

Solomon Schechter Day School of St. Louis

# PARENT AND STUDENT HANDBOOK

2008-2009



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## Board of Trustees Mission Statement

### To Kindle the Eternal Lights of Judaism and Love of Learning in Each Child

Solomon Schechter Day School enriches our children's lives by involving families and congregations in an integrated curriculum designed to instill critical thinking skills in the context of Jewish values.

By studying in an environment of academic excellence, we believe each child will become a caring, responsible and well-educated Jew.

We welcome the application of every Jewish child whose family shares this vision.

Solomon Schechter Day School of St. Louis is a member of the Solomon Schechter Day School Association and The Independent Schools Association of the Central States and subscribes to their principles and standards.

### Board of Trustees Goal Statement

1. Our students will be encouraged to affirm our *Jewish love, reverence, and worship of God* as the Creator and Governor of the universe whose presence we sense alive in the world.
2. Our students will be inspired with the *central importance of "mitzvot"* - daily religious practices for the individual, family, and community which enrich our sense of holiness and help mold the world closer to the prophetic vision of the Kingdom of God.
3. Our students will be instilled with the *love and desire for learning and study* as primary determinants of our identity as Jews and as human beings. They will be able to read, understand, and analyze a rich body of Jewish texts, sources and traditions as rich opportunities to come closer to God's presence and to act responsibly as "partners in creation."
4. Our students will achieve a firm foundation for acquiring the skills and knowledge they will need in *General Studies* to succeed in a variety of intellectual, professional, and creative endeavors. They will be expected to engage fully in their Jewish and General Studies with a passion for intellectual honesty, critical thinking, and understanding.
5. Our students will recognize the *centrality of ethics and morality* in maintaining a meaningful human identity and in living a life of Torah.
6. Our students will view *Israel* not only as the place where our faith was born and developed, but also as a miracle in our times which plays an essential role in our present and our future.
7. Our students will be inspired with a *deep love for the Jewish people*. The students will understand the importance of diversity which has characterized Jewish life throughout the ages and which will lead them to a commitment to pluralism and mutual cooperation and respect. Accordingly, they will gain a love and basic fluency in the Hebrew language, the primary language of the Jewish people throughout all of Jewish history.
8. Our students will be expected to show *active responsibility and kindness to fellow human beings*, to pursue justice and freedom for all human beings and to undertake a life-long involvement and responsibility for synagogue and communal life.
9. Our students will be educated in an environment of *complete gender equity* and have equal opportunities for lifelong success.

## Associations/Affiliations

### 1. Council on Day School Education

The Council on Day School Education operates under the auspices of the Central Agency for Jewish Education. Its purpose is the strengthening of day schools, enhancing their position in the Jewish community, and procuring support from the Jewish community.

### 2. Educational Records Bureau (ERB)

Solomon Schechter is an accredited member of this international organization which provides standardized assessment in independent schools.

### 3. The Independent Schools Association of the Central States (ISACS)

Solomon Schechter is a fully accredited member of The Independent Schools Association of the Central States (ISACS). This is an association of independent schools located in a 15 state region. A main purpose of ISACS is to encourage, develop and support the highest possible standards of attainment in its member schools and to recognize by formal accreditation those schools in which these standards are maintained.

### 4. Independent Schools of St. Louis (ISSL)

Solomon Schechter Day School is a member of the Independent Schools of St. Louis (ISSL). As a member of the ISSL, our faculty, staff, and Board of Directors participate in workshops and programs geared to the concerns and needs of area independent schools. Our Head of School attends regular meetings with the heads of the schools in the ISSL. Solomon Schechter Day School meets all membership requirements of ISSL schools.

### 5. The Jewish Federation of St. Louis

Solomon Schechter is a beneficiary agency of the St. Louis Jewish Federation. As such, SSDS receives an allocation of funds annually to partially support families' needs for tuition assistance and school program support.

### 6. The North Central Association Commission on Accreditation and School Improvement (NCA CASI)

The North Central Association is a non-profit organization, accrediting over 9,000 schools, beyond state requirements, with accountability for meeting nationally and internationally recognized standards of excellence.

### 7. Solomon Schechter Day School Association (SSDSA)

Our school is also a member of the Solomon Schechter Day School Association under the auspices of the United Synagogue of Conservative Judaism. Over 65 schools throughout the country are affiliated with this group and benefit from conferences, materials, curricular resources, and annual meetings.

## Governance

Solomon Schechter Day School of St. Louis is an independent organization governed by its Board of Trustees. The board defines the school's mission and is responsible for the financial stability of the school. The task of the Head of School is to oversee the day to day operation of the school and supervise its professional staff.

## Board of Trustees

The Schechter Board of Trustees generally meets on the third Thursday evening of each month at our foundational synagogues or at the school. The responsibilities of the Board, the President and the Trustees are specified in the By-Laws. Meeting dates are on the school calendar and board meetings are open to the school community. Minutes are posted in the school office as well as being available upon request.

EXECUTIVE COMMITTEE	
<b>Bruce Waxman</b>	President
<b>Melissa Hanin-Korenblat</b>	Vice President Administration
<b>Harvey Iken</b>	Vice President Annual Fundraising
<b>Milton Movitz</b>	Vice President Long-Range Fundraising
<b>Jeff Dardick</b>	Treasurer
<b>Tom DeWoskin</b>	Secretary
<b>Beth Mayer</b>	PA President
<b>Jim Guller</b>	Past President

## Administration

The *Head of School* is the chief executive officer and is responsible for development, administration, budget, finances, and facilities; staffing, supervision of faculty; recruitment of new students; liaison with Board, parents, and agencies; contact with parents; and public relations. The Head of School is ready and willing to meet with parents who have any concerns, ideas or suggestions.

The Head of School is supported by an administrative team charged with the following tasks:

*Director of General Studies Education* – Responsibilities include day-to-day administration of the school, curriculum, professional development, accreditation, and General Studies oversight including teacher supervision and student/parent facilitation.

*Business Manager* - Responsible for all business and financial aspects of school operation.

*Director of Development* - Responsible for fundraising and other forms of financial support.

*Director of Admissions* – Responsible for the admissions process, events, outreach and as a community liaison, and re-enrollment oversight.

ADMINISTRATIVE STAFF		
<b>Rabbi Allen Selis</b>	Head of School	<a href="mailto:aselis@ssdsstl.org">aselis@ssdsstl.org</a>
<b>Tim Holderle</b>	Business Manager	<a href="mailto:tholderle@ssdsstl.org">tholderle@ssdsstl.org</a>
<b>Susan Levko</b>	Director of Development	<a href="mailto:slevko@ssdsstl.org">slevko@ssdsstl.org</a>
<b>Sue Albert</b>	Director of Admissions	<a href="mailto:salbert@ssdsstl.org">salbert@ssdsstl.org</a>
<b>Martha Brodsky</b>	Assistant to Head of School	<a href="mailto:mbrodsky@ssdsstl.org">mbrodsky@ssdsstl.org</a>

**SOLOMON SCHECHTER DAY SCHOOL FACULTY  
2008-2009**

**Lower School General Studies**

<b>Suzanne Sloane</b>	Kindergarten	<a href="mailto:ssloane@ssdsstl.org">ssloane@ssdsstl.org</a>
<b>Debbie Garbow</b>	1 <sup>st</sup> Grade, 1 <sup>st</sup> & 2 <sup>nd</sup> Grade Tefillah	<a href="mailto:dgarbow@ssdsstl.org">dgarbow@ssdsstl.org</a>
<b>Sue Steiner</b>	1 <sup>st</sup> Grade	<a href="mailto:ssteiner@ssdsstl.org">ssteiner@ssdsstl.org</a>
<b>Lara Sparks</b>	2 <sup>nd</sup> Grade, Upper School Art	<a href="mailto:lsparks@ssdsstl.org">lsparks@ssdsstl.org</a>
<b>Mimi Baden</b>	3 <sup>rd</sup> Grade	<a href="mailto:mbaden@ssdsstl.org">mbaden@ssdsstl.org</a>
<b>Christine Polak</b>	3 <sup>rd</sup> Grade, Kindergarten Reading	<a href="mailto:cpolak@ssdsstl.org">cpolak@ssdsstl.org</a>
<b>Susan Gers</b>	4 <sup>th</sup> Grade, 3 <sup>rd</sup> Grade Math	<a href="mailto:sgers@ssdsstl.org">sgers@ssdsstl.org</a>

**Lower School Judaic Studies**

<b>Einat Adar-Aharoni</b>	Kindergarten & 1 <sup>st</sup> Grade JS	<a href="mailto:eadaraharoni@ssdsstl.org">eadaraharoni@ssdsstl.org</a>
<b>Ophira Melnick</b>	1 <sup>st</sup> Grade & 3 <sup>rd</sup> Grade JS	<a href="mailto:omelnick@ssdsstl.org">omelnick@ssdsstl.org</a>
<b>Mali Haberer</b>	2 <sup>nd</sup> & 3 <sup>rd</sup> Grade JS	<a href="mailto:mhaberer@ssdsstl.org">mhaberer@ssdsstl.org</a>

**Upper School General Studies**

<b>Virginia Horowitz</b>	5 <sup>th</sup> Grade, Upper School Language Arts	<a href="mailto:vhorowitz@ssdstl.org">vhorowitz@ssdstl.org</a>
<b>Mary Winslow</b>	Technology, 6 <sup>th</sup> Grade History	<a href="mailto:mwinslow@ssdsstl.org">mwinslow@ssdsstl.org</a>
<b>Cindy Breece</b>	Upper School Language Arts & History	<a href="mailto:cbreece@ssdsstl.org">cbreece@ssdsstl.org</a>
<b>RamaSun Farr</b>	Upper School Science	<a href="mailto:rfarr@ssdsstl.org">rfarr@ssdsstl.org</a>
<b>Ada Parker</b>	Upper School Math	<a href="mailto:aparker@ssdsstl.org">aparker@ssdsstl.org</a>

**Upper School Judaic Studies**

<b>Leah Howard</b>	5 <sup>th</sup> & 6 <sup>th</sup> Grade Rabbinics	<a href="mailto:lhoward@ssdsstl.org">lhoward@ssdsstl.org</a>
<b>Michael Raileanu</b>	5 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> Grade Torah	<a href="mailto:mraileanu@ssdsstl.org">mraileanu@ssdsstl.org</a>
<b>Susan Low</b>	Mini Units 5 <sup>th</sup> - 8 <sup>th</sup> , Program Coordinator	<a href="mailto:slow@ssdsstl.org">slow@ssdsstl.org</a>
<b>Limor Shacham</b>	4 <sup>th</sup> Grade & Upper School JS	<a href="mailto:lshacham@ssdsstl.org">lshacham@ssdsstl.org</a>

**Special Area**

<b>Sue Albert</b>	Librarian	<a href="mailto:salbert@ssdsstl.org">salbert@ssdsstl.org</a>
<b>Patti Boggs</b>	P.E. Teacher	<a href="mailto:pboggs@ssdsstl.org">pboggs@ssdsstl.org</a>
<b>Jan Fishman</b>	K-1 <sup>st</sup> Grade Music	<a href="mailto:jfishman@ssdsstl.org">jfishman@ssdsstl.org</a>
<b>Jennifer Restrepo</b>	P.E. Assistant	<a href="mailto:jrestrepo@ssdsstl.org">jrestrepo@ssdsstl.org</a>
<b>Noa Galor</b>	7 <sup>th</sup> & 8 <sup>th</sup> Grade Israeli Culture, 2 <sup>nd</sup> -4 <sup>th</sup> Grade Music, Upper School Drama, 4 <sup>th</sup> & 5 <sup>th</sup> Grade Hebrew	<a href="mailto:ngalor@ssdsstl.org">ngalor@ssdsstl.org</a>
<b>Roberta Mills</b>	Learning Resource Coordinator	<a href="mailto:rmills@ssdsstl.org">rmills@ssdsstl.org</a>
<b>Rick Kodner</b>	Computer Technician	<a href="mailto:rkodner@ssdsstl.org">rkodner@ssdsstl.org</a>
<b>Chani Pinsberg</b>	Hebrew Language Coordinator, 3 <sup>rd</sup> & 4 <sup>th</sup> Grade & Upper School JS	<a href="mailto:cpinsberg@ssdsstl.org">cpinsberg@ssdsstl.org</a>

## Parents' Association

Solomon Schechter Day School would like to thank our parents association and all of our volunteers for their dedication to the school. We are lucky to have them as a part of the Schechter Family.

### PARENTS' ASSOCIATION ROSTER

2008-2009

#### Parents' Association Board

##### President

Beth Mayer            [familymayer@aol.com](mailto:familymayer@aol.com)            h 636-536-0992    c 314-518-0834

##### Administrative Vice President

Heidi Friedman        [heidi@sugarbums.com](mailto:heidi@sugarbums.com)            h 314-426-2353

##### Fundraising Vice President

Wendy Shanker        [wshanky@aol.com](mailto:wshanky@aol.com)            h 314-995-7266

##### Family Programming Co-Chairs

Joy Fisher            [joyfisher@live.com](mailto:joyfisher@live.com)            h 314-579-9370

Michele Ford         [damijano1972@sbcglobal.net](mailto:damijano1972@sbcglobal.net)            h 636-343-9938

##### Secretary

Marci Boyer            [mmjboyer@hotmail.com](mailto:mmjboyer@hotmail.com)            h 314-997-1128

##### Treasurer

Diane Friedman        [jardd@sbcglobal.net](mailto:jardd@sbcglobal.net)            h 636-391-9839

##### Room Parent Coordinators

Rachel Taxman        [Rachel\\_taxman@sbcglobal.net](mailto:Rachel_taxman@sbcglobal.net)            h 314-692-2973

Elaine Farkas         [Elaine\\_farkas@npcfinancial.com](mailto:Elaine_farkas@npcfinancial.com)            h 314-439-9747

##### Parent Representatives to the Board

Avi Goldfarb            [evanavi@swbell.net](mailto:evanavi@swbell.net)            h 314-991-2014

Ronan Lev              [ronanlev@yahoo.com](mailto:ronanlev@yahoo.com)            h 314-275-4042

Denise Meckler        h 314-576-3936

Laura Shapiro         [lasmsw@sbcglobal.net](mailto:lasmsw@sbcglobal.net)            h 314-878-3446

##### Volunteer Coordinators

Kari Kramer            [kramer314@sbcglobal.net](mailto:kramer314@sbcglobal.net)            h 314-997-0648

Dina Rinder            [morton\\_rinder@yahoo.com](mailto:morton_rinder@yahoo.com)            h 314-994-1342

## Solomon Schechter Day School of St. Louis Application Procedures

- Prospective families should schedule a personal tour and interview with Sue Albert, Director of Admissions, 314-576-6177, x 203.
- Prospective kindergarten students attend one of two group screenings in December or January.
- The application is submitted to the school office with a nonrefundable fee of \$100.00 and the application for financial assistance has been submitted on-line to [www.nais.org/financialaid/sss](http://www.nais.org/financialaid/sss) by January 31. The school code is 7401.
- Admission screening is to be completed or in process by the Solomon Schechter Day School of St. Louis for students entering grades 1-8 by the end of February. In addition, previous school or pre-school records and other evaluations or reports should be submitted to the Admissions Office.
- Applicants will be notified of their acceptance status and financial assistance award by March 1. Applicants applying late on a space available basis will be notified shortly after the completion of our application process. Written financial aid appeals are due by March 15.
- Upon acceptance, a deposit equal to one-tenth of the annual tuition (or pro-rated for financial assistance applicants) will be required to secure the applicant's place in his or her class.
- Signed letters of enrollment are due to the Business Manager's office by March 31.

### Tuition

The tuition of the Solomon Schechter Day School is established by the Board of Trustees. The Board sets tuition fees which covers only a portion of the educational cost per child. Detailed information on yearly tuition fees can be obtained from the school office. Because the tuition falls short, of the true cost to educate a student, it is expected that all parents will actively participate in all school fund raisers and in the *Nediv Lev* Annual Fund Program to help make up these additional costs.

If a family voluntarily withdraws a child after registration or during the course of the year, there is no tuition refund. If a child leaves upon the recommendation of the school, there will be a pro-rated tuition refund based upon the number of months remaining in the school year.

A family who has paid full tuition and moves from St. Louis during the fall semester will receive a refund for the spring tuition after deducting the enrollment deposit.

Failure to pay tuition or to fulfill the arrangements made with the Business Manager may result in separation from the school. Permanent records, report cards and progress reports may be withheld until all financial obligations are met.

## **Financial Assistance**

Solomon Schechter Day School is committed to making a superb Jewish education available to all qualified students. Financial assistance is available to families with demonstrated financial need.

Financial assistance application forms are available in the school office. Please contact our business manager, Tim Holderle for details. (See “Application Procedures” for additional information.)

## **Volunteer Service Expectations**

All families enrolled at SSDS will be expected to:

1. Fully participate in the *Nediv Lev* Annual Fund Campaign.
2. Volunteer to help with school sponsored events.
3. Support periodic campaigns and initiatives, which provide new facilities and endowment and are encouraged to participate in school’s major fundraising events.
4. Participate in Parents' Association, volunteer, and social activities as specified at the commencement of each school year.

## **Annual Giving/Nediv Lev**

*Nediv Lev* Annual Fund is the name we give for our annual fundraising efforts. The Annual Fund is essential to make up the gap between tuition and other revenues and the real costs of operating the school.

Contributing to *Nediv Lev* Annual Fund at Solomon Schechter enhances your child’s education, allows for significant scholarship availability and is an essential part of your commitment to Solomon Schechter. Unlike tuition, *Nediv Lev* Annual Fund donations are largely tax-deductible.

## **Standardized Assessments**

Standardized assessments are administered to children in the school in order to assess an individual child's present academic level, as well as the achievements of the class and the school as a whole.

These tools are carefully analyzed in order to draw conclusions and to plan appropriate future educational strategies, both for individuals as well as groups and the total school population. A standardized test is not based on what this or any school teaches. The best understanding of standardized test results comes through comparing the individual child's scores over the course of several years.

Our school utilizes the Educational Records Bureau (ERB) CTP4 standardized testing in grades 2-8.

## **Consultants / Referrals**

Should an academic or behavioral problem develop in school, parents will be contacted. If the school feels that outside consultation is required to meet the needs of the student, parents will be asked to make the necessary arrangements. Consultations are at the parents' expense. Special School District is sometimes an option available at no cost to parents.

In order to best meet the needs of the individual child, the school should be in contact with the consultant or other outside professionals. If the school's recommendations for consultations are not pursued by the family and the school feels that it is unable to meet the needs of the child, the school may ask the family to withdraw the child.

## Differentiation

Children learn at different rates and in different ways. Through professional development and collaboration, teachers employ a variety of instructional strategies and accommodations in order to meet the learning needs of each child.

## Field Trips

Field trips are planned for each class throughout the year. When buses are not used, parent drivers will be necessary. "Universal Trip Consent Forms" will be distributed to parents and must be signed and returned if the child is to be included in these trips.

Field trips are a means of enhancing children's learning experiences and of providing enjoyment in a wide variety of cultural, recreational, historical, and artistic offerings.

With the help of parents, teachers, and assistants, trips are chaperoned and care is taken to ensure each child's safety.

**Students are required to wear Solomon Schechter t-shirts on all field trips.**

## Homework

A quality education depends on homework as an essential part of the learning process. Homework should not be considered as busywork, but an extension of the curriculum.

We have established the following general guidelines for the amount of homework appropriate for each grade level. Homework will be coordinated between the General Studies and Ivrit and Torah Studies teachers.

<u>Homework Guidelines</u>		
	Kindergarten	20 to 30 minutes
	First Grade	30 to 40 minutes
	Second Grade	40 to 60 minutes
	Third Grade	1 hour to 1 hour 15 minutes
	Fourth Grade	1 hour to 1 hour 15 minutes
	Fifth Grade	1 1/2 hours to 2
	Sixth Grade	2 hours
	Seventh Grade	2 1/2 hour
	Eighth Grade	2 1/2 hours

(Totals are a combination of Judaic and General Studies.)

## Learning Guidelines and Behavior Policies

### *The Learning Philosophy of Solomon Schechter Day School:*

Teaching and learning is conducted in a supportive and safe environment based on a Jewish foundation with emphasis on our core values and with consistency, mutual respect, in partnership with parents, and with cooperative communication throughout the Solomon Schechter community.

The Solomon Schechter Day School staff has high expectations for student achievement and conduct. We believe students learn best and behave responsibly if we, as adults, encourage and reinforce responsible behavior, develop and promote the growth of self-discipline and problem solving, and treat students in a positive and respectful manner.

In our classes there is an emphasis on working cooperatively and developing social skills, which will help children interact positively with others at work and play. Clearly, students are expected to follow a code of behavior; the actions, attitudes and behaviors of teachers should consciously reinforce these expectations and provide a positive learning/teaching environment where such expectations are promoted and actively modeled. Our school personnel have committed to the following as priority promises to our students:

- Foster a love of learning both Jewish and general; provide a happy, friendly and nurturing atmosphere for students;
- Respect the individuality of children and provide opportunities to meet the needs of all students;
- Provide varied and diverse learning activities to promote creative and critical thinking skills and challenge all students to achieve to their greatest potential;
- Recognize that accenting the positive before resorting to the negative is the best discipline plan; provide positive reinforcements on a regular and individual basis;
- Treat all children with patience, consistency and fairness.

*All students at Solomon Schechter Day School are expected to conduct themselves in a manner that serves to improve the spiritual, social, and educational atmosphere of the school. Our goal is to maintain an environment conducive to teaching and learning, including a fair and consistent way of dealing with behaviors that may interfere with teaching or learning.*

We share the responsibility, with our parents, of encouraging and reinforcing appropriate student behavior. The best learning environment will be one in which *all members* show respect for one another and accept responsibility for their actions. It is extremely important that students understand and accept their role, in partnership with school personnel, to ensure that a positive environment is developed and maintained.

### School Hours

Harold Guller Lower School (K-4)      8:30 a.m. - 3:30 p.m.

Movitz Upper School (5-8)              8:00 a.m. - 3:30 p.m.

Starting **Friday, October 31, 2008** school will let out at 2:30 p.m. on Fridays.

**Dismissal at 3:30 pm returns March 27, 2009.**

### Extended Day and After School Enrichment

Please look for pre and post care sign-up forms, which will be sent via mail.

### Attendance

School attendance and success in school go hand in hand. Make every effort to have your child in school every day, all day, when he or she is well.

It is important for students to arrive at school on time. Students arriving late to school disrupt the class and successful learning. Any student arriving late for school must be accompanied to the office by a parent/guardian to be signed in. Students can then go directly to their scheduled class or *tefillah*.

Similarly, it is important for all students to remain in school all day. If at all possible, do not schedule doctor's appointments during school hours. Students who have to leave the school prior to normal dismissal time must bring a note from you indicating the reason and the time. The note should be turned in to the classroom teacher upon their arrival to school. Please come to the office in order to sign your child out. At that time your child will be notified to meet you in the office. No child may wait outside the building to be picked up.

If a student or a carpool will be late, please call the school office immediately. After a child is tardy three times, parents will be notified. When a child returns to school following an absence, he/she needs to present a note from the parents to the teacher explaining the reason for the absence. Missed assignments, due to illness, will be prepared by the teacher and left in the office if requested by the parent by 10:00 a.m. Middle School students' homework will be prepared by a "Homework Buddy" and posted in the Middle School hallway for pickup.

Anticipated absences should be communicated well in advance in writing to the school office; it is best not to plan extended vacations while school is in session. It is very difficult for teachers to anticipate all the work that will be missed and all of the assignments that will be given. Assignments to be completed during absences not related to illness will be given at the discretion of the teacher.

### Long-term Absences

Parents are asked to inform the school at least three days in advance if they will be out of town. Please send a note indicating how you can be reached and the name and phone numbers of those in charge of your children in your absence. This information will enable us to help your child continue his/her routine at school during the parents' absence.

### Dismissal

We have two 3:30 p.m. dismissal zones set up for Lower School students, one for "Cruisers" and one for "Shmoozers". The two zones operate under slightly different regimens.

- The "Cruisers" zone is set up to have the students dismissed directly from the Levin Lobby. In this zone, drivers stay in their cars or vans, and approach in a single-file line. Children are to check out with the teacher on duty as they exit the building. Students should remain in the front of the building until they are escorted to their carpool.
- The "Shmoozers" zone is set up for children to be checked out by staff on duty in the Kranzberg Connector and then walk directly to their carpool.

Carpools in both zones are assigned special numbers that should be known by each family and student. Specific patterns of entrance and exit from the B'nai Amoona campus are established for each zone. For safety's sake, always drive slowly (under 15 m.p.h.) on school grounds.

After 3:45 p.m., students whose carpools have not arrived are taken directly to aftercare.

### Parking

Please do not park your car and leave it unattended along the curb of the school. Cars should be parked in the designated parking areas, avoiding reserved spaces.

### Lunch

Lunches brought to school by the students must be dairy and pareve. All bread and baked goods must be made with 100% vegetable shortening only. Please do not send cans or glass bottles. Please make sure food containers are easily opened by your child.

Milk can be purchased on a semester basis.

A hot lunch program is available for purchase. Menus and prices will be distributed on a monthly basis in Friday Folders. Returning lunch order sheets by the requested date will insure our timely ordering of lunches.

Occasionally, special holiday lunches are served by the school or by the Parents' Association. Students do not bring lunches from home on these special days. These dates will be published in the Shabbat Shalom. We try to accommodate dietary restrictions. Please notify the office of food allergies or vegetarian lunch needs.

If a child forgets his/her lunch, a parent may bring one to the office prior to the lunch period. There are selected items in the office for emergencies; ie, pretzels, applesauce, and juice. You will be billed for the cost.

A well-balanced lunch is helpful to a child's day. We encourage parents not to send candy or heavy sweets. Fruit and other natural sweets make an excellent substitute. Only Middle School students are permitted to bring soda for lunch, however, *sodas may not be purchased at school for lunch.*

### **Bringing Money to School**

If money is required to be brought to school for any authorized reason, please send a check (not cash) in a sealed envelope marked with the child's name. Your child's homeroom teacher will collect any money that is brought to school, unless these monies are specifically requested to be returned to the school office.

### **Lost and Found**

Children's belongings should have name tags or other identification. Any belongings, which are left by a child and are found, are kept on a Lost and Found table in the north hallway under the stairwell. Unclaimed items will be donated to charity at the end of each semester.

The school cannot assume responsibility for lost property. Belongings of students are not generally locked, and therefore, valuable items should not be brought to school.

### **Communication**

At Solomon Schechter Day School, the education of children is a cooperative venture with many partners. Parent/Teacher conferences, Parents' Association meetings, Board of Trustees and committee meetings, Friday Folders, Shabbat Shalom weekly newsletters and other school written communications are part of our ongoing educational expectations.

In order to provide the most effective education, it is important that questions regarding a child's education, or the school, be directed through the appropriate channels:

1. A parent wishing to talk to a teacher should request a phone or in-person conference either through the Friday Folder, a note to the teacher, or a voicemail or e-mail to the teacher. We respect the personal time of faculty and administration and strongly urge parents to avoid contacting them at home.

2. If the parent is unable to send a note, he/she should call or email the teacher; the school office, will only relay a message directly to the teacher in the event of an emergency.
3. All communication should take place during the school day unless it is an emergency.
4. The teacher will make all reasonable attempts to respond promptly, and within twenty-four hours.
5. Matters dealing with a child's performance in class, the child's interaction with his/her peers, questions about classroom studies or classroom management should first be discussed with the teacher or staff member.
6. If the parent or teacher has any concerns, which have not been resolved, the Director of General Studies or Hebrew Coordinator may then be contacted for assistance.
7. All matters regarding the Head of School should be presented to the President of the Board of Trustees. All other concerns should be communicated to the school administration.

In order to ensure proper handling of each concern, it is important that meetings with the administration be scheduled in advance. Administrators are unable to have such discussions in the hallway or without advance notice.

### **Conferences**

In addition to regular progress reports, Parent/Teacher conferences are scheduled by the school in the fall and spring. Please note the dates of these conferences on the school calendar.

### **Progress Reports and Report Cards**

Progress Reports and Report Cards are a teacher's appraisal of the student's performance in all facets of the school program. It is a means to evaluate students based on the specific goals of our school and the individual classroom. It gives a picture of the academic performance of your child over the reporting period and can be used to clarify expectations for both parents and the child.

Lower School Report Cards are distributed two times a year - in January and in June. Upper School Report Cards will be issued on a trimester basis. Older students often review Report Cards and/or Progress Reports with their teacher prior to them being sent home. This provides students with an understanding of their teachers' evaluations and an opportunity for teachers and students to define goals for the coming period. This sharing time can also provide teachers with greater insight and understanding of the child.

### **Student Records**

We must have certain permission and release forms on file to operate legally and effectively. Some of these must be updated annually.

Forms include: emergency medical, health and inoculation, publicity release, field trip permission, and permission to pick up.

No files will be released to outside sources without your written permission; *student pediatric and immunization forms cannot be released by the school under any circumstances*, due to HIPA regulations.

## **Friday Folder**

Every Friday, all students take home a folder, which may include a Weekly Report, class newsletters, and sample student work and provides a system by which teachers and parents can share ideas, concerns, and questions. This folder keeps parents abreast of the classroom curriculum and the child's performance. Parents are asked to sign the Weekly Report and return the folder with the child on Monday.

## **Messages**

Students cannot be summoned to the telephone during the school day. If a parent needs to communicate a message to his/her child, please call the office and leave a message. The office will deliver the message through the teacher. Calling the office as early as possible is advisable.

## **Snow Days**

In the event of snow or inclement weather, cancellation announcements will be recorded on the school phone line, posted on our website ([www.solomonschechter.org](http://www.solomonschechter.org)), broadcast on KMOX radio (1120 AM), and local television stations.

## **Emergency Form**

Parents are asked to sign a form providing the school with pertinent information required in the event a child is in need of emergency treatment. Should the school be unable to locate one of the parents in the event of emergency, other relatives and/or friends on the form will be contacted. In a medical emergency, 911 will be contacted first, and the parent contacted next.

## **Classroom Observations**

Parents are welcome to observe in the classroom during the school year. Appointments to observe a class should be made through the school office prior to the date of the desired visit.

## **Assemblies**

Parents and friends are invited to special school assemblies and programs. These include holiday celebrations, all-school performances, *Rosh Chodesh* programs, and many others.

## **Back-To-School Nights**

Early in the fall, the school schedules evenings to provide parents with an opportunity to meet teachers, visit classrooms and to learn about the educational programs being offered to their children. All parents are encouraged to attend.

## **Room Parents**

Each class at Solomon Schechter is enriched by parental involvement and support. Activities are made more special with the involvement and participation of parents.

To help coordinate these parent efforts in teamwork with the school and teachers, Room Parents have been recruited by the Parents' Association and serve for the entire school year. They will call you to enlist your assistance and participation. Parents with special talents, skills, and ideas for enrichment are asked to make them known to the Room Parents and/or the teachers. Each class has at least one Room Parent. Room Parents are expected to attend meetings of the Parents' Association.

## Tradition

### A Jewish Home

Solomon Schechter Day School espouses a focused vision of the essentials of a meaningful Jewish life and a vibrant Jewish school. To maximize the effectiveness of a Schechter education, it is expected that all parents take their own Jewishness seriously. We strongly recommend on-going Jewish education and community involvement for our parents.

We also strongly encourage every Jewish home to resonate with the practices and values essential to a strong Jewish identity. These include keeping kosher, the celebration of Shabbat and holidays, daily prayer and daily learning. Jewish values and attitudes of hospitality, kindness, hopefulness and thoughtfulness should radiate from the home.

### Ivrit

Solomon Schechter Day School is a dual-language school. Our students receive perhaps the most comprehensive instruction in second language available in the St. Louis area. In order to promote maximum language acquisition, Hebrew is used as a language of communication in a variety of settings - always for the sake of teaching the children and promoting their abilities as bilingual learners, including the regular use of Hebrew terms. Many of our parents have little or no background of Hebrew. You are not alone. If there's something you see in *Ivrit* that you need to know in English, just ask!

### Shabbat and Yom Tov

At Solomon Schechter we try to set the mood for the arrival of *Shabbat* through special class activities on Friday and through special dress (see attire).

During the months of November through February when the days are short, the entire school is dismissed on Friday at 2:30 p.m. to enable preparation for *Shabbat*.

School is never in session on *Yom Tov*. The days of *Yom Tov* are two days of *Rosh HaShanah*, *Yom Kippur*, the first two days of *Sukkot*, *Shmini Atzeret*, Simchat Torah, the first two and last two days of *Pesach*, and two days of *Shavuot*. Homework will not be assigned during these times.

Do not schedule birthday parties and other outside-of-class activities on *Shabbat* or *Yom Tov*. (This means dusk on Friday through dark on Saturday, or for *Yom Tov*, from dusk the preceding evening to dark on the last day.) Friday candle-lighting times will be published in the *Shabbat Shalom* each week. *Shabbat* begins at candle-lighting Friday night and ends one hour later on Saturday evening.

### Tzedakah/Chesed

The teaching of *Tzedakah* and *Chesed* is a major aspect of our program and reflects a major Jewish ethical teaching. We provide students with an understanding of the concepts of *Tzedakah* (doing justice or right) and *Chesed* (loving-kindness), and provide many experiences which enable students to perform acts of *Tzedakah* and *Chesed*.

One form of *Tzedakah* is giving money which is distributed to various charities. Students are encouraged to contribute money on a daily basis in order to develop the habit of giving. Each class develops its own method of collecting *Tzedakah*. Students are involved in the decision as to which charities will receive the money.

Each year the school, as a whole, undertakes a variety of *Chesed* projects. These projects become a joint effort of students, teachers, and parents. Past projects include a food drive, a toy drive, flood relief, help for Israeli soldiers, and environmental beautification. The Middle School has an ongoing program of community service called *Tikkum Olam* ("Repairing the World").

### **Jewish Learning**

A commitment to Jewish growth through Jewish learning is strongly encouraged for all Schechter family members. We encourage all parents to enroll in classes at synagogues, the Central Agency for Jewish Education (CAJE), or the Florence Melton Adult Mini School. Our community is blessed with a wide variety of lectures and workshops throughout the year. At school, parent-learning opportunities are associated with each of the grade level celebrations such as *Chagigat haChumash* (*Kitah Gimel* – Grade 3) and the *Shabbaton* (*Kitah Hay* – Grade 5.)

### **Kashrut and Kosher Foods for School Activities and Birthday Parties**

As a Solomon Schechter school we affirm the importance of *Kashrut* (keeping kosher) as an important mitzvah and as an essential component of religious discipline, ethical responsibility and spiritual growth.

All school-sponsored functions, both on the school premises and off, must be kosher according to accepted community standards of supervision. We ask students to bring kosher dairy or *pareve* lunches only; do not bring meat, meat products, or any products which contain non-kosher ingredients.

Baked goods for school events must come from an approved kosher bakery or bear an appropriate indicator of "Kashrut". All baked goods must come from a nut-free facility. In addition, all cooking utensils must be new.

It is the practice of the school to use cheeses and wine products which have Rabbinic supervision only. If there are any questions regarding *Kashrut*, they may be referred to the Head of School or Assistant Head of School. The Rabbinic Advisory Committee oversees the *Kashrut* policy of the school.

Birthdays are a special time in children's lives. We welcome children sharing this occasion with their classmates. Individual treats such as fruit or cookies or cupcakes may be taken to your child's class. (*Please do not send cakes or cookie cakes as they require valuable class time to serve*). Please contact the child's homeroom teacher in advance. All food distributed at school must be kosher. Dairy foods may not be eaten on afternoons after meat hot lunches. The needs of students with allergies in a classroom should also be considered when bringing a birthday treat.

Birthday party invitations should include all students – or all the boys or girls in the class. Please do not let any child feel left out. Please do not schedule birthday parties on *Shabbat* (sunset to sundown) or on *Yom Tov*. This applies during summer months as well.

We urge all members of the Schechter community to be sensitive to each other's beliefs and practices outside of school as well. When classmates and parents are personally invited to each other's homes, we hope that provisions will be made to meet everyone's needs. This applies during the summer months as well.

Finally, in an effort to cut down on the amount of sweets children receive at school, the following guidelines have been established:

1. In general, parents need to talk to their children about their own dietary needs and put in writing any specific dietary needs for the office and the teachers. If alternatives are needed for food being served in class, the parent is responsible to contact the teacher and possibly provide an alternative. Please remain aware of any food allergies in your child's classroom and help to bring only "safe" snacks.
2. Although sweets may be brought for children's birthday class parties, desserts in lunches, or for very special occasions, healthier treats are always encouraged.
3. Students may not use the soda or candy machines *during the school day*.
4. Rewards and celebrations for other events and activities should be healthy food choices, or, better yet, games, activities, stickers, opportunities to help the teacher, etc.

### Attire

**Students take P.E. daily:** Clothing must allow for movement. Gym shoes must be worn daily or kept in school. "Cross Trainer" type gym shoes are best. Gym shoes must have appropriate non-scuffing soles.

**Shoes (other than P.E.):** Shoes must go around the foot to be safe and secure. "Cros" are allowed, as well as sandals with straps that go around the foot. "Shower-type" plastic flip-flops are not allowed.

**Tops:** All tops must cover the chest, stomach, and back, and be thicker than "spaghetti straps" on the shoulders.

T-shirts are allowed as long as they have sleeves (short or long) and have school-appropriate language and images on them. They must be in good condition with no rips, tears or holes.

**Pants/Skirts/Shorts:** Pants must be in good condition in general – clean hem lines from top to bottom. Small decorative rips or fabric designs are allowed if they are below the knees. Boys' pants must cover the backside and be free from significant sagging. Belts are strongly encouraged.

Shorts must be half-way down the thigh.

Skirts must be  $\frac{3}{4}$  the length of the thigh.

Writing on the seat of any pants or shorts is not allowed.

Students are *strongly* encouraged to wear pants once the weather becomes cooler in the fall/winter.

**Climate Variations:** We will ask students to attend class in indoor clothing and hang up outdoor clothing such as caps and jackets. **Please send a sweater to keep at school if your child gets cold.**

**Gan:** Each kindergarten child needs to keep a complete change of clothing, appropriate to the season, at school. Please remember to update these clothes as the weather changes.

**Head Covering:** Boys wear a *kippah* throughout the school day, except during P.E. and recess. Girls are welcome to wear a *kippah* if they choose. We also request that all Jewish male visitors have their heads covered. We discourage the sharing of *kippot*. We recommend labeling your child's *kippot* or purchasing a personalized *kippah* for your child. We suggest that your child keep an extra *kippah* or two in his desk. You will be billed for replacement cost for each *kippah* given from the office. Boys should wear *kippot* at all school performances. Be proud! On field trips boys must wear a *kippah* or cover their heads with a cap (if appropriate).

## **Shabbat and Rosh Hodesh:**

These are special days to recognize. Students should dress appropriately.

**On Shabbat:** Girls should wear appropriate dresses/skirts for Shabbat. Tops must adhere to general dress code guidelines as stated above. Boys must wear slacks in good condition. Shirts must be collared and worn with a tie.

**On Rosh Chodesh:** Students who are leading the service, as well as those being called up to read Torah should be dressed in Shabbat attire.

## **Student Welfare**

### **Counseling**

A school counselor, provided under the auspices of Jewish Family and Children's Services (JF & CS) serves Solomon Schechter Day School. The school counselor works with individual students, groups of students, teachers, administrators, and parents on interpersonal, social and school issues relating to school.

When concerns about an individual child arise in the classroom, the counselor may be called upon to provide guidance and counseling. The counselor or teacher will notify parents before initiating a course of individual counseling.

### **Fire, Tornado, Earthquake, and Safety**

Safety drills are scheduled regularly throughout the school year. Children and staff are fully instructed in all cautionary regulations to provide for maximum safety.

School security demands that doors to the building be locked during school hours and access supervised. Please enter the building only through the Levin Lobby so that Solomon Schechter Day School staff can buzz you in. Although the playground door is currently connected to our office buzzer system, parents are asked to walk around to the Levin Lobby in order to sign-in and wear a visitor badge to ensure greater school safety.

## SOLOMON SCHECHTER DAY SCHOOL

### HEALTH PROMOTION POLICY

The School shares the responsibility with parents/guardians in the control of communicable diseases and the handling of illness that occurs during the school day. The School also shares the responsibility for educating students, families and staff about the value of immunizations and communicable disease control.

### PHYSICAL EXAM REQUIREMENTS

The School requires a physical examination at the time a student first enrolls and when entering kindergarten, 4<sup>th</sup>, and 7<sup>th</sup> grade. The physical exam must have been done by the student's health care provider and dated on or after August 1<sup>st</sup> of the previous year to be valid for this school year.

### IMMUNIZATIONS

*The following is required for school attendance:*

The Department of Health Rule requires children to be appropriately immunized at the time of enrollment. Students must have a statement, certificate or record from a physician or health facility that verifies the type of vaccine, month, day and year of administration.

*Are there any exemptions to the above rule that will be honored by the School?*

The following list gives exceptions to the above rule:

- **The student is in the process of completing the immunizations required and has a return appointment scheduled with the health care provider to do so.**

**In this instance,**

A parent **MUST** obtain a Department of Health Immunization In Progress For (Imm.P.14) which has been signed by the physician or Public Health Nurse that shows that the student is in the process of completing the immunization(s) required and has a return appointment scheduled with the health care provider. The form **MUST** be on file at the School.

- **The student cannot receive the immunization for medical reasons**

**In this instance,**

1. A parent **MUST** obtain a Department of Health Medical Immunization Exemption Form (Imm.P.11A) which has been completed and signed by a currently licensed and practicing pediatric practitioner, family practice practitioner or pediatric osteopathic practitioner certifying that either the immunization would seriously endanger the student's health or life OR the student has documentation of laboratory evidence of immunity to the disease(s) in question.

2. An explanation for the exemption from one of the practitioners listed in the previous paragraph (number 1) must accompany the form and **MUST** be on file in the School Office.

NOTE: For those students who have a history of having had measles, mumps or rubella disease and have not been immunized, unless laboratory testing has been done to confirm the fact that the student is immune to the disease, immunization against the disease is required.

*What if a student is not immunized due to an exemption and there is an outbreak of disease?*

In the event of an outbreak or suspected outbreak of a vaccine preventable disease (like measles, mumps, whooping cough, rubella) and a student is not immunized due to an exemption as described in the previous section, the student will be excluded from school for their own protection and that of other students until the medical emergency has ended as determined by the local health authorities or until the student has received the appropriate immunization(s). The School will follow the control measures instituted by the local health authority. Should a student be exempted due to the fact that laboratory evidence indicates immunity to the disease, that student can continue to attend school during the medical emergency period.

*What records will be maintained by the School?*

The School will maintain an individual health record for each student. The School will follow the Healthy Foundations Policy on Confidentiality and, when applicable, the U.S. Department of Health and Human Services Health Insurance Portability and Accountability Act (HIPAA) with regard to release or disclosure of protected health information. An ongoing review of immunization records will occur in order to ensure continued compliance. The School will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law and avoid school exclusion.

## COMMUNICABLE DISEASES

### General information

According to Missouri law, it is unlawful for any child to attend school while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it. The School may require any child to be examined by a health care provider if they believe the child can infect others.

- A communicable disease is defined as an illness or disorder that can be transmitted in various ways from a person or animal to another person, either directly or indirectly. Missouri statutes list those diseases that **MUST** be reported to the Department of Health, usually by physicians or public health medical staff but may be done by School officials, and refers to these diseases as "reportable". The more familiar "reportable" diseases that may be encountered in the School setting include Chickenpox, Fifth Disease, Pediculosis (Head lice) outbreaks, Scabies and the vaccine-preventable diseases.
- Other diseases are communicable but are not listed as "reportable" by the Department of Health. Examples of these diseases that may be encountered in the school setting include impetigo (a skin infection), conjunctivitis (pink-eye), ringworm (a fungus infection), strep throat, pinworms, mononucleosis and influenza-like illness or the flu.
- If an outbreak of a *reportable* communicable disease occurs in the School as defined by State Statute, the School will notify parents/guardians, as appropriate.
- Parents/guardians are expected to report to the School the incidence of any communicable disease occurring in the home: both those that are reportable by State statutes and those that are not reportable to the State.

- The implications of a child with a chronic infectious disease attending school will be carefully evaluated on an individual basis when and if the need arises. Consultation with the appropriate professionals involved will occur before arriving at a decision.

*What measures will be used to reduce the occurrence or spread of communicable disease in the school setting?*

- Good handwashing is required and is the single most effective way to reduce the spread of communicable disease. Staff will be instructed on proper handwashing technique and frequency that includes before and after toileting or assisting a child with toileting, before food preparation or the serving of food and at other times as needed. Students will be taught proper handwashing techniques and will be encouraged to use these techniques before and after toileting, before and after eating, preparing or serving food and at other times throughout the day when the need arises.
- Universal precautions will be used as a means to minimize the risk to staff and students from diseases that are caused by exposure to blood and/or body fluids that may contain blood.
- Disposable gloves must be worn when exposure to blood and/or body fluids containing blood is anticipated or when the caregiver has open cuts or lesions on or around the hands and/or fingers. Use of disposable gloves in situations requiring contact with body fluids other than those containing blood will be at the discretion of the caregiver. Caregiver refers to staff, faculty, volunteers and students. Following removal of gloves, good handwashing must occur.
- Any open lesions or breaks in the skin (student, staff or faculty) are to be covered.
- Any and all surfaces that come in contact with body fluids, including those areas used for changing soiled clothing, should be cleaned promptly with soap and water followed by disinfecting with a bleach solution or comparable product.
- Disposable towels, tissues and other items will be used whenever possible.
  - Soiled disposable materials will be discarded in plastic bags that have been double bagged and tied securely.

**NOTE:** Adherence to good handwashing technique and compliance will be monitored by the School Nurse on a regular basis. Modifications in the rules and circumstances requiring the use of gloves may be made, as needed, to ensure compliance with the Policy.

## **ILLNESS MANAGEMENT**

### *General information*

- The parent/guardian or designee shall be contacted when signs of illness are observed in a child during the school day. (For more information, see page 4: When should a child stay home or be sent home due to illness”).
- Whenever possible, the ill child shall be kept isolated from the other children until the parent/guardian arrives but will be closely supervised by designated School staff so that changes in the child's status will be noticed readily.

*When should a child stay home or be sent home due to illness?*

Each child should be given individual consideration as to their ability to remain in school and participate fully in the educational day. The School may require a written note from a licensed health care provider before the child can return to School. Due to HIPAA regulations, this may require that the note be picked up from the health care provider's office by the parent/guardian and hand delivered to the school. The School will recognize the need for HIPAA compliance in all circumstances involving exchange of protected health care information.

If a child exhibits any of the following symptoms, they must stay home or, if at school, be sent home:

1.     **Exclusion:** Fever defined as temperature of one hundred degrees Fahrenheit (100.4 F).  
      **Return:** When otherwise well and has been free of fever for 24 hours.
  
2.     **Exclusion:** Diarrhea is defined as more than one abnormally loose or watery stool, decreased form in stool, or increased frequency of passing stool that is not associated with changes in diet or medication or stool that is white or gray or contains blood not explainable by dietary changes, medication, or hard stools. Children with a diarrheal illness should not be in school.  
      **Return:** Once the diarrhea resolves, when the child seems otherwise well, and when stool cultures, if indicated, are negative. Children whose stools remain loose but who are otherwise well and whose stool cultures are negative need not continue to be excluded. When the origin of the diarrhea is in question, an explanatory note from the child's health care provider will be required by the School before the child returns.
  
3.     **Exclusion:** Uncontrolled coughing or difficult or rapid breathing.  
      **Return:** When the cause for the symptoms has been identified by a health care provider, the child is on appropriate treatment, and the child is well enough to participate fully in the educational day. An explanatory note from the child's health care provider may be required by the School before the child returns.
  
4.     **Exclusion:** Redness or yellow color of the eyelids or lining of the eyes, irritation of the eye, swelling of the eyelids or crusting, discharge or drainage from the eye, increased tearing, sensitivity to light (one or both eyes may be affected with any of the symptoms)  
      **Return:** When the cause of the symptoms has been identified by a health care provider, and the child has been on appropriate treatment, if indicated, for 24 hours, and there is no drainage, unless the cause for the drainage is linked to a blocked tear duct or allergies. In the case of blocked tear duct(s) or allergies, an exception to this exclusion may be made if there is a current note in the School health file from the child's health care provider that the child has a blocked tear duct (applicable to children up to nine months of age) or allergic conjunctivitis. In all other cases of eye symptoms described under the exclusion section, an explanatory note from the child's health care provider may be required by the School before the child returns.
  
5.     **Exclusion:** Drainage from the ear(s).  
      **Return:** When the cause of the drainage has been determined by a health care provider, and the child has been on appropriate treatment, if indicated, for 24 hours, and there is no drainage. An explanatory note from the child's health care provider may be required by the School before the child returns.
  
6.     **Exclusion:** Unusual skin spots or rash or areas that are crusted or yellow or dry or gummy or draining or blistered or yellow color to the skin.

- Return:** A note from the child's health care provider may be required before the child returns to school indicating that the cause of the rash has been identified, that the child is not contagious and the child is able to participate fully in the educational day. If the cause of the rash is contagious and medication has been prescribed, in addition to a note from the child's health care provider, the child is to have been taking the medication for a full 24 hours.
7. **Exclusion:** Sore throat or trouble swallowing  
**Return:** When the child has been on appropriate treatment for 24 hours, without fever for 24 hours, and is able to participate fully in the educational day. An explanatory note from the child's health care provider may be required by the School before the child returns.
  8. **Exclusion:** Headache with stiff neck  
**Return:** When evaluation by a health care provider finds no evidence of a communicable disease, or, if communicable, 24 hours after appropriate treatment has been initiated and the child is no longer communicable and is able to participate fully in the educational day without discomfort or fever.
  9. **Exclusion:** Vomiting illness (two or more episodes of vomiting in the previous 24 hours)  
**Return:** When the child has been free of vomiting, resumes normal activities and diet for 24 hours, and is free of fever for 24 hours. A note from the child's health care provider may be required before the child returns to school indicating that the cause of the vomiting has been identified, that the cause is not contagious and the child is able to participate fully in the educational day.
  10. **Exclusion:** Severe itching of the body or scalp or scratching of the scalp that may be symptoms of lice or scabies.  
**Return:** If the child has head lice, the Head Lice Policy will be followed. If the cause of the symptoms is unknown, a note from the child's health care provider will be required before the child returns to school indicating that the cause is not contagious, the child is able to participate fully in the educational day, and the child has been on treatment, if indicated, for 24 hours or longer, depending on the nature of the condition.
  11. **Exclusion:** On-going, severe, recurrent pain that interferes with school performance or may be indicative of a more serious health problem  
**Return:** When the cause of the pain has been identified by a health care provider, treatment has been initiated, and the child can participate fully in the educational day. A note from the child's health care provider may be required before the child returns to school.

### HEALTH SCREENING AND REFERRAL POLICY

In order to optimize a student's learning potential, health-related barriers must be identified. Early diagnosis and prompt follow-up/treatment are essential and are part of the school health screening program. The health screening program is intended to augment services offered through the existing health care provider and is not intended to take the place of services already established. Screenings are not complete examinations and are not diagnostic in nature but are beneficial in determining if any students are in need of further evaluation.

The School Nurse will arrange the screening programs. The screening program will include assessment of hearing, speech and language, vision. Height, weight and blood pressure readings will be done periodically as a matter of routine and as needed. ONLY students whose parent/guardian has provided a signed consent will be screened.

A letter will be sent from the school to all parents/guardians before each screening, informing them of which screening will be done and when it will occur. Once all information has been compiled, if the screening indicates the need for further assessment or follow-up, a report will be sent to the parent/guardian. Individual health records will document results of the screening, referral and follow-up. To facilitate this process, parents/guardians are asked to inform the school when re-screening or follow-up assessment has been completed.

### CONFIDENTIALITY POLICY

Individual health records are maintained by the School in order to provide children with the most appropriate health care while in the School setting. Information regarding children and their families is essential for the assessment, intervention and management of health-related concerns. Healthy Foundations is committed to the idea that the rights of children and their families will be safeguarded by maintaining confidentiality of health information and records, utilizing the "need to know" mandate of the law to share educationally relevant issues.

1. School health records are to be maintained separately from the student's academic record in a locked file cabinet in the School Office.
2. In the event of a medical emergency, access to relevant health information from the student's health file will be limited to the Acting Head of School or designee. Critical information will also be kept in the student's academic file. This information will include emergency contacts, physician information, consent to treat in the event of an emergency, allergies, list of medications currently being taken, hospital preference, date of last diphtheria tetanus booster, insurance information, and any other information that would be essential to the care of the child.
3. Communication between the School and the parent must include updates to the essential information noted in #2 when that information changes. The School will request an update yearly.
4. The School health record (the record itself) is considered to be the property of the health care provider who is entering information based on student/family contacts, screenings, etc. As the "owner", the health care provider is responsible for the maintenance and security of that record.
5. There are situations when confidentiality must not be maintained. If at any time a student shares information that indicates that the student is at imminent risk of harm or is a danger to him/herself or others, that information must be shared with those who need to intervene in order to protect the student (i.e. parent, school administrator, health care provider).
6. Only the School Health Coordinator or designee, the School Health Coordinator's supervisor, and the Healthy Foundations Medical Director may have access to health records without written consent of the student's parent unless the student is of the age of majority or is an emancipated minor. Should that be the case, the student maintains the right to consent for access to the health record by other than the School Health Coordinator or designee, the supervisor of the School Health Coordinator, and the Healthy Foundations Medical Director.
7. The health file can be reviewed by the parent upon request, in writing, to the School Health Coordinator, who will arrange a mutually agreed upon time for this. Should there be a situation where custody of the student has been awarded to only one parent or someone other than the parent, it may be necessary to clarify the status of legal authority before a health record can be reviewed. A student who is not of the age of majority or is not an emancipated minor may not review his/her health record without the consent of the parent.

8. Release of information contained in the medical record to third parties will only be done with the written consent of the parent, or, in the case of the student who is of the age of majority or an emancipated minor, with written consent of the student. Exceptions to this include health records that are subpoenaed by a court action or review necessitated by Department of Social Services, Division of Family Services involvement.

### ILLNESS AND INJURY POLICY

The School bears the responsibility for handling injuries and sudden illness that occur at school, on school property, or during school-sponsored activities. This includes giving first aid and notifying the parents or other responsible parties. However, the School is not responsible for further treatment or medical expenses beyond the administration of first aid.

1. The School will provide immediate and temporary first aid to ill and injured students.
2. The School will have information on file for each child. This information will designate a contact person who is to be notified in the event the parents cannot be reached. In addition, the information will include the name of the child's physician, hospital of choice, and other important information (allergies, medications, etc.).
3. When illness or injury occur, the staff providing care will document information such as the timing and sequence of events, assessment made, condition of the child, and any care given. This information can be made available to parents or physicians upon request.
4. The decision to allow the child to continue the educational day or exclude from school will be made based on the nature of the illness or injury and symptoms. The Health Promotion Policy will be followed.
5. Parents or other responsible parties will be notified immediately for appropriate instruction should care need to go beyond first aid. The School's responsibility to give treatment does not go further than treatment that is necessary to protect life and to comfort the child until additional treatment can be secured by the parent.
6. For the child's safety, School personnel will not transport an injured or ill student. If parents and other responsible parties cannot be reached, 911 will be called. In the absence of a parent, a staff member will accompany the student.
7. The School reserves the right to act as necessary in a life or death situation.

Resources used in the development of this Policy include Prevention and Control of Communicable Diseases, A Guide for School Administrators, Nurses, Teachers and Day Care Operators, Missouri Department of Health; Communicable Diseases In The School Setting, St. Louis County Department of Health; 2000 Red Book Report of the Committee on Infectious Diseases, American Academy of Pediatrics; Caring for Our Children National Health and Safety Performance Standards, American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care 2002.

### Medication Policy

At times it may be necessary to administer medication during the school day. Doing so will enable students to remain in school and participate to the fullest extent possible in the educational program. The

**Medication Policy** addresses those medications that are **NOT** included in the **SSDS Policy for Use of Protocol Medication**. Medications covered by the **Medication Policy** are those medications that require a physician's order to be administered by the school nurse or designated school staff. **Protocol Medications** are those medications given by the school nurse or designated school staff that do not require a physician's order. The guidelines for the **Policy for Use of Protocol Medication** can be found in a separate document.

*The term "licensed health care provider", which is used throughout this policy, refers to the child's primary health care provider and does not refer to the child's parent who may be a licensed health care provider. Medication orders from the child's parent who is a licensed health care provider will not be accepted.*

- A. The following is required before ANY medication (over-the-counter or prescribed) can be administered at School: **\*\*This applies to medications that are to be given for a period of time that exceeds 30 days\*\***
1. A signed Medication Consent Form from the parent/guardian to administer the medication as prescribed must be on file in the School office. Medication Consent Forms are available in the School office.
  2. In addition to the Medication Consent Form signed by the parent/guardian, one of the following must also be on file in the School office (Exception: See Note below):
    - a. A Medication Consent Form completed and signed by the child's licensed health care provider
    - OR**
    - b. A written note signed by the child's licensed health care provider giving the name of the student, name of the drug, administration schedule, duration of administration, reason for medication, route of administration and any other specific instructions.
    - OR**
    - c. A Faxed statement from the child's licensed health care provider giving the name of the student, name of the drug, administration schedule, duration of administration, reason for medication, route of administration and any other specific instructions.
  3. Medication orders from the child's parent who is a licensed health care provider will not be accepted.
- B. In the event a **prescription medication** is to be given for less than thirty days, only a signed consent from the parent/guardian to administer the medication is required, if the medication is brought to school in the container labeled from a pharmacy. The medication must be brought to the school in a container appropriately labeled by a pharmacist or physician. Example: The child is put on oral antibiotics for ten days.
- C. Medication Consent Forms, written notes, and/or Faxes from the child's licensed health care provider will be valid for one school year unless orders change. Should this happen, a new Medication Consent Form or written note, or FAX will be required.

D. In addition to the above noted information, the following medication guidelines apply:

1. The School will not administer the first dose of any medication. If the student has had the medication in the past but this is the first dose in a series of doses, the first dose will not be given at school.
2. The School Nurse will designate staff that will be responsible for the administration of medication. Those designated may not have had previous medical training. The School Nurse will provide training on safe and accurate medication administration, documentation and on-going follow-up.
3. All medication must be in the original container (example: over-the-counter medication such as is given for cold symptoms) or in a container that has been appropriately labeled by a pharmacist or physician (example: prescription medication such as an antibiotic). Since some students take medication at home and at school, the pharmacist can be asked to put the medication into two containers with one containing the supply for home and one for school.
4. Medication containers must contain only the amount of medication necessary for the doses to be given at school. For medication which is to be given once a day for two weeks, this generally means that 8-10 pills will be in the container depending on when the medication was started.
5. For medication which is to be given regularly for greater than one month, each time medication is sent, a one month supply should be sent. Example: The child takes one dose of medication each day at noon. The number of school days per month is calculated and that number of pills is sent in the appropriately labeled medication container.
6. When medication is brought to the School, it must be turned in to the office by an adult at the beginning of the school day where it will be stored in a locked cabinet, if refrigeration is not required. Parents/guardians are encouraged to count the medication before delivering it to school. No child is to have medication in the classroom unless it has been determined that the child can carry and self-administer medication. (See # 9)
7. All discontinued or unused medication must be picked up by the parent/guardian or disposed of by a School Administrator or designee at the end of the administration period or by the end of the school year, whichever comes first.
8. The classroom teacher may be notified by the School Nurse or designee when a child is placed on medication or when medication is discontinued unless an objection is submitted in writing by the parent/guardian to a School Nurse. A master list of all students will be maintained and distributed to all staff. This list will include pertinent information such as medications, allergies, and other considerations.
9. Consideration of **self-managed medication administration by a student**, whereby a student is permitted to carry and self-administer a medication which may be needed to treat a life-threatening situation during the school day, will be evaluated by the School Nurse on an individual basis. Missouri Revised Statutes, Chapter 167, section 167.627, will be used to

guide the decision. To begin the process, the child's health care provider will complete the Consent to Carry and Self-Administer Medication form and the health care provider and parent/guardian will sign the form which is then to be submitted to a School Nurse for consideration of the request. The specific requirements for allowing a child to carry and self-administer a medication are detailed on the back of the Consent to Carry and Self-Administer Medication form.

*\* The decision by the Solomon Schechter Day School to accept medication orders only if written by the child's licensed health care provider was based on official policy of the American Medical Association Council on Ethical and Judicial Affairs (CEJA); Opinion 8.19, "Self-Treatment or Treatment of Immediate Family Members".*

### **Policy for use of Protocol Medication**

It is anticipated that there may be situations which arise during the school day which necessitate treatment of a child for minor injury or unanticipated physical symptoms which develop or evolve unexpectedly in the school setting. Oftentimes, the injury or physical symptoms can be remedied with first aid treatment or over-the-counter, non-prescription medications and do not necessitate a significant loss of educational time.

1. Standard first aid protocols will be used to guide treatment of sudden illness or injury at school.
2. Guidelines for protocol medication administration, including indications for use, will be followed.
3. Protocols will be reviewed and modified as needed.
4. The medications/ treatments included in the protocols will be administered only with written consent from the parent/guardian. Consents will be renewed yearly.
5. Only one dose of a medication covered under the protocols will be given during any school day. If symptoms are not relieved, the parent/guardian will be notified.
6. The School will attempt to notify the parent/guardian in advance, when possible, that oral protocol medication is to be given so that the parent/guardian is aware of their child's complaint. This contact will also reduce the likelihood of medication being administered sooner than recommended. It is most important that a parent/guardian notify the School office if a medication was given to their child before school, other than that which is taken regularly.
7. Personnel designated by the School Administration to administer the medication/ provide treatment following protocols will maintain documentation on each child who requires treatment or medication covered under the protocols.
8. The parent/guardian may review the standing orders and protocols which will be kept on file in the School office by contacting the School Administration or designee.

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