

# 2018 – 2019



## BETH YESHURUN Day School

**Beth Yeshurun Day School  
Parent Handbook**

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Dear BYDS Parents,

We are delighted that you have entrusted your child to our care. At Beth Yeshurun Day School, we regard learning as a comprehensive experience addressing all aspects of a young student's growth—academic, social, emotional, and Judaic. We also want to establish the best conditions possible for this learning to take place, and that means healthy and cooperative home/school communication.

**We believe that parents and school must establish and maintain a partnership in all aspects of school life, but most especially in the education of the students we serve.**

- Parents can expect BYDS will strive to maintain a safe, secure, and welcoming environment for their children.
- Parents can expect communications about their children from the school: newsletters from teachers, newsletters from the school, periodic progress reports, and additional communication necessary to keep parents informed about major school events or updates to policies and procedures.
- In the instance of a severe discipline matter with their child, the school will notify parents of the situation.
- Parents can expect timely notification if their student is encountering academic difficulties and will be informed of follow-up plans, actions, and strategies.
- Parents can expect that BYDS administration will make a reasonable and sustained effort to accommodate their child's needs and differences, within bounds of its professional capacity to do so.
- BYDS administration will communicate to parents the school's limits and constraints, as soon as they become known, in its ability to be effective in helping their child to be successful academically or socially.
- Parents can expect the BYDS Director of Student Support, School Counselor, or, Elementary Principal if necessary, will make recommendations for outside professional intervention, and may also make such professional recommendation, a requirement for the child to remain enrolled in the school.
- Parents can expect that BYDS staff will model respectfulness and civility in all its student/parent contacts.
- As a school, BYDS can expect that parents will support, encourage and help order the lives of their children.
- Parents agree to be supportive and responsive to the school's academic and disciplinary decisions and to seek a collaborative solution to problems.
- BYDS can expect that parents will model integrity for their children; that parents will listen to, supervise, and hold their children accountable
- for inappropriate behavior.
- BYDS can expect parents to make timely payments of tuition and other expenses.
- BYDS can expect parents to register dissatisfactions and complaints in a responsible and fair manner.
- BYDS can expect parents to understand and follow the communication protocols and guidelines outlined in the Parent Handbook.

- BYDS can expect parents to respect the confidentiality and privacy regarding the school's interactions with other families and their children, including any academic assessments or disciplinary processes and consequences.

### **Parenting for your Child's Success**

- Start your child's day on a positive note. Provide a nourishing breakfast and stress-free morning.
- Establish a set bedtime for school nights. Children are at their best when they have had a restful sleep.
- Don't over-schedule after-school activities. Allow your child ample time to relax, do homework, and socialize with friends.
- Establish a daily homework schedule and provide a quiet place to do homework.
- Check your child's backpack and homework folder daily for correspondence. Read the "Express" on a regular basis.
- Establish routines and boundaries at home—practicing responsibility for belongings; refraining from interrupting; keeping to daily/weekly household chores; maintain hygiene before going to bed, etc.
- Limit your child's time spent watching T.V. and playing electronic games. Make reading and family conversation part of your daily routine.
- Be supportive of your child's efforts and accomplishments and don't set unreasonable expectations. Use positive reinforcements.
- Help your child develop proper respect for adult authority. If you disagree with the child's teachers, do not do so in the child's presence or through a note your child can read. Deal directly with your child's teacher.
- Help your child understand that you support the school rules, regulations, and the consequences for breaking these rules and regulations.
- Please make certain that your child is on time for school each day.

Please acquaint yourself with this information about Beth Yeshurun Day School's policies and procedures so that school and home can work together to benefit your child. Don't hesitate to speak with us if you have questions and need clarification, or if you have suggestions about how we can make the educational experience a more successful one for your child.

Thank you for the trust you have placed with us for your child's educational journey.

Dan Ahlstrom  
Head of School

Cynthia Kirsch  
Assistant Head of School

## **Non-Discrimination Policy**

*Beth Yeshurun Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate by race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

## **Mission Statement**

The mission of Beth Yeshurun Day School is to foster confidence, leadership, a love of learning, and a sense of responsibility in students by honoring individual strengths in an environment dedicated to academic excellence, Jewish teachings, and the continuity of Jewish values.

## **Philosophy Statement**

Beth Yeshurun Day School accepts students from early childhood, age 15 months, through the Fifth Grade. A BYDS education gives our students a firm foundation for continual cognitive, developmental, social/emotional, physical, and spiritual growth in a day school environment filled with caring and playfulness. Our Elementary School combines a comprehensive preparatory program in math, science, humanities, and the arts, with an inspiring Judaic studies and Hebrew language curriculum, centered on active, challenging, and multi-sensorial learning. Pervading our school teaching in both our Early Childhood and Elementary School Programs is the perspective that all children can shine and succeed when we strive to know each child's unique talents and seek to develop each child's capacity for personal and academic improvement.

Teachers and staff all work to promote our school's mission by participating in advancing our professional learning community, which means that we are "looking out the window" to search for best practices in other schools, take in current research, and embrace the best in educational practices.

We see the fullest realization of learning when these three elements are manifest in the child's daily experience: Identity, Inquiry, and Imagination.

- **Identity** means cultivating one's individual Jewish identity as well as growing one's knowledge and appreciation of one's Jewish heritage and traditions; identity means developing one's own confidence through the cultivation of "voice," which is one's innate, God-given style or place in this world.
- **The inquiry** is the growth and application of critical thinking; inquiry means both are asking questions and interpreting information; inquiry is the facility to explore, examine, analyze, and assess.
- **Imagination** is the free exercise of inner vision; imagination refers to each person's quest to create, to amplify possibilities, and to conceive of a better world; imagination is the flow of energy that leads to problem-solving and helps children to awaken and enlarge their sense of human experience.

Our Beth Yeshurun Day School philosophy, stated simply, is **to cultivate the ideal of learning in our community, in a manner that is in service of our Jewish faith, so that our lives and our world may be enriched.**

In much of our learning and in our prayers and services, we enthusiastically support the State of Israel, and our official assertion of this support is as follows:

### **Statement of Commitment to Israel**

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

### **Professional Accreditation, Affiliations and Licensing**

- ☐ **NAIS:** The National Association of Independent Schools are non-profit private schools that are independent in philosophy: each is driven by a unique mission. They are also independent in the way they are managed and financed: each is governed by an independent board of trustees, and each is primarily supported through tuition and charitable contributions. They are accountable to their communities and are accredited by state-approved accrediting bodies.
- ☐ **ISAS:** Accreditation for the entire school, both Early Childhood, and Elementary School, from ISAS (Independent Schools Association of the Southwest).
- ☐ **NAEYC:** accreditation for its Early Childhood Program from NAEYC (National Association for the Education of Young Children)
- ☐ **Jewish Federation:** Professional and financial support from the Jewish Federation of Greater Houston
- ☐ **NewOrg:** This newly formed organization is committed to supporting organizational vitality and educational excellence in Jewish Day Schools by uniting the former Day Schools Networks of PARDES, RAVSAK, Schechter Day School Network, PEJE, and the Yeshiva University School Partnership.

### **Licensing—Early Childhood Program**

**A parent or legal guardian may view the minimum standards of care per Texas Health and Safety Code** at any time. They are kept in a notebook in the Pre-School Principal's Office. A copy of our most recent licensing inspection report is posted on the bulletin board in the Preschool Open Area.

#### **Important Contact Information:**

Child Care Licensing PO Box 16017 (182-6) Houston, TX 77222-6017

Reference - BYDS Pre-School identification number 203993

<https://www.dfps.state.tx.us/>

## **BYDS Board of Trustees**

BYDS acquired its independent, non-profit 501C3 self-governing status in 2008. The School is led by the Head of School and the BYDS Board of Trustees, each with its own distinct but complementary responsibilities to forward the goals and aspirations of the school. The BYDS Board of Trustees is primarily responsible for ensuring that the school has the resources necessary for fulfilling its mission, long-range planning, policy formulation, stewardship of the school's assets, selection and retention of and providing counsel to the Head of School and representing the school in the community as a whole.

The Board may consist of up to **18 voting members**, in addition to the **ex-officio voting Board members as outlined in the Board Bylaws**. Each year, the Committee on Trustees nominates candidates for the Board and presents them for election to the full Board. **Elected Board members serve staggered two-year terms; the President or Co-Presidents of the Parent Teacher Organization sit on the Board** during his/her term.

The **Board of Trustees meets monthly**, and the dates are listed on the BYDS calendar. To accomplish its work, the **Board of Trustees needs volunteers beyond itself to serve on its committees**. Parents, teachers, alumni parents and members of the external community are welcome to provide services in this capacity.

Should you have any questions **about** the Board of Trustees, you are encouraged to **contact the current President of the BYDS School Board of Trustees**.

## **BYDS PTO**

**BYDS has an active and supportive PTO**, whose aim is to:

- Encourage **volunteers among the parent body to enhance our spirit of community and hospitality and faculty/staff appreciation**.
- Encourage **parent involvement in the life of the school**.
- **Provide educational programming for parents on Judaic and parenting topics**.
- Assist with the **daily program such as through lunch service, classroom assistance, and special programming**.

**All parents are automatic members of the PTO and dues are included in the tuition. A separate but modest solicitation campaign, including a few fundraising events, aimed at supporting the PTO's operations, programs and support purposes, and teacher appreciation.**

The **PTO governing structure is comprised of a PTO Board, led by two co-presidents**, who also serve as ex officio members of the BYDS Board of Trustees during their tenure. Additionally, there is a **comprehensive line-up of subcommittee chairs**—the function and members of these subcommittees are listed in the annual School Directory.

The **success of the PTO hinges on the participation of all parents**. Anyone interested in helping with one or more of the various volunteer opportunities or committee assignments should contact one of the current school year co-presidents.

## Annual Support

As with all private schools, **tuition alone does not cover the annual operating expenses** of Beth Yeshurun Day School. **With over 25% of our BYDS families receiving needs-based tuition assistance**, our School must seek outside funds from both family contributions and outside support.

Such events as The Annual Giving Fund in the Fall and the BYDS Annual Gala and Auction play a vital role in sustaining these efforts. These activities also help defray **the difference between total tuition revenue and annual operating expenses**.

**Parent participation** in these activities **is essential** to the educational excellence of our school.

## BYDS Policies and Procedures

### School Hours Monday - Friday

- **Elementary School: Kindergarten – 5th 7:45 am – 3:30 pm**
- **Early Birds: Elementary School 7:00 am**
- **Early Birds: Early Childhood 7:30 am**
- **Extended Day Care: Monday – Thursday – 3:30 pm – 6:00 pm**
- **Extended Day Care: Friday 3:30 pm – 5:00 pm**

**All Elementary students gather in Reiches Hall for Morning Services by 7:45 am Attendance is required for all students.**

**First class period begins immediately after Morning Services**

### Early Childhood

CDO, 2's,	8:30 am – 12:30 noon
3's, Pre-K	8:30 am – 2:00 pm

**Office Hours Monday – Friday 7:30 am – 4:00 pm**

### Academic Life Conferences

- Parent-Teacher conferences are held two times each year, or, as needed. Notices are sent to parents in advance of the conference.
- The first conference is mandatory for parents; the second conference is for parents who wish to meet with specific teachers.
- Additional conferences may be scheduled according to need.
- Special conferences are necessary when a student's work and/or behavior deteriorate to the extent that his/her welfare suffers.

## **Curriculum**

**The development of a child is multifaceted; the intellectual, emotional, and physical, all require care and nurturing for the formation of a healthy child. BYDS recognizes this process by utilizing appropriate teaching practices designed to address the age group served, with attention to the national education standards. Basic to the curriculum is the study of language arts, mathematics, science, social studies, Judaic Studies, computer, fine arts, physical education, Hebrew Language, and Spanish. Subjects considered in the "core curriculum" are mathematics, reading/literature, English/language arts, science, social studies and Judaic Studies.**

## **Intervention**

**It is expected that the majority of students will be well adjusted and will move through the course of study at the rate of one grade per year. Special consultation with the BYDS Student Support Team, parents, teachers, and principal will be arranged if students experience academic, emotional, or behavioral difficulties requiring intervention. All intervention plans must be approved by the Director of Student Services and the Elementary Principal.**

## **Attendance**

**The learning experiences that occur in our BYDS classrooms are vital to student success. These include such practices as guided instruction, skill development, lab time, interactions among students and teachers cannot be duplicated when a student is absent. Please refrain from unnecessary medical, dental, and other appointments that could be scheduled after school hours or during school breaks. The student's teacher should be notified in advance about appointments.**

**All students must be checked out through the school office and checked in upon return. Children will not be sent to wait for their parent in the office or reception area as this removes them from class during the valuable instructional time.**

**Please do not call to request the release of your student after 3:00 pm or to make carpool changes unless you have an emergency. Due to the busyness of the phones and office during that time of the day, we cannot guarantee that your child's teacher or your child will receive the message.**

**Elementary students are expected to make up any work missed while gone. Please contact the school by 9 am if your child is absent. Students in attendance for at least four hours of a school day are considered present for the day and are not assessed an absence.**

**Absences and tardies, excused or unexcused, are recorded on the report card.**

**Habitual tardiness or leaving before the end of the academic day** is a disruption to the learning environment. **Regardless of the age or grade level of the student, these habits can pose academic and personal difficulty** for the child.

**Vacations planned when school is in session are deemed unexcused. Teachers will not give assignments in anticipation of absence for this reason. Students who miss sections of standardized testing due to vacation will not be allowed to make up those sections missed.**

**All students must attend class for a minimum of 90% of the attendance days of a given school year to be promoted to the following grade level.** Parents of any student missing more than 10% of school sessions will be required to meet with BYDS administration to request a waiver of this attendance policy.

**Examples of acceptable excuses for tardies and absences are:**

- Personal illness
- Illness or death in the family
- Weather or road conditions making travel dangerous
- Emergencies or any unusual circumstances
- Any cause acceptable to the Head of School or Principal

In all cases, the **reason for an excused absence or tardy must be stated in writing and signed by the parent/guardian of the student.** The written or electronic explanation must be **received by the school within three days** after the absence or tardy.

The **school determines whether absence or tardy will be excused.** Families who do not comply with school attendance policies can have their re-enrollment revoked. Additionally, **inability to follow school policies can adversely affect the child's recommendation** when applying to another school.

### **Absences and Homework—Elementary School**

If your **child is absent, please call the school office by 9:00 am to request homework.** It is crucial that you give the **office ample time to arrange for any homework pick-up.**

**Parents may not go from room to room on their own** to retrieve their child's work so advance notice is essential. **Homework will be left at the reception desk no later than 3:30 for parent pick-up.**

All children are expected to make up work when missing school. All homework is due upon arrival in the building, with the children. It is **the responsibility of each child (not the parent) to bring homework to school. Only in extenuating circumstances, homework received by fax or email is unacceptable. Make-up work will be given to children when they return to school, not in advance.**

### **Absence from School—Early Childhood Program**

Please send a note with your child to his teacher explaining any absence. If you know of an absence ahead of time, please let the teachers know.

### **Lateness—Early Childhood Program**

It is extremely important that your child arrives each day by 8:45. When a child arrives late to school, it is not only disruptive and unsettling to the late child, but to the rest of the class as well. The children need the time between 8:30-8:45 to put away their belongings, to greet their friends, and to feel comfortable and not rushed in starting their day. If a child is not able to be in school by 10:00 am, please keep them home for the day.

Similarly, it is very important that you are prompt in picking your child up from school. If you are running late, please call the office and let us know so we can inform your child.

### **Release of Children—Early Childhood Program**

Children will only be released to their parents or the people listed on the Transportation form on file in the school office. All changes regarding the release of children need to be submitted to us in writing. Also please remember to inform your child's carpool driver of any changes in transportation arrangements. Everyone that enters our school will be asked to show proper identification for the safety of the children.

### **After School Activities (ASA)**

BYDS offers a variety of after-school activities (ASA) throughout the year for a separate fee. Information regarding specific activities, enrollment, schedule, and fees are available from our BYDS Coordinator of After School Activities and BYDS Camp Coordinator. For the most current information, please refer to the BYDS website.

### **Birthdays**

While we understand that the celebration of birthdays is significant in every child's life, we ask that you follow the guidelines below regarding birthdays:

- Families of Elementary School children are strictly **forbidden from bringing any treats such as cupcakes, birthday cakes, cookies, candies onto the school premises, including the classroom or the lunchroom to celebrate a child's birthday.**
- Please **do not expect teachers or other staff members to deliver presents, flowers, balloons, etc.** to your child's classroom.
- **No presents are to be exchanged** at school.
- Parents are **not to send invitations or any type of 'thank you' notes** to school.
- In respect of our Jewish values at BYDS, we respectfully ask that you **refrain from holding your child's celebration on Shabbat or Jewish holidays.**
- **Please remember Kashrut students when planning birthday treats.**
- **Please do not bring gifts or treats for teachers or staff birthdays.**

## **Birthdays—Early Childhood**

Each student will have the opportunity to come up on the bimah during our Kabbalat Shabbat Service on Friday closest to their birthday. We encourage parents to join us every Kabbalat Shabbat, but more so on these special occasions.

We will celebrate birthdays once a month in the classrooms. The room parents will be responsible for coordinating treats for the class on the designated birthday date. For example, if three children have a September birthday, the room parent will coordinate one day for those parents to get together and choose one treat for the class. This treat will be sent on the designated morning with one of the students for the class to enjoy. This will eliminate multiple treats in a day or week for our children. We want to do our part to ensure the health and well-being of our students.

## **Carpool**

Safety is our number one priority when it comes to carpool and dismissal. We ask that each of you respectfully follow the system outlined below for drop off and pick up. Please do not congregate past the pillars outside. It is difficult to for the children to focus on carpool and hear their names being called to keep the line moving. Please do not talk to the teachers who are on duty as they need to focus on our number one priority, which is to give their full attention to the safety of our children. Thank you all for your cooperation!

## **Morning Drop-off**

- Only use the designated carpool drop-off areas for morning drop-off.
- Keep your children in their seats until they are ready to get out of the car.
- Unload your children from the right side of the car only.
- Refrain from letting your child hang out of car windows or stand up through open sunroofs in the carpool line.
- If your child needs assistance with bringing in special projects or other items, please park in the parking lot and assist your child with coming into the building.
- Please do not park or leave your car for any reason in the drop-off line.

## **Arriving for Afternoon Carpool**

Please wait behind the stop sign by the school until there is space for you to pull up at the blue cones. If you arrive at school and the carpool line has already almost reached the back gate, please proceed to the back of the line behind the fence in the back parking lot. Please do not curl the line inside the front parking lot. Carpool forms a double line in the back parking lot that zippers in through the gate until all cars are through the line.

BYDS faculty will call for your child once you reach the front parking lot.

## **Carpool Dismissal Procedures**

We ask that you do not park and walk up to pick up your child during or before carpool. This includes waiting for them in the school lobby, hallways, or outside. In doing so, carpool procedures are interrupted, and the entire dismissal process is affected.

- Turn off cell phones and avoid using them throughout the carpool procedure.
- Please submit all requests for early dismissal in writing to your child's homeroom teacher before 3:00pm.
- Please do not congregate in the school lobby or hallways during dismissal, doing so blocks the pathway for teachers and children and can affect their safety.
- The carpool line begins moving at 3:30PM.
- When you reach your designated cone, place your vehicle in park and turn off your engine while loading your children.
- If your child needs assistance buckling into his or her seat, please pull forward past Cone 1, past the crosswalk, and parallel park adjacent to the Early Childhood playground to buckle your child.
- Unless motioned to do so by the teacher-on-duty, do not pull out before the cars in front of you are loaded and ready to proceed.
- If necessary, only the driver should place items in the trunk of the car.
- Once carpool is over, students who have not been picked-up will be taken to Extended Day Care.
- Children may not wait for their parents in other areas of the building without supervision and permission of their homeroom teacher.
- Please respect reserved parking spaces and do not park in them at any time.

By following our security protocol, you are helping to keep our children safe.

### **Unaccompanied Student Dismissal Procedures**

Before any student is permitted to transport themselves to or from Beth Yeshurun Day School using any mode of transportation (bicycle, walking, scooter, etc.) without adult supervision, the **Transportation Liability for an Unaccompanied Student Form** must be **completed by the custodial parent and submitted to the school principal. The original must be on file in the school office before any student is permitted to use another form of transportation (bicycle, walking, scooter, etc.)**

For the safety of unaccompanied students, they will **be dismissed once Carpool has ended and not before. They must remain with the teacher on duty until all other students have been dismissed.** The student must have the permission of the teacher on duty before leaving the school premises on foot, bicycle, scooter, etc. It is expected that such students have been educated in bicycle/scooter safety. **All students must wear helmets and other necessary safety gear when riding on school property.**

Please note that any student wishing to transport themselves to/from school **must remain on the sidewalks once entering the BYDS parking lot and absolutely may NOT ride through the parking lot** except in the minimal areas where it is absolutely unavoidable.

The **Transportation Liability for an Accompanied Student Form** can be found on the school website under the parent tab.

### **Arrival and Dismissal Procedures—Early Childhood Program**

### **CDO & Two's**

Children are to be walked into the building by 8:45 am and picked up from school at 12:25 pm by their parents or appropriate designee (unless they are signed up for Extended Day Care.) In the event of heavy rain or a sick sibling, we are happy for you to join the carpool line. Please remember pick-up is not a time to have a conference with your child's teacher.

### **Three's and Pre-K**

Students are to be walked into the building by 8:45 am. At the end of the morning, Three's and Pre-K students will be taken to carpool by their teacher for dismissal.

### **How Carpool Works—Early Childhood Program**

There will be no morning carpool. However, during inclement weather days; i.e., - pouring rain, we will have teachers available in the morning for your convenience.

The drop-off in the morning begins at 8:30 a.m. and we ask that all children are in their classrooms by 8:45 a.m.

It is crucial to the success of your child's day that he/she arrive on time every day. Our teachers begin their morning routines at 8:45 and often times when children come in late, it throws their entire morning off balance. We encourage parents to be punctual to help provide a smooth transition into the school year.

Every teacher is on duty and must focus her attention on the safety of the children. **For afternoon carpool, when loading and unloading children, your car motor must be turned off, and you should not be on your cell phone.** We ask that you not get out of the car, but instead, let the teachers assist your child. At dismissal time, once your car is full, you should pull forward to fasten seatbelts. Never pass another car in line; cars must pull out in the same order that they are in line and not pull out in front of those ahead of them. We ask that children enter and exit **ONLY** on the side of the car facing the school building.

### **Parking**

If you are walking your child in or picking him up, please park in the designated parking spaces only. Do not park in reserved or handicapped spaces or in the fire lane.

### **Child Abuse**

Beth Yeshurun Day School **adheres to the State of Texas civil, and criminal laws to protect children from abuse and neglect.** If you suspect that a child is being abused or neglected, the law requires that you report it to the Texas Department of Protective and Regulatory Services (PRS) or a law enforcement agency. Child Protective Services (CPS), a division of PRS, is responsible for conducting civil investigations of alleged abuse and neglect that occurred in the child's family or home.

The **BYDS School Staff** is trained yearly to identify the **signs and symptoms of abuse and neglect.** All **suspected signs of child abuse** will be **documented and reported.** **BYDS is required by law to report and cooperate** with any investigations of child abuse and neglect.

**Failure to report suspected child abuse and neglect is against the law.** Individuals who make **reports in good faith are protected** by law from liability, as are those who provide information during a CPS investigation.

To report to PRS, contact the agency's local office, or call the 24-hour toll-free Child Abuse Hotline 1-800-252-5400.

Any parents who would like more information regarding Child Abuse signs and symptoms may contact the BYDS School Counselor.

### **Clinic Health Policies**

In the case of **infectious diseases, or after 3 consecutive days** of absence due to illness, **documentation from the child's doctor, is required** in conjunction with his/her return to school.

In the case of **injuries requiring special accommodations**, parents must have the approval of **the school nurse before the student returns to school.**

Parents must **notify their child's teacher and the school nurse immediately of an extended absence.**

### **Accidents/Injuries**

In the event of **student accidents during the school day, the school nurse** will apply first aid treatments and remedies. The **school nurse will notify parents regarding whether the student is fit to continue the school day** or if she/he must be picked up from school.

In the **case of a 911 emergency, the School Nurse** will be responsible for attending to the student until the emergency medical team arrives. **If it becomes necessary to transport the student to the nearest medical facility, the School Nurse, Principal or Head of School will accompany the student in the ambulance. They will remain with the child until a parent, or their designee, arrives on the scene.**

**All Beth Yeshurun teachers are certified in CPR, trained in First Aid, including the use of an Epi-Pen, and in the use of an automated external defibrillator (AED) electronic device.**

To create and maintain a safe and healthy environment for the students, we request your **cooperation in providing current health information of every child. Before the beginning of the** current school year, the required health forms must be completed and on file in the BYDS Clinic. Please refer to the policies in regards to common health concerns.

### **Hearing and Vision Screening**

The School Nurse will screen all PreK-4, Kindergarten, 1st, 3rd, and 5th-grade students in hearing and vision yearly. Additionally, all students who are new to the school will also be screened. Any students needing further screening will be referred by the school nurse so that parents can obtain additional testing and follow-up.

### **Immunizations**

All students of Beth Yeshurun must have vaccinations in compliance with the current Texas Minimum State Vaccine Requirements for Child-Care Facilities and Students Grades K-12.

This will be attached to the medical forms or can be found on the Texas Department of State Health Services website. **Students will not be allowed to attend school, or will be withheld from returning until a record is submitted with all up to date immunizations. Exemptions from immunizations for reasons of conscience are not accepted, only physician documentation of contraindication to vaccinations is allowed. The student will be excluded from school in times of emergency or epidemic declared by the commissioner of the Texas State Health Department.**

### **Medication Administration**

In compliance with the Texas School Health Guideline, schools should not dispense any medication for students; the parents must provide the medication bottle (p. 209). According to Section 22.052, Education Code, any medication administered to a student in a Texas school must have a written request/authorization from the student's parent or legal guardian and must "appear to be in the original container and be properly labeled." All medications prescription and non-prescription are required to be kept in the clinic, with exceptions to emergency medications, if necessary. A written request from a parent or guardian shall contain:

- The student's name.
- The name of the medication to be given.
- Date of permission and a number of days the medication is to be given.
- Time of day the medication is to be given; and
- Signature of parent or legal guardian.
- Prescribed medications must be accompanied by a doctor's signature and directions for administration during school hours.

### **Nursing Mothers**

**BYDS provides a comfortable place for a mother to breastfeed her child. Parents also have the right to provide breast milk for their children during our operating hours.**

### **General Illnesses**

Childhood illnesses are a normal part of growing up. We work diligently to take every precaution against the spread of communicable illnesses in our facility and we ask that you join us in this effort. If your child contracts a contagious disease, please keep the school informed as we are required by law to report some diseases to the Department of Health. We are also required by our accreditation to share information about illnesses, such as strep throat, lice, hand, foot, mouth, and other common childhood illnesses, while still maintaining the confidentiality of those involved.

In consideration for all the other families and teachers, please keep your sick child home. **A child who has been ill should be free of fever, vomiting, and diarrhea for at least 24 hours without the aid of medications before returning to school.**

## State of Texas Communicable Disease Control Measures

- Chicken Pox: May return to school if the temperature is normal with no complications, lesions are dry and 24 hours without any new lesions occurring.
- Fifth Disease: May return to school after fever subsides.
- Hepatitis (Infectious): Exclude until no fever and no jaundice, or statement of physician that person is noninfectious. Notify parents of classroom contacts, using approved form letter to advise consultation with M.D.
- Impetigo: Exclude until healed, until non-infectious, or until physician treatment has begun. Lice: Exclude until the hair is free of live organisms and nits.
- Meningitis (Meningococcal, epidemic-type): Exclude until the statement from a physician that person is non-infectious.
- Mononucleosis (Infectious): Exclude until recovered or released by a physician.
- Pink Eye (bacterial or viral conjunctivitis): Exclude until symptom-free or physician's statement that person is non-infectious.
- Poliomyelitis: Exclude until released by a physician.
- Ringworm: Scalp: May attend school provided person stays under treatment by a physician.
- Ringworm: Skin: May attend school provided person stays under treatment by a physician and areas are covered.
- Scabies: Exclude until released by a physician. All in the household should be treated at same time.
- **Smallpox:** Exclude until release by the City/County Health Department. Contacts must be successfully vaccinated or be excluded for 16 days.
- **Streptococcal (Scarlet fever, Scarletina, or "Strep" a sore throat):** Exclude until on antibiotics for 24 hours or released by a physician.
- **Tuberculosis:** Exclude until released by a physician with treatment. Household contacts must have a released from a physician.
- **Typhoid Fever:** Exclude case, carrier and/or household contacts until released by City/County Health Department.
- **Whooping Cough:** Exclude until free of a cough, usually 3 to 5 weeks, or until released by a physician. Must be reported to the state.

Employees are not required to receive vaccinations. Teachers that have direct care of children must follow all necessary health practices that will be presented during training to prevent the spread of germs and protect from exposure to diseases.

## Medical Policy for Students Restricted from Outdoor Activity due to Poor Air Quality

On days that The Texas Commission on Environmental Quality reports ozone alert days, a color-coded sign will be placed outside of the clinic door.

- The sign will indicate the Air Quality for days when the environmental quality will restrict those with health problems from being outdoors.
- Homeroom teachers will be given the names of those students restricted from being outdoors due to the air quality.

## Sign Color Key

- **Green:** Air quality is considered satisfactory, and air pollution poses little or no risk.
- **Orange:** Air quality is unhealthy for sensitive groups.
- Persons with heart and lung disease such as asthma are at greater risk of health effects. Students with these conditions should reduce prolonged or heavy exertion outdoors.
- **Red:** Air quality is unhealthy for everyone as anyone may experience health effects. Students should plan to stay indoors and reduce outside exposure as much as possible.

## Communications

The **following guidelines** pertain to school communications. Please refer to them when **communicating with school administration and staff.**

- Please formulate all communication to school employees with the individual's initial of their first name followed by their last name@BYDS.org.
- **The school will only deliver messages to students in cases of extreme urgency.**
- **Students may not accept or make phone calls during the school day. All messages to students are through the school office or their teacher's email, when possible.**
- **Parents may not go directly to their child's classroom without prior arrangement with the classroom teacher.**
- **Teachers cannot be interrupted during teaching time, times of supervision such as carpool or playground duty, or while walking through the hallways, for a parent question or conference.**
- **All issues regarding your child or your child's teacher must first be addressed with the teacher before scheduling a meeting with the principal or another member of the administration.**
- **All teachers and staff will make every effort to respond to your communication requests within 24 hours.**
- **Parents should refrain from contacting teachers or staff after 8:00 pm unless there is an emergency.**
- **Only in the case of an emergency, will teachers and staff members conduct school-related business by phone, e-mail, or text during Shabbat or during any of the Jewish holidays. Please respect our observance by not contacting teachers and staff members during those times.**
- **If a situation occurs in your family that could possibly affect your child emotionally during the school day, such as a death in the family, parent absence, separation, or divorce, please alert your child's teacher, the counselor, or, the principal as soon as possible.**

### **Restrictions on Using the BYDS Directory Email & Address Lists**

Family and employee emails, telephone numbers and addresses are proprietary information, and the use and delivery of the **Directory's information are confidential and intended for School-approved purposes only. Parents are strictly forbidden from using the Directory information for mass email solicitations, or for the promotion of products, services, or political platforms.** Any reports or concerns about such behavior or practices should be brought to the attention of the Head of School or Assistant Head of School.

### **My Backpack**

For information on grades, progress reports, attendance, enrollment forms, and directories at BYDS **log in to BYDS.org under the parent tab to access My Backpack.**

### **Conduct Standards**

**BYDS** expects the highest standards of conduct and respect for students **and their parents** at all times.

**We recognize that all children are different and understand that effective discipline happens when situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.**

**Teachers** will make every effort **to guide students toward personal responsibility** and the **decision-making skills** needed **to function** in the real **world.**

Any **student who does not abide by the school rules**, or whose **conduct** is such that the **learning process or welfare of the other students is adversely affected, is subject to disciplinary consequences.**

Most **discipline will be handled in the classroom or by the teacher**, but any **serious or persistent problems** will be referred to the **Heads of School or the School Counselor.** Both **teachers and administrators may interview any student regarding discipline issues without prior notice** to the **parents or guardian.**

**Consequences for serious or repeated misconduct** can include but **are not limited to loss of privileges, suspension from school, or school-initiated withdrawal.**

### **BYDS students will strive to:**

- Respect persons in authority and be respectful of the rights of others.
- Behave courteously at all times in manner and speech.
- Be obedient to the rules of the school.
- Follow the dress code.
- Respect the property of the school and personal property of others.
- Exercise proper care in the use of materials and equipment.
- Be respectful of all religious services.
- Exercise appropriate audience etiquette during special presentations.

**Teachers will attempt to arrange consequences for problem behaviors** in such a way that the **child will not be humiliated or demeaned**. In cases of **repeated misconduct, parents will be notified**.

### **Bullying**

BYDS will make every effort to protect our students from bullying. We will work to create a safe environment free from the fear of bullying either psychological or physical.

Bullying involves repeated physical, verbal, non-verbal, emotional, technological and cyberbullying, psychological attacks or intimidation to another person or persons in order to hurt the other person intentionally, whether that hurt is physical/emotional/psychological.

BYDS reserves the right to impose the most appropriate consequence, regardless of the number of incidents of bullying. All decisions of BYDS are final.

### **Decorum during Prayers and Services**

**Parents are welcome** to join us for Kabbalat Shabbat or other special services. However, **we ask that all attendees follow proper protocol and abide by appropriate sanctuary behavior during all services**.

- **Each student must sit in his/her assigned seat, according to their homeroom teacher.**
- **Students must remain seated with their class, not with their parents, during all services, including Kabbalat Shabbat.**
- **No cell phone usage or texting** is allowed during services.
- **No drinks or food should be brought into the Sanctuary.**
- All visitors, including parents and family members, **must dress appropriately** for special services, including Kabbalat Shabbat.
- **Please model appropriate decorum and refrain from talking to your children, with teachers, or other adults when attending special services, including Kabbalat Shabbat.** We ask that you **leave the Sanctuary and hold all discussions in the lobby or outdoors.**

### **Confidentiality**

- **All information regarding students is held at the highest level of confidentiality.**
- Student records can only be accessed by school officials, (administrators, the school nurse, counselor, learning specialists, or the child's teacher.)
- **Parents must submit a written request to the Elementary Principal to review their child's information.** Requests to review your child's information does **not include teacher completed student evaluation forms or student recommendation forms**

### **Dress Code—Elementary School**

Dressing in a uniform serves as a constant reminder to children of the importance of appropriate behavior throughout the school day. It is well documented that the way

children dress affects their behavior and performance in the classroom (i.e. shirts with slogans, clothing with holes, or other distracting ornamentation).

All children must come to school well groomed. To create the desired results, the Dress Code must be specific. Within this specificity, there is some diversity, but the limit of that variety are clearly defined below. Dress code standards are based on neatness, cleanliness, and modesty. The **final determination of appropriateness** rests with the school administration.

Along with the approved uniform dress, please note the following guidelines specific to student dress.

- Only **natural hair color will be acceptable** – no dye, bleach, color rinse, or highlights.
- Hair must be kept clean, neatly groomed and out of the eyes
- Faddish and counter-cultural hairstyles are not permitted.
- **Boys** haircut above the shirt collar, and around the ears, and eyes when combed straight down and without sideburns, tails, or sculpturing.
- **Shirts and blouses must be tucked in at all times.** (Exception- “Vented” and hemmed shirts designed to wear over the waistband of the skirt.)
- Large bows and hair ornaments are not permitted.
- **Bows, clips, headbands, or ribbons, in uniform colors only, may be worn.**
- Other than the **Kippah, hats may not be worn** in the school during school hours.
- Jewelry should be simple, (one of each at max) necklace, bracelet, watch (no Smart Watches) may be worn.
- Earrings should be simple and understated.
- Boys may not wear earrings.
- **BYDS will not assume responsibility for any jewelry lost at school.**
- The **length of skirts, jumpers, skorts, shorts, should be no more than 3” above the knee.**
- **Waistlines** must **meet** the student’s waist.
- **Only BYDS approved** sweaters, jackets, t-shirts, etc., may be worn at school.
- **Boys must wear belts** with uniform pants or shorts **second through fifth grades.**

### Footwear

In consideration of **the physical safety of our students while on campus, students in grades K-5 will be required to wear athletic shoes** as a part of their **uniform dress code.**

- **Students may choose** from the following colors: **solid black, solid white, or solid gray.**
- **Multi-colored shoes are not allowed.**
- **Shoes can** have a **color swoosh** and soles can be white on any color shoe.
- **For students in grades 2-5,** shoes must have laces.
- **For students in grades K-1,** a Velcro athletic shoe is acceptable.
- **No slip-on shoes, boots, high tops, ankle tops or knee-high shoes of any style will be permitted.**

Please refer to the following pictorial example below when choosing your child's uniform shoes:



The online link can also be found on the [www.BYDS.org](http://www.BYDS.org) website in **Parent Resources** at <http://byds.org/parent-resources/uniforms>.

### **Kindergarten through Third Grade Girls**

The style for the girls' required uniform jumper in grades K-3 can be found in the Parker Uniform brochure on our website at <https://www.parkersu.com>.

#### **Monday through Thursday**

- **The jumper may be worn any day – but must be worn on Friday.**
- The jumper must be worn with the Peter Pan collared shirt (short or longsleeved).
- Navy modesty shorts must be worn underneath the jumper.
- **The skorts may be worn Monday through Thursday.**
- The skorts may be worn with solid navy, red, or white collared shirt (short or long sleeved).
- **Navy modesty shorts are not required** under the skorts.
- **For girls in all grades, both the polo shirt and the turtleneck knit shirt come in solid, navy, red, and white.**
- **Jumpers, skirts, shorts, or skorts must be no more than 3" above the knee.**

#### **Friday Dress**

- **Jumper is required on Fridays** with a Peter Pan collar shirt.
- Navy Modesty Shorts must be worn underneath the jumper.

### **Kindergarten through Fifth Grade Boys**

#### **Monday through Thursday**

- For boys in **all** grades, both the polo shirt and the turtleneck knit shirt come in solid, navy, red, and white.
- For boys in **grades 2-5 only**, **leather belts** in black or brown are required.

#### **Friday Dress**

**Friday dress uniform is required: long pants with a white shirt (During warmer months, uniform shorts may be substituted for long pants.)**

### **Kippot**

**The wearing of a kippah is one way to sanctify our school's mission and to strengthen**

**our identity as members of the Jewish community.** In keeping with our school's affiliation with Conservative Judaism, all boys and men wear kippot throughout the school day, while girls and women may wear kippot if they so choose.

#### **Fourth and Fifth Grade Girls**

- To distinguish their upper-school status, **girls in grades 4-5** can choose a solid navy skirt or the traditional plaid skirt for their required uniform attire.
- **The BYDS plaid skirt is acceptable, as well as the navy skirt** for their optional uniform wear.
- Optional **polo shirt colors are solid navy, red, and white.**
- **Navy modesty shorts** must be worn underneath skirts.
- **Skirts, shorts, or skorts must be no more than 3" above the knee.**

#### **Spiritwear**

- The spirit shirt is **navy blue**
- Both **long and short sleeve styles** are available.
- The **shirt comes embroidered with our BYDS logo.**
- Any **spirit shirts from previous years** should be **retired.**

*\*Should you be interested in recycling old spirit shirts; it would be wonderful if you would kindly donate them to our art department.*

#### **Spiritwear attire worn on Mondays with blue jean bottoms**

- **Shorts** may be worn on warm days.
- **Jeans or shorts may not be torn or have holes.**
- **Jeans or shorts must be worn** at the natural waistline.
- **Shorts may not be more than 3" above the knee.**
- **If there is no school on Monday, Spirit Wear should be worn on Tuesday.**

#### **Outerwear**

- Your child **may wear the BYDS fleece jacket** during the upcoming school year.
- In **addition to the fleece jacket**, your child may wear the **navy lightweight pullover sweater** as well as a sweater vest.
- **These items may be worn any day of the week.**

#### **Dress Code Violations**

- In cases of **dress code violations**, students will receive a **"Notice" via e-mail/phone call/note from their homeroom teacher.**
- The homeroom teacher may call the parents to bring a change of clothing if they feel a **student is dressed inappropriately.**
- The **student may receive a negative consequence for repeated dress code violations at the discretion of the teacher or administration.**

## Free Dress Days

- **Free Dress days will be announced.**
- **Parents may be called to bring a change of clothing if a student is inappropriately dressed.**
- **Special event days may require specific dress** not indicated below.

## On free dress days, students may wear

- **Jeans/Slacks/athletic pants, Capris, without rips or holes.**
- **Shorts** (length must **not be** more 3" above the knee.
- **Shirts** must be an **appropriate length.**
- **Midriff must be covered** when arms are raised.
- **Shirts may not be longer than shorts.**
- **Shoes must cover the entire foot (heels and toes).**
- **Hair** must be the **natural color.**
- All other **uniform guidelines still apply on free dress days**

## Inappropriate Free Dress Day Attire

- **T-shirts related to drug culture, music groups, advertisements that promote alcohol, drugs, obscene language or pictures, offensive phrases.**
- **Spandex/Lycra/Yoga pants.**
- Shoes that **do not cover** the entire foot.
- Other **dress deemed inappropriate/offensive** by the school **administration.**

## Dress Code—Early Childhood Program

While there is no formal Dress Code for the Early Childhood program, we ask that you dress your child in clothes that are comfortable and appropriate for preschool activities. They will likely be getting dirty and need to be free to move about the playground. Young children beginning their toilet training need to be able to manipulate their clothing on their own (no tights, overalls, or belts). Closed-toe shoes, preferably with a rubber sole, and socks, are safest and best. Sandals, Crocs, and cowboy boots are not appropriate.

## Toileting—Early Childhood Program

We do not potty train our students. However, we will support the potty training needs of our students which should be discussed with the individual teachers as they occur. The teachers are alert to the individual toileting needs of our younger children and, if an accident occurs, the child's clothing will be changed. When an accident occurs, the dirty clothes will be sent home in a sealed bag in your child's backpack. In August, each child is asked to bring a complete set of clothing (not shoes) in a labeled zip-lock bag to be kept at school. This should include shorts/pants, a shirt or dress, a couple of pairs of underwear/panties, and a couple of pairs of socks. Please remember to change out the extra clothes – keeping in mind the season and how much your child has grown.

## Extended Day Enrichment

- **Extended Day Care (EDC) is a service provided** to families wanting their **children to stay beyond our regular BYDS school hours.**

- **Extended Day Care is offered daily from 7:00 am (elementary school) 7:30 am (early childhood) until 6:00 pm, Monday thru Thursday and until 5:00 pm on Friday. Registration takes place before each school semester.**
- **Parents who intend to use Extended Day Care on a drop-off basis (not regularly) need to register their child at the beginning of the school year.**
- **When parents need the services of Extended Day Care, they must get prior approval from the Extended Day Care Coordinator that morning to ensure proper student-teacher coverage.**
- **To take a child out of Extended Day Care, parents must notify the Extended Day Care office.**
- **Any changes from the standard schedule in Extended Day Care must be communicated directly to the Director of After School Activities/Camp.**

We also offer **EDC through 6:00 pm Monday through Thursday and 5:00 pm on Fridays.** You are welcome to register your children for all or part of the week.

For our EC children, After School Activities (ASA) are incorporated during EDC hours if you register your child for classes. For children not signed up for an activity, the time is divided up between classroom activities and outside play.

- **ES children staying for EDC have the opportunity to do their homework independently and after that, the time is divided up into outside play and classroom activities.**
- **For all children, classroom activities include games, story time, center time, arts and crafts, and socialization.**

### **Emergency Closing Notification**

**In the event of an emergency school closing, you will receive notification through our automated phone system. It is important that you also check the school website for any weather-related closings or updates.**

### **Enrollment Forms**

**Our school forms are available on [byds.org](http://byds.org).**

**Please be aware that the Medical should be on file in the clinic for your child to attend school. This is a state requirement. Your full cooperation in completing the forms is appreciated. The information you provide will assist us in safeguarding your child.**

**Before students can begin attending school, each child must have his or her forms submitted, including the medical forms with the student's updated vaccination records.** Please call the BYDS offices at 713-666-1884 with any questions you may have.

## **Re-enrollment – Parent Cooperation**

**Parental cooperation is required** for continued enrollment. **Parents** are expected to **cooperate in good faith with the implementation and enforcement of all Beth Yeshurun Day School policies and procedures** as stated in the handbook and requested by the administration. **Parental behavior or failure to cooperate shall be grounds for removal of any student from the school.** Additionally, **parents are expected to speak and act in a positive manner regarding all school matters. Disrespectful behavior, vulgar language or verbal abuse may result in a family being required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.**

## **Field Trips**

- **Field trips** are planned as **an extension of our curriculum and are an additional tool in the learning process.**
- **Parental permission forms allow your child to leave the school and release the school and teachers from liability in the event of an accident.**
- **Students may be denied participation at the discretion of the teacher or administration** if they fail to meet academic requirements **and behavioral expectations** or if the proper permission form is not returned.
- If needed, **parents may also be asked to chaperone.**
- **If parent chaperones are necessary, younger siblings are not permitted to accompany their parents on class field trips.**
- **Telephone calls will not be accepted in lieu of proper forms.**
- **Transportation for all school field trips is by chartered bus only.**
- **Dress uniforms are the required attire for all field trips unless otherwise stated due to special circumstances.**

## **Financial Assistance**

To be sure we maintain the affordability of a BYDS education, we remain strongly committed to **offering financial assistance to any family demonstrating need.** Parents must file a **confidential financial application that includes disclosure of tax**

**information.** Be assured that the financial aid process will be managed in a confidential and respectful manner.

**Financial Aid is based on financial need** and is awarded annually. **BYDS uses FACTS Financial Aid to process applications for financial aid.** FACTS Management is a third party agency utilized by independent schools nationwide to assist financial aid committees in evaluating need. **Award decisions are not made by FACTS, but by BYDS.**

Please contact the **BYDS Business Office** or refer to **BYDS.org** under the **Admissions** tab for further information.

## **Firearms**

**For the safety of all, no weapons of any kind, (knives, firearms, etc.) are allowed on the BYDS School Property.**

**Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.**

## **Hot Lunch Program**

BYDS has partnered with SAGE Dining to deliver a high-quality kosher dining program. Many of our students experienced this lunch program at The Emery/Weiner School when they were there last fall. We are grateful to EWS for assisting us in creating this program with SAGE, acquiring cafeteria equipment, and preparing our lunch in their kitchen. To learn more about SAGE Dining, please [click here](#).

## **LUNCH @ BYDS**

BYDS and the PTO split duties for our lunch program. The school will administer the Lunch Program, including the lunch service, ordering, and payments, while the PTO volunteers will serve lunch daily. If you have any questions, please contact [lunch@byds.org](mailto:lunch@byds.org) about service, system, or payment issues. Many thanks!

## **Volunteers – Hot Lunch**

The PTO Committee organizes volunteers to serve lunch each day. We use Signup Genius to sign up for volunteering. On SignUp Genius, you can see availability and make changes if necessary, and you will receive reminders about your service date. If you plan on serving lunch, PLEASE read the information on the BYDS website regarding Volunteer Instructions. Even if you have served lunch before, please reread this section before your lunch shift.

## **Challah**

On **Fridays, we have challah** delivered from Three Brothers Bakery. Challah purchase is available at the time of enrollment.

## **Kashrut Policy**

BYDS strives to **build a community in which everyone can feel at home**. By **setting a uniform standard for food that is brought into the building, and adhering to the kashrut policy** of Congregation Beth Yeshurun, we hope to create a shared sense of obligation and community.

- Only dairy and pareve products are to be brought into the school building.
- Meat, pork, or shellfish products are not to be consumed or brought into the school or synagogue building.
- Children who bring a packed lunch may have a dairy or pareve lunch, free of all meat ingredients and meat by-products, to ensure kashrut in school lunches.
- All store-bought foods, with the sole exception of fresh fruits and vegetables, require kashrut supervision.



The following symbols are universally recognized as reliable and are acceptable for BYDS:

HKA: Houston Kashruth Association 

O/U: The Union of Orthodox Jewish Congregations

O/K: The Organized Kashrus Laboratories



Kof-K Kosher Supervision



Texas K



cRc (Chicago)



Additional information can be found on the **Houston Kashruth Association website:**

[www.kosherhouston.org](http://www.kosherhouston.org).

If you have **questions** about a symbol not printed above or about a particular product, **please contact the Director of Judaic Studies.**

### Allergy Policy and Procedures for Managing Students with Food Allergies

The success of our **policy and procedures depends on the cooperation and compliance of all of our families.** Safety with food allergies **requires vigilance** of our entire BYDS community: faculty, staff, parents, and students.

### School's Responsibility

- **BYDS Elementary School is not a nut-free environment. BYDS Elementary School is a nut-sensitive environment.**
- **Neither the Early Childhood Program or the Elementary School serve peanut butter, nuts or any type of nut products. BYDS will not knowingly provide peanuts or nuts or products containing them for any use.**
- **Food sharing** among students is not permitted.
- **BYDS teachers** are responsible for making all the children in their classroom (**CDO-5<sup>th</sup> grade**) aware of any child's nut/peanut allergy so they can all work together on food safety.
- All **staff members are trained to understand the hazards of food allergies**, are made aware of common symptoms and are trained to use an EPI Pen if necessary in an emergency situation.

- **For BYDS Elementary School only, students are allowed to bring peanut butter to school.** However, the school will make every reasonable effort to accommodate and keep the allergic children safe yet minimize the disruption to others.
- **Thorough hand washing will be required** after eating for all students.
- **Preschool teachers will help the students wash hands, faces, and wipe clothing after eating.**
- The **school nurse will provide a confidential** list of all students who have allergies to the school administration and classroom teachers no later than the first day of the current academic year.

### Family Responsibility

- **Parents of nut-allergic students should set a meeting** with any teacher who has daily contact with their child to discuss/educate them on the individual child's food allergy, prevention, medications, and emergency procedures.
- All **food given** to the **child** at school by the **school MUST be pre-approved by the parent.**
- It is the **responsibility of the parent** to contact the lunch providers to make sure all foods are pre-approved.

### Homework Guidelines

Teachers at each grade level set the policy for late or incomplete assignments.

- **Home study** is assigned to help students become **self-reliant and self-directed.**
- **Assignments** are **designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons** through various experiences.
- Homework time **will vary in length and intensity depending on the student grade level.**
- Students are **expected to complete all homework** assignments. Homework is a necessary part of their academic study and should be completed on time.
- **Consequences can be applied when homework is not completed.**
- **Parents should supervise the completion, but should not do the assignments.**
- Some **students may have an individualized plan** where **homework is modified** and **extended time** is allowed.
- All individualized **plans must be approved** by the **School Administration.**
- **Students are responsible for getting homework** assignments from their teachers if they have been absent.

### Responsible Citizenship

- **As parents and educators, we are dedicated to helping children to become responsible citizens.**
- **Students must learn not only responsible conduct behavior but also responsible academic behavior.**
- **Upper Elementary students are ultimately responsible for completing their own assignments and homework.**

- **Students are responsible for remembering to bring their own books, homework, assignments, and materials to class.**
- **Forgotten homework, books, materials, will not be delivered to the classroom.**
- **Students are not permitted to call home for forgotten books, homework, or materials.**
- **Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent.**

## **Internet Use**

Beth Yeshurun Day School Students **have access to the Internet, which is governed and supported by the Board of Directors, the Head of School and Administration.** The goal of this resource is to improve and support the education of our students by providing access to global information.

**Any student who abuses this privilege by accessing or using threatening or inappropriate material will be subject to disciplinary action. Information students send or receive via computer resources may be viewed by others with or without parental knowledge. All students with their parent or guardian must read, sign and return the *Beth Yeshurun Day School Acceptable Use Policy* to their homeroom teacher on or before September 1<sup>st</sup> of the current school year.**

## **Acceptable Use Policy for the Use of Computers and Telecommunications**

Beth Yeshurun Day School is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to email and the Internet, all students must obtain parental permission. Should a parent prefer that a student does not have email and internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to email and the internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication and useful information with other Internet users around the world. Email capabilities may be used to facilitate distance learning projects. Network and Internet access is provided to further the legitimate educational goals of the School and Congregation. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. All users are expected to conduct their online activities in an ethical and legal fashion. It is expected that users will comply with the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her action in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy – Network storage areas may be treated like school lockers or desks. Network administrators may review communications to maintain system integrity and ensure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete the email or other material which take up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives, computers, or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow: never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately. The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.

Follow these guidelines to prevent the loss of network privileges on campus.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another person's folders, work, or files.
9. Do notify an adult immediately if, by accident, you encounter materials which violate the rules of appropriate use.
10. Be prepared to be held accountable for your actions and for the loss of privilege if the Rules of Appropriate Use are violated.

## **Lost and Found**

Please **mark all clothing, lunch kits, backpacks, water bottles and any other personal items with your child's name.** Any items left in our lost and found for an extended period will be donated to charity or discarded.

## **Progress Reports and Report Cards—Elementary School**

- Report cards are posted in My Backpack each quarter of the school year.
- General studies teachers will write a brief narrative for each marking period.
- A numerical value is used to represent student progress in various academic skill and conduct/citizenship categories.
- Hebrew, Judaic Studies, and all specialized subjects will post grades during each of these reporting periods as well.

## **School Security**

**Beth Yeshurun Congregation has contracted with off-duty Houston Police Officers to provide safety and security of our campus premises, students and staff of both Beth Yeshurun Congregation and Beth Yeshurun Day School.** The off-duty officers are under the direction of Congregation Beth Yeshurun Administration and Security Committee. Beth Yeshurun Day School Administration will be kept informed of the implementation of all security policies and will inform parents accordingly.

To provide additional protection for students, **Beth Yeshurun Day School utilizes Raptorware V-soft (Raptor) to guide visitor and volunteer management.**

**The Raptor system will identify any person who is a registered sex offender or otherwise restricted from being on campus. The system will then alert an administrator who will decide whether or not to allow the visitor access to the facility.**

- **All visitors coming to BYDS Elementary School will need to have a government-issued photo identification card to gain admittance.**
- **The system will allow BYDS staff to track visitors and volunteers as they enter and leave our school building.**
- **Acceptable forms of identification include a driver's license, state identification card, passport, military identification card or government identification card.**
- **Visitors must have their photo identification scanned by the school receptionist.**
- **All visitors must check-in at the school receptionist desk before proceeding to their destination.**
- All visitors will be issued a printed badge that will include, name, date, destination/purpose before the visitor is allowed to enter the secured area.
- School personnel will escort the visitor to their destination
- The visitor or volunteer badge is to be worn at all times during the campus visit. When the visitor leaves the facility, the badge should be returned to the front office.
- All school entrances are locked between the hours of 7:30 AM and 4:00 PM Monday-Friday.

- All maintenance workers who are not employed by BYDS will need to enter the facility through the front office and have their identification scanned, they must also register in the official visitor registration book.
- All outside maintenance workers must be escorted at all times while working in the building.
- No parents/visitors are allowed access to the classrooms or other areas of the building without the approval of the principal or designee.
- All elementary school parents must schedule classroom visits with their child's teacher.

All Parents will be required to have their ID's run through the system before September 1, of the current school year to make sure the continuity of the system is intact.

Please note that if you do not have your tag visible, we will ask to run your license/name again to provide the proper identification for you to wear while walking through our school. This is the same protocol for family members, nannies, friends, and others who may be picking up your children.

## **Teacher Requests**

Due to the numerous considerations that go into student placement by the BYDS Teaching Staff, School Counselor, Director of Student Support and Principals, we do not honor parent requests for teachers. BYDS makes every effort to create classrooms that balance students academically, emotionally, behaviorally, socially, and by gender.

## **Outside Tutors**

- Outside tutors paid by the parents to work with students during the school day are permitted on a case by case basis.
- Students receiving intervention from specialized tutors must have current academic testing (within 3 years) verifying the diagnosis on file.
- Students may only be tutored privately during non-academic times.
- All outside tutors must be willing to have an outside background check.
- Tutors must follow all Beth Yeshurun Day School policies and security protocol.
- Tutors must hold the appropriate educational credentials to work with students with diagnosed learning issues.
- Tutors must be approved by the Director of Student Services and the Elementary Principal.
- Tutors must work with the Director of Student Services and the Elementary Principal's assistant to schedule their services.

## **Withdrawal**

**Withdrawal Procedures** When a student is withdrawn from school, the parent/guardian must notify the school office in writing, and complete the required withdrawal paperwork as soon as possible prior to the actual withdrawal date. Official student records are mailed directly to the new school.

## **EMERGENCY PREPAREDNESS PLAN ADDENDUM**

### **GENERAL INFORMATION:**

Our program times depend on the grade level:

CDO-3s: 8:30am-12:30pm

Pre-k: 8:30am-2:00pm

The Early Childhood Director is on campus during those designated times.

Extended Day Enrichment (EDE) 7:30-8:30am (early morning drop-off) and until 6:00pm;  
Fridays until 5:00pm.

After School Activities (ASA) are offered after school at 12:30pm, 2:00pm, and 3:30pm.

The EDE/ ASA Director is on campus during those designated times.

### **GENERAL SAFETY STANDARD:**

The State of Texas Licensing information board is located at the entrance of the Early Childhood School. It contains the following state regulations and information for: poison control, child abuse, director information, and temporary safety and security emergency protocol book)

A school receptionist is in the front lobby from the hours of 7:30-6:00. Parents may contact our school through our usual contact number (713) 666-1884

Exterior doors are secured throughout the school day (7:30-6:00) and each teaching pair has an access key to access the various areas

Each pre-school classroom has the following information posted:

- Class list
- Class list emergency contact information
- Emergency plans
- Emergency contact information
- Child Abuse contact information
- Illness Policy
- Allergy list
- Dismissal times
- ASA/EDE activities

**Order of contact in case of emergency:**

1. Head of School
2. Assistant Head of School
3. Director of EC
4. Director of ASA/EDE
5. Nurse/Medical
6. Maintenance

**EMERGENCY & SAFETY DRILLS:**

**Fire:**

- A. **Signal:** One constant bell and flashing lights
  - B. **Procedure:** Each classroom and hallway is equipped with a routinely inspected fire extinguisher and has a floor plan with designated exit routes. The teachers will take their emergency backpack, walkie talkies, cell phones, and class lists.
    1. The teachers will guide students in a single file line to their designated gathering place. If students are outside, they will stay outside and move to their designated gathering place.
    2. The teacher's emergency bag contains a class roster. To verify that all students are present, teachers will hold up either a red card to signify a missing student or green card to signify all students are present.
    3. There will be a designated administrator at both meeting places to verify all students are present.
  - C. **Signal to Return:** "All clear" is announced
  - D. **Frequency of Drill:** Once a month.
  - E. **Sweep-Team Responsibilities:**
    1. Principal & Principal Administrative Assistant: ES Bathrooms, Pre-K to 1<sup>st</sup> Hallways
    2. Directors of Development, Marketing, & Admissions: Kitchen, EC Halls, CDO, 2's, 3's classrooms, and Restrooms
    2. Director of EDE/ASA and Head of School Executive Assistant: EC Classrooms, Hallways, and Restrooms
    3. Director of Judaic Studies: 4th and 5th Grade Hallways and Judaics Hallway
    4. Controller and Accounting Administrative Assistant: Administrative Wing and Reception Area
    5. School Counselor: ES Bathrooms, 2<sup>nd</sup> and 3<sup>rd</sup> Hallways
    6. Head of School and School Nurse: Lobby and Front of School
-

### **Evacuation:**

- A. **Signal:** An announcement to evacuate is made
- B. **Procedure:** Teachers take their emergency backpacks and will direct all students to assigned evacuation area.
  - 1. All available administration and staff assist with evacuation of our youngest students.
  - 2. Teachers will escort children across the playground, through the parking lot, and across the field to the office of Dr. Steven Epstein on Frankway.
  - 3. Upon arrival to evacuation area, attendance will be taken. To verify that all students are present, teachers will hold up either a red card to signify a missing student or green card to signify all students are present.
  - 4. There will be a designated administrator at both meeting places to verify all students are present.
- C. **Signal to Return:** "All Clear" announcement

Designated Gathering Address:

Dr. Steven Epstein  
8811 Frankway Dr.  
Houston, TX 77096  
713-666-2333

### **Intruder on Campus:**

- A. **Description:** this is defined as a person who is wandering around the premises and raises suspicion based on the following:
  - Person appears nervous
  - Unusual behavior
  - Sends hints and signals to unidentified persons
  - Appearance doesn't match our environment
- B. **Procedure:** Teachers will account for and gather all students into nearest classroom, lock the door, turn off the lights, cover windows, pull shades. Students get under desks or tables. Wait for the all clear signal.
- C. **Signal:** If an intruder is suspected, inform head of school or his or her designee who will call for school lock-down
- D. **Conclusion:** "All clear" is announced when door is keyed open by staff person.
- E. **Frequency of drill:** every other month.

### **Tornado:**

- A. **Signal:** "Tornado Drill" announced.
- B. **Procedure:** The teachers will take students to nearest hallway away from glass and take the duck and cover position. The teachers and students will remain in these safe locations until the all clear signal.
- C. **Signal to Return:** "All clear" announced.
- D. **Frequency of Drill:** Two times a year.

**Shelter-In-Place & Lockdown:**

- A. **Signal:** “Shelter-in-Place”.
- B. **Procedure:** Teachers will account for and gather all students into nearest classroom, lock the door, turn off the lights, cover windows, pull shades. Students get under desks or tables. Teachers will wait for instructions issued by Head of school or their designee.
- C. **Signal to Return:** “All clear” is announced.
- D. **Frequency of drill:** every other month.

**Hazardous Material:**

- A. **Description:** Any potentially dangerous items or hazardous materials are kept out of reach to children.
- B. **Signal:** If an event of a hazardous material spill, inform head of school or his or her designee who will call for school lock-down or evacuation dependent on location of the event.
- C. **Procedure:** Teachers will account for and gather all students to direct them to a safe area away from immediate danger. Teachers will remain in safe area and wait for directives from administration.
  - a. If hazardous
- D. **Signal to Return:** “All clear” is announced

**Flood:** In the event of a flood, we will not have school and will stay in elevated areas.

**Bomb Threat:** Every threat will be taken seriously. If there is a bomb threat via telephone, the individual will be asked to identify themselves.

Whichever BYDS employee answers the telephone will attempt to ask where the bomb is located and ask for time of detonation and ask why. The employee will call police and communicate possible location or information about bomb. Administration will declare a shelter in place or evacuation based on school protocol and return to class only after police declare that area is safe.

**Emergency Backpack Items**

- 1. Student Emergency Contact List
- 2. List of Emergency Procedures
- 3. Allergy List
- 4. Red & Green Attendance Cards
- 5. Whistle
- 6. CPR mask attached to front of backpack
- 7. Wet Wipes or hand sanitizer
- 8. Kleenex
- 9. Wind up flashlight or regular flashlight
- 10. Work Gloves
- 11. Waste bag
- 12. Water
- 13. Student Activities (book, coloring, other distractions)

14. First Aid Kit
15. Holding rope for early childhood (if applicable)
16. Diapers and wipes (if applicable)

Child safe outlets are used in every room.

**MEDICAL:**

We have a full-time nurse on site from 8:00 AM- 3:00 PM.

Epi-pens are secured away but are easily accessible if required

Safety backpacks (everyone has one) with red and green cards

If a child is ever sent to the nurse, an accident report/visitor report is completed and parents are notified directly by the nurse.

CDO: 8:30-12:30

EDE/ASA: 12:30- 6:00