon (afternoon childcare) for an additional fee.

Preschool early morning care and Moadon require a signed Childcare Fee Agreement.

Early Dismissal Days

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

Arrival and Dismissal

By necessity, parent/teacher contact at the beginning and end of the day will need to be brief. Please let the teachers know if you would like a phone call or Zoom appointment to discuss any questions, issues, or concerns.

Preschool and Pre-kindergarten

Per California State Licensing regulations, Preschool and Pre-k parents/guardians are required to sign in and sign out their children daily. Parents of children left in program beyond scheduled closing time will be charged by the minute, per child. Prevailing rates will apply.

Kindergarten – 6th Grade

School begins promptly at 8:00 am. Please make every effort to bring your child(ren) to school on time in order to promote good habits with respect to academic responsibilities and to avoid disrupting the class. Should your child(ren) arrive after the bell has rung, a parent or guardian must bring them to the office to sign in; a staff member will then walk them to class.

Moadon (afterschool care)

School ends at 3:15 pm. Pre-k – 6th grade students who are not picked up within 15 minutes of dismissal will be sent to afternoon care at their parents' expense and prevailing drop-in rates will apply. Parents are required to sign their child(ren) out of Moadon. Parents of children left in Moadon beyond scheduled closing time will be charged by the minute, per child. Prevailing rates will apply.

Absences and Tardiness

Absences and tardiness are reported on student report cards.

It is in your child(ren)'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 Health and Safety 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. Families are responsible for obtaining, completing, and turning in assignments during the absence, or in the case of illness, when the child(ren) returns 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 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.

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

Student Release from Class

Preschool and Pre-kindergarten

A parent/guardian or another adult with authorization from the parent/guardian must sign out Preschool and Pre-k students to be released from class. Any person or persons other than the parent/guardian or authorized caregivers will be required to show photo identification.

Kindergarten – 6th Grade

Elementary students may only be released from class for appointments 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 the 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 campus. Parents who are dropping off an item for children must 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.

COMMUNICATIONS

Teacher to Parent Communication

Preschool and Pre-k teachers will send parents regular communication about their child through Procure. Kindergarten – 6th grade teachers will regularly communicate to parents regarding homework, school programs, field trips, and class news via email.

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

School to Parent Communication

Parent Handbook

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

Thursday E-News

The E-News is sent from the office by email each Thursday. 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.

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.

Calendar

Shalom School operates on a traditional academic calendar that runs from August to June. Every March, families receive a final calendar for the upcoming school year so they may plan accordingly for days off. As a Jewish day school, Shalom School is closed on most Jewish holidays. Shalom School observes non-religious American holidays including Veterans Day, Thanksgiving, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, and Fourth of July. Additionally, school is closed for a traditional winter break which includes Christmas and New Year's Day.

While the school recognizes that families may observe 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, and not to send students to school in costume at Halloween or with valentines on Valentine's Day.

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. 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 connect with teachers via phone or email during school hours. Teachers will make every effort to respond within 24 hours or the following business day. Parents are always welcome to make an appointment to see the Head of School or any member of the administrative leadership, whether it is to discuss a concern or just to chat.

Resolving Questions or Concerns

Parents are encouraged to communicate regularly with the faculty and staff. 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 Head of School to discuss the ongoing concern. The administrative leadership will then follow up with one of the following strategies and may institute a Student Learning Plan (SLP) or a behavioral plan.

- Parent/teacher meeting with an administrator
- Parent/teacher/child meeting with an administrator
- Team meeting as appropriate

Messages to Students

Student Electronic Devices

Student cell phones should be turned off during school hours and stored in a backpack or cubby. 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. Parents who wish to send their child(ren) a message, and students who wish to communicate with their parents, should do so through the Main Office. Students who use electronic devices during school hours will be asked to turn the device in to a teacher or administrator, and parents must retrieve it at the end of the school day.

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.

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. During class hours, please deliver forgotten articles to the Administrative Office. The Office Staff will deliver these items within a reasonable time frame; students may also come to the office at recess or lunch to collect items left for them.

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.

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.

Parent Photography/Social Media

Because families have differing sensibilities and comfort levels with social media presence, photography, and privacy, we ask that parents photograph/video only their own children while visiting campus or participating in school-sponsored events.

Appropriate Communication between Community Members

The school supports the Jewish values of respectful communication and *derekh eretz* (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 the child's 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.

Birthdays and Parties

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.

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. Remember that all food provided must have a kosher certification and be unopened (see section on *kashrut* under Religious Policies). No food prepared at home may be brought in to share with the class.

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.

PARENT INVOLVEMENT

Parental involvement is a significant aspect of the Shalom School community. Studies show that parent participation is linked to student achievement. We intentionally have many parent touchpoints and opportunities to engage in your student's experience.

Meetings

Class Visit Day

Class Visit Day is held the day before school starts. It is an opportunity for Preschool through 6th grade students and parents to meet their teachers and orient themselves to their classroom.

Meet the Teacher

Each year, prior to the start of school, Shalom School teachers 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.

Back to School Night

This evening is for both new and returning parents 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. This event is for adults only and childcare is not provided by the school.

Preschool and Pre-k Parent/Teacher Conferences

Parent/Teacher Conferences for the Preschool and Pre-k programs are typically held in winter. Sign-ups are made available for parents to schedule a conference time. 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.

K - 6 Parent/Teacher Conferences

Parent conferences for the K - 6 program are typically held in the late fall and in the spring. Sign-ups are made available for parents to schedule a conference time. Conferences provide important opportunities for parents to learn about their child's growth, challenges, and ways in which parents can support their child's achievement.

Board of Trustees Meetings

The elected Board of Trustees discusses Shalom School policies and funding/budget strategies 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.

PTF Meetings

The PTF (Parents, Teachers, and Friends) 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 per family, over the course of the school year, or pay \$15.00 for every hour of the 25 hours not fulfilled over the course of the school year. Volunteer opportunities are open to all.

There are many ways to participate that accommodate parents' skills, interests, and schedules. Teachers, office staff, the Advancement Office, PTF, 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. Opportunities are posted in the Thursday e-news and parents are encouraged to contact the PTF President at shalom.ptf@gmail.com or the office if they are having difficulty finding volunteer opportunities.

Please record the Parent Participation hours [online](#) every time you volunteer in order to have the hours credited to your family. Volunteer hours are due by May 15th and payment for the unfulfilled hours is due by June 1st.

Contributions

As in virtually all independent schools and Jewish day schools, tuition payments cover only about 80% of the actual costs of educating our students. Shalom School's Annual Campaign, Benefit, and other fundraising efforts help make up the difference.

All families at Shalom School are expected to make a meaningful contribution to the Annual Campaign that is meaningful within that family's means. Please inquire in the Advancement office regarding a contribution or donate online at www.shalomschool.org/giving/annual-campaign.

ACADEMIC GOALS AND ASSESSMENTS

Preschool and Pre-kindergarten Goals

Shalom School has identified age appropriate goals for the Preschool and Pre-k 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

Preschool/Pre-k Student Assessment

Preschool and Pre-k teachers use a variety of meaningful assessments, both formal and informal, that consider 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 each time their child starts 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 assess children's development and teachers will discuss the results of the ASQ with the parents/guardians.

Each child will receive two DRDP assessments per year. The DRDP assessments are ongoing and conducted in the normal classroom environment by the child's teacher(s). 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 Preschool Director for a copy of the Shalom School Preschool Assessment Plan.

Preschool and Pre-k Conferences

Parent/Teacher conferences are held in fall and provide an opportunity to check in on each child's development and review assessment results. During the year, parents who wish to meet with their child's teacher(s) 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 the administrative leadership.

K - 6 Schoolwide Learner Outcomes

Shalom School nurtures children in their emotional, intellectual, physical, social, and spiritual growth. Our students are:

- Effective communicators who write and speak clearly, confidently, and respectfully.
- Critical thinkers who use a range of tools, strategies, technologies, and skills to organize, synthesize, and analyze information.
- Lifelong learners who collaborate with others, persevere through challenges, and advocate for themselves.
- Inspired problem solvers who think and express themselves creatively, make connections across disciplines, and use 21st century skills to engage with the world around them.
- Authentic and joyful community members steeped in Jewish values and traditions, curious about others, respectful of differences, and embracing of *tikkun olam*—the obligation to improve the world.

K - 6 Student Assessment

Shalom School seeks to provide parents/guardians with multiple measures of student progress and achievement:

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.

Teachers in 1st through 6th 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/guardians 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 as well as information on work habits and social skills. Teachers add written comments to the report cards to share more detailed information as necessary.

Student progress for the first trimester is presented during conferences. 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. 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 3rd through 6th 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.

Standardized tests are 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 opportunities for improvement 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. 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.

K - 6 Conferences

Elementary school conferences are held twice a year. During the year, 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 the administrative leadership.

K - 6 Student Learning Plans

If a student is struggling in the classroom and/or not making satisfactory progress, parents may be contacted and asked to attend a meeting in which faculty and parents work together to create a Student Learning Plan to help the child be successful in Shalom School's program. The school may also, at its discretion, provide support and resource services for the child facilitated by the Director of Curriculum and Instruction. Students who qualify for Title I or other publicly-funded services may receive referrals for those programs, provided through local school districts. The school may also suggest additional medical, psychological and/or educational testing. The school will provide support with the referral of resources.

Shalom School undertakes these and other practices in order to give students every opportunity for success. The school will work with families to assess students' success and will monitor the results of any interventions, 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) may be released from the Parent Agreement and the registration of the student may be revoked. This determination is at the sole discretion of the Head of School.

Textbooks

Each student will be issued the appropriate books necessary for their 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 each.

K - 6 Homework

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.

Homework in Kindergarten is optional. Teachers in 1st through 6th grade may assign homework on a regular basis four nights per week (Monday through Thursday). Homework, long-term assignments, and test preparation is never assigned to be completed on Jewish holidays or Shabbat.

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 and regulatory authorities may review a 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.

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.

JEWISH LIFE AND LEARNING

Shalom School is a community Jewish day school that seeks to serve the entire Sacramento region, including Jewish and non-Jewish families. Teachers are sensitive in presentations about Jewish observance, teaching students to be accepting of others and the range of practices and traditions in the school. 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.

Religious Practices

At Shalom School, students are immersed in study about prayer, customs and practices, Shabbat, and Jewish holidays. 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 Director of Jewish Life and Learning or Hebrew/Judaic Studies teachers any questions you may have.

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 6th grade meet at the beginning of each week to engage in *tefillah*. Students in Preschool and Pre-k engage in informal prayer experiences that prepares 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*.

Preschool and Pre-kindergarten Kabbalat Shabbat (Welcoming the Sabbath)

Preschool and Pre-k Friday schedules include a short service and a special Shabbat activity. During the academic year, guests of the Shabbat student of the week (parents/guardians and/or grandparents) are invited to join the class for Shabbat activities. Pre-kindergarten students also participate in the K - 6 Kabbalat Shabbat towards the end of the second semester.

K - 6 Kabbalat Shabbat (Welcoming the Sabbath)

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

Kippot

Kippot, also known as *yarmulkes* in Yiddish, are head coverings traditionally worn by male Jews. In the past century, Jewish women have also adopted this custom. Wearing *kippot* is a personal choice. Students at our school are welcome 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.

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.

Meals and Snacks/Kashrut

Food served at Shalom School must comply with the Jewish dietary laws of *kashrut*, which are derived from biblical and rabbinic sources and are quite detailed. There are variations in standards of observance based upon community and individual family practices.

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).
- 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*.

Those that observe traditional *kashrut* will eat food that is baked, cooked, fried, roasted, processed, or mixed ONLY if it has a *heksher* (see below), or kosher certification. This certification for food ensures that the food has been prepared in accordance with traditional *kashrut* standards.

What are the Kashrut Practices at Shalom School?

In accordance with the rule to maintain a complete separation between milk and meat, **Shalom School is a dairy/vegetarian campus**. No meat (including beef, pork, or poultry) or shellfish is allowed on campus. Additionally, Kosher dietary laws must be strictly observed when any food is served by staff, parents, or others to students of Shalom School at any educational and/or school-sponsored event, regardless of whether the event is held on or off campus. All prepared food served to students as a group must be certified kosher by *heksher* (see below) and brought to the school or off-site event in its original sealed packaging.

When food is brought only for one child's personal consumption (such as lunch and snack), food must be either dairy or *pareve*; no meat (including beef, pork, or poultry) or shellfish is allowed on campus. The office can provide, upon request, a list of food suggestions. This rule applies to food to be consumed at school and for off-site field trips. However, solely on overnight field trips when the availability of certified kosher food with a *hekscher* is so limited as to be prohibitive, students may be allowed to consume and/or purchase dairy or *pareve* food without a *hekscher* with the prior permission of the child's parent(s).

When food is brought in for adult consumption, whether personal or group, the food must be either dairy or *pareve*; no meat (including beef, pork, or poultry) or shellfish is allowed. Shalom School strongly encourages those organizing events for adults to offer some *hekshered* options for adults who observe that standard of *kashrut*.



What is a Heksher?

Kosher products are prepared under rabbinic 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 a *heksher* that is allowed at Shalom School. Contact the school office if you have any questions about acceptable *heksher* symbols.

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 Director of Jewish Life and Learning 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

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

Kosher Kitchens

Shalom School maintains two kosher kitchens: one in the Preschool and one in the *chagigah*. The school has set the following rules to maintain the kosher status of the kitchens:

- All ingredients brought to campus for use in the kitchens must be kosher as well as dairy or *pareve*.
- 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 must be cut up/sliced at school.
- Dishes and utensils should not be brought from home; dishes and utensils from the elementary and Preschool staff lounges also are not to be used in the kosher kitchens. Please use what is available in the kosher kitchens. Paper goods are acceptable.

Questions are encouraged ahead of time. Please direct questions to the school office or the Director of Jewish Life and Learning.

Synagogue Information

Shalom School invites community rabbis and cantors to participate in our school community, but the school does not provide the services your family can receive at a synagogue. For your convenience, a list of Sacramento synagogues and other Jewish organizations is posted on the Shalom School website.

Field Trips

School Field Trips

Shalom School values the importance of field trips, where experiential learning that supports and extends our curricula gives students opportunities to explore and apply their knowledge beyond the classroom. Parents will be notified in advance of field trips. Student 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. Per licensing requirements, all Preschool and Pre-kindergarten parents must also submit proof of updated immunizations to the main office in order to attend a field 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 are needed. In such cases, the teacher will explain the selection process and will 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.

Overnight Field Trips

Students in 4th – 6th grade participate in overnight/multiple day field trips. 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.

EXPECTATIONS FOR STUDENT BEHAVIOR

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. The school maintains clear standards of behavior for both students and teachers and expects 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 keep in mind that students in Pre-kindergarten through 6th 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.

Preschool and Pre-kindergarten

Each child needs two to three changes of clean, weather-appropriate clothing in a plastic bag to be kept in the child's cubby. Parents should dress their children in comfortable, simple clothes. Students engage in a number of messy activities that may dirty clothes. Please send students in clothes that they can play in without hesitation.

Kindergarten – 6th Grade

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
- 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)

Electronic Use

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. Shalom School staff has the right to monitor computer use and access student files on flash drives, computers, iPads, and other electronic equipment.

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.

Behavioral Expectations and Student Discipline

Shalom 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
- Discipline and expectations will be age-appropriate

It is not permissible for faculty and staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child.

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. 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 Preschool and Pre-kindergarten Program

In the Preschool and Pre-kindergarten 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 K - 6 Program

In the 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, we will work with students to institute logical consequences that focus on learning and repair. When necessary, we will ask for parental support in reinforcing those consequences.

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.

Ongoing Concerns

When the behavior of a student escalates or repeatedly falls short of school expectations, the school may contact parents to set up a conference to assess the function of the behavior. 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.

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 faculty and staff, the student may be asked to leave the school or denied re-enrollment.

Title IX

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination on the basis of gender in education programs or activities that receive federal financial assistance. Also, a recipient may

not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified or participated in any complaint action under Title IX. Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." — Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

Title IX Statement

It is the policy of Shalom School to prohibit discrimination on the basis of sex in any of its educational programs or activities, admissions, hiring, or personnel practices. This policy is in accordance with Title IX of the Education Amendments of 1972.

Prohibited sex discrimination covers sexual harassment including sexual violence. Sexual harassment is conduct that is sexual in nature and is sufficiently severe, persistent, or pervasive that it adversely affects a student's ability to benefit from the school's activities or educational programs or creates a hostile or abusive educational environment. Sexual violence is a form of sexual harassment, prohibited by Title IX which includes conduct that is criminal in nature. Acts may include rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating violence, and sexually motivated stalking.

Inquiries concerning the application of Title IX may be referred to Shalom School's Title IX Coordinator, Jilian Bar-or at jbar-or@shalomschool.org, or alternatively the Co-Coordinator, Stacy Spector at sspector@shalomschool.org.

Sexual Harassment Policy

Shalom School prohibits unlawful sexual harassment of students by students or faculty and 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. Faculty and 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 the student's 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.

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 Parent Agreement and the registration of the student will be revoked.

Gender Expression

Shalom School respects and affirms the rights of all children, parents/family members, and faculty and staff members to determine and represent their own gender expression. The school prohibits discrimination, bullying, or harassment based on gender identity, expression, or perceived expression.

As a general matter, Shalom School's classroom activities and programs are gender-based only in instances that serve an important educational purpose, and students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

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

HEALTH AND SAFETY

Family Emergency Information

A complete and current Family Information/Emergency form for each student must be on file, including parent/guardian phone numbers, medical information, and email addresses.

Immunizations

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 in the main office.

Emergency Procedures and Contacts

The school has created an emergency handbook to guide faculty and 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.

COVID-19 Student and Faculty Health

Shalom School has created a COVID Advisory Committee and is working with the Department of Public Health to ensure our protocols are up-to-date. Please refer to our [website](#) for the most current guidelines regarding student and faculty health. The guidelines posted on our website supersede the health and illness practices below.

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 they are unable to participate fully in program and/or who requires one on one care will be excused from program until they are well enough to return.

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

- A fever of 100.4 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 (children placed on antibiotics should not be brought back to school until they have had medication for at least 24 hours)

During the traditional school year, 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. **During COVID-19, please refer to the COVID-19 Symptom Decision Tree to determine whether your child can attend school.**

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. Preschool and Pre-k 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.

Sunscreen

Please apply sunscreen to your children before sending them to school. Preschool and Pre-k parents must have a complete *Non-prescription Topical Creams, Ointments, and 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 Preschool and Pre-k program, 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 or authorized caregiver is expected to come to the school immediately if requested by the staff member.

School faculty and 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.

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.

Sanitizing, Cleaning, and Disinfecting

All items inside the classrooms will be cleaned with the least toxic cleaning products that are fragrance free throughout the day following guidelines provided by NAEYC and the CDC. We will focus on both daily and routine sanitizing, cleaning, and disinfection of surfaces and objects that are frequently touched as well as deep cleaning of all campus spaces.

Campus Safety and Parking Lot Procedures

Security

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.

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 staff member.

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

Parking Decal

All parents/guardians and others who pick up or drop off students regularly must display the Shalom School parking decal for the **current school year** in the lower passenger side of 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.

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.

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. **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.

Please note that parking in a red zone, leaving an unattended vehicle running, or leaving children of any age in an unattended vehicle is prohibited.

Drop-off and Pick-up

Preschool or Pre-k parents must park and escort their child(ren) to and from class. Elementary parents may use the red pick-up/drop-off lane in front of the main entrance or may park to escort their child(ren) to/from the entrance of the School.

- **The spaces which are marked green and the spaces in the center of the parking circle are 15-minute zones.** They are designated for the drop-off and for pick-up of students.
- The 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 for the 22-23 school year, please do not park in these spaces.** The spots auctioned off for the 22-23 school year at the 2022 Benefit will take effect on July 1, 2022.
- 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.

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 without an adult.

Animals which are not service related are not allowed on campus.

Supervision of Children on Campus

Preschool and Pre-k students are supervised by the faculty and staff once the child(ren) are signed into program. K - 6 students are supervised by faculty and staff during the official school day.

Any time that students are not under the direct supervision of school faculty and staff, they must be supervised by a parent or parent-designee. All children, whether enrolled in Shalom School or siblings/visitors, are the sole responsibility of parents and/or authorized caregivers and must not be left unattended in classrooms, playgrounds, courtyards, public spaces, or anywhere else on campus. Children should be in close enough proximity so that caregivers can monitor the child(ren)'s behavior and safety.

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).

Integrated Pest Management (IPM)

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 by contacting our IPM Coordinator, Chad Worthen, at cworthen@shalomschool.org.

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.