



# ***Parent/Student Handbook***

**2022-2023  
5782-5783**

Parents: Please read through this following Handbook, Photo Permission Form, and Student Emergency Information. You will need to sign the Handbook Acknowledgement Form, Photo Permission Form, and Universal Field Trip Form, and sign and complete all necessary information on the Student Emergency Information Form.

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# The School

## MISSION

Schechter nurtures and inspires the next generation of creators and thinkers to make positive change in the global community through dynamic, forward-looking models of education guided by Jewish principles and values.

## VISION

The Solomon Schechter Day School of Greater Hartford graduates students who are bold, creative, resilient and flexible; students who know how to ask questions and learn, who are guided by a solid moral compass and a sense of urgency to improve the world. Schechter graduates will be positioned to contribute in a meaningful way to both the Jewish and American communities and be outstanding role models for goodness.

## SCHECHTER CORE VALUES

Schechter Core Values guide behavior and decision making on all levels of the school community. Each individual member of the Schechter community agrees to uphold these Core Values. Please take the time to read them carefully and discuss them with your children.

### ***Hokhmah* – חכמה – Wisdom**

Deep learning happens both between teacher and students as well as among peers. Our students transform knowledge into wisdom by learning to think through multiple perspectives of an issue, ask complex questions and present thoughtful responses and solutions. Schechter develops students' ability to live with uncertainty, to embrace wonder and know that not everything demands concrete answers.

### ***Lev Tov* – לב טוב – Good Heart**

The habits of the heart developed at Schechter are extended beyond our walls on a regular basis, providing our students with both the values and action necessary to live with a good heart. Schechter nurtures members of our community to develop deep empathy for all living creatures and the ability to be guided by that insight. Everyone deserves the opportunity to make amends and grow.

### ***K'lal Yisrael* – כלל ישראל – Community**

Our strength is rooted in the ideal that inter-personal connections and networks sustain individuals as well as communities. The Schechter community is multi-generational, cross-grades, reaching beyond the walls of the school to Greater Hartford, the United States, and the global Jewish community with deep connections to Israel.

## **NONDISCRIMINATORY POLICY**

The Solomon Schechter Day School of Greater Hartford admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities accorded to students at the school. The School does not discriminate on the basis of race, color or ethnic origin in the administration of education policies, admission policies, scholarships, or any other school-administered programs.

## **BOARD OF TRUSTEES 2022-2023**

### ***Officers***

President: Jason Kay

Chairwoman of the Board: Lauren Eisen

Vice President: Gayle Temkin

Treasurer: Jyll Shapiro

Secretary: Stefanie Ochs

### ***Trustees***

Max Beede

Jeffrey Cohen

Tali Kest

Riva Lewinter

Radenka Maric

Richard Schectman

Lauren Tafrate

Henry Zachs

Jessica Zachs

### **A guide to our new classroom names**

Nitzanim/ניצנים (sprouts) EC2 • Shorashim/שורשים (roots) EC3-4

Ilanot/אילנות (trees) Kindergarten • Anafim/ענפים (branches) Grades 1-2 •

Alim/עלים (leaves) Grades 3-4

Nevatim/נבטים (buds) Grades 5-6 •

Perahim/פרחים (flowers) Grade 7 • Amirim/אמירים (treetops) Grade 8

# THE CHILD AT SCHOOL

## Daily Routines

### SCHOOL HOURS

#### Grades K-8

#### ***Monday, Tuesday, Thursday, Friday (EDT)***

Student arrival 8:00 a.m. – 8:20 a.m.

School day 8:30 a.m. – 3:30 p.m.

#### ***Wednesday (year-long), Friday (EST: November 12 - March 11)***

Student arrival 8:00 a.m. – 8:20 a.m.

School day 8:30 a.m. – 2:30 p.m.

Extended Day available until 6:00 p.m.

(3:30 p.m. on Short Fridays in the winter)

#### Early Childhood

#### ***Monday, Tuesday, Thursday, Friday***

Student Arrival 8:00 a.m. – 8:30 a.m.

Morning Program 8:30 a.m. – 12:45 p.m.

Full Day Program 8:30 a.m. – 3:30 p.m.

#### ***Wednesday (year-long), Friday (EST: November 12 - March 11)***

Student arrival 8:00 a.m. – 8:30 a.m.

Morning Program 8:30 a.m. – 12:45 p.m.

Full Day Program 8:30 a.m. – 2:30 p.m.

Late Afternoon Program 3:30 p.m. – 6:00 p.m.

(3:30 p.m. on Short Fridays in the winter)

### DROP-OFF

#### Punctuality

To give students time to greet their peers and get organized for the day, we recommend dropping off your children before 8:20 a.m. each day. **Punctuality is a life skill and a sign of respect for others (*Community – Klal Yisrael*), which is one of our core values.** Arriving late on a regular basis has a detrimental effect on a student's learning and disrupts the learning of other students. **We ask that you take this value to heart as you plan your morning routines.** Frequent and repeated tardiness may require a conference between student, parent and the school and may result in administrative action. Students are not considered tardy if their bus is late.

Students who arrive after the 8:30 bell should report to the office to sign in and obtain a late pass.

#### Students Arriving by Car

Families will pull into the "circle doors" (on the east side of the building), where they will be greeted by faculty and staff. They will enter through the circle doors and proceed to their classrooms. Classroom teachers will be there to welcome the students and help them get situated.

During the first few weeks of school, children in EC-Kindergarten will be escorted to their classrooms. As part of our efforts to help students become independent, we will encourage them to make their way to classrooms after that point.

### **Students Arriving by Bus**

Students will exit the bus at the front of the building and proceed down the sidewalk to the circle doors. They will be greeted by staff, enter, and go directly to their classrooms.

If the faculty/staff determine, at their sole discretion, that a student is unwell, the student will be escorted to the nurse's office to be assessed. If necessary, the child's parent(s) or guardian(s) will be called to promptly pick up their child(ren). The student(s) to be picked up will remain in the new designated (isolation) room adjacent to the nurse's office.

## **PICK-UP**

### **Early Childhood morning program**

EC students who go home at 12:45 p.m. will be walked to the front of the building, where parents may pick them up.

### **Regular dismissal**

\*\*\* This year, car pick-up will take place at the front of the building. \*\*\*

- **Early Childhood students** will be in their classrooms, bags packed, ready to go at 3:25 p.m. (2:25 p.m. on Wednesdays and early Fridays). Parents of EC students will park, enter through the front lobby, and walk to their child's classroom to pick up their child.
- **K-8 students going home by car** will be brought to the lobby. Parents of **K-4 students** will park and meet their children in the lobby; it will be an opportunity for parents to mingle, see administrators, and admire student work. (Please note that pick-up is not the appropriate setting for extended/private conversations with administrators – but it will afford a chance for quick check-ins and an opportunity to set a time for longer meetings.) Parents of **Middle School students** are encouraged to park and meet their children in the lobby, for all of the reasons noted above. However, Middle School students will be allowed to walk out to parents' cars.
- **K-8 students going home by bus** will meet the buses by the circle door entrance.

It will be of crucial importance to drive carefully in the parking lot; please exercise caution at all times.

If you are unavoidably delayed at dismissal time, please notify the school office at least ten minutes before the scheduled pickup time. If your delay is more than fifteen minutes, your child will be sent to aftercare at **a cost of \$10 an hour or part thereof.**

### **Early Pick-Up / Changes in Pick-Up**

If your child must leave school early on a particular day, please notify **the office and teacher** in advance. When picking up your child, please come into the school office and your child will be called to the office. Students must be signed out of school in order to be released.

**If someone other than yourself, or identified caregiver, will be picking up your child after school, please notify the office in advance, in writing.** Both written notes and emails are accepted. The school will not release a child to anyone other than the parent or identified caregiver without such written notice.

If your children generally ride the bus, **please notify the office in advance, in writing, of any changes.** If for some reason this is not possible, please call the office prior to 12:00 noon so we can make appropriate arrangements.

## **ATTENDANCE/ABSENCES**

Regular attendance is essential for academic progress and social growth. Parents are urged not to schedule vacations during school days and to avoid scheduling medical appointments during school hours when possible.

- **Please do not send children with fevers, serious coughs, or serious colds to school.** For details, please see the Health Policies section below.
- If your child will be absent, please contact the office as early as possible by calling 860-561-0700 x300.
- In Ilanot, Anafim and Alim (K-4), teachers are primarily responsible for helping students to catch up after absences; in the Rogow Middle School (Nevatim, Perahim and Amirim, i.e. 5-8), teachers will help, but students are responsible for asking about missed learning and assignments. Middle School students can check Google Classroom to find out what has been assigned.
- If you do choose to plan a family trip when school is in session, you are also responsible for notifying teachers at least two weeks in advance. Teachers will do their best to prepare learning materials and assignments so that your child(ren) can rejoin school as smoothly as possible when they return. However, please note that many learning activities such as science labs, discussions, and group work cannot be made up outside of school.

## **EMERGENCY COMMUNICATION SYSTEM**

Schechter will be using the **FACTS Parent Alert System** to make announcements about weather-related school closings and other emergencies. Parents will be notified of any school cancellations, early closings, or late openings via the FACTS Parent Alert System. **Schechter generally follows the cancellation practices of the West Hartford public school system.**

When the Town of West Hartford notifies us about a **delay in bus service**, we will relay that information to you through either the FACTS Parent Alert System or email.

The FACTS Parent Alert System allows you to establish multiple points of communication and to designate times of the day in which they will each be active. You will receive separate notification about how to set-up your account. Returning families should review their profile to ensure that it is accurate.

## **SCHOOL LUNCHES AND SNACK**

**EC students** eat lunch in classrooms.

**K-8 students** eat lunch in the cafeteria; in 2022-2023, they will eat in two shifts.

Students can bring a dairy or *pareve* lunch from home. (According to Jewish practice, fish is not considered meat, so kosher fish such as tuna is permitted.) For *kashrut* and safety reasons, students may not share snacks or lunches, and we cannot heat food at school.

School lunches can be purchased by signing up prior to each month. Monthly menus are available on the school's website [www.ssds-hartford.org](http://www.ssds-hartford.org), and students may sign up for the particular days they desire lunch. All meals are kosher.

Lunch menus are released a few months at a time. Lunches are either dairy or meat, depending on the day. Please note: **on meat days, lunches brought from home must still be dairy or parve.**

Students are welcome to bring a nutritious dairy/*pareve* snack. Suggestions for snacks include: fruit (fresh or dried), cheese, vegetables, yogurt, crackers, and bagels with cream cheese (already spread). Please do not send soft drinks or candy to school.

**Note on nuts and allergens:**

Our kitchen is nut free, as are our school lunches.

Due to the severity of allergic reactions to tree nuts and peanuts, and to the fact that some pre-school children may have an undiagnosed nut allergy and be too young to express that they are experiencing signs of an impending allergic reaction, **we have a nut-sensitive policy for all of our Early Childhood classrooms.**

- No food items that contain "peanuts" or "tree nuts" as a listed ingredient
- No food items that state that they "may contain traces of peanuts and/or tree nuts," should be sent to school.
- You may send items whose ingredient label states "processed in a facility that also processes peanuts and/or tree nuts" or "manufactured in a facility that also processes peanuts and/or tree nuts."

In grades K-8, nuts and nut products are permitted in classes in which no students have any nut allergies. Classes in which a student or students have diagnosed allergies will adopt nut-sensitive policies. Parents in such classes will be informed by the school nurse.

***Birthdays***

We have adopted a "food-free" birthday policy for in-school celebrations. Each class decides on creative ways to celebrate their birthdays. Please do not send in any food products for your child's birthday.

**RECESS**

Schechter students enjoy recess outside each day unless it is determined otherwise. All students should dress appropriately each day for the weather. If a child does not have a coat, a parent may be called to bring one to school or the child may be required to stay indoors for recess. In the winter, it is expected that all students are prepared to play outside in the snow.

**COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY**

- The School Office will only accept urgent phone messages for students. In cases of emergency, the office staff will deliver a message to a child's teacher.
- Students may not use the telephones in any classroom in the school, but may use the phone in the main office in case of emergency.

- Students may not use cell phones in the school building. We discourage students from bringing them to school.

## **AFTER-SCHOOL PROGRAMMING**

### ***EC2 - Grade 8 Program***

Schechter will offer its Extended Day Program - **Tzaharon** for students in EC2 through 8th Grade, from 3:30-6:00 p.m. each afternoon, with an earlier start time on Wednesdays and an earlier end time on Fridays during the winter. Students who participate will have a chance to do homework, have a snack (please provide your own dairy or *pareve* snack) and participate in a variety of physical activities (both indoors and outdoors) and/or game time. **Please note that there is no Extended Day Program/ Tzaharon on half days for holidays.**

**We also plan to offer additional after-school activities**, both sports and arts; details will be forthcoming.

To sign up for Extended Day/Tzaharon on a yearly basis or drop-in for K-8th grades, please contact Karen Shakun at 860-561-0700 ext. 368, or by email at [kshakun@ssds-hartford.org](mailto:kshakun@ssds-hartford.org).

## **THE CHILD AT SCHOOL**

### **Daily Routines**

## **HEALTH POLICIES**

### ***Health Services***

The Town of West Hartford provides nursing services for our school. The school nurse is available at all times during the school day. The school nurse is the point person for all matters concerning the health of your student. Should you have a health related matter to discuss, please contact our Nurse, Brenda Masterson, at [nurse@ssds-hartford.org](mailto:nurse@ssds-hartford.org) or at extension 356.

### ***Health Records/Immunizations***

Connecticut State law requires that immunization records be completed and presented to the school prior to opening day in order for a child to be admitted to class. A physical examination form completed by a licensed physician or nurse practitioner must also be submitted for each student.

### ***Minor Complaints***

Students experiencing minor discomfort will be treated appropriately by the school nurse, or designated school personnel. If a student is not well enough to remain in class or is found to have a contagious condition, the parent will be called to take the child home. If this happens, please arrange for an appropriate and safe pick up within 60 minutes of notification.

Parents are asked to notify the school if their child experienced any symptoms of illness and/or took any medication before coming to school.

### ***Emergency Form***

Each student must have a current, accurate, signed Emergency Form on file in the office, listing alternate emergency contacts who can be easily reached and who have agreed to take

full responsibility for the child's care if the parent cannot be located. On days when a child's health is questionable, be sure to let us know which parent(s) or other contacts will be available. **This form, sent as part of our August e-mail, must be completed electronically before the first day of school.**

### ***Emergencies***

In the event of a medical emergency, Emergency Medical Services (911) will be contacted when appropriate, and parents will be notified immediately. If the parents cannot be reached, the child's physician and emergency contacts will be notified. If transport is necessary, Emergency Medical Services will take the child to the hospital.

### ***Contagious Conditions***

If a child develops a contagious illness or condition, please keep the child at home and notify the school at once. If the condition is discovered at school, we will ask parents to pick up the child immediately.

Children with diarrhea, vomiting, fever, heavy cold symptoms, conjunctivitis, or a rash of unknown origin should be kept at home until the condition is properly diagnosed and treated. Please keep your child home at least 24 hours after illnesses that involve vomiting, diarrhea, or fever. If a child develops any of these conditions while at school, we will ask you to pick up your child immediately.

### ***Dispensing Medication***

Connecticut state law requires that all medications, both prescription and over the counter, be stored securely in the office. They will be dispensed by the school nurse or by properly trained and supervised designated school personnel. **Students may only carry their own medication if special arrangements have been made with the school nurse** (e.g. asthma inhalers).

If your child requires medication during school hours, state law requires that the following guidelines be observed:

- Medication must be brought to school in the original labeled container from the pharmacy/physician. (Pharmacists will provide a second labeled pharmacy container for school if you ask.) For safety, we request that you put the medication securely in a sealed, labeled envelope and enclose a signed instruction note.
- All medications must be turned in to the office when the student arrives at school.
- A parent or guardian must fill out and sign a Medication Order Form (available on our [website](#) under the Forms section of the Parents tab).
- A licensed prescriber (e.g. physician or nurse practitioner) must fill out and sign a Medication Order, except in cases of short courses of prescribed medications (i.e. antibiotics) that are delivered in a labeled pharmacy container.

No more than a 30-day supply of medication should be brought to school. Emergency medications (i.e. asthma inhalers, allergy medications, Epipens) may be kept in the office for the duration of the school year as long as they meet the above requirements.

Certain over-the-counter medications (i.e. Tylenol, Ibuprofen, Benadryl) may be dispensed, with parental permission, by the school nurse. The form to grant permission is available on

our [website](#) under the Forms section of the Parents tab; it is called the “12 and Up Tylenol Parent Form 2022-2023.”

\* The school nurse is on site until 3:30 each day (or 2:30 on Wednesdays and short Fridays.) If your child requires an Epipen, a second one is required for our Extended Day Program.

### ***Pediculosis (Lice)***

Head lice are a communicable condition common among children. Lice are usually transmitted by direct contact with infested persons through their clothing, combs, brushes, or other implements that touch the hair. Please remind children that hats, *kippot*, combs, brushes, barrettes, etc. may **not** be shared.

A student found to have lice will **NOT** be excluded from school. The parent of the student will be notified of the findings, the need for treatment, and provided with educational information on Pediculosis and how to treat it. The student can return to school once treatment has occurred. ***If your child is noted to have lice, please keep long hair up in a ponytail.***

### **Medical Absences**

Students returning to school with a medical diagnosis of concussion, or a condition requiring orthopedic appliances such as crutches, a brace and/or a cast **must** have a medical note from a physician clearing the student to return to school and indicating any necessary accommodations.

## **RESPECTFUL DRESS**

At Schechter, students play, pray, study, think, solve problems, and ask questions. What we wear helps to set the tone for the way we feel and interact with others and the environment. Consistent with our Core Values and recognizing the importance of a safe and respectful learning environment, Schechter has developed the following guidelines for students. These guidelines are in effect at all school functions, including class trips, family education programs, social events, and at graduation in June.

If a student comes to school or a school program improperly dressed, parents may be called and asked to deliver a change of clothing.

### **Footwear**

- Students must wear sneakers to Physical Education classes.
- Students must wear closed shoes or sneakers (no open-toed shoes) to Science Labs.
- Students may not wear flip-flops at any time.

### **Pants-Shorts-Skirts**

- Pants must be neat and clean without excessive rips or tears, and with no writing on the backside.
- Shorts, dresses and skirts must extend, at minimum, past the mid-thigh, and must be worn at waist level (so that underwear does not show).
- Pajamas, pajama pants and scrubs may only be worn on designated Pajama Days.

### **Shirts/Tops**

- Shirts/tops must cover the torso.
- Shirts and tops should not contain inappropriate language.

### ***Kippot***

- Boys wear *kippot* at all times, including at school-related activities outside the building, except for recess, PE, and team sports. Girls are encouraged to wear *kippot*.

### ***Dress for RELISH***

To help create a sense of communal unity and anticipation of Shabbat, we ask that on Fridays, students wear a Schechter shirt.

## **COMMUNICATION**

Schechter recognizes that education is enhanced through the family-school partnership. Our family-school partnership is based on our shared goal of helping each student achieve his/her potential in a safe and nurturing environment. The home-school partnership is fostered through parent-teacher and other communications outlined below.

### **Teacher to Parent Communication**

*Curriculum Night:* Each fall, parents have the opportunity to meet their child's teachers and learn about the curriculum for the year. Parents are strongly urged to attend this important and informative evening to see your children's immersive and creative classroom learning environments and to foster a strong relationship with your children's teachers. We will share more details soon; please check the updated school calendar on the school website for dates and times. Curriculum Nights will be in-person only.

*Teachers will contact parents* by phone or email if concerns about a specific student become evident, including missing assignments, poor assessment scores, or behavior-related concerns.

We hold *Parent-Teacher Conferences* about student progress in November and March; details will follow.

*Report Cards* are sent home in January and June.

### **Parent to Teacher Communication**

Parents should not hesitate to call or email teachers with questions and concerns. All Schechter staff have email addresses consisting of the first initial of their first name followed by their last name, and ending with @ssds-hartford.org. They are expected to check voice and email regularly, and to return phone calls and reply to e-mails within one business day (excluding Shabbat and Jewish holidays). Please note that drop-off and pick-up are not the appropriate settings for extended conversations, but they can be used for a quick check-in and to set times for longer conversations.

If a parent still has concerns **after** discussion and follow up with a teacher, please contact Robin Werner, Early Childhood Coordinator, for EC concerns, and Sarah Montag, Director of Teaching and Learning, for K-8 concerns.

## **Website and Social Media**

We encourage you to check the Schechter [Facebook](#) and [Instagram](#) pages for exciting pictures and updates about special events, programs, trips, etc. Our website, [www.ssds-hartford.org](http://www.ssds-hartford.org), is the best place to look for calendars, special dates, and other resources for parents (such as supply lists, medical forms, and more).

## **PERSONAL POSSESSIONS**

Schechter students learn to be responsible for themselves, their behavior, and their belongings. Please help them to do so by labeling clothing and personal items that come to school, and by refraining from sending expensive personal items and electronics to school. The school does have a Lost and Found box that will be located in the cafeteria. Items not claimed by the end of the school year are given to charity.

To avoid classroom distraction and jealousy, we ask that students generally not bring toys to school, unless teachers have asked them to do so.

### **Lockers (used in the Rogow Middle School)**

- Each student is assigned a locker. All books, jackets, notebooks, personal items, etc. must be stored in the student's locker. Students may not put their belongings in another student's locker or in an empty locker. Nothing is to be stored on top of the lockers.
- If a student's backpack, after it is emptied, does not fit in the locker, it will be placed in a designated space. Backpacks left in the hallway will be taken to the office.
- Students should not bring large amounts of money to school. Money is not to be stored in lockers. If a student is collecting money for a social action project, it should be given to a teacher to be locked up for safekeeping.
- Food or beverages may not be stored overnight in lockers.
- Electronic devices may be stored in lockers at the student's own risk. The school is not liable for damage or disappearance.
- Students may not open other students' lockers.
- Students may personalize their lockers, as long as nothing is written or attached to the outside of the locker. Scotch or masking tape may be used; no stickers, please. Students are responsible for removing all decorations and tape at the end of the year. All decorations must be in good taste and consistent with Schechter's core values.
- Lockers are school property, and the school may elect to open any locker at any time.

## **STUDENT BEHAVIOR**

At Schechter, we are committed to assuring that each child has the opportunity to learn in the best environment possible. Such an environment is respectful, honest, emotionally and physically safe, and focuses on the individual learning needs of each student. It upholds, at all times, Schechter's Core Values of *Wisdom/Hokhmah*, *Community/Klal Yisrael*, and *Good Heartedness/Lev Tov*.

With *Lev Tov* (Good Heartedness) as our guide, we are committed to ensuring that our students feel safe, heard and part of the community. We believe that growing children need explicit guidance to adopt kind behavior; they also need clear boundaries and consequences to address their negative behavioral choices.

Our basic orientation aligns with the philosophy of “restorative practices”: when students misbehave, our primary response is to teach them to change their behavior and repair the damage they may have done to other students and to their community. It carefully balances the individual and the school, builds and maintains a positive classroom community, sets explicit classroom norms, and incorporates a system for cumulative consequences for 3rd-8th graders. This approach does not eliminate consequences such as in-school suspensions for repeated misbehavior, but it focuses on education and personal change instead of on punitive consequences.

**Classroom Norms/B’rit.** During the first week of school, each classroom works as a community to develop a *b’rit*, or social contract, which is then used as a guide for classroom behavior. Students discuss strategies for remedying problems in the classroom as a first step. If necessary, teachers will contact the families to discuss on-going issues to create a cohesive plan to help the student.

**A note on bullying:** It is important to distinguish between individual acts of unkindness or cruelty, which are handled in the manner described above, and true bullying. “Bullying” refers to actions that are persistent or pervasive. The actions can be direct or indirect, and can (A) cause physical or emotional harm to an individual, (B) place an individual in reasonable fear of physical or emotional harm, or (C) infringe on the rights or opportunities of an individual at school. Parents or children who have concerns about bullying should immediately contact the teacher of the student(s) being affected, and also notify Rabbi Berger ([jberger@ssds-hartford.org](mailto:jberger@ssds-hartford.org)), so that the school can address the concern and assure the well-being of the affected student(s).

## **2022-2023 SCHECHTER RESPONSIBLE USE POLICY (RUP)**

The Schechter wireless network is established for the educational and professional use of Schechter students, faculty and staff. When accessing the network from any device, personal or school-owned, students are expected to be respectful and responsible digital citizens. Any online actions by Schechter students should be consistent with the rules and values represented in the Schechter Student Handbook. Students will be held accountable for their use of the network; this access is a privilege, not a right, and may be revoked at any time if abused. Students may be given access to accounts created by the school, including, but not limited to, Google Apps accounts. Use of these accounts is subject to the guidelines set forth in the RUP.

To ensure the safety and security of the Schechter network, any and all activities on this network may be monitored and logged. This information can be retrieved, as necessary, if a violation of the RUP is suspected. Devices may only be used in class at the discretion of the teacher. Violations of the RUP may result in loss of computer privileges or other appropriate responses as guided by a restorative practice approach. Access to the Schechter network is contingent upon students and their parents/guardians reading and signing the RUP.

\*Students are responsible for the stewardship of their chromebooks, including maintaining the general tidiness and care of the devices. ***Parents/guardians are solely responsible for covering the cost to replace or repair any student chromebooks, chargers, and protective cases that have been lost or damaged beyond repair as deemed by the Director of***

## ***Technology.***

While using technology at Schechter, students are expected to uphold Schechter's Core Values by meeting the following expectations:

**Respect** – I will remember that we are all created *B'tzelem Elohim*, in the image of God, and I will speak/write kindly and respectfully of others. I will not plagiarize other's words or intellectual property. I will not access or alter another person's files. I will properly cite my sources when using others' ideas, words, pictures, music, video, etc. I will truthfully represent my identity in any online interactions. These interactions can include forums where intellectual debate often occurs. I will make sure to keep these debates respectful.

**Educational Leadership** – I will be a role model when interacting online. I will not post anything online that I would not want friends, parents or teachers to see. I will respect others and think first before any online interactions.

**Responsibility** – I will use responsible language. I will not swear or use vulgarities or any other inappropriate language. I will not navigate to websites that I know contain objectionable or inappropriate content. In addition, I realize that school-owned technology is for the use of all students and faculty. Therefore, I will handle these items with care. Finally, I understand that it is my responsibility to charge my device each night and anytime during the day when I'm instructed to do so by my teachers. If I do not charge my device at night, I will not be guaranteed a spare chromebook to use.

**Culture of learning** - The use of computers in the classroom and access to the Schechter network are privileges maintained by appropriate use, all so students can learn. I will not abuse this privilege for my own personal amusement or entertainment at the risk of disrupting the classroom setting.

### Restorative Practices:

**Chromebooks/iPads** - Each situation will be handled individually depending on the severity of the abuse. Violations may result in loss of computer privileges or any other appropriate actions. Schechter's commitment to fostering a good sense of Digital Citizenship encourages students to learn and grow from their mistakes in a safe, supervised environment.

**Cell phones** - During the school day, students are not allowed to use cell phones. If a cell phone is visible without permission, it will be kept safely for the rest of the day.

**Use of technology outside of school** - Inappropriate use of the Internet and electronic devices outside of school can greatly affect a student's relationship with peers while at school. The inappropriate use of electronic media includes, but is not limited to:

- hurting or teasing
- public humiliation
- making real or false accusations,
- posting of pictures or video on social media without the permission of all the people depicted
- harassing phone calls or postings

These behaviors will not be tolerated, and consequences of these actions will be implemented

at school when the school and learning environment has been impacted by these actions.

**GUEST POLICY**

As a general rule, students are not allowed to bring guests to school. If a friend or relative is a potential student and wants to visit our school, arrangements should be made through the admissions office. Please contact our Admissions Coordinator, Karen Shakun, at [kshakun@ssds-hartford.org](mailto:kshakun@ssds-hartford.org).

# **ACADEMICS**

## **REPORT CARDS AND GRADING SCALE**

At Schechter, teachers evaluate students' work in a variety of ways. In grades K-8, the report cards are skill- and mastery-based: each student is assessed by what extent he/she has mastered the specific skill. From EC2-4th grade, letter or number grades are not used on report cards, while the Rogow Middle School does assign letter or number grades to students' work.

Middle School grading scale

97-100 = A+      93-96 = A      90-92 = A-

87-89 = B+      83-86 = B      80-82 = B-

77-79 = C+      75-76 = C

Below 75 = Incomplete, leading to a plan for how the student can learn and demonstrate an acceptable level of mastery

## **SUPPORT SERVICES**

Guided by our mission and our commitment to individualized learning, Schechter seeks to provide an outstanding education to all of our students. Most students will thrive within the framework of our regular classroom program. However, some students benefit from additional tutoring, either for extra support or extra challenges.

At Schechter, we have a team of specialists who work together to support students. The team is led by Sarah Montag, our Director of Teaching and Learning. The Director of Teaching and Learning works with the Learning Support Specialist, School Counselor, School Nurse, and teaching teams to review the needs of individual students, develop plans to support each student, and implement the plan. Throughout the process, parents are brought into the discussions to provide feedback, share their ideas, and be a part of the support team. This team works with all students in the school. The team may recommend the support of a speech and language clinician and an occupational therapist, who can provide support services at the school on a fee-for-service basis.

At any time during the school year parents, teachers, or students with questions or concerns about a student's progress can speak to the classroom teacher and reach out directly to the Director of Teaching and Learning for students in Kindergarten through eighth grade, or to the EC Coordinator for students in the Early Childhood program, for support. If necessary, Schechter personnel will assist parents in requesting evaluations and related support services from the public school system.

Most services are delivered during regular school hours and coordinated with classroom schedules and activities. As needed, support personnel collaborate with teachers to modify materials and classroom programming to meet the needs of individual students. In some cases, support service personnel provide direct services to individuals or small groups in the classroom, in a resource room, or in the office of the specialist.

### **Steps to Refer a Student to Academic Lab Support**

1. Parent discusses concerns with student's teacher.
2. Parent/teacher complete form for referring student to Academic Lab (form goes to the Learning Specialist).
3. Learning Specialist receives referral form, discusses reasons for referral with parent/teacher.
4. Learning Specialist meets with student's team of teachers to discuss reasons for referral.
5. If need is indicated, Learning Specialist asks parent(s) permission to evaluate student using the Woodcock-Johnson Tests of Achievement (a comprehensive collection of tests measuring level of achievement in reading, mathematics, written language, and knowledge), the Test of Written Language (a norm-referenced, comprehensive diagnostic test of written expression), or another reliable assessment as appropriate.
6. After testing, the Learning Specialist meets with parents to discuss results.
7. If a student is in need of support, a plan will be created for classroom teachers, and the amount of time spent in the Academic Lab will be established.
8. Periodic and ongoing reevaluation will be planned to assess the need for intervention.

### **FIELD TRIPS**

Field trips are a vital and impactful part of the Schechter curriculum. Parents will be asked to sign and return a Universal Field Trip Permission Form to the School Office granting permission for their children to participate in all field trips during the year. Parents will be notified in writing before each trip as to the time and place. All trips are chaperoned by Schechter staff and, sometimes, by parent volunteers. Field trip planning will be based on local Covid infection rates and consultation with our medical team, the Connecticut Department of Health, and other relevant public health authorities.

Students are expected to act in accordance with the three Core Values of Wisdom, Community, and Good-heartedness toward all individuals they encounter while on trips.

## **JEWISH LIFE**

### ***KIPPOT***

- Boys wear *kippot* at all times, including at school-related activities outside the building, except for recess, PE, and team sports. Girls are encouraged to wear *kippot*. Clips or bobby pins may be used to secure *kippot* during activities. There is to be no sharing of *kippot* or other headwear.

### ***TALLITOT***

- Boys and girls both wear a *tallit* during prayer service after they make their own *tallit* in Nevatim (5th-6th grades).

## **TEFILLIN**

- Boys wear *tefillin* at *tefillot* (prayer services) starting at the beginning of 7th grade, or 6 months before their service of Bar Mitzvah, whichever comes first.
- Girls wear *tefillin* for the first three months of 7th grade at *tefillot* (prayer services), and are encouraged to do so afterward.
- For more information about *tallit* and *tefillin*, or if you have questions or concerns regarding these practices and your child, please contact Rabbi Steve Chatinover ([schatinover@ssds-hartford.org](mailto:schatinover@ssds-hartford.org)).

## **KASHRUT (Jewish Dietary Laws)**

Schechter is committed to building a community in which Jewish values are lived, and in which everyone can feel comfortable. By setting a communal standard of *kashrut*, we hope to maintain an environment that creates a shared sense of obligation and community.

### **Food served by the school**

- All food served by the school, or at school functions, events or programs, must come from a kosher-certified bakery or caterer, or from previously unopened, kosher-certified packages. **Products that are prepared in private homes and kitchens may not be served.**
- Events, meetings, and activities that take place outside of the building should not be held in non-kosher establishments.
- All food that is served during class must be provided by an approved kosher caterer or be served from previously unopened certified kosher products. **Products that are prepared in private homes and kitchens may not be served in class.**

### **Food brought for personal consumption**

- All packaged foods brought by students to school must be dairy or *pareve* (i.e. neither dairy nor meat; please note that in Jewish law, fish is not considered meat).

### **Events Not Sponsored by Schechter (e.g. birthday parties)**

Schechter students come from a wide range of Jewish backgrounds, affiliations, and religious practice—and we are proud of our diversity! We are able to come together as a community because we share core values and a desire to create common ground.

Schechter families, regardless of personal practices, are asked to remember the following expectations when planning parties:

1. Keep *kashrut* in mind. The best way of doing this is to serve only food that is supervised kosher (such as pizza from the Crown Market, and/or a cake from the Crown or Big Y). This is the most inclusive and respectful option.
2. If you plan an all-dairy or *pareve* (non-meat, non-dairy) menu, such as plain cheese pizza, from a non-kosher establishment, we are grateful to you for trying to align with our values, but some Schechter families will not be comfortable with this option, and some children may be excluded. Please aim to be maximally inclusive.

## **SHABBAT AND HOLIDAY OBSERVANCE**

Schechter observes Shabbat and Jewish holidays.

Schechter programs and activities held on Fridays (or the afternoon before a holiday) must end at least 30 minutes before Shabbat or the holiday begins. Programs and activities held Saturday night (or the evening following a holiday) may begin no earlier than 30 minutes after Shabbat or the holiday has ended. Setup for these events cannot begin until Shabbat has ended.

### **Birthday Parties**

As a member of the Schechter community that has adopted the core values of *Hokhmah*, *Lev Tov*, and *Klal Israel*, **please do not hold birthday parties on Shabbat or Festivals**. In addition, all food served at parties or other events should be kosher (refer to *kashrut* policy above). Members of our school community should never be put in a position of having to choose between the observance of Shabbat or *kashrut* and attendance at a social function.

We work hard with our students to teach them the value of inclusion, of not judging others and of learning from everyone. In order for our community to thrive, it is essential that we, as parents, also support this message. When hosting an out-of-school birthday party, please plan your child's birthday party with two of Schechter's Core Values in mind; *Klal Yisrael* (Community) and *Lev Tov* (Good Heartedness). When planning parties—for birthdays, bar/bat mitzvahs, or other special occasions—don't leave anyone out! Plan on inviting the entire class, or just the girls, or just the boys. If for some reason you are only inviting 2-3 children, send invitations in the mail.

### **Bar/Bat Mitzvah Services and Celebrations**

Aligning ourselves with our core values of *Klal Yisrael* (Community) and *Lev Tov* (Good Heart), it is our practice to invite all of the middle school students and Schechter faculty to your child's Bar/Bat Mitzvah service.