



The Shlenker School
Congregation Beth Israel

Parent and Student Handbook

2017-2018 / 5778

5600 North Braeswood • Houston TX 77096
Phone: 713-270-6127 • Fax: 713-270-6114
www.shlenker.org



The Shlenker School
Congregation Beth Israel

Parent and Student Handbook 2017-2018

- My child(ren) and I have read together and understand the policies designated in the Parent and Student Handbook for The Shlenker School. We understand that our failure to abide by these policies may result in discipline up to and including dismissal from The Shlenker School. We understand that if any member of our family behaves in such a way as to impede a productive working relationship or interfere with the respectful learning environment at The Shlenker School, our family is subject to dismissal.

_____	_____
Student's Name	Date
_____	_____
Student's Name	Date
_____	_____
Student's Name	Date
_____	_____
Student's Name	Date
_____	_____
Parent's Signature	Date

Please detach this agreement, sign and return it to your youngest child's teacher by close of day Friday, September 1, 2017. Thank you.

Parent and Student Handbook
2017-2018
5778

Ricki Komiss, Head of School
Casey Suter, Elementary Division Head
Janna Barnhart, Early Childhood Division Head
David Cohen, Director of Jewish Learning

The Shlenker School is accredited by the Independent Schools Association of the Southwest (ISAS), the National Association for the Education of Young Children (NAEYC) and a member of PRIZMAH: Center for Jewish Day Schools. The Shlenker School is a beneficiary of the Jewish United Campaign and affiliated with the Bureau of Jewish Education of the Jewish Federation of Greater Houston.

TABLE OF CONTENTS

Because of the differing needs of early childhood and elementary children, this handbook is divided into three sections: general information, information specific to the Early Childhood Program, and information specific to the Elementary School.

GENERAL INFORMATION

	pp. 4-30
• School Information	p. 4
• Mission Statement	p. 6
• Philosophy of The Shlenker School	p. 6
• Core Values	p. 6
• Portrait of a Shlenker Graduate	p. 7
• Educational Administrative Teams	p. 9
• Other Members of the Administrative Team	p. 9
• Staff Degrees and Experience	p. 10
• School Governance	p. 12
• Shlenker Parents Association	p. 13
<i>General Policy Information</i>	<i>pp. 14-30</i>
• Birthdays	p. 14
• Carpool	p. 14
• Child Abuse and Neglect	p. 16
• Communications	p. 16
• Confidentiality	p. 17
• Custodial Parents	p. 18
• Dietary Policies	p. 18
• Early Birds and Extended Day	p. 18
• Emergency Closings	p. 20
• Field Trips	p. 20
• Financial Assistance	p. 20
• Firearms	p. 21
• Food Allergies	p. 21
• Gang Free Zone	p. 22
• Hearing and Vision Screening	p. 22
• Illness	p. 22
• Immunizations	p. 23
• Injury	p. 24
• Internet Use and The Shlenker School Website	p. 24
• Lost and Found	p. 25
• Medication	p. 26
• Non-Discrimination	p. 26
• Outdoor Play and Environmental Health & Safety	p. 27
• Playgrounds and Personal Pets at School	p. 27
• Safety and Security	p. 27
• Student Evaluations and Recommendations	p. 28
• Teacher Requests	p. 28
• Telephones	p. 28
• Textbooks and Library Books	p. 29
• Tutoring and Consultants	p. 29
• Visiting School	p. 29
• Withdrawal	p. 30

EARLY CHILDHOOD INFORMATION

Programmatic Information

- Philosophy
- Goals and Objectives
- Discipline and Redirection
- Licensing and Accreditation
- Educational Programming

Day-to-Day Information

- Afternoon Programming
- Carpool and Individual Pick-up
- Classroom Celebrations
- Food Allergies
- Kabbalat Shabbat
- Lunch
- Morning Drop Off
- Nursing Mothers
- Parent Comments, Concerns and Praises
- Parent Conferences
- Parent Involvement
- Toileting and Toilet Training
- What To Bring

pp. 31-40

pp. 31-33

p. 31

p. 31

p. 32

p. 32

p. 33

pp. 33-40

p. 33

p. 34

p. 34

p. 35

p. 35

p. 35

p. 36

p. 36

p. 36

p. 37

p. 37

p. 38

p. 40

ELEMENTARY INFORMATION

- Absences
- Academic Grading
- After School Academy
- Arrival
- Beginning the Day
- Bullying
- Dismissal
- Dress Code
- Excessive Absences and Tardies
- Expectation and Standards for Discipline Management
- Fifth Grade Awards
- Homework
- LEAP and PAC
- Leaving School Early
- Lunch
- Playground Safety Rules
- Standardized Assessments
- Student Senate
- T'filot

pp. 41-52

p. 41

p. 41

p. 42

p. 43

p. 43

p. 43

p. 44

p. 44

p. 46

p. 46

p. 48

p. 49

p. 49

p. 50

p. 50

p. 51

p. 51

p. 52

p. 52

SCHOOL INFORMATION

1. ADDRESS AND PHONE NUMBERS

The Shlenker School of Congregation Beth Israel
5600 North Braeswood Boulevard
Houston, TX 77096-2901

School Telephone	713-270-6127
School Fax	713-270-6114
Temple Telephone	713-771-6221
Ricki Komiss, Head of School	Ext. 646
Casey Suter, Elementary Division Head	Ext. 607
James Simmons, Assistant Elementary Division Head	Ext. 425
Janna Barnhart, Early Childhood Division Head	Ext. 617
David Cohen, Director of Jewish Learning	Ext. 609
David Elias, Director of Finance	Ext. 638
JoAnn Klar, School Nurse	Ext. 608
Karen Miller, Director of Counseling and Family Services	Ext. 634
Sherry Dubin, Literacy & Learning Specialist	Ext. 644
Joan Gelfond, Director of Technology	Ext. 621
Julie Jerden, Director of Advancement	Ext. 647
Tara Levinthal Gasset, Director of Admissions	Ext. 622
Lisa Sachs, Director of Marketing and Communications	Ext. 327
Adrienne Fox, Coordinator of After School Programs	Ext. 611
Toby Robbins, Receptionist	Ext. 300
Staci Jefferson, Early Childhood Admin. Asst.	Ext. 318
Donné Breston, Elementary Assistant	Ext. 482
Jerry Tumlin, Assistant to the Head of School	Ext. 615

2. HOURS

Elementary School	7:55-3:20
Elementary Morning Drop-off	7:40-7:50
Elementary Afternoon Pick-up	3:20-3:30
Early Childhood	
• Young Toddler, Older Toddler, PreK-3	9:00-12:30
• PreK-4	9:00-2:00
Early Childhood Morning Drop-off	8:45-9:00
Early Childhood Pick-up	
• Young Toddler, Older Toddler, PreK-3	12:30-12:40
• PreK-4	2:00-2:10
Early Birds	7:30-9:00
Afternoon Adventures	12:30-3:20
Afternoon Adventures Pick-up	3:10-3:20
Extended Day	3:20-6:00
Office Hours	7:30-6:00
Summer Hours	8:30-3:30

3. KABBALAT SHABBAT (Check calendar for exact dates and times as they will vary):

Early Childhood – All grades

12:00 Sanctuary once monthly

Elementary, K-5

2:40-3:10 Levit Hall most Fridays

Elementary, K-5

2:30-3:15 Sanctuary once monthly

General Information

MISSION STATEMENT

The Shlenker School of Congregation Beth Israel is a Reform Jewish Day School offering a ten-year program, serving children fifteen-months old through fifth grade. The Shlenker School provides an academically excellent education with an integrated secular and Jewish curriculum in a nurturing environment.

PHILOSOPHY OF THE SHLENKER SCHOOL

We seek to foster each student's cognitive, physical, social, emotional, and spiritual growth in a developmentally-appropriate learning environment that is both nurturing and challenging. We strive to strengthen each student's self-esteem and a sense of responsibility to others. We are committed to general academic excellence and to the cultivation of Jewish knowledge, values, and skills in accordance with the perspective of liberal Judaism.

The Shlenker School provides a viable alternative for parents seeking a superior academic program coupled with an integrated Jewish component. Jewish learning is integrated into social studies, language arts, and other curriculum areas throughout the day. A major goal of The Shlenker School is to instill positive Jewish self-esteem in each child.

We believe that each student should have the opportunity and encouragement to grow intellectually, to mature emotionally, to develop aesthetic appreciation, and to accept responsibility to self and others, all within a supportive, orderly environment.

While The Shlenker School does recognize the individual rights of all staff, students, and parents, we also recognize the right of the members of the school community to exist in an atmosphere of calm, efficient productivity. We therefore provide guidelines set forth in this handbook as a way of providing students and parents with a consistent background for learning.

CORE VALUES

<i>B'tselem Elohim</i>	Being created in God's image means we have a responsibility to emulate a moral, ethical, and compassionate path, and to celebrate the uniqueness of each individual.
<i>K'lal Yisrael</i>	<i>K'lal Yisrael</i> is a unique and unifying entity bound by special covenantal responsibilities between God, the Jewish people, and State of Israel.
<i>Tikkun Olam</i>	<i>Tikkun Olam</i> is the life-affirming partnership with God that maintains, enhances, and repairs our world physically, emotionally, and socially

through acts of loving kindness (*g'milut chasadim*) and commandments (*mitzvot*).

Community	The Shlenker School is a warm and nurturing Jewish community that celebrates being part of the larger community. We are guided by our Jewish ethics and values in embracing, respecting, and acting responsibly with the highest standard of behavior towards others.
Knowledge	Knowledge is fostered through a focused and multi-dimensional approach to secular and Jewish learning and serves as a foundation to a life-long pursuit toward understanding and wisdom.
Faith	Faith is trust in the covenantal relationship with God and openness to God's presence.
Character	Character develops through a process of learning and experience. It is exemplified by well-balanced, humble individuals who are mindful of the worth of every human being and who act with honesty, responsibility, respect, and kindness.

PORTRAIT OF A SHLENKER GRADUATE

The Shlenker School is committed to providing a first class academic education in a positive and nurturing environment which addresses the needs of each student. Our goal for Shlenker students is to possess the characteristics that will enable them to live meaningfully and be successful in a global society.

Shlenker graduates will be:

Effective Communicators

- who successfully use the communication skills in listening, speaking, writing, reading, mathematics, and technological presentations that are required in our complex and ever-changing world

Competent Problem-Solvers

- who can identify problems and the information needed to organize, analyze, interpret, evaluate, predict, and make appropriate decisions to resolve or to manage the problems of our rapidly changing world

Self-Directed Learners

- who will achieve mastery in the following curriculum areas: reading, writing, math, science, and social studies
- who will develop an appreciation for fine arts

- who will continually seek knowledge, take responsibility for setting appropriate priorities and achievable goals, and monitor and evaluate their own progress in their goal attainment
- who will develop strong study habits and study skills
- who will be able to meet and anticipate the challenges of a middle school curriculum

Quality Producers

- who are resourceful and creative
- who have high expectations for their own work as individuals or as part of a team
- who have strong leadership skills
- who take pride in their own work, and are able to monitor and correct their own performance

Responsible Citizens

- who learn to appreciate and value the freedoms and privileges available to citizens of the United States
- who are honest, self-disciplined, and respectful of others
- who are tolerant and not only accept, understand, and deal with diversity, but also are appreciative of differences
- who contribute to the community in a cooperative manner
- who have the skills needed to maintain fulfilling interpersonal relationships
- who are proactive citizens and take initiative to have a positive impact on the community
- who will understand and practice good health habits

Knowledgeable Jewish Students

- who have a strong foundation of Jewish knowledge
- who possess a strong sense of identity demonstrated by self-respect and self-worth
- who are committed to Jewish values and have a strong sense of Jewish identity
- who are motivated by Jewish expectations (*mitzvot*) and see prayer and deeds as part of the rhythm of everyday lives
- who see Jewish life and Jewish learning as a source of guidance and comfort in our turbulent world
- who have a strong bond with God, the Jewish people, and the State of Israel

EDUCATIONAL ADMINISTRATIVE TEAM

Ricki Komiss, Head of School: Please contact Ricki when you have questions concerning the philosophy of the school, school policies, the physical plant, financial matters, or an issue that has not been addressed by the Principals and/or the administrative team in a satisfactory manner.

Casey Suter, Elementary Division Head: Please contact Casey when you have an issue concerning your elementary child that has not been resolved by the teacher, or when you have a question regarding the elementary school program or curriculum, or your child's development. She is also the administrator in charge of discipline in the elementary school.

Janna Barnhart, Early Childhood Division Head: Please contact Janna when you have an issue concerning your child that has not been solved by the teacher, or when you have a question regarding the Early Childhood Program, or your child's development.

David Cohen, Director of Jewish Learning: Please see David when you have an issue concerning your child's Jewish or Hebrew studies or have a question about Jewish holiday celebrations at the school.

All members of the Educational Administrative Team are available to you to help in any way, from brainstorming about educational issues, to helping a family in crisis, and/or to arranging counseling with Beth Israel clergy. Please feel free to contact an administrator whenever you need their support.

OTHER MEMBERS OF THE ADMINISTRATIVE TEAM

David Elias, Director of Finance: Please contact David when you have any question concerning tuition, payments, school records or financial aid.

Tara Gassett, Director of Admissions: Please contact Tara when you have any questions concerning the admissions process, to arrange a tour of the school, or if you have a friend or relative who might like to send their children to The Shlenker School.

Julie Jerden, Director of Advancement: Contact Julie when you have a question regarding Annual Giving, or if you would like to make a gift to the school. Julie is also the staff member who works with the Soirée, Grandparents' Club, Dads' Club, and alumni, as well as other initiatives to increase our families' involvement in the life of the school.

Karen Miller, Director of Counseling and Family Services: Please contact Karen when you have an issue concerning your child's social or emotional development.

Sherry Dubin, Literacy & Learning Specialist: Please contact Sherry when you have a question about literacy development for either the Early Childhood or Elementary Programs.

Joan Gelfond, Campus Technology Director: Please contact Joan when you have questions concerning campus information technology. This includes guidelines for administering appropriate use of campus computing, network services, and coordinating information databases.

STAFF DEGREES AND EXPERIENCE

ADMINISTRATIVE STAFF

ADMINISTRATOR	DEGREE	POSITION	YEARS EXPERIENCE
Ricki Komiss	M.Ed.	Head of School	43
Casey Suter	M.Ed.	Elementary Principal	22
Janna Barnhart	M.Ed.	Early Childhood Principal	25
David Cohen	M.A.H.E., RJE	Director of Jewish Learning	25
James Simmons	M.Ed.	Assistant Elementary Division Head	8
Sherry Dubin	B.A., CALT	Literacy & Learning Specialist	38
David Elias	J.D., CPA Certificate	Director of Finance	35
Joan Gelfond	M.Ed. NTG	Director of Technology	26
Julie Jerden	M.S.	Director of Advancement	21
Karen Miller	M.Ed., LPC, LSSP	Director of Counseling and Family Services	37
Tara Gasset	B.A.	Director of Admissions	8
Lisa Sachs	M.Ed.	Director of Marketing and Communications	17

EARLY CHILDHOOD STAFF

TEACHER	DEGREE	POSITION	YEARS EXPERIENCE
Angie Aron	B.A.	Young Toddler	1
Jennifer Block	M.Ed.	Young Toddler	8
Ronda Feinberg	B.S., CDA	PreK-3	24
Barbie Freedman	H.S., CDA	Older Toddler	31
Mollie Guttman	B.A.	Young Toddler	1
Laura Hall	B.A., CDA	PreK-3	21
Julie Handel	B.S., CDA	PreK-3	10
Amy Ideris	M.Ed.	Young Toddler	7
Cindy Kaplan	H.S.	Older Toddler	4
Susan Hirshman	B.S.	Older Toddler	32
Linda Kantor	B.S.	PreK-4	19
Devon Leach	B.A.	Young Toddler	2
Rachel Lee	B.A.	PreK-4 Aide	20
Susie Levin	B.S.	Older Toddler	2
Susan Morado	H.S.	PreK-4	14
Shira Moses	M.A.	Older Toddler	4
Sherry Oliver	B.S., CDA	PreK-4	20
Marcy Powers	B.A.	PreK-3	28
Mary Rich	B.S.	Older Toddler	31
Elizabeth Rivera	H.S.	Older Toddler	4
Ethy Ross	H.S., CDA	Young Toddler	12
Alla Rozenberg	B.A.	PreK-4	3
Lita Selsberg	B.S.	Young Toddler	18
Suzanne Shanoff	H.S., CDA	Young Toddler	23

ELEMENTARY STAFF

TEACHER	DEGREE	POSITION	YEARS EXPERIENCE
Lorna Boughton	B.Ed.	Fourth Grade	9
Alisa Davis	B.S.	Second Grade	28
Anne Diskin	B.A.	Kindergarten	30
Nona Gotschall	B.A.	Kindergarten Aide	1
Rachel Hall	B.S.	Fourth Grade	8
Laurie Levy	M.Ed.	Third Grade	38
Abby Lyon	B.S.	First Grade	3
Royee Phillips	B.S.	Fifth Grade	7
Julie Riggins	M.Ed.	Second Grade	15
Sara Rosenbaum	B.S.	First Grade	14
Jessica Rosenberg	B.S.	Third Grade	8
Pam Seitz	M.Ed.	Kindergarten	38
Liza Star	M.Ed.	Fifth Grade	6

SPECIALIST STAFF

TEACHER	DEGREE	POSITION	YEARS EXPERIENCE
Marilyn Arlen	M.L.S.	Librarian	34
Joe Blanton	M.S.	Science	4
Leah Cohn	M.Ed.	Art	5
Dorit Hetz-Crane	B.S.	Hebrew	8
Cheryl Kinion	M.M.	Music	44
Ellen Leventhal	M.Ed.	L.E.A.P.	37
Deanna Napier	B.S.	P.E.	18
Peggy Portnoy	B.A.	L.E.A.P.	38
Melanie Rosenberg	B.S., CDA	Early Childhood Art/Music	10
Naomi Shenker	B.A.	Hebrew	29
Mary Torian	M.A.	P.E.	34
Debbie Wizig	B.S.	Hebrew	26

SUPPORT STAFF

NAME	DEGREE	POSITION	YEARS EXPERIENCE
Donné Breston	B.A.	Elementary Admin. Assistant	5
Judy Danziger	B.A.	Director of Advancement Assistant	26
Sharon Ellerin	B.S.	Registrar/Business Administrator	26
Adrienne Fox	B.B.A.	After School Academy Coordinator	30
JoAnn Klar	B.S.N., R.N.	Nurse	28
James Lee		Facilities & Operations Manager	24
Rick Caswell	M.Div.	Staff Accountant	33
Staci Jefferson	B.A.	Early Childhood Admin. Assistant	16
Toby Robbins	A.A.	Receptionist	27
Jerry Tumlin	B.M.	Admin. Asst. to Head of School	16

SCHOOL GOVERNANCE

The Board of Trustees of The Shlenker School is charged to govern and hold in trust for the present and the future, the integrity of the school.

The Board is responsible for

- Developing the overall policies and objectives of the school;
- Employing the Head of School;
- Maintaining the financial integrity of the school;
- Fundraising;
- Charging the Head of School with the authority for the day-to-day operations of the school.

The Board consists of 24 members. As of July 1, 2016 they are as follows:

Leslie Margolis, President

Leah Abrams, Vice-President

Jesse Carrillo, Vice-President

Michael Rubenstein, Vice-President

Michael Sachs, Vice-President

Aaron Swerdlin, Treasurer

Jay Blinderman, Secretary

Seth Abrams, Trustee

Will Burdine, Trustee

DaJuana Cohen, Trustee

Mike Coplon, Trustee

David Ebro, Trustee

Jacquie Jaffe, Trustee

Jeff Kalina, Trustee

Dana Katz, Trustee

Amanda McIngvale, Trustee

Barbara Mendel, Trustee

Rochelle Mintz, Trustee

Brad Rauch, Trustee

Nancy Rothfeder, Trustee

Mark Schmulen, Trustee

Sarah Williams, Trustee

Jennifer Zach, Trustee

Ricki Komiss, Head of The Shlenker School

Rabbi David Lyon, Senior Rabbi of Congregation Beth Israel

Bruce Levy, President of Congregation Beth Israel

Roslyn Haikin, Congregation Beth Israel Liaison

Susan Heyl, Immediate Past President of The Shlenker School

SHLENKER PARENTS ASSOCIATION

The purposes of the Shlenker Parents Association are to:

- Assist the administration and faculty in advancing the objectives of The Shlenker School;
- Encourage, promote, and coordinate parents' volunteer efforts in various school-related activities in order to enhance the student experience;
- Offer support to the administration as a talent/skills resource;
- Provide a communication link among parents, administrators, faculty, members of Congregation Beth Israel, and students, in order to promote a heightened sense of community;
- Provide financial support for SPA activities and projects which support and enhance the educational goals and student welfare.

As of July 1, 2017 the SPA board consists of the following officers:

Executive Board

Presidents Sarah Williams & Jennifer Zach

Vice President Jayme Schlackman

Vice President Alyson Ebro

Marketing Amy Seigle

Recording Secretary Edie Efron

Corresponding Secretary Allison Feldman

Corresponding Secretary Alli Feinstein

Treasurer Hillary Grippaldi

Historian Dana Katz

Past Presidents Leah Abrams & Liz Shoss

General Policy Information

BIRTHDAYS

Birthdays are special days in a child's life. The Shlenker School will happily share this day with your child. However, in an effort to avoid any child feeling left out or having hurt feelings, we ask you to follow the guidelines listed below:

1. No birthday party invitations or presents are to be exchanged at school. Please do not expect teachers or other staff to deliver presents to children. *Students should not bring party favors, hats, etc. to school to celebrate a birthday.*
2. If your Elementary child would like to treat his/her friends, we ask that you bring a simple treat such as cupcakes, cookies, or a healthy snack. Birthday celebrations for Elementary students will occur in the classroom or on the playground. Please bring treats only for your child's class, not for the whole grade.
3. Elementary summer birthdays will be celebrated at the child's "half birthday" in the classroom or on the playground.
4. In the Early Childhood program, if your child would like to treat his/her friends, we ask that you **bring a simple healthy treat**. Suggestions include fruit muffins, fruit kabobs, fruit and yogurt dip, gingerbread, banana bread, string cheese and fun shaped crackers, mini sandwiches, fruit salad, pudding cups, fruit cups. Please remember this should be a snack and not lunch-type foods such as McDonalds. Also, please consult teachers regarding food allergies in your child's class and appropriate times for celebration. Please be sure that any treats you bring are consistent with the *Dietary Policies* in this Handbook.
5. Another meaningful way to recognize your child's birthday is to participate in the Birthday Book Club. You will have an opportunity to buy a book for the school library that contains a bookplate honoring your child's special day.
6. When you plan birthday parties for your child, please remember that many of our families observe Shabbat on Friday night and Saturday. Shabbat and holiday birthday parties will automatically exclude those children who observe these days with their families.
7. When sending out invitations to birthday parties, please be sensitive to children's feelings. Please do not exclude one or two children from the class.
8. Shlenker Parent Association will recognize birthdays with a pencil and a card.

CARPOOL

In order to maintain safety and security, the following school rules are in place during dismissal times. While The Shlenker School has these policies and procedures in place and employees use their best efforts to keep children safe at pick up and dismissal, the school will not be held liable or responsible for any injuries to children and/or releasing students to an unapproved person.

1. Adults are requested not to wait in the office area during dismissal time.
2. Elementary dismissal will begin at 3:15 with an announcement to release students attending After School Academy to walk to their classes. Carpool riders will then be dismissed to walk to the All Purpose Room. Finally, "Walk-ups" will be dismissed to walk

- to the lobby area by the front door where they will be released individually to their parents or caregivers.
3. Elementary carpools or individual students who are picked up through the carpool line will be dismissed through the All Purpose Room. A Hallway Early Childhood students will be dismissed through the front door at 12:30. PreK-4 students will be dismissed through the front door at 2:00. Early Childhood students who stay for Afternoon Adventures will either join their elementary carpool and/or siblings or be dismissed to parents through the front door at dismissal time.
 4. Carpool for the Early Childhood Program on early dismissal days takes place at the North Braeswood entrance.
 5. If early childhood and elementary students are being picked up together, the early childhood students are brought to the elementary carpool dismissal area and may be picked up in that carpool line. Parents must arrange for this *ahead of time* with approval from the Early Childhood Division Head.
 6. Individual pick-up of elementary students will also take place in the front lobby. Parents are asked to *wait outside* the building until their children are dismissed to them.
 7. Parents are asked to notify teachers at the beginning of the year where individual elementary students will be picked up (either through the carpool line or in the front lobby).
 8. **Any changes in carpool pick-up arrangements need to be sent by email or in writing to the teacher. The teacher will make note of the change, initial the note, and send it to the office.**
 9. Students will only be released to individuals listed on their transportation forms, subject to any changes made as indicated by the procedure explained in number 8, above.
 10. Motors must be turned off when students are loading or unloading. Students will be assisted only when the engine has been turned off.
 11. All children should wear seat belts or be buckled in car safety seats. Teachers are not allowed to buckle children into seat belts or car seats.
 12. Parents are asked to ensure their car or booster seat is located on the right side (curb side) of the car. This is the car door the child needs to enter. In the case of multiple children, we recommend that the youngest child have the seat on the right side of the car.
 13. Cellular phones during carpool time: teachers will ask drivers to turn the phone off before they load children in the car. This is now a law.
 14. The Shlenker School offers the following information which may be helpful to parents. As of September 1, 2009, a booster seat law is in effect. The law states that all children younger than eight years old, UNLESS taller than 4'9", must be in a child passenger safety seat system. A child passenger safety seat system includes traditional car seats with harnesses AND booster seats. Additional clarifications of this law are:
 - Once a child reaches eight years old, they are **not legally** required to be in a child safety seat system.
 - If the child is younger than eight years old, BUT they are already 4'9" tall, they are **not legally** required to be in a child safety system.
 - The type of seat selected must be based on manufacturer's guidelines, including height and weight.

- Please make arrangements to transfer car seats when you are arranging transportation for your child or picking up someone else's child.
 - Parents and other carpool drivers are responsible for complying with applicable carseat, booster seat, and safety laws and regulations. The Shlenker School will not be responsible for any injuries or other consequences caused by any parent or carpool driver failing to comply with these laws or regulations.
15. Many of our carpools are full. For safety and legal purposes, all children must have a seatbelt. Please take this into consideration when making after-school arrangements for your child that might require taking extra children home.
 16. In accordance with state and municipal law, children should not be left unattended in a car for any reason.

CHILD ABUSE & NEGLECT

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and/or neglect to report it to the proper authorities. The school staff is trained yearly to identify the signs and symptoms of abuse and neglect. All suspect indicators will be documented and reported. The school is required by law to cooperate with any investigations of child abuse and neglect. Parents seeking information regarding the signs and symptoms of abuse and neglect may contact the counselor at 713 270-6127. The phone number to the child abuse hotline is 1-800-252-5400.

COMMUNICATIONS

1. All staff e-mail addresses are issued as follows: The individual's first name initial followed by the last name @shlenker.org; Suzy Smith would be ssmith@shlenker.org
2. All messages to students during the school day are handled through the school office or through the teacher's email. Parents are asked not to go directly to a child's classroom as it is disruptive to both the child and the class.
3. Requests for parent-teacher conferences should be made in writing, by e-mail to the teacher, by telephone, or by voice mail. Please do not send oral requests through your child.
4. When questions or problems arise concerning your child or his/her work, please call or e-mail the teacher *at school* and leave a message on his or her voice mail. Please allow the teacher a reasonable amount of time to return your call. Remember that if you call during the school day, the teacher may not be able to return your call until after school or the next morning.
5. A teacher's private time at home should be respected. If you call or text a teacher and he/she is unable to speak or respond at that time, please respect the teacher's need to return your call or respond to your text at another time. If the need does arise to contact a teacher or administrator at home, please call or text between the hours of 8:00 am and 8:00 pm, except in the case of an emergency.
6. In observance of Shabbat and other Jewish holidays, staff members have been asked not to make school-related phone calls on Friday night, Saturday, or any Jewish holidays. We ask that you respect our observance by not making calls to teachers at home at those times.
7. If a family problem arises which will affect your child's attitude, performance, or emotional disposition at school, such as death or illness in the family, parent absence, separation, or divorce, please notify your child's teacher, counselor, and/or Division Head immediately.

Confidentiality will be maintained at all times, subject to the school's policies related to child abuse or neglect and urgent safety concerns. This information will be treated confidentially and will only be shared with those who have a need to know and in accordance with the school's policies related to child abuse or neglect and urgent safety concerns.

8. **If a question or problem concerning your child is not resolved after contacting the teacher, please contact the appropriate Division Head. In matters concerning your child, your first contact should be the teacher, then the Division Head, and then, if the matter has still not been resolved to everyone's satisfaction, the Head of School.**
9. On Fridays, elementary students' assignments, tests, written communication from the teacher, and other important notices will be sent home in a blue folder with the request that parents sign and return the papers to the teacher. This correspondence is a vital component of our ongoing communication between school and home. We ask that all parents honor these requests. Early childhood students will bring home any work and printed information in their blue canvas Shlenker bags. This bag should be returned to school on Mondays.
10. Our main method of communication throughout the school year is by email. Please be sure to check your e-mail daily and read it carefully for any important information it might contain. Other important communication can also be found on ShlenkerConnect and the Shlenker website at www.shlenker.org. There is also a new Shlenker School App coming soon.

CONFIDENTIALITY

We maintain the highest standard of confidentiality with regards to student records. The Shlenker School keeps the following information for each child in a locked cabinet or on a password-protected computer. Access to a child's file is granted only to administrators, the school nurse, and the child's teachers except in the case of access due to compliance with a subpoena, court order, or at the direction of law enforcement.

- Academic records
- Health information and accident reports
- Parent-teacher conference reports (Early Childhood only)
- Student report cards (Elementary only)
- Outside testing and evaluations (if applicable)

The following individuals have access to the above items as specified below:

- Teachers have access to their own students' academic records, including any written assessments or testing reports.
- Administrators have access to all children's complete records.
- The nurse has access to each child's health records. The appropriate principal will determine who else needs to see health information.
- Families have access to any information in their own children's records with the exception of evaluation or recommendation forms for which parents have signed a waiver.
- Copies of records will be provided for parents who submit their written and signed requests except for information for which parents have signed a release.

Children's records will be used only to help administrators, teachers, and nurse determine the best educational practices for a particular child, to meet state guidelines, or in the case of medical need.

CUSTODIAL PARENTS

The Shlenker School is committed to protecting all students. If the student does not live full time with both natural parents, evidence of custody must be presented to the student's principal. A copy of the custody decree with the judge's signature and court seal will be maintained in the appropriate principal's office and/or the child's permanent folder. The guidelines of the custody decree, with respect to school issues, including educational and health decisions and obtaining records, will be strictly enforced. Without court documents with a judge's signature and official seal, students will be released to either parent.

DIETARY POLICIES

The Shlenker School, while not a kosher facility, will endeavor to serve kosher-style food. In accordance with Congregation Beth Israel policy, no pork or shell fish is allowed to be served in the building. In addition, we have requested that our catering service not serve dairy and meat products together in the same dish (for example, meat lasagna). We will also strive to ensure that vegetarian options are available at all school functions. Please note that all hot dogs served at Shlenker are kosher with pareve buns, though prepared in a non-kosher facility.

When we are in session during Passover, additional dietary restrictions will apply. Parents will be notified of specific foods that are permitted and provided with menu suggestions.

Due to the dramatic increase in nut allergies over the last few years, as well as the sudden, unanticipated onset of symptoms, *The Shlenker School does not serve or allow food containing peanuts or tree nuts, peanut or tree nut products or foods cooked in nut oils on campus.* We are a nut-sensitive school, which means we take every precaution possible to eliminate nut products on campus. However, The Shlenker School is not responsible or liable in the event of an injury to a child caused by inadvertent exposure to a food to which he or she is allergic. Parents of children with allergies should work in consultation with their child's medical providers and the school nurse to coordinate best environment for their child. When providing a special snack for your child's class or grade level, please keep this policy in mind. For more information about this policy, contact the school nurse.

EARLY BIRDS AND EXTENDED DAY

The Shlenker School offers Extended Day for children who need supervision beyond regular school hours. This service is not part of your regular enrollment cost and is not a part of the school's academic program. Children may be enrolled in Extended Day or may participate on a drop-in basis.

Early Birds offers supervision for children who must be dropped off at school between 7:30 and 8:50 a.m. (for Early Childhood Program). Children are supervised in early childhood classrooms.

Children *may not* be dropped off or left alone in the Early Bird classroom, or anywhere in the building, before 7:30 a.m. Early Bird teachers are on duty beginning at 7:30 a.m. and should not be expected to care for children before this time. Parents who arrive prior to 7:30 a.m. *must stay with*

their children until 7:30 a.m. when the Early Bird program begins. NEVER leave your child unattended, and please do not expect another parent to tend to your child until the Early Bird teachers arrive and finish preparations for the morning. Also, for the safety of your children, always accompany your child into the building, and do not leave until he or she is in the care of a Shlenker staff member. *Do not drop your child at the curb and allow him/her to enter the building alone. The Shlenker School is not responsible for children left alone when parents do not comply with this policy. The parents of any children found unattended will be called to let the family know that this policy has been violated. The Shlenker School reserves the right to take disciplinary action up to and including dismissal for violations of this policy.*

Students who are dropped off in Early Birds on an emergency basis are billed accordingly. Any student who comes to school before carpool begins at 8:45 am (early childhood) will be taken to Early Birds and billed the daily rate. Before 7:40 am carpool begins, elementary parents should either remain with their children in the foyer or in the car until a staff member is available to escort the children to the Kaufman Building.

Students may be enrolled in Extended Day if parents need after-school supervision for their children. Options are available for any combination of days during the week. A snack is provided for students. Elementary children will complete homework and participate in free play. Early childhood students participate in snack and relatively unstructured outdoor play. Early childhood students must be enrolled in Lunch Bunch in order to participate in Extended Day. Children who are not enrolled at The Shlenker School cannot be enrolled in or accommodated by the Extended Day program.

In order to safely monitor and supervise our students, all children who are not picked up by the end of afternoon carpool will be placed in Extended Day until they are picked up. Their parents will be billed accordingly at the usual daily rate. Elementary students who are not picked up by the end of any extracurricular activities (such as tutoring, choir, or After-School Academy) will also be placed in Extended Day and billed at the usual daily rate. *As a courtesy, please call the school office in advance so that we are prepared to receive your child in the Extended Day program in the event you will not be able to pick up your child as scheduled.* **Do not ask your child to wait in the library, lobby, or office, as the school personnel in those locations may not be free to supervise students. Any student found in these locations after hours will be taken to Extended Day and their parents billed at the usual daily rate.**

Parents may enroll their children in Extended Day on an emergency drop-in basis. Whenever possible, please notify the school office *in advance* if you are in need of this service. Parents will be billed for drop-in Extended Day.

Children who stay for Extended Day must be picked up no later than 6:00 p.m. Late charges are incurred beginning at 6:00 p.m. at the rate of \$1.00 per minute for each child. After three late pick-ups, the fee will increase to \$5.00 per minute.

For information about Early Birds please call the Early Childhood Administrative Assistant in the School office. For information about Extended Day please call the After School Coordinator in the School office.

EMERGENCY CLOSINGS

In the event that classes need to be cancelled due to an emergency situation or inclement weather, The Shlenker School will make the decision and activate Blackboard Connect. This system will notify all school personnel and families who are expected to check and respond to their messages. Please listen to messages prior to calling the school.

Although in the past The Shlenker School has followed the lead of the Houston Independent School District as they determined whether or not to close schools, the decision for Shlenker will be made based on the conditions in and around the school and the surrounding neighborhoods.

Please be sure that the school has updated contact information for your family so that we might reach you in the case of such emergencies. The Shlenker School is not responsible for students and parents who do not receive information regarding closures.

FIELD TRIPS

Field trips are planned to enrich and extend the learning that takes place each day at Shlenker. Students in PreK-4 through 5th grade participate in field trips. Field trip permission is granted through the Student Demographic Form in Blackbaud Education Edge. It will allow your child to participate in all field trips for the year. You will be notified prior to each field trip. Let us know in writing if your child is not to participate. All children will be provided with seat belts when we travel in private cars. Every effort will be made for field trips over two miles from school to be taken in buses. Field trip participation is a privilege and not a right. Participation by any particular student is at the discretion of that student's principal and the Head of School.

FINANCIAL ASSISTANCE

The school is committed to making its educational programs available to qualified students. The school recognizes that some families of qualified and motivated students cannot pay full tuition. Through the Financial Assistance Program, the school is able to enroll and re-enroll qualified students who would enrich the school.

The Financial Assistance Program of the school offers funds to qualified students using the following priority guidelines:

- Currently enrolled students whose families demonstrate the need for financial assistance
- New students whose families demonstrate the need for financial assistance

The financial assistance process will seek to determine the maximum amount of tuition that a family is able to pay, which, in turn, will determine the amount of financial aid needed. An appointed Financial Aid Committee determines a family's need for financial assistance based on need demonstrated by the family's financial aid application, tax returns, and funds available. Each

award is made for one school year. The school may use an outside service for help in evaluating a family's financial need. Any information concerning such assistance will be kept strictly confidential by the school and the family receiving assistance.

FIREARMS

At the recommendation of the Board of Trustees and the administration, the school will have an armed professional officer present during all times that children are on campus. No students, parent, or other agents of parents will be allowed to bring weapons, including knives, firearms, etc. onto the campus.

FOOD ALLERGIES

Due to the dramatic increase in nut allergies over the last few years, as well as the sudden, unanticipated onset of symptoms, *The Shlenker School does not serve or allow food containing peanuts or tree nuts, peanut or tree nut products, or foods cooked in nut oils on campus.* For more information, see the section of this Handbook regarding *Dietary Policies*. We are a nut-sensitive school, which means we take every precaution possible to eliminate nut products on campus. When providing a special snack for your child's class or grade level, please keep this policy in mind. For more information about this policy, contact the School Nurse.

If your child has any type of allergy – food or other allergen – we want to collaborate with you to meet his or her needs. To accomplish this, we must have an Allergy Action Plan each year, or whenever information about the child's allergies changes, whichever is more frequent, completed and signed by the physician or medical provider who treats your child's allergies. This form can be obtained from the school office or the school nurse. The completed form will be kept on file in the school nurse's office. Once the form is completed, a meeting will be held with the school nurse, the principal, a representative from the physician's office (in severe cases), the child's parent, and the child's teacher(s) in order to discuss the plan.

At times we have children with very severe, life-threatening allergies. These allergies can be so severe that if the child comes in contact with the allergen, he/she will have a serious reaction. Some of these allergens are: milk and other dairy products, nuts and other nut products, fish, eggs and egg products, wheat, and soy. For more information, visit Food Allergy Research and Education (FARE) at www.foodallergy.org. If parents suspect their child has severe allergies, they should have the child tested and then present the results to the school nurse so that we can institute an allergy action plan in conjunction with the child's family and medical providers.

If your child is in a class with a child(ren) with a severe, life-threatening allergy, you will receive communication about this at the beginning of the year from the principal and/or nurse. We will ask for your assistance limiting the possibility of contact with the allergen(s) the child or children *must avoid*. Should you have questions after receiving this communication feel free to contact the appropriate Division Head or the school nurse. The Shlenker School makes its best efforts to protect children from accidental exposure to items to which they are allergic but cannot guarantee an allergen-free environment.

GANG-FREE ZONE

The Shlenker School and an area extending 1000 feet from the perimeter of the property is a gang-free zone. According to sections 71.028 and 71.029 of the Texas Penal Code gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the school is a violation of the law and is therefore subject to increased penalty under state law. Offenses that are determined to be organized criminal activity or gang-related will be enhanced to the next highest category of offense.

HEARING & VISION SCREENING

In accordance with the Special Senses and Communication Disorders Act, all PreK-4, Kindergarten, 1st,3rd, and 5th grade students, as well as 2nd and 4th grade students who are new to the school, will undergo hearing and vision screening annually. Each year, during the first half of the year, The Shlenker School provides hearing and vision screening for each child in the aforementioned groups. Results that are atypical are communicated to parents in writing for follow up with a licensed medical provider. The Shlenker School does not guarantee the accuracy of these results. The Shlenker School is not financially responsible for any additional testing or follow-up that is recommended.

ILLNESS

1. Each year every student must complete a health form before reporting for the first day of school. If a child has ongoing or chronic medical needs, these needs must be communicated to the school via the health form, and parents are encouraged to follow up with the school nurse to create a plan for managing the child's condition. The Shlenker School is committed to providing educational experiences that assist the child in developing to his or her potential. We have established policies to protect the health of the children, staff, and their families. In accordance with the Texas Department of Health, we are unable to admit children to class if one or more of the following are present:
 - a) An illness which prevents the child from participating comfortably in school activities
 - b) An illness that results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children
 - c) A fever of 100.4 or greater or presence of a fever during the previous 24 hour period
 - d) Diarrhea, or more than two loose stools during the day
 - e) Vomiting within the last 24 hours. Whether or not a child may remain at school is determined by the nurse, Division Head, and/or Head of School.
 - f) Symptoms of a communicable disease
 - g) Sore throat or constant cough
 - h) Thick mucous or pus draining from eyes or nose
 - i) Unidentified rash until diagnosed as not infectious
 - j) Head lice (Your child will be checked before re-entry is permitted)
2. In the interest of our other students and teachers, sick children may not remain at school. Parents should be ready to make arrangements to pick up children judged by school personnel to be too ill to participate effectively, or who may pose the danger of infection to others. For elementary students, if requested by the parents, all assignments will be sent to the office by

afternoon dismissal for pick-up by parents or carpool. Children must be free of fever – *without the use of fever reducing medications* - for 24 hours before returning to school.

3. Parents will be notified in the event their child becomes ill at school; they are expected to make immediate arrangements to pick up a sick child. It is imperative that we have up-to-date home, work and cellular phone numbers. If a child is sent home with a fever, he/she may not return to school until he or she is fever free – without the use of fever reducing medications – for at least 24 hours. Whether or not a child may remain at school is determined by the nurse, Division Head, and/or Head of School.
4. A child who seems sick in the morning prior to school or the previous night should be kept at home as a precaution. In this way, a longer absence may be prevented and classmates will be protected. **IF YOUR CHILD IS NOT WELL PRIOR TO THE BEGINNING OF THE SCHOOL DAY, YOU ARE REQUESTED TO KEEP HIM/HER AT HOME.**
5. If a child develops a communicable disease (i.e. chicken pox, lice, flu, strep throat, fifth disease, measles, etc.), the nurse must be notified. Also, please contact the school office if a child has a rash of any type. Parents will be notified of communicable diseases to which children might have been exposed, as required by the Texas Department of Health.
6. When returning to school after an extended illness, orthopedic injury, surgery, and/or stitches, students may require a note from a Health Care Provider (HCP) regarding participation in daily school activities.
 - a. For extended illness, you will be asked for a note from your HCP when there is a question about (1) the implication(s) of a diagnosis for others in the school (i.e. is the child contagious?) and (2) when there is a question about a care plan for a child who may require special accommodations such as an excuse from P.E./recess
 - b. Orthopedic injuries and devices (i.e. casts, braces, splints, crutches) require a note from your HCP. Students sporting a cast will be automatically excused from P.E. unless the HCP provides specific orders to the school nurse.
 - c. Surgery and/or stitches will require a note from your HCP. Students will be excused from P.E. until the stitches are removed.

IMMUNIZATIONS

This policy is applicable to all students in attendance at The Shlenker School.

Every student enrolled in The Shlenker School must be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

All students must have evidence, in writing, from their physician of appropriate immunizations prior to the first day of school. Attendance is contingent on being current on all requirements. The only exception to the foregoing requirement is an exemption for medical reasons signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number.

INJURY

1. If your child experiences a minor injury such as a skinned knee or minor bump or bruise, we will call you immediately *only when the child requires further medical attention, needs to go home, or is measurably upset by the incident*. Otherwise, basic first aid will be applied and we will make you aware of the incident at pick-up time. If you would like to be informed immediately in the case of such minor injuries, please let your child's teacher know and we will do our best to accommodate you. Staff is required to complete an accident report form for incidents that produce an injury that occurs on school grounds.
2. In the event of an emergency, which in the judgment of staff requires immediate medical attention, information provided on the child's emergency medical form will be consulted. In case of an emergency where 911 must be called, and if a parent cannot meet us at the school, the Head of the School or designee will ride in the ambulance and stay with the child at the hospital until a parent or other designated individual arrives. It is vital that an emergency medical form be on file for every student and that the information on that form is up-to-date. Please make sure to inform the school office of any changes in emergency information that might occur during the school year including new medical insurance or primary care physician. The Shlenker School is not responsible for costs associated with emergency medical treatment, including the transportation to a medical facility by ambulance.

INTERNET USE AND THE SHLENKER SCHOOL WEBSITE

The Shlenker School computer network is established for the educational and professional use of Shlenker students, faculty, and staff. The network includes computers and peripheral devices located throughout the campus in computer labs, libraries, classrooms, and offices connected to each other and the Internet. Shlenker students have access to this network and are expected to be responsible users following the guidelines set out by this policy.

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom, which translates into a greater level of responsibility and accountability for everyone. Below are guidelines students at The Shlenker School should adhere to when using Web 2.0 tools in the classroom.

1. Be aware of what you post online. Social media venues are public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, or a future employer to see.
2. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
3. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, communicate in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online. Inappropriate, hurtful, threatening, or harmful language online, even when joking, is not acceptable.
4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents. Likewise, do not use someone else's password, especially without permission.

5. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
6. Do not look for materials online that are obscene, offensive, or connected to gambling. If, by accident, you arrive at such a site, please report it to your teacher immediately.
7. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
8. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution. When in doubt, hyperlink to your source.
9. When using school computers, please do not access or alter another person's files. Those files belong to someone else, and changing them or using them without permission is like stealing.
10. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing and that you have permission to edit the work.
11. At school, social networking sites are to be used only with teacher supervision.
12. School computers, peripherals, and internet stations belong to all of the students. Please use them in a responsible manner and respect the rights of others.
13. Whenever students borrow either hardware or software for use at home, the student and his/her family are responsible for that equipment. Should they be damaged in any way, the family will be responsible for repairing or replacing the item.
14. Students who do not abide by these terms and conditions may lose the opportunity to take part in projects or future use of online tools or may incur other discipline, up to and including dismissal from school.

What Parents Can Expect:

Students may be involved in educational projects which utilize social networking sites, wikis, and web-based workspaces. Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. These tools directly align with the *International Standards for Technology in Education (ISTE) for Students*. The Shlenker School encourages parents to view and participate with comments as necessary. Parents should generally abide by the same respectful norms as students. The Shlenker School believes that these norms are crucial to maintaining a productive learning environment.

Parents are asked not to expect teachers or staff at The Shlenker School to add them as friends on social networking sites. In addition, teachers will not add current Shlenker students to their friend's lists.

LOST AND FOUND

Please mark all clothing, lunches, satchels or backpacks, and book covers with your child's name.

Any article left in our lost and found container for more than one month will be given to charity.

The lost and found container for all PreK-4 and Elementary students is located in the Atrium of the

Kaufman Building. Lost and found for all other Early Childhood students is in the hallway in the Hurwitz Building.

MEDICATION

1. Please follow these guidelines regarding the dispensing of medications closely in order to protect the safety of your child and to comply with any applicable laws and/or guidelines. The state guidelines are written with an aim toward the prevention any type of mix-up or mistake in the dispensing of medications.
 - a) Prescription medications:
 - 1) All prescription medications must be in the original container labeled with the child's name, the date, directions, and the physician's name.
 - 2) The school must administer the medication as stated on the label directions.
 - 3) Medications will not be administered after the expiration date.
 - 4) A note from the child's doctor should accompany the prescription medication along with the orders for giving the medication.
 - 5) Your child's physician *must* write changes in your child's dosage of a prescription medicine. We cannot change the dosage on a parent's order without the physician's prescription.
 - b) Non-prescription medication:
 - 1) We will not administer oral OTC medications to a child under the age of five years old.
 - 2) All non-prescription medication must be labeled with the child's name and the date the medication was brought to the school.
 - 3) Non-prescription medication must be in the *original container*.
 - 4) The school must administer it according to label directions if approved in writing by health personnel or the child's parent.
 - 5) The school may administer Advil, Tylenol, or Benadryl, etc. (or generic equivalents) for students whose parents have given specific written permission for a non-prescription medication. Every effort will be made to contact the parent(s) prior to administering the medication.
2. All medications are to be kept in a locked cabinet or a refrigerator in the nurse's office. No medication is to be kept in classrooms, with the exceptions of diaper cream and cough drops (elementary only).
3. It is preferred that students who need medication be given their dosages before and after school. When this is not possible, we follow the guidelines described above when dispensing medications. All students who must receive medicine during the school day must come to the clinic at the appropriate time. Teachers will help students remember to take their medications. Though the school will make its best efforts, The Shlenker School will not be liable for any errors in dispensing medicine or students forgetting to take their medicine.

NON-DISCRIMINATION POLICY

There shall be no discrimination against any person in admission, employment, or otherwise because of race, color, national origin, gender, or age in violation of state or federal law or regulations.

OUTDOOR PLAY AND ENVIRONMENTAL HEALTH AND SAFETY

Children need to play outside for proper development of gross motor skills and to enjoy fresh air and sunshine. All students have recess/playground time daily unless one of the following conditions is present:

- Severe weather alert
- Active rain, thunder, or lightning
- Ozone alert
- Environmental alert (high level of pollution or temporary substance in air)

Teachers will be informed of severe weather alerts by a member of the administrative team.

However, play during recess/playground time is a privilege and not a right. Activities and the participation of particular students are always subject to the discretion of teachers, principals, and Head of School.

PLAYGROUNDS AND PERSONAL PETS AT SCHOOL

Parents are welcome to supervise their own children on playgrounds as long as the playground is not in use by Shlenker students during the school day or during Extended Day hours. Parents do so at their own risk. In addition, please do not bring any pets onto school grounds.

SAFETY AND SECURITY AT SHLENKER

The following measures will be practiced to provide the optimum safety and security of our students and staff. However, the Shlenker School will not be held liable for breaches in security. Parents will be kept informed of any new security measures.

1. The school has currently contracted with off-duty Houston Police Department officers to provide security as specified by the Board of Trustees, administration, and security committee. Security issues are regularly reviewed.
2. The doors to all buildings are kept locked. School visitors must enter the building only through the designated north-facing doors at the school entrance. Visitors should ring the bell to the left of the door to be admitted. You may enter once you have been identified.
3. Be sure doors are securely closed when you enter or leave the building. Do not allow someone you do not know to follow you into the building.
4. Parents are asked to check into the office when visiting or picking children up at times other than carpool time. You must wear your parent badge or obtain a visitor's badge from the police officer on duty so that you are readily identifiable to the staff and to the officer. It is necessary for everyone to help us keep the building safe by cooperating with these procedures, even if everyone knows you!
5. For individuals who do not have a parent badge or for a parent who may not have one on a particular day, a driver's license is needed for entry into the building. It will be scanned in the school's computer system and a visitor's badge will be printed for a one time use.

6. Please do not go down the hallways to pick up your elementary child. Wait for the child to come to the office. This is to ensure that students are released only to those people assigned by their parents/guardians.

STUDENT EVALUATIONS AND RECOMMENDATIONS

We receive requests for information from sources such as diagnosticians, psychologists, speech, occupational, or physical therapists, etc. In addition, we also receive requests for information and/or records from other schools. We are happy to complete reasonable form(s) and will follow these guidelines:

- A release of information form must accompany the request. Many times this is part of the paperwork and is a statement specifying what is to be released. This requires a parent signature. We will not complete any paperwork until this is obtained.
- We must be given a minimum of one week to complete any paperwork. This allows time for us to give careful consideration as we collect the information.
- All forms are reviewed by the appropriate principal before being sent.
- Tuition and other fees must be current for all students in the child's family before the information is released.
- All forms are sent directly to the requestor. We do not return the forms to parents.
- Parents must provide us with the address or fax number to which the information should be mailed.
- We would appreciate receiving a pre-addressed envelope, if available. Having a pre-addressed envelope will often expedite the process of preparing and sending a response.

TEACHER REQUESTS

Grade level teachers and administrators are involved in the process of creating class groups each year. We take great care in developing classes that are balanced in terms of academics, behavior, social interaction, gender, and the unique needs of students. Due to the fact that there are so many parameters for us to consider, we are not able to honor parent requests for teachers.

TELEPHONES

1. All elementary teachers have personal voice mail. Early childhood teachers share one line per classroom. Please feel free to leave them any messages concerning your child, or to request information or a conference. Please do not use the voice mail to leave messages concerning carpool or to prepare homework for a child who is absent, as teachers might not be able to retrieve messages until after school.
2. Except when given permission by an adult, students are not allowed to use the telephone during school hours.
3. There is a telephone available for adult use in the reception area of the office. However, because we have a limited number of telephone lines, we ask that all calls be restricted to three minutes. Please do not conduct personal business on school telephones. We must have access to telephone lines in case of an emergency.
4. Students are not allowed to use cellular phones during the school day or after school programs.

TEXTBOOKS AND LIBRARY BOOKS

1. Textbooks are issued to elementary students as a part of our educational program. Each student is expected to assume responsibility for the care and maintenance of these school materials. Students will be held accountable for lost or damaged textbooks and will be expected to pay for replacements.
2. Parents may visit the library with their children and check out books if desired. Access to the library database is available as a link from the Shlenker website. Parents are encouraged to visit the library and check out additional books for home reading.
3. Elementary students visit the library regularly and have the opportunity to check out one or two books per visit. Students should be encouraged to return their books on the day that they are due and to handle books with appropriate care. A library book is considered to be the responsibility of the student who has checked it out. Students will be expected to pay for any lost or damaged books.
4. We are very excited about the addition of Encyclopedia Britannica Online to The Shlenker School Library. This is a wonderful reference source containing every article from the 22 volume print set plus many additions. This will be a valuable tool for parents, teachers, and students. To access this from your home computer, go to www.britannicaonline.com, type in your login which is "Shlenker" and your password which is "school".

TUTORING AND CONSULTANTS

The Shlenker School collaborates with consultants throughout the year. Their role is to work together with teachers to provide support in the areas of classroom management and current up-to-date teaching techniques.

Outside tutors paid for by parents are welcome to work at Shlenker with students during the school day. The following guidelines must be met:

1. In order for an outside tutor to come into the school to tutor, the student must have current academic testing (within the last three calendar years) that indicates a need for additional support.
2. Only the counselor can schedule tutors. She will confer with the classroom teacher to schedule. The appropriate principal must give final approval of the schedule.
3. Students will be tutored during non-academic periods.
4. Tutors must have appropriate credentials including a master's degree and certification in their field.
5. Tutors must supply a copy of their driver's license and be willing to have a criminal history check.

VISITING SCHOOL

1. The Shlenker Early Childhood Program maintains an open door policy for parents who wish to visit. Parents with children in elementary grade levels are also welcome to visit their child's class when arrangements are made through the school office or through the teacher in advance. As the learning atmosphere in a classroom is of utmost importance, frequent or unplanned

visits are discouraged as they can result in interrupted learning. Planned classroom visits should last no longer than thirty minutes in elementary classrooms.

2. Whenever visits are made to a classroom, we require that all parents and other visitors check in with the school office and wear a parent badge or receive a visitor's badge from the police officer on duty at the security desk. If the officer is monitoring school property elsewhere, a badge to wear during the visit can be obtained in the school office.
3. Parents who visit Shlenker are asked to go directly to their destinations after checking in.
4. During the school day, a teacher's responsibility is to his/her students and classroom. Therefore, please confine discussions to planned conference times. This is especially true during carpool time and recess. Parents may contact a teacher by email or phone message to schedule a conference.
5. Please do not bring surprise treats to your child or your child's class during the school day. If you would like to help mark a special classroom event, such as the completion of a major unit of study, please contact your child's teacher.
6. No pets of any kind are allowed in or near the building without advance permission from an administrator. Please do not bring pets, leashed or otherwise, when picking children up.

WITHDRAWAL

The Shlenker School has specific guidelines regarding the withdrawal of students. The objectives of these procedures are to ensure that the child's school records are prepared and ready by the day of withdrawal.

Parents who wish to withdraw their child are to do so by completing a withdrawal form that may be obtained from the Registrar. The Shlenker School student contract only allows for a few specific reasons for withdrawal with an exemption from payment of the fully contracted amount. Consult your child's contract for a list of those reasons. The Business Office will determine the release of records based on the parents' financial obligation to the school including outstanding balances in other family accounts.

In the event of a withdrawal because a family is moving outside the greater Houston area, written notice of such withdrawal must be given to the School at least ten (10) days prior to such withdrawal. If such notice is not given, the date of withdrawal for calculation of pro-rata tuition waiver or rebate shall be deemed to be thirty (30) days after the actual receipt of such notice.

In the event a student or family is asked to withdraw from The Shlenker School for any reason, parents may still be liable for the contracted amount.

Early Childhood Information

Programmatic Information

EARLY CHILDHOOD PHILOSOPHY

The early childhood program is an integral part of The Shlenker School's ten-year program and embraces the mission and philosophy as stated on page 8. Our program uses an environmentally based curriculum called *The Creative Curriculum*® in which we create a classroom environment that is appropriate to the children's level of development. We believe that children learn best by doing. Through active involvement with their environment, children make sense of the world around them. The classroom is organized into interest areas, or learning centers, where children are encouraged to explore not only the learning materials, but also their relationships with peers and adults. The classroom teacher acts as a facilitator to the child's learning, responding to the individual needs of each child. Activities focus on hands-on learning through interactive play and individualized instruction so that children are challenged, but not frustrated.

During the early childhood years, the primary developmental tasks children face are building trust, gaining autonomy and self-control, and developing competence and initiative. The Shlenker program supports these developmental milestones by providing opportunities for children to develop their own interests and pursue activities they select on their own. Children are encouraged to make decisions for themselves and thus experience a sense of control over their lives. The teachers listen to the children, seek out their ideas, and allow them to express themselves. At the same time, we set clear, age-appropriate expectations for behavior in an effort to engender success and minimize frustration. Children are encouraged to learn from their mistakes, to explore, and to take calculated risks within a safe, prepared environment.

GOALS AND OBJECTIVES

Our goal is to nurture and nourish the spirit of the child. Children come to us naturally curious and eager to learn. When they transition to kindergarten, they have a strong sense of power and self-confidence and are ready to take on the challenges that lie ahead.

Our objectives are designed to help each child

- Experience a sense of positive self-esteem and exhibit a positive attitude toward life
- Demonstrate cooperative, pro-social behavior
- Acquire learning and problem-solving skills
- Expand logical thinking skills which develop mathematical thinking
- Acquire concepts and information leading to a fuller understanding of the immediate world
- Develop a positive Jewish self-esteem
- Expand verbal communication skills
- Develop beginning reading skills

- Acquire beginning writing skills
- Enhance gross motor skills
- Enhance and refine fine motor skills
- Use all senses in learning
- Enhance spiritual growth

These objectives, taken together, address children’s socio-emotional, cognitive, spiritual, and physical growth and provide an integrated and effective developmental approach to learning.

DISCIPLINE AND REDIRECTION

We strive for discipline or guidance to be positive, productive, and immediate when behavior is inappropriate. Positive redirection will be used when an undesirable behavior is involved, and children will be redirected to an activity that is acceptable. Children who have conflicts or problems with others will be encouraged to verbalize their anger and concerns. The role of the teacher is to be a facilitator of positive problem solving. Our teachers guide rather than punish.

Children whose behavior endangers others will be supervised away from other children. The child will process the problem with a teacher, counselor, or Division Head. Natural or logical consequences may also be used to address inappropriate behaviors. Staff uses “time out” only when a child is emotionally out of control and needs a private time to regain composure. Verbal processing is our preferred technique.

Children in our program will *never* receive physical punishment. The Shlenker School will not allow any child to be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff *or* by parents on the premises or during field trips.

LICENSING AND ACCREDITATION

The Shlenker School is licensed by the Texas Department of Family and Protective Services, and is accredited through the National Association for the Education of Young Children’s Academy for Early Childhood Program Accreditation (NAEYC). The PreK-3 and PreK-4 programs are additionally accredited by the Independent Schools Association of the Southwest (ISAS). The Principal, teachers, and staff meet all requirements and standards set by the child care licensing branch of Texas Human Services and by NAEYC. There are several requirements The Shlenker School must meet in order to maintain our license and operate in compliance with state and national guidelines. It is the responsibility of the Early Childhood Division Head and the Head of School to make certain all standards and regulations are maintained on a daily basis.

Should you wish to review a copy of the minimum standards published by Texas Department of Family and Protective Services, a permanent copy is located on the display table in the hallway of the Hurwitz Building. You can also visit the licensing website at www.dfps.state.tx.us to find the same information. The most recent copy of the school’s licensing compliance report is posted on the bulletin board in the same hallway. Should you need to contact the local licensing office, you may do so by calling 713-940-5200.

EDUCATIONAL PROGRAMMING

The educational programming for the Early Childhood program is based on the accreditation standards of the National Association for the Education of Young Children. The program is child centered with educational experiences tailored to meet each child's needs. The Shlenker School takes a "whole child" approach to early childhood education by encouraging the social-emotional, cognitive, physical, and spiritual growth of each child.

The Shlenker School Early Childhood Program offers developmentally and age appropriate programs for children ages fifteen months through five years old. Each classroom provides an array of equipment and materials appropriate for a range of children's developmental abilities. Children are grouped by grade level according to age on September 1.

Currently we have four grade levels:

Grade Level	Age On September 1	Maximum Teacher: Child Ratio
Young Toddler	15 months to 2 years	1:4
Older Toddler	2 to 3 years	1:6
PreK-3	3 to 4 years	1:8.5
PreK-4	4 to 5 years	1:9

Day-to-Day Information

AFTERNOON PROGRAMMING

The Shlenker School offers afternoon programs for children in early childhood grade levels who would like to extend their learning experiences into the afternoon. In **Young and Older Toddler Afternoon Adventures**, children participate in a supervised rest or nap period and engage in a variety of teacher-directed activities.

In **PreK-3 Afternoon Adventures** children also participate in a short rest period. Additionally, children engage in enrichment activities that may include (but are not limited to) art, science, or cooking. They experience a structured environment that includes learning centers and outdoor play.

Our **PreK-4 Afternoon Adventures** program is an extended option for PreK-4 students. PreK-4 children's enrichment activities might include creative dramatics, art, science, and/or organized games. PreK-4 Afternoon Adventures teachers also facilitate a structured learning environment that includes learning centers and outdoor play.

Afternoon Adventures hours are **12:30 to 3:20 PM** for Young Toddler, Older Toddler, and PreK-3. **Afternoon Adventures** hours are **2:00 to 3:20 PM** for PreK-4. Children must be picked up *no later* than 3:20 p.m. We understand circumstances arise which can cause parents to be late. Please call the office to let us know if you will be late, or have a problem picking up your child. Late pick-ups

will be charged \$1.00 per minute up to the Extended Day drop-in fee of \$20.00. After three late pick-ups, the charge will be \$5.00 per minute. Children who are not picked up by 3:20 p.m. will be taken to the Extended Day program.

Shlenker purchases a mat for each student to use during rest periods, therefore please do not send a mat of any kind with your child. We suggest that you send a small blanket for your child as the classrooms can get chilly at times. If you would like to send something to cover your child's mat, a crib sheet fits perfectly over the mat. Please keep in mind many of our classrooms have limited storage, so we will kindly ask you to take large pillows and thick comforters type blankets home daily. We appreciate your cooperation with this matter as it helps us stay in compliance with fire codes. If your child has a soft toy or other security object, feel free to send this for him/her to have during the rest period.

CARPOOL AND INDIVIDUAL PICK-UP

Just as arriving on time is important, it is also important for children to consistently experience the full extent of the morning program. Dismissal for Young Toddler, Older Toddler, and PreK-3 begins at 12:30 and ends at 12:40 PM. Dismissal for PreK-4 begins at 2:00 and ends at 2:10 PM. Please make every effort to keep early departures at a minimum.

You *must* make arrangements to have your child picked up on time. We understand that circumstances arise that can cause parents to be late. Please call us to let us know if you will be late, or have a problem picking up your child. Late pick-ups will be charged \$1.00 per minute up to the afternoon program drop-in fee of \$20.00. After three late pick-ups, the charge will be \$5.00 per minute.

Children will only be released to the person(s) listed on the Transportation Form, even in case of an emergency. Should you designate someone who is not listed on your transportation form to pick up your child, a written authorization with the date must be given to your teacher and the person's driver's license will be required for identification. Please let friends and families know that this policy is for the safety of everyone involved and will be strictly enforced. Our intention is not to offend anybody, but to keep our children and families safe. Please see the other transportation and carpool policies in this handbook for more information.

CLASSROOM CELEBRATIONS

The teachers work in collaboration with room parents to coordinate classroom celebrations. As parties can be an overwhelming time for some children, we try to minimize the scope of any classroom celebrations. We have found that the children have more fun when they know what to expect and when they follow the classroom routine. Therefore, please refrain from sending favors to school that are to be sent home with children in the class. This includes toys, candy or other treats, beads, noisemakers, etc. If you are interested in participating in one of your child's classroom celebrations, please contact the room parents in the class.

FOOD ALLERGIES

Please see p. 21 for information on food allergies and also consult the *Dietary Policies* for more information.

KABBALAT SHABBAT

Our children welcome Shabbat together weekly. Young Toddler and Older Toddler worship includes songs, prayers, and the Friday evening blessings. PreK-3 and PreK-4 students gather together for worship with songs, prayers, and the Friday evening blessings; they also hear a Torah story.

Several times during the year, families are invited to join us at 12:00 PM. for the Family Kabbalat Shabbat. Each week the children participate in the short worship service with their teachers, administrators, and clergy.

We ask that you serve as role models for your children by not conversing with them or other adults, and by singing along with the leaders of the service. We also ask that you arrive on time, dress appropriately for a school setting, and turn off your phones and pagers (as you would in any other service in our synagogue). We want you to set an example for your child as a participant in prayer in a warm, loving community.

Challah and juice are provided each Friday for all students to enjoy.

LUNCH

Water is offered frequently throughout the day and is available in water dispensers in the classrooms and on the playground.

We encourage children to practice good manners, converse freely, and eat at the table. If a child requires a special diet for medical reasons, please provide written direction from a physician. Please provide a healthy, nutritious lunch and a drink each day. If your child's lunch needs refrigeration, please place a frozen "cold pack" inside the lunch box. We are unable to refrigerate or heat food in the classroom. Please remember to include any needed utensils. Please do not send pop-top cans, soft drinks, or candy. Limit any foods that are high in sugar or fat and send only 100% juice (rather than fruit flavored drinks). Also remember that Temple policy does not allow pork or shellfish in the building. Suggested menus and portion sizes for lunches are available in the early childhood Administrative Assistant's office.

For children under the age of four, please follow these guidelines to help us minimize choking hazards:

- When sending hot dogs, please cut them into fourths.
- Please send carrot sticks instead of baby carrots.

- Slice grapes in half, length-wise.
- Please do not send the following foods: popcorn, round vegetables, large chunks of meat or cheese (When sending meat and/or cheese, please cut into ½" square.)
- Please remember that we are a nut-sensitive facility. Do not send foods that contain peanuts or tree nuts.

Parents will have an opportunity to sign up for and participate in our special snack days in which families take turns providing a healthy, nutritious snack. This takes place once a week in your child's classroom. Food that comes from home and is shared among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. (Examples: prepackaged foods such as yogurt, carrot sticks or other vegetables, fruit cups.) This protocol is for the safety of all children.

If your child has special health care needs, food allergies, or special nutrition needs, we need the child's physician to provide us with an individualized care plan, prepared in consultation with family members and any specialists involved in your child's care. We take vigilant precautions to protect students with foods to which they are allergic, but we cannot be held responsible should accidental exposure occur.

MORNING DROP OFF

The morning program begins promptly at 9:00 a.m. and ends 12:30 PM for Young Toddler, Older Toddler, and PreK-3. PreK-4 ends at 2:00 PM. Students should arrive no earlier than 8:45 a.m. when carpool begins, unless they are enrolled in Early Birds. It is important that children arrive on time, no later than 9:00 a.m. Routines are very important to young children, and a regular arrival time provides consistency and allows the children to begin their day all together with as few interruptions as possible. Children may be personally escorted by a parent or guardian, or for children in Older Toddler and above, be dropped off through carpool. Once a child is comfortably transitioned into a new classroom environment, we recommend that parents keep their goodbyes brief and allow their children to move on and enjoy their day. Please see the other transportation and carpool policies in this handbook for more information, including page 17 and 38.

NURSING MOTHERS

Parents who are nursing their child may inform the Early Childhood Division Head who will provide the parent with a comfortable place to nurse her child. In addition, nursing parents have the right to breastfeed or provide breast milk for their child while in our care.

PARENT COMMENTS, CONCERNS, AND PRAISES

The Early Childhood Division Head, teachers, and staff are here to provide quality early education and positive learning experiences for each child at our school. It is very important that we maintain open communication so that we may be aware of all concerns. If you have concerns, please let us know as soon as possible, in a respectful and private way so that we can address them. Please do not wait until the school year is nearly over to express your concerns. It is also important that we hear about what pleases you. Your cooperation is greatly appreciated and necessary for a happy, safe environment for all of us.

PARENT CONFERENCES

Early Childhood parent-teacher conferences are held at least twice a year, once in the fall and again in the spring. During this time your child's teacher will share specific information with you about your child's development and his/her progress toward the curriculum goals in the school.

Teachers and/or the Early Childhood Division Head are available to meet with families at any time during the year should you have any concerns about your child. The teachers and/or Division Head will also notify the family if it is felt that special circumstances or problems are affecting the child. Feel free to contact your child's teacher to schedule a conference.

PARENT INVOLVEMENT

Parents are the most important adults in a child's life and are the primary source of affection and care. Therefore, we make every effort to work in partnership with parents to meet the needs of the children. We strive to collaborate with parents by keeping them informed about their children's experiences at school, and by providing many opportunities to become involved and educated.

Teachers will send information home about lesson plans, school events, and children's work each week in your child's blue Shlenker bag. Please go through your child's blue Shlenker bag each weekend, review all the material, and send the bag back to school each Monday. Teachers will also communicate class information by email and Shlenker Connect.

Parents will have an opportunity to sign up to serve as room parents at the beginning of the school year. Room parents assist with celebrations, phoning parents, and other special projects in the classroom. Should you wish to help with one of your child's classroom celebrations, please contact one of the room parents. Teachers will also make parents aware of opportunities to provide materials for special projects or to volunteer in the classroom when appropriate. Several other opportunities for involvement at Shlenker are offered through the Shlenker Parent Association.

TOILETING AND TOILET TRAINING

When a child shows beginning success in the home environment, we will support his/her family's efforts and incorporate potty training within the limitations of the particular group. Teachers will provide regular and consistent opportunities for the children to use the restroom in support of parents' efforts. It is important that the teachers and families stay in communication during the entire process of toilet training to ensure the child's success.

Learning to use the toilet is a big event in a young child's life. As toilet training is a complex process, there are many issues families and caregivers must consider before and during the process of toilet training for it to be a successful experience for everyone. Our philosophy on toilet training is to respect each family's tradition while referencing suggestions and guidelines from the American Academy of Pediatrics and other research-based organizations. We recognize that children develop at different rates, and that they will achieve bowel and bladder control when they are developmentally ready. The initiation of toilet training should always be based on the child's developmental level rather than on the child's age. Initiating toilet training before the child is developmentally ready can create stress and anxiety for the child and the family, and increase the length of time it takes to train the child. Based on this information, we ask you to consider the following signs to determine whether or not your child is ready:

The child:

- Can and will communicate his/her need to eliminate
- Follows simple directions
- Remains dry for at least two hours at a time during the day
- Is dry after nap time
- Has regular and predictable bowel movements (some may have bowel movements every day and some may have them every 2-3 days)
- Walks to and from the bathroom, pulls down own pants and pulls them up again
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet
- Has asked to wear grown-up underwear

If the child has most of these skills, then he/she is probably ready to start toilet training. If the child does not have these most of skills or has a negative reaction to toilet training, wait a few weeks or months until most of the skills are present. Starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

We recognize that sanitation and safety are important in the process of toilet training and for children who are already trained. The early childhood program follows these procedures regarding safety and sanitation:

- Child size toilets are used in all restrooms.
- Potty chairs and seats are not used and should not be brought from home. The American Academy of Pediatrics discourages the use of potty chairs and seats in early childhood programs setting because sanitary handling is difficult.

- The toilets and restrooms are cleaned with a quaternary solution when the seat or area is visibly dirty and at least once daily.
- Wet or soiled clothing is placed in a plastic bag, sealed tightly, and sent home. Teachers are instructed not to rinse soiled clothing because there is more of an opportunity to contaminate hands and other surfaces. Each child should have a complete set of extra clothes at school.
- Children are encouraged to wipe from front to back.
- Teachers and children properly wash hands after toileting, helping with toileting, cleaning toilet area, and handling contaminated items.

The following summarizes the philosophy of the Early Childhood Program regarding toilet training:

- A calm, easygoing approach works best.
- Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing); we reinforce the child's success at each step.
- It is important to help children recognize when they are urinating or having a bowel movement. They must be aware of what they are doing before they can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained.
- It is important for parents to dress children in easy-to-remove clothing to help children be successful in undressing and dressing.
- Forcing a child to sit on the toilet against his/her will or for long periods of time if he/she does not want to can set up a power struggle and negative feelings toward the toilet training may result.
- Children are never punished for accidents as occasional accidents are normal. When cleaning and changing a child, we use a positive demeanor and reassure the child that he/she will be successful. Punishment does not make the process go faster and may delay it.
- Supervising children during toilet training and toileting is important to the process, as is giving positive feedback.
- Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personnel as needed.

WHAT TO BRING

Please label all belongings that are brought to the school!!

Please send your children to school comfortable and *ready to play and learn*. Dress your child in practical, comfortable clothes and shoes. Do not send them in party-type clothing or other clothing you do not want ruined. Early learning can be messy!

For safety purposes, please send your child in shoes that have a firm bottom and both a closed toe and closed heel. Shoes with open toes or heels, with or without socks are unacceptable. Shoes with soft bottomed soles are also not acceptable to wear to school. *This includes Crocs™, Robeez®, sandals, clogs, etc.* Tennis shoes or other rubber-soled shoes are best.

Send a complete change of clothes, including socks and two changes of underwear, to be kept at school in your child's cubby. As the weather turns colder, you will be asked to send another set of clothes appropriate for cooler temperatures. Remember to label everything. If your child uses diapers, you will be asked to supply disposable diapers and baby wipes. Due to health and sanitation guidelines, we do not allow cloth diapers.

Due to limited storage space in the classroom, please do not send backpacks or other items for your child to carry to and from school each day. Teachers will pack each child's blue Shlenker bag with art, other work, and school correspondence on Friday to be returned on Monday. We use this routine specifically so that backpacks and other tote bags are not needed throughout the week.

You may send a blanket, soft toy, or other transitional object if your child needs help adjusting to the school environment. Once your child is comfortable, we make every effort to foster independence and will encourage your child to keep such objects in his or her cubby until it is time to go home or to nap.

Other toys from home are not allowed except on theme days. This helps children to learn to share and to eliminate the loss of treasured belongings. Toys that make it to school will be kept in the child's cubby until it is time to go home. In addition, please keep money and jewelry at home. Should you allow your child to bring such items, please be aware that teachers and other staff cannot be held responsible if anything is lost or broken at school.

Elementary School Information

ABSENCES

1. When a student is ill and will not be present for the entire school day, parents should notify the school office before 9:00 a.m. Please request work at this time if you plan to pick it up or want it sent with another child. The classroom teacher and all necessary specialists will be notified. Teachers will make every possible effort to send assignments for elementary students to the office by dismissal time if requests are made by 9:00 a.m. Assignments can be picked up in the office by a parent or another child in the carpool at dismissal time.
2. Leaving school for appointments during the school day is discouraged. If unavoidable, please send a note to the teacher with the child. His/her teacher will then notify the office. When a child leaves school during the day, his parents must check him/her out through the school office and check in upon return. Assignments will be given to the elementary student who is then expected to make up any work he/she might have missed while gone. Children will not be sent to wait for their parent in the office, as this removes them from class during valuable instructional time.
3. Please schedule family vacations during school holidays. It is very difficult for students to keep up with their classmates when they miss several days in a row. Students who miss sections of standardized testing due to a vacation will not be allowed to make up those sections missed.
4. Students are responsible for work which has been assigned during his/her absence but not due immediately upon return. If a test is scheduled for the day of a student's illness, he/she must be prepared to take it upon his/her return. In the event of a disabling illness, special arrangements to make up work should be made with the student's teacher(s) and the administration.
5. When parents plan to be out of town, it is extremely important that the school be notified. A written note containing the names of those individuals in charge of the home, carpool arrangements, and telephone numbers where parents may be reached must be sent to the office before parents leave.
6. An administrative committee will meet to review students who have excessive absences. Parent conferences will be held to discuss the absences and make a plan to attain improved attendance.

ACADEMIC GRADING & REPORTING

The Shlenker School is on the trimester system; therefore, report cards are emailed home at the end of each twelve week period. Progress reports are emailed home at the beginning of the seventh week of each trimester.

The following grading system, which includes numerical grades, is used in second through fifth grades:

(90-100)	Excellent
(80-89)	Good
(75-79)	Satisfactory
(70-74)	Needs Improvement
(Below 70)	Failing
(M)	Modified curriculum; below level
(A)	Accommodations
(N/A)	Not Applicable

Grades for social skills, work habits, and some content areas are given the marks listed below. This system applies to all subject areas in first grade, Hebrew, and specialists' classes.

Mark	Social Skills & Work Habits	Content Areas
E	Excellent	Exemplary-Independent; easily grasps concepts
G	Good	Proficient-Grasps skills with little help
S	Satisfactory	Progressing-Skills attained with extra help
N	Needs Improvement	Not yet meeting standard or mastered skills
U	Unsatisfactory	Unsuccessful

Kindergarten report cards reflect the developmental nature of learning at that age and inform the parents how students are doing at the end of each trimester with the following system:

- NA** Not Applicable
- NI** Not yet introduced
- B** Beginning
- D** Developing
- S** Secure

AFTER-SCHOOL ACADEMY

In order to enrich our curriculum and to enable our children to explore different types of learning, after-school classes will be available to elementary students. These classes are offered at a fee for each activity. Classes may include instruction in robotics, drama, science, chess, dance, athletics, choir, and so on. Near the beginning of each semester, information will be sent to parents so they may determine if they wish to enroll their students. As our offering of these classes depends on providing a minimum number of students, refunds will not be offered for students who choose not to attend once classes have started.

Please note that all classes and activities end at 4:20 (unless otherwise noted by the instructor or troop leader). Parents will need to park in the parking lot and enter the building to pick up their children after class. Children who are not picked up by that time will be taken to Extended Day and billed accordingly at the daily rate. You may also choose to enroll your child in Extended Day

on the day of his/her after-school class. Of course in the case of an emergency, please call us by 4:10 p.m. to let us know that your child should go to Extended Day.

For more information about Shlenker’s After School Academy, please contact Adrienne Fox at the School office.

The Shlenker School also provides meeting space for Girl Scout troops should parents wish to organize them. Congregation Beth Israel sponsors a Boy Scout troop that meets in the evenings. Parents who wish their children to participate in scouting activities should contact the San Jacinto Girl Scout Council, the Boy Scouts of America, or the parents who are coordinating the individual troops.

ARRIVAL

Carpool begins at 7:40, when the All-Purpose Room door will be open. Children will go directly to their classrooms. In order to provide supervision for children at all times, doors to the Kaufman Building will remain closed until 7:40 am when carpool begins. Before that time, please remain with your child in the lobby until a staff member arrives to accompany the children to their classrooms. Please see the other transportation and carpool policies in this handbook for more information, including page 17.

BEGINNING THE DAY

The school day begins promptly at **7:55 a.m.** Students should arrive in their classrooms between 7:40 and 7:50 a.m. The time between 7:40 and 7:50 is used to put materials away and organize for the day. The first bell rings at 7:50 a.m. Students will walk as a class to the All-Purpose Room at 7:50 to begin “Good Morning Shlenker” at 7:55 a.m. All children are expected to be in the All-Purpose Room at that time. Children are counted tardy if they arrive after 7:55 a.m. Every effort should be made to be on time. Tardiness is discouraged because it can impede a child’s effectiveness throughout the day.

BULLYING

When considering whether conduct constitutes bullying, The Shlenker School looks at the following principles:

- Bullying is when someone, or a group of people, upset or create a risk to another person’s health and safety – either psychologically or physically – or their property, reputation, or social acceptance on more than one occasion.
- Bullying behavior is intentional, repeated, and creates an imbalance of power.
- Bullying can include any verbal abuse such as slurs, name-calling, and derogatory statements to another person because of that person’s race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
- Bullying can be any act or speech that subjects people to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace.

Bullying is not acceptable behavior at The Shlenker School. Once teachers and administrators ascertain that a student has bullied another student, the protocol is for an immediate referral to an administrator. Please refer to p. 52 of the Parent and Student Handbook for this protocol. Other behavior that does not constitute bullying but is inappropriate, mean, or cruel, will also subject a child to discipline.

DISMISSAL

The school day ends at 3:15 p. m. with daily announcements and reminders. After announcements, students will be dismissed in groups to After School Academy, to the All-Purpose Room (carpool), and the Lobby (walk-in pick-ups). In order to protect our students and ensure security, children will not be dismissed before 3:20 unless parents have made special arrangements in writing prior to dismissal. Please see the other extended day, transportation, and carpool policies in this handbook for more information, including pages 17 and 21.

ELEMENTARY DRESS CODE

The Shlenker School Board has established a dress code that enables the students to distinguish between school and play time by specifying clothing that is appropriate for an educational environment. The uniform was developed with an eye toward comfort, neatness, modesty, and respect for the academic process. Please consult the chart and the statements below for your child's uniform requirements:

	BOYS	GIRLS K-2	GIRLS 3-5
DRESS UNIFORM Required for Fridays, Grandparents' and Special Friends' Day, and other occasions specified by Elementary School Principal. May be worn any day.	<ul style="list-style-type: none"> ○ White oxford cloth shirt ○ Long khaki chino-styled pants* ○ Solid black, brown, or navy belt ○ Navy cardigan or hooded, zippered sweatshirt jacket with Shlenker logo♦ 	<ul style="list-style-type: none"> ○ Plaid jumper ♦* ○ White broad-cloth peter pan collar blouse. ○ Navy cardigan or hooded, zippered sweatshirt jacket with Shlenker logo♦ 	<ul style="list-style-type: none"> ○ Plaid pleated skirt or culottes ♦* ○ White oxford cloth shirt ○ Navy cardigan or hooded, zippered sweat shirt jacket with Shlenker logo♦
OPTIONAL SHIRTS Monday through Thursday only.	<ul style="list-style-type: none"> ○ White, navy blue, or red polo-style shirts, long or short sleeved, with or without logo 	<ul style="list-style-type: none"> ○ White, navy blue, or red polo-style shirts, long or short sleeved, with or without logo 	<ul style="list-style-type: none"> ○ White, navy blue, or red polo-style shirts, long or short sleeved, with or without logo
OPTIONAL PANTS, SHORTS, DRESSES, AND SKORTS Monday through Thursday only.	<ul style="list-style-type: none"> ○ Long navy blue chino-style pants* ○ Khaki or navy blue walking shorts*, with or without cuffs 	<ul style="list-style-type: none"> ○ Long khaki or navy blue chino-style pants* ○ Khaki or navy blue walking shorts*, with or without cuffs ○ Navy blue skort or culottes ♦* ○ Plaid culottes♦* ○ Short-sleeved navy polo-style dress with logo ♦* 	<ul style="list-style-type: none"> ○ Long khaki or navy blue chino-style pants* ○ Khaki or navy blue walking shorts*, with or without cuffs ○ Navy blue skort or culottes ♦* ○ Plaid culottes♦* ○ Short-sleeved navy polo-style dress with logo ♦*

- ♦ All girls' jumpers, culottes, dresses, and skorts must be purchased at Parker School Uniforms. Dress may also be purchased at Lands' End.

- * Pants and shirts may be purchased from any retailer provided styles and colors are identical to those at Parker.
- * All shorts, jumpers, culottes, dresses, and skorts should be no shorter than 3" above the knee.

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

1. The Shlenker School requires all elementary students to wear the proper uniform daily. Parents will be notified if students are not appropriately dressed, and may be called to bring the proper attire to school in order for a student to remain in class.
2. If purchasing required uniforms presents a financial hardship for your family, please contact Sharon Ellerin, Registrar, for assistance. All requests are confidential. She may be reached at sellerin@shlenker.org or at 713-270-6127.
3. The SPA provides a free uniform exchange service. Please contact The SPA Chairperson for more information.
4. Logo items must be purchased at either Parker School Uniforms, 3817 Bellaire Blvd., 713-661-6110, or at Lands' End School Uniforms, www.landsend.com, preferred school number 900-3441-4 (a portion of proceeds will be donated to The Shlenker School).
5. Parents wishing to purchase monogrammed navy hoodie jackets may do so through Lands' End only. One monogram style will be available.
6. No logo other than The Shlenker School logo is permitted on any item of clothing, including socks. Optional Shlenker logos are available on polo shirts and oxford cloth shirts, jackets, cardigans, and dresses.
7. On cold weather days, girls may wear black, blue or white leggings or tights with their uniforms. Leggings must extend below the knee; all socks must be solid white.
8. At all times, including free-dress days, students must wear P.E. appropriate shoes with closed toes and closed heels. Platform shoes, shoes with heels higher than ¾ inch, sandals, and Crocs are not permissible.
9. All shoes requiring laces must include the laces and be snugly tied.
10. Shoes that make any kind of noises or that have wheels or lights are not permitted.
11. Inside the school building, students who wish to wear sweaters or jackets must wear either a navy logo cardigan or a navy logo zippered hooded sweatshirt.
12. Unless they are unable to manipulate a belt buckle (Kindergarten students only), all students must wear belts with their shorts or long pants.
13. Students should present a neat and clean appearance at all times. Dress uniform shirts must be tucked in at all times.
14. No colored leotards or t-shirts may be worn under uniform shirts and blouses. Girls may wear white tank tops underneath their blouses or oxford cloth shirts. Boys may wear plain white undershirts.
15. Girl Scouts and Boy Scouts may wear Scout uniforms, including badge sashes and vests, on their Scout meeting days.
16. Girls may wear stud earrings only.
17. Only simple watches may be worn. Only necklaces with religious symbols may be worn. No bracelets or anklets are allowed, with the exception of "cause" bracelets.
18. On free dress days, students must wear clothing that is appropriate to school. No halter tops, bare shoulders, backs, or midriffs are allowed. Likewise, no short shorts or cut-off pants are

- allowed. T-shirts must be worn under sleeveless sports jerseys and tank tops with large arm openings. T-shirts should not have inappropriate slogans on them.
19. For Field Day and Israeli Independence Day ONLY, students may wear athletic shorts purchased from Lands' End: Girls style #486479; Boys style #486433.
 20. All students' hair must be neat and well-groomed. Students with long hair may be asked to secure their hair away from their faces.

EXCESSIVE ABSENCES & TARDIES

The teacher will contact the parent after three tardies in a trimester to express concern regarding the missed instructional time. After five tardies, the teacher, parent, and Division Head will conference with the parents. Excessive absences, for reasons other than illness, will result in a parent, teacher, and principal conference and if they continue, the student will be subject to dismissal.

EXPECTATIONS & STANDARDS FOR DISCIPLINE MANAGEMENT

Every effort will be made by the teachers and administrative team to "catch the child's good behavior." However, we recognize that socialization is part of the learning process. The Shlenker staff will make expectations clear and consequences fair for all students.

The following expectations and standards have been created to help children understand that they are ultimately responsible for their own actions: when they misbehave in school, there may be consequences for their misbehavior. In addition, with these expectations and standards, we seek to strengthen the school/home partnership by involving a child's parents in any solutions to long-term or serious problems.

STUDENT EXPECTATIONS & STANDARDS FOR BEHAVIOR

Each student is expected to:

- Demonstrate courtesy and respect for others
- Respect the rights and privileges of other students, teachers, and other Shlenker staff
- Respect the property of others, including Shlenker property and facilities
- Behave in a responsible manner at school and at all school functions on or off campus
- Use appropriate language at all times
- Obey all campus and classroom rules
- Prepare for each class; take appropriate materials and assignments to class
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Report dangerous behaviors and/or situations to school personnel
- Report threats to the safety of students and staff members as well as misconduct on the part of any other student or staff member to a teacher, an administrator, or another adult
- Use technology appropriately, including, but not limited to, the Internet, Shlenker network, or Shlenker owned equipment or software
- Report all observed or suspected technology security problems immediately to a teacher

- Foster a climate of mutual respect for the rights of other students, teachers, school personnel, and any designated supervising adults
- Conduct him/herself according to The Shlenker School's core values

TEACHER DISCIPLINE MANAGEMENT INTERVENTIONS

Teachers are the first intervention with any discipline issues in the classroom. Students and teachers will establish class expectations at the beginning of the school year for all areas including classroom, hallway, cafeteria, Kabbalat Shabbat, etc. Teachers will use any of the following discipline management interventions when students do not follow the expectations and standards for behavior previously listed:

- Verbal correction
- Cooling-off time or "time-out" in the classroom
- Cooling-off or "time-out" in another teacher's classroom
- Seating changes in the classroom
- Counseling by teachers, counselors, or administrative personnel
- School and home communication and conferences
- Intervention strategies, such as conflict resolution and the teaching of social skills
- Withdrawing or restricting privileges
- Restoration and/or restitution, as applicable
- Confiscation of items that disrupt the educational process
- Behavioral contracts
- Detention after school with teacher or designee (parent will be contacted)
- Letter of apology

ADMINISTRATOR'S DISCIPLINE MANAGEMENT INTERVENTIONS

Students who continuously interfere with the learning process in or out of class will be subject to an office referral. The following continuum of interventions may be used by the administrator:

- Administrator/student conference and parent phone call
- Administrator/student conference, parent phone call, and behavior improvement plan
- Administrator/student conference, parent phone call, in-school suspension (time based on age and offense), other consequence designated by the administrator, behavior plan with teacher and counselor
- Administrator/student conference and parent phone call, in-school suspension (time based by age and offense), behavior plan with teacher and counselor revised
- Out of school suspension and conference with parents
- Other consequences as determined appropriate by the administrator. Such consequences may include detention, withdrawal of field trips, community service project, etc.

**Any serious violation will be treated independently of this continuum.

ACTIONS RESULTING IN AN IMMEDIATE REFERRAL TO AN ADMINISTRATOR

- Any repeated violation cited in the expectations and standards
- Altering school records, or signing another person's name on school documents

- Cheating and/or copying (plagiarism) the work of others from any source (Internet, library resources, other students, etc.)
- Exhibiting any unacceptable physical contact that could result in injury
- Repeated lunchroom or restroom misconduct
- Throwing objects that can cause bodily injury or damage to property
- Willful destruction of property
- Unwanted touching of others
- Verbally or physically taunting other students
- Any other acts which interfere with the orderly educational process of the classroom and/or school
- Acts of disobedience or disorderly behavior which are detrimental to the school, harmful to health and safety, or inhibit the rights of others such as harassment and bullying.

Repeated rules violations may result in dismissal of the student from The Shlenker School, and as described in the withdrawal policy and the enrollment contract, the family will remain liable for the full contracted tuition amount.

FIFTH GRADE AWARDS

The fourth and fifth grade teachers and administrators decide who will receive the following awards. They seek input from specialists and, in the case of the Ricki Komiss Award for Leadership, fifth grade students.

- **The Hillel Award** is awarded to the student(s) who exemplify the Jewish values upon which our school is built. Typically award-winners are courteous, kind, respectful of others, imbued with Jewish values, responsible, thoughtful, loyal, compassionate, honest, self-confident, and role models.
- **The Rabbi Samuel Karff Award** for Academic Achievement is awarded to the student(s) who have accumulated the highest grade point average during fourth and fifth grades.
- **The Ricki Komiss Leadership Award** is awarded to the student who exhibits outstanding leadership qualities, including vision, initiative, good judgment, dependability, confidence, thoughtfulness. This student is also a role model for his/her peers, and a good decision maker.
- **The Barbara Goldstein Service Award** is awarded to a student who has shown consistent commitment to service activity in or outside of school.
- **The Nancy Pryzant Picus Award for Jewish Learning and Hebrew** is awarded to the fifth grade student who has shown a devoted interest to learning about Jewish ideals, practice, and language. The student has furthermore embraced these core values and carries them into other areas of study, their relationships with others, and their personal life.
- **President's Award for Educational Excellence** Founded in 1983, the President's Education Award for Educational Excellence honors graduating elementary students for their achievement and academic success. The program provides individual recognition from the President and the U.S. Secretary of Education to students whose outstanding efforts have enabled them to meet challenging standards of excellence. Students that meet the requirements are awarded a pin and certificate in the areas of reading and/or math. The criteria for this award include a 90 point grade average on a 100 point scale in the fourth grade through the second trimester of the fifth grade year. Students must also receive a 90

percentile in reading comprehension and/or math on the most current nationally normed achievement test.

HOMWORK

1. Homework may be given at the discretion of the individual general studies teachers and specialists. The purpose of homework is to *reinforce* material already presented at school as well as to challenge students to apply their previous knowledge, skills and concepts to new contexts. In addition, homework develops responsibility for taking work home, completing it, and bringing it back to school the next day. If your child does not understand the concept in the homework, please notify the teacher so he/she can help your child master the skill. Homework is checked, but not graded.
2. Assignments given by specialists are to be treated as any other homework assignment. They should be returned to school the next day for collection by the classroom teacher or specialist.
3. Any concerns about homework should be discussed with the teacher who assigned the work.
4. Guidelines for the amount of time spent on homework for all subjects are as follows:

1 st grade: 20-40 minutes	4 th grade: 45-60 minutes
2 nd grade: 30-35 minutes	5 th grade: 45-60 minutes
3 rd grade: 45-60 minutes	

LEAP AND PAC

PAC – 1st Grade

PAC (Primary Academic Challenge)

PAC has been created for students in first grade who exhibit characteristics of a Gifted and Talented student. PAC is a pullout program for students in 1st grade. These students receive additional instruction each week in the area of math or reading based on eligibility. Students who qualify for this program are defined by the following criteria:

Reading

- Read significantly higher than their grade level expectations with fluency, comprehension, and accuracy.
- First grade students will be able to read at a level M or above.
- Students exhibit the ability to extrapolate information and collect data using teacher selected and interest-based non-fiction texts.
- Students will demonstrate the ability to work independently and collaboratively to create projects which demonstrate learning.

Math

Students demonstrate mastery of appropriate math facts and use high level problem solving skills.

- First grade students know 0 – 20 addition and subtraction facts
- Demonstrate high levels of problem solving skills

Entry into PAC is based on 1st grade teacher assessment and reading/math performance. PAC program serves 1st grade only. When students enter 2nd grade, they must qualify with CTP Online Testing.

LEAP – 2nd – 5th

LEAP (Learning Excellence through Accelerated Paths)

The Shlenker School has developed a special academic program called LEAP. LEAP is a pull-out program that meets weekly during P.E. and/or lunch and recess. It is designed to further meet the needs of those students in grades 2 – 5 who show “Gifted and Talented” characteristics. This designation, as it applies to The Shlenker School, is reached using the following criteria;

- Stanine scores of 8 or above on the CTP4 Online Test in the area of Reading or Math on the student’s most recent testing.
- Grade point average of 90 or above on the child’s most recent report card.
- Teacher recommendation (based on a matrix created specifically for this purpose).

In order for a student to qualify for LEAP, two of the above criteria must be met. Student qualifications will be examined each year once a child qualifies to participate in LEAP, and participation will be reassessed each trimester. There is one yearly point of entry for LEAP, which occurs after we receive our fall test results from the CTP Online. If his/her grades fall significantly, or if he/she does not complete the work required in the LEAP classes, the LEAP teacher will contact the student’s parents to develop a plan to assist the student. If the student continues to have difficulty, he/she may be asked to exit the program. The teacher, LEAP teacher, Division Head, and the parents will meet to determine the best interest of the student.

LEAVING SCHOOL EARLY

When a student is picked up early, he/she must be signed out in the office. To avoid confusion, students must be signed out for early dismissal before 3:10; otherwise, parents are requested to wait until regular dismissal to pick up children.

It is very important for children to be in school the entire length of the day, every day. It is disruptive for your child and his/her classmates when students come late or leave early. Please keep tardiness and early departures to a minimum. When students are picked up early, families should leave the building immediately. Children should not be allowed to play on the playground or wait for other students to be dismissed.

If it is necessary to pick up your child early, please sign him/her out in the office. Teachers will send students to the office upon your arrival.

LUNCH

1. Because we are a Jewish school, blessings are an integral part of our day. Appropriate blessings are recited before and after meals and snacks.
2. Students are responsible for keeping their tables and eating areas clean and should clean up after themselves. Everyone is responsible for keeping our lunchroom clean.
3. Because of Temple policy concerning pork and shellfish, students should not bring these items into the building. Please read all labels carefully, as some hot dogs and prepared lunches contain pork.

4. School lunches may not contain tree nuts, peanuts or peanut products. Please see the other sections of this handbook pertaining to dietary restrictions and allergies, including pages 21 and 24.
5. Students are not allowed to bring carbonated drinks for lunch.
6. Elementary children may bring their own lunches to school every day, or they may choose to buy hot lunch.
7. We discourage the exchange of food. If a child has forgotten his/her lunch, the school will provide the child with a simple, nutritious lunch.
8. In an effort to provide maximum nutrition in our lunch program, sweet desserts such as cookies or ice cream will be sold only on Friday.
9. Our hot lunch program is provided by Epicurean Lite. A lunch account may be opened. Charges to the account will be recorded, and parents will receive periodic notice of balances. Any questions concerning lunch may be directed to either Epicurean Lite at school or at 713-860-0041.

PLAYGROUND SAFETY RULES

1. Climbing on fences is not allowed.
2. Playground equipment should be used only as it was designed to be used.
3. Playground equipment shall be returned to its proper place.
4. During play periods, students must cooperate and respect others. This cooperation includes taking turns using equipment and playing games and listening to the guidance and directions of teachers and administrators.
5. Under no circumstances will students throw rocks, gravel, sand, dirt, sticks, or other objects (other than play equipment).
6. Use of the playground is a privilege and not a right.

STANDARDIZED ASSESSMENTS

Each fall our second through fifth grade students take the Comprehensive Testing Program (CPT Online) assessment developed for the Educational Records Bureau (ERB) by the Educational Testing Service (ETS). The CPT Online assessment is a rigorous test used by high achieving schools and those striving for high achievement standards. It is given in many private schools and incorporates the leading edge of curriculum and test development. Teachers utilize the results to plan instruction based upon students' needs. The results allow us to compare our students with others in the nation taking this same test in public and independent schools. The independent school comparison group offers the most rigorous comparison. A parent copy of the results is mailed home.

The Children's Progress Academic Assessment (CPAA) is a computer adaptive skills assessment used to guide targeted instruction for early childhood learning. This assessment is given three times during the school year to children in grades PK4 through second grade and once at the end of the year for children in PK3. Results from this assessment include both detailed information in the areas of early literacy and mathematics to be utilized by the classroom teacher and easy to understand parent reports and instructional activities for the home.

Children in kindergarten and first grade are assessed by the teacher periodically throughout the year. In contrast to summative assessments – assessments *of* learning, which merely *measure* achievement – these formative assessments – assessments *for* learning – actually help *guide* instruction that helps ensure maximum benefits for each student.

STUDENT SENATE

Student Senate is comprised of a group of students representing grades 1 - 5. With parental permission, students may participate in Student Senate elections early in the school year.

For each first and second grade class, one representative is elected. Two representatives for each third through fifth grade class are elected. Student Senate representatives must display good behavior and be role models to the other students. All representatives must maintain at least a “G” in conduct on their report cards. They must be available to attend meetings every other week after school. Student Senate strives to involve all the students of the school in activities. The Student Senate sponsors school-wide *tikkun olam* projects as well as special school activities and programs. Student Senate is a vital part of the student activities at Shlenker.

T’FILOT (WORSHIP)

Elementary school students welcome Shabbat together every Friday afternoon. Kabbalat Shabbat is an important communal time for our school, and considered part of our school day. Parents are requested to avoid making plans or appointments that remove students from our worship services. Parents are always welcome to worship with their children. One Friday a month (please check the monthly calendar as the weeks will vary according to holiday observances or special occasions), we will gather together at 2:40 in the Sanctuary; other Fridays, we will begin at 2:40 in Levit Hall.

Fourth and fifth grade students participate in a Thursday morning Torah service as well as the weekly Kabbalat Shabbat. They will be given the opportunity to lead their classmates in worship during Torah services. Fifth graders will also read or chant Torah on Thursday morning. Parents will be notified of assigned dates for these honors at the beginning of the school year.

We ask that when you attend any of our services, you keep several things in mind:

- Please come on time, appropriately dressed for a school Shabbat setting.
- Phones and beepers should be turned off before you enter our Chapel, Sanctuary, or Atrium to pray.
- Be a positive role model for your child during services. When you recite prayers and sing along with others, you are setting the example of participation in the congregation’s worship. While one important reason to come to school and synagogue is to see friends and family, please let your child know that social talk should be saved for after services.
- Encourage your children to follow school rules and teachers’ directions even when they are sitting with you, apart from their classes.
- Cameras and video cameras should be used without flash, and from the rear of the room.

We hope you will join us in our effort to help your child learn the joy of prayerful moments and the satisfaction of praying in a loving community.



Igniting a spark in every child

